



JOHNS HOPKINS  
UNIVERSITY

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Department of  
Mechanical  
Engineering

M.S.E.  
Graduate Student  
Advising Manual

2017-2018

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# 1. Welcome!

**Welcome to the Department of Mechanical Engineering!** This manual is designed to serve as a guide for Master of Science in Engineering (M.S.E.) students in the Department of Mechanical Engineering to work more effectively during their time at JHU, and to describe the basic academic requirements for the M.S.E. degree. The detailed planning of an academic program, such as choosing courses and the like must be done with the guidance of the faculty advisor.

This manual covers policies and procedures, and offers suggestions regarding our program. Please address issues and questions not covered in this manual with these professors and staff:

- Academic Program Manager - Mike Bernard
- Academic Program Coordinator - Kevin Adams
- Your faculty advisor
- Administrator - Marty Devaney
- Director of Graduate Studies, Professor Rajat Mittal
- Department Chair, Professor Gretar Tryggvason

This document is not phrased to professional legal standards. You will want to clarify any unclear issues with the department.

## 2. General Information

### 2.1. Residency Requirements

Once students begin their graduate course of study toward a degree, they must complete a minimum of two consecutive semesters of registration as a full-time, resident graduate student. To qualify as a resident student, the student must be present on campus and working toward fulfilling the requirements for the degree. Information is available at <http://homewoodgrad.jhu.edu/academics/graduate-board/>.

### 2.2. English Language Program for International Students

International students whose native language is other than English are strongly encouraged to strengthen their English language skills, no matter how proficient they are currently. Taking the course 370.602 Accent Reduction will help.

- **All students whose TOEFL speaking scores are 27/30 or higher** are exempt from taking 370.602 Accent Reduction, but are strongly encouraged to take 370.603 Communication Strategies in the American Academia.
- **For Masters students whose TOEFL speaking scores are 26/30 or lower:**
  - Those intending to apply for Mechanical Engineering Teaching Assistant (TA) positions must register for and complete 370.602 Accent Reduction before applying, and are strongly encouraged to take 370.603 Culture and Communication Strategies in the American Academia, as well.

- All others not intending to apply for a TA position are encouraged, but not required to register for 370.602 Accent Reduction and are welcome to take 370.603 Culture and Communication Strategies in the American Academia.

If you feel that your English-language skills are strong enough to avoid taking these remedial courses, you are welcome to participate in English-language assessments by the English Language Program for International Teaching Assistants of the Language Teaching Center (LTC)

Visit the LTC in 523 Krieger Hall to take the English-language assessment listening test and interview. Contact the [Center for Language Education](#) to arrange an appointment.

If you pass the test, you may drop the Accent Reduction course and you will be eligible to act as a Teaching Assistant right away. If the examiner “recommends” or “requires” taking 370.602 Accent Reduction, then our department requires you to take the course.

If you must take 370.602 Accent Reduction but there is a conflict with another course on your schedule, you may delay taking the course but you cannot be hired as a Teaching Assistant until you take and pass the remedial course.

## 2.3. Required Introductory Courses and Tutorials

There are three introductory courses and tutorials that most or all graduate students must take. These courses cannot be counted toward course requirements listed for the M.S.E. degree.

### 2.3.1. Responsible Conduct of Research

Many M.S.E. and all Ph.D. graduate students will be required to take the “Responsible Conduct of Research” course.

- M.S.E. students receiving payment for research or who are conducting research used to help complete degree requirements must first complete the online training course (AS.360.624) before conducting research and receiving payment.
- M.S.E. students receiving payment from NIH Training Grants must take the in-person training course (AS.360.625).
- Each Ph.D. student must complete take the in-person training course (AS.360.625) before the start of his or her fourth semester of the program. Failure to complete the course could result in the loss of funding.

Information is available at <http://engineering.jhu.edu/wse-research/resources-policies-forms/responsible-conduct-of-research/>.

### 2.3.2. Academic Ethics

Graduate students are automatically enrolled in the online tutorial EN.500.603 Academic Ethics, which teaches academic and ethical responsibilities. This 20-minute tutorial must be completed in the first eight weeks of the student’s first semester. The Whiting School of Engineering will notify new students when the course is available.

