

Alfred University
School of Engineering

Advisor and Thesis Committee

All students are expected to select an advisor and a thesis committee before the end of the first semester of graduate enrollment; this is accomplished by completing and submitting the attached form (SoE Grad Programs - Form 1) to the Dean's Office - Graduate Program Secretary. Any changes to the thesis advisory committee should be communicated to the Graduate Program Secretary in writing.

The advisor will serve as the principal consultant/supervisor for the thesis, chair the thesis committee, and report the thesis-credit grades to the Registrar. The advisory committee is available to provide advice on the research project, the written thesis, and the student's professional development. The advisory committee shall arrive at all matters concerning the thesis by unanimity. In the unlikely event that such agreement cannot be reached, the question at issue must be brought to the School of Engineering Graduate Committee for decision by majority voting.

The thesis committee shall consist of (1) the thesis advisor and (2) at least two additional AU graduate faculty members for M.S. students or at least three additional AU graduate faculty members for Ph.D. students. Individuals who do not hold faculty rank at AU may act as additional non-voting committee members at the discretion and approval of the thesis advisor. The names of non-voting committee members do not appear in the students' thesis title sheet, but they may appear in the acknowledgments.

Thesis Progress and Report

After completing the first semester of enrollment, the **student is expected to meet with the thesis committee each semester to update them on the progress towards completion of the degree.** Starting with the second semester of enrollment, the student should (1) deliver a formal presentation to his/her committee and (2) submit a completed copy of the Graduate Student Progress Report (SoE Grad Programs - Form 2) to the Dean's Office - Graduate Program Secretary before mid-term break. Before midterm grades are due, the Graduate Program Secretary can prepare a list identifying which students have not submitted their progress reports. This list will be sent to advisors, who will be responsible for submitting P/I midterm grades. Students receiving an "I" will be notified that they must meet with their committee by semester's end. The list will be updated prior to finals, and the advisors will be responsible for submitting P/NC grades. After the advisory committee meeting, the advisor will consult with the advisory committee to complete the student assessment form (SoE Grad Programs Form 3), discuss the completed form with the student, and submit the completed form to the Dean's Office.

**Alfred University
School of Engineering
Advisor and Thesis Committee Selection Form**

To be filled out by student:

Student Name: _____ **Student ID Number:** _____

Program: **BMES** **Cer/E** **EE** **GS** **MSE** **ME**

Degree Sought: **MS** **PhD**

Program Start Date: **Fall** **Spring** **20**__

Expected Graduation: **Fall** **Spring** **Summer** **20**__

Name **Signature** **Date**

Thesis Advisor

Committee Member #2

Committee Member #3

Committee Member #4

To be filled out by advisor and discussed with graduate student:

Anticipated Funding

Duration	Source (Account number or name)	Level of support (full, partial)

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

**Alfred University
School of Engineering
Graduate Student Semester Progress Report**

Directions: Complete form and e-mail to the Graduate Program Secretary (deckerk@alfred.edu)

Name: *(your name here)*

Current Semester: *(Spring '15)*

Degree Program: *(e.g. M.S. Cer. Eng.)*

Exp. Grad. Date: *(e.g. Fall '18)*

Advisor: *(advisor's name here)*

Thesis Title (or Topic): *(thesis title here)*

Date of Last Committee Meeting: *(indicate date here)*

List major research activities this semester:

- *(Major activity, e.g. prepared research proposal)*
- *(Major activity, e.g. prepared xx samples)*
- *(Major activity, e.g. analyzed xx samples)*

List goals for upcoming semester:

- *(Planned activity, e.g. complete analysis of xx samples)*
- *(Planed activity, e.g. develop model to describe sample behavior)*

List publications, presentations, reports, awards, etc.

- *Y.Y. Ma and M. Davis, "Lattice parameters of doped harmonium oxide", a poster presentation at the 35th Annual Meeting of the Bohemian Materials Society, January 201x*
- *Interim report submitted to sponsor, Feb 201x*
- *Dean's award for public service, May 201x*

Name

Signature

Date

Thesis Advisor

Committee Member #2

Committee Member #3

Committee Member #4

SoE - Grad Programs Form 2

**School of Engineering
Graduate Student Assessment Form**

Student _____ Advisor _____

Degree Sought: MS PhD

Field: BMES Cer/E EE GES MSE ME

Semester: 1 2 3 4 5 6 7 8 >8

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	No basis for judgment
Ability to conduct independent research or design project					
Ability to formulate and design a research project (PhD)					
Awareness of the state-of-technology in their field of research					
Ability to critical evaluate information and assess its reliability					
Ability to use tools/techniques needed for completion of project					
Ability to design and carry out experiments					
Ability to design a system, component, process to meet project needs					
Ability to analyze and interpret data					
Ability to communicate effectively (oral)					
Ability to communicate effectively (written)					
Understanding of professional responsibility					