

Department of Mechanical Engineering-Engineering Mechanics
Research/Special Topics Course Description

Student Name: _____ ID Number: M _____ Email: _____

Course Number* (check only one):

**It is your responsibility to register for this course.*

- | | |
|---|--|
| <input type="checkbox"/> MEEM3990 (UG Special Topic) | <input type="checkbox"/> MEEM4999 (UG Thesis) - 3 credits |
| <input type="checkbox"/> MEEM3999 (UG Research) - 3 credits | <input type="checkbox"/> MEEM5990 (MS/Grad Special Topic) |
| <input type="checkbox"/> MEEM4990 (UG Special Topic) | <input type="checkbox"/> MEEM6990 (PhD/Grad Special Topic) |

CRN: _____ Number of Credits: _____

Project/Faculty Advisor: _____ Completion Semester: _____

Title: _____

Project/Course Description: Provide information similar to a syllabus in an attachment. See reverse for instructions.

NOTE: *The department is not responsible for costs associated with the research/special project unless such costs are clearly stated in the project/course objective and approved by the chair via signature below.*

Student: _____ Date: _____

Project/Faculty Advisor: _____ Date: _____

Undergraduate students: Return form to the ME-EM Advising Center, 204-205 MEEM.
Graduate students: Faculty Advisor or student to route to Department Chair for approval.

Academic Advisor (Undergrads only): _____ Date: _____

MEEM4990/4999 Credit(s) Approved as Technical Elective: YES NO

Department Chair: _____ Date: _____

Guidelines for Research/Special Topics Courses

MEEM3990, MEEM3999, MEEM4990, MEEM4999, MEEM5990 and MEEM6990

NOTE: Thesis research courses (MEEM4999) cannot be used under Senior Rule nor counted toward graduate degrees.

- Registration for the course will require approval of a faculty research advisor and the completion of a Research/Special Topics form. This form will serve as the document that defines the scope of the research and the number of credits assigned to a specific semester, indicates approval of the faculty advisor, and indicates final approval of the department.
- MEEM3999 and MEEM4999 (undergraduate research) are 3 credit courses that may be taken for additional credit (6 credit maximum).
- MEEM3999 may only be used as free elective credit.
- A maximum of 3 credits of MEEM4999 can be substituted, with advisor and chair approval, for technical electives.

Report - structure and grading process (MEEM3999)

Structure

Report guidelines will be established by the faculty research advisor. A report must be submitted if MEEM3999 is scheduled in a semester.

Grading

The faculty research advisor will assign a letter grade for the report.

Senior Thesis - structure and grading process (MEEM4999)

Structure

The senior thesis will contain the following: Title Page, Abstract, TOC, Main content, References. Formatting requirements will be established for the entire document including margin(s) and references. A template format will be created and followed by all students completing a senior thesis.

Grading

The senior thesis will be completed and reviewed under the direction of the faculty research advisor. In addition to being read by the faculty advisor one additional faculty, as determined by the Director of Undergraduate Studies, will be assigned to assist in the grading process.

Undergraduate Special Topics (MEEM3990 and MEEM4990)

Faculty member should work with the student and the Director of Undergraduate Studies to document the Project/Course Description. The outcome should contain the same basic information as a typical course syllabus. In addition to the Project/Course Description, the course deliverables (exams, homework, and/or report, etc.) and their relative contribution to the determination of the final grade must be included. This documentation is necessary for ABET purposes.

Graduate Special Topics (MEEM5990 and MEEM6990)

Faculty member should work with the student and the Director of Graduate Studies to document the Project/Course Description. The outcome should contain the same basic information as a typical course syllabus. In addition to the Project/Course Description, the course deliverables (exams, homework, and/or report, etc.) and their relative contribution to the determination of the final grade must be included.