### 2.3.3. Research Laboratory Safety

All students working in a research laboratories must take the Research Laboratory Safety course modules: an introduction to laboratory safety, including chemical, biological, radiation, and physical hazards. Students learn hazard assessment techniques, laboratory emergencies, and general lab standards for Whiting School of Engineering.

See Section 6.1.1 of this manual for details on the modules and lectures.

These should be taken before beginning work in a research laboratory.

## 2.4. Advisors

In most cases, a graduate student's academic advisor will be a full-time faculty member in the Department of Mechanical Engineering.

Occasionally, a student may partake in specialized research where he or she will work with a professor in another department. If this is the case, the student will have two advisors:

- A research advisor, whose primary appointment is in an outside department and may or may not have a secondary appointment in Mechanical Engineering
- An academic advisor whose primary appointment is in Mechanical Engineering.

## 3. The M.S.E. Degree Program

The Master of Science in Engineering (M.S.E.) degree requirements, along with general information, will be described here.

### 3.1. University and Whiting School Degree Requirements

Visit <http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/> for information on school-wide requirements, such as:

- Two semesters of full-time course registration, also called "residency."
- Course registration every semester.
- Completion of academic ethics and (if conducting research) responsible conduct of research courses.
- MSE essay submission.

See Section 3.5 for information on minimum credit enrollment maintain full-time "residency" status.

### 3.2. M.S.E. Mechanical Engineering - Degree Requirements

The M.S.E. degree may be a final degree or it may be earned *en route* to a Ph.D. degree. Either way, the requirements remain the same, and the advisor's approval is required.

Students who complete the M.S.E. degree are not automatically admitted to the Ph.D. program.

The requirements for an M.S.E. in Mechanical Engineering are described in Sections "A" and "B," where both sections must be met:

**SECTION A:** Satisfactory completion of eight one-semester advanced courses approved by your advisor, as follows:

- a) At least four courses must be at the graduate level (full-time programs xxx.600 or higher, Engineering for Professionals xx5.4xx or higher).
- b) No more than four courses may be at the intermediate/advanced undergraduate level (full-time programs xxx.300 - xxx.499, Engineering for Professionals xx5.3xx). (Note: for students matriculating in Spring 2018 or later only advanced undergraduate courses xxx.400-499 will be accepted)
- c) At least two courses should be in applied mathematics, numerical analysis, or computational methods. (This requirement can be waived in writing by your advisor, if sufficient prior preparation in these areas can be demonstrated).
- d) Independent Study, EN.530.600 MSE Graduate Research, Graduate Research, or Special Studies are not eligible courses to help complete Section A's requirement.

**SECTION B:** In addition to the eight courses above, students must also complete either two more courses or a thesis:

- a) *Either...* Two additional one-semester graduate-level courses (xxx.600-xxx.799) approved by your advisor, (for M.S.E. students only: one of these two courses can be EN.530.600 MSE Graduate Student Research)
- b) *...Or* An M.S.E. essay (the official title of master's theses at Johns Hopkins) acceptable to your advisor and one other reader.

At least half of all courses counted toward the master's degree must be EN.530.xxx Mechanical Engineering or EN.535.xxx Engineering for Professionals' Mechanical Engineering but no more than two courses may be chosen from the [Engineering for Professionals program](#).

Students must register for the course EN.530.602 Master's Thesis Research and Writing every semester that he or she works on master's thesis research and writing.

See Section 3.6.5 for information on the possibility of double-counting courses from a previous degree.

### 3.3. Course Levels

Subject to the degree requirement restrictions, one-semester advanced courses include:

## Graduate

- Full-time program courses numbered xxx.6xx and higher (e.g. EN.530.621)
- Engineering for Professionals program courses numbered xx5.4xx and higher (e.g. EN.535.415).
- For courses taken before Fall 2017, some graduate courses in Computer Science numbers 600.4xx and are considered graduate-level courses. Please contact the Computer Science department to confirm their graduate course offerings or visit <http://cs.jhu.edu>.

## Undergraduate

- Full-time program courses numbered xxx.300-xxx.499
- Engineering for Professionals program courses numbered xx5.300-xx5.399.

### 3.4. Course Selection

The courses taken to complete the M.S.E. degree requirements should be selected based on each individual student's interests and strengths. Students should meet with their advisors early to plan their courses for the entire program, as many courses require prerequisites.

The following courses are suggested for M.S.E. students with particular interests. Students should discuss these and possibly other courses not listed with their advisors when making their selections.

#### 3.4.1. EN.530.600 Master's Graduate Research

The EN.530.600 Master's Graduate Research course is intended to give a research experience to those pursuing an "all-course" master's degree.

- This course will count as one of the ten courses needed for the "all-course" master's degree requirements.
- While this course can be taken by those pursuing a "thesis/essay" master's degree, it will not count toward the "thesis/essay" master's degree requirements.
- This is an excellent course to gauge one's interest in research. It could result in a student's desire to pursue more research by switching from an "all-course" to a "thesis/essay" master's program or even to a Ph.D. program.

The course is generally the equivalent of three credits and lasts one semester. The research must be conducted at the level of at least a master's degree, as determined by a student's research supervisor, which may be one's academic advisor or another professor.

Approval of proposed research must be obtained from one's research supervisor and academic advisor before registering for the course. When registering for the course, the research supervisor's "section" should be selected to allow him or her to grade the course when complete. The course is subject to the usual academic performance requirements to count toward the degree.

### 3.4.2. EN.530.602 Master's Thesis Research and Writing - for "thesis" master's

The EN.530.602 Master's Thesis Research and Writing course is intended to recognize the research and writing work to those pursuing a "thesis" master's degree. It cannot be taken by those pursuing an "all-course" master's degree.

Students writing a thesis must enroll in this course at least once and subsequently in each semester where thesis work is done.

This "Pass/Fail" course **does not** count as one of the eight courses required in addition to the thesis. The course is generally the equivalent of six credits and can be taken in one semester or split into three-credit courses taken over two semesters. If a student needs subsequent semesters to continue thesis work, he or she can simply register for the same course each semester.

### 3.4.3. Aerospace - Suggested Courses

#### Upper-level Undergraduate Courses

- EN.530.418 Aerospace Structures and Materials
- EN.530.425 Mechanics of Flight
- EN.530.427 Intermediate Fluid Mechanics
- EN.530.432 Jet and Rocket Propulsion
- EN.530.435 Guidance and Control of Flight Vehicles
- EN.530.444 Computer-Aided Fluid Mechanics and Heat Transfer
- EN.530.470 Space Vehicle Dynamics and Control

#### Graduate Courses

- EN.530.621 Fluid Dynamics I
- EN.530.622 Fluid Dynamics II
- EN.530.624 Dynamics of Robots and Spacecraft
- EN.530.625 Turbulence
- EN.530.627 Intermediate Fluid Mechanics (graduate)
- EN.530.726 Hydrodynamic Stability
- EN.530.767 Computational Fluid Dynamics

### 3.4.4. Biomechanics - Suggested Courses

#### Upper-level Undergraduate Courses

- EN.530.410 Biomechanics of the Cell
- EN.530.426 Biofluid Mechanics
- EN.530.441 Introduction to Biophotonics
- EN.530.445 Introduction to Biomechanics
- EN.530.446 Experimental Methods in Biomechanics
- EN.530.448 Biosolid Mechanics
- EN.530.473 Molecular Spectroscopy and Imaging
- EN.530.476 Locomotion in Mechanical and Biological Systems

- EN.530.485 Physics and Feedback in Living Systems
- EN.530.495 Microfabrication Lab

#### Graduate Courses

- EN.530.610 Statistical Mechanics in Biological Systems
- EN.530.633 Mechanics of the Biological Systems and Biophysical Methodologies
- EN.530.672 Biosensing and BioMEMS
- EN.530.676 Locomotion in Mechanical and Biological Systems
- EN.530.686 Mechanics of Locomotion

#### Courses Outside Mechanical Engineering

- EN.510.606 Chemical and Biological Properties of Materials
- EN.510.607 Biomaterials II
- EN.540.626 Biomacromolecules at the Nanoscale
- EN.580.451 Cell and Tissue Engineering Laboratory 1
- EN.580.452 Cell and Tissue Engineering Laboratory 2
- EN.580.641 Cellular Engineering
- EN.580.642 Tissue Engineering

### 3.4.5. Energy - Suggested Courses

#### Upper-level Undergraduate Courses

- EN.530.427 Intermediate Fluid Mechanics

#### Graduate Courses

- EN.530.627 Intermediate Fluid Mechanics (graduate)
- EN.530.632 Convection
- EN.530.637 Energy and the Environment
- EN.530.664 Energy Systems Analysis

#### Courses Outside Mechanical Engineering

- EN.510.405 Materials Science of Energy Technologies
- EN.520.627 Photovoltaics and Energy Devices
- EN.540.619 Project in Design: Alternative Energy
- EN.570.607 Energy Policies and Plan Models
- EN.570.612 Infrastructure Modeling, Simulation, and Analysis

### 3.4.6. Fluid Mechanics - Suggested Courses

#### Upper-level Undergraduate Courses

- EN.530.427 Intermediate Fluid Mechanics
- EN.530.426 Biofluid Mechanics
- EN.530.432 Jet and Rocket Propulsion

#### Graduate Courses

- EN.530.621 Fluid Dynamics I
- EN.530.622 Fluid Dynamics II
- EN.530.625 Turbulence
- EN.530.627 Intermediate Fluid Mechanics (graduate)
- EN.530.632 Convection
- EN.530.726 Hydrodynamic Stability
- EN.530.767 Computational Fluid Dynamics

#### Courses Outside Mechanical Engineering

- AS.270.425 Earth and Planetary Fluids
- AS.270.661 Planetary Fluid Dynamics
- EN.540.652 Advanced Transport Phenomena
- EN.560.682 Introduction to Water Wave Mechanics

### 3.4.7. Mechanics and Materials - Suggested Courses

#### Upper-level Undergraduate Courses

- EN.530.405 Mechanics of Advanced Engineering Structures
- EN.530.418 Aerospace Structures and Materials
- EN.530.430 Applied Finite Element Analysis
- EN.530.448 Biosolid Mechanics

#### Graduate Courses

- EN.530.605 Mechanics of Solids and Materials
- EN.530.606 Mechanics of Solids and Materials II
- EN.530.642 Plasticity
- EN.530.656 Deformation Mechanisms
- EN.530.730 Finite Element Methods
- EN.530.748 Stress Waves, Impacts and Shockwaves

#### Courses Outside Mechanical Engineering

- EN.540.640 Micro/Nanotechnology: Science / Engineering of Small Structures
- EN.510.601 Structure of Materials
- EN.510.604 Mechanical Props of Materials
- EN.560.604 Solid Mechanics for Structures

### 3.4.8. Robotics and Systems, Modeling, and Controls - Suggested Courses

#### Upper-level Undergraduate Courses

- EN.530.420 Robot Sensors/Actuators
- EN.530.421 Mechatronics
- EN.530.470 Space Vehicle Dynamics and Control
- EN.530.485 Physics and Feedback in Living Systems

#### Graduate Courses

- EN.530.603 Applied Optimal Control
- EN.530.624 Dynamics of Robots and Spacecraft
- EN.530.646 Robot Devices, Kinematics, Dynamics, and Control
- EN.530.649 Adaptive Systems and System Identification
- EN.530.653 Advanced Systems Modeling
- EN.530.675 Locomotion I: Mechanics
- EN.530.676 Locomotion II: Dynamics
- EN.530.678 Nonlinear Control and Planning in Robotics
- EN.530.686 Mechanics of Locomotion

#### Courses Outside Mechanical Engineering

- EN.580.616 Introduction to Linear Dynamical Systems
- EN.520.601 Introduction to Linear Systems Theory
- AS.600.436 (or AS.601.463 beginning in Fall 2017) Algorithms for Sensor-Based Robotics (undergrad)
- AS. 600.636 (or AS.601.663 beginning in Fall 2017) Algorithms for Sensor-Based Robotics (grad)

### 3.4.9. Applied Mathematics, Numerical Analysis, and Computational Methods - Suggested Courses

The master's degree requirements state that at least two courses should be in applied mathematics, numerical analysis, or computational methods. With advisor approval, any of these courses can be applied to that requirement, though this is not an exhaustive list.

#### Upper-level Undergraduate Courses

- EN.530.430 Applied Finite Element Methods

#### Graduate Courses

- EN.530.653 Advanced Systems Modeling
- EN.530.761 Math Methods for Engineers
- EN.530.766 Numerical Methods
- EN.530.767 Computational Fluid Dynamics

#### Courses Outside Mechanical Engineering

- Most upper-undergraduate or graduate level courses offered by the Applied Mathematics department (550.4xx or 553.4xx or higher)
- EN.520.601 Introduction to Linear Systems Theory
- EN.520.621 Introduction to Nonlinear Systems
- EN.535.441 Mathematical Methods for Engineers (Engineering for Professionals)
- EN.560.601 Applied Math for Engineers
- EN.560.730 Finite Element Methods
- EN.615.441 Mathematical Methods for Physics and Engineering (Engineering for Professionals)

- Some upper-undergraduate or graduate level courses offered by the Computer Science department (EN.600.4xx or EN.601.4xx or higher)

### 3.4.10. Frequency of Course Offerings

Graduate courses are offered in specific semesters, and sometimes in alternating years. These offerings are subject to change due to instructor sabbaticals or unusual situations. Please confirm these offerings when planning your course schedule.

MECHANICAL ENGINEERING - COURSES - ANTICIPATED OFFERINGS					
Semester	Math / Computational	Robotics, Systems and Controls	Fluid Mechanics / Energy	Mechanics and Materials	Biomechanics
<b>Spring 2018 (confirmed)</b>		- EN.530.421 Mechatronics - EN.530.676 Locomotion II: Dynamics - EN.530.678 Nonlinear Control and Planning in Robotics - EN.530.707 Robot System Programming	- EN.530.425 Mechanics of Flight - EN.530.426 Biofluid Mechanics - EN.530.427 / 627 Intermediate Fluid Mechanics - EN.530.432 Jet and Rocket Propulsion - EN.530.464/664 Energy Systems Analysis - EN.530.622 Fluid Dynamics II - EN.530.767 Computational Fluid Dynamics	- EN.530.417/618 Fabricatology - EN.530.606 Mechanics of Solids and Materials II - EN.530.730 Finite Element Methods	- EN.530.426 Biofluid Mechanics - EN.530.441 Intro to Biophotonics - EN.530.480 Image Processing and Data Visualization - EN.530.672 Biosensing and BioMEMS
<b>Fall 2018 (anticipated)</b>	- EN.530.430 Applied Finite Element Analysis - EN.530.761 Math Methods for Engineers	- EN.530.420 Robot Sensors and Actuators - EN.530.424 / 624 Dynamics of Robots and Spacecraft - EN.530.475 / EN.530.675 Locomotion I: Mechanics - EN.530.603 Applied Optimal Control - EN.530.646 Robot Devices, Kinematics, Dynamics, and Control	- EN.530.621 Fluid Dynamics I - EN.530.726 Hydrodynamic Stability - EN.530.766 Numerical Methods	- EN.530.405 Mechanics of Advanced Engineering Structures - EN.530.605 Mechanics of Solids and Materials I - EN.530.656 Mechanisms of Deformation and Fracture - EN.530.790 AFEM Multi-Scale	- EN.530.446 Experimental Biomechanics - EN.580.451 Cell and Tissue Engineering Laboratory - EN.530.473 Molecular Spectroscopy and Imaging - EN.530.495 Microfabrication Laboratory - EN.530.610 Statistical Mechanics in Biological Systems - EN.530.633 Mechanics of the Biological Systems and Biophysical Methodologies
<b>Spring 2019 (anticipated)</b>		- EN.530.421 Mechatronics - EN.530.470 Space Vehicle Dynamics and Control - EN.530.676 Locomotion II: Dynamics - EN.530.707 Robot Systems Programming	- EN.530.435 Guidance and Control of Flight Vehicles - EN.530.464 / 664 Energy Systems Analysis - EN.530.622 Fluid Dynamics II - EN.530.726 Hydrodynamic Stability - EN.530.767 Computational Fluid Dynamics	- EN.530.417 / 618 Fabricatology - EN.530.606 Mechanics of Solids and Materials II - EN.530.612 Computational Solid Mechanics	- EN.530.441 Intro to Biophotonics - EN.530.610 Statistical Mechanics in Biological Systems
<b>Fall 2019 (anticipated)</b>	- EN.530.430 Applied Finite Element Analysis - EN.530.730 Finite Element Methods - EN.530.761 Math Methods for Engineers - EN.530.766 Numerical Methods	- EN.530.420 Robot Sensors and Actuators - EN.530.424 / 624 Dynamics of Robots and Spacecraft - EN.530.646 Robot Devices, Kinematics, Dynamics, and Control - EN.530.647 Adaptive Systems - EN.530.475 / 675 Locomotion I: Mechanics	- EN.530.418 Aerospace Structures and Materials - 530.443 / 643 Fundamentals of Microscale Phenomena - EN.530.621 Fluid Dynamics I - EN.530.625 Turbulence - EN.530.632 Convection	- EN.530.418 Aerospace Structures and Materials - EN.530.605 Mechanics of Solids and Materials I - EN.530.455 (undergrad) / EN.530.655 (grad) Additive Manufacturing	- EN.530.410 Biomechanics of the Cell - EN.530.445 Introduction to Biomechanics - EN.530.448 Biosolid Mechanics - EN.530.473 Molecular Spectroscopy and Imaging - EN.530.495 Microfabrication Laboratory - EN.530.633 Mechanics of the Biological Systems and Biophysical Methodologies

		- EN.530.691 Haptic Interface Design for Human-Robot Interaction			
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Table 1 – Anticipated Course Frequencies

## 3.5. Course Registration and Credits

### 3.5.1. Credits

Effective Fall 2016, all Whiting School of Engineering graduate students will register for courses with credits.

- The Mechanical Engineering degree requirements do not change for the number or types of courses.
- All Whiting School of Engineering (WSE) graduate-level courses (.600-level or higher) have credits assigned to them.
- To maintain **full-time status**, all WSE graduate students must be **enrolled in at least 9 credits**. This is also known as full-time “residency.”
- Students can achieve full-time status by registering for any combination of courses and seminars, as approved by one’s advisor. ISIS is set to select appropriate credits:
  - Seminars – 1 credit
  - WSE courses, both undergraduate and graduate – 3 or 4 credits
  - EN.530.600 Master’s Graduate Research – 3-10 credits
  - EN.530.602 Master’s Thesis Research and Writing – 3-10 credits – enroll for this “Pass/Fail” course when doing thesis research and writing
  - NOTE:
    - Audited courses do not count toward a full-time credit load.
    - Krieger School of Arts and Sciences’ graduate-level courses will not have credits listed in ISIS, but will be recognized as 3-4 credits toward one’s full-time credit load.
- Students enrolled in fewer than 9 credits per semester are part-time, which may affect residency requirements for all and visa concerns for international students. Please ask your faculty advisor or Academic Program Manager Mike Bernard your questions before registering or changing a course from “letter grade” to “audit.”
- Visit the Whiting School’s Frequently Asked Questions page at <http://homewoodgrad.jhu.edu/academics/wse-graduate-credit-hours/> for more information.

### 3.5.2. Interdivisional Course Registration

Students may need to register in another division, like the Engineering for Professionals program or in any of Hopkins’s eight other schools. Registration for courses in these areas must be done in person at the Registrar’s office in Garland Hall.

## **3.6. Course Information and Policies**

### **3.6.1. Engineering for Professionals Courses**

The Whiting School of Engineering's Engineering for Professionals (EP) program offers a variety of classroom and online courses. EP courses at .400-level or above are considered to be graduate level courses. EP courses at the .300-level are counted as intermediate/advanced undergraduate courses. Visit <http://ep.jhu.edu/> for information.

### **3.6.2. Required Mechanical Engineering Courses**

At least half of the courses taken to complete the M.S.E. degree (not including those listed in Section 2.3), including at least two .600- or .700-level courses, must be offered by the Mechanical Engineering department or the Engineering for Professionals' Mechanical Engineering program, whose course numbers begin with EN.530.xxx and EN.535.xxx respectively.

### **3.6.3. Only One C-type Grade Can Count Toward the M.S.E.**

No more than one C-type grade (C+, C, or C-) can be counted toward the master's degree course requirements.

### **3.6.4. "Pass" Grade Not Accepted for Students Starting Fall 2014 or Later**

Effective for all graduate students matriculating in the Fall 2014 semester and later, Pass grades will no longer be accepted for courses counting toward the Master's degree.

Graduate students who matriculated before the Fall 2014 semester are allowed to use Pass grades only with their advisor's approval.

Deviations to this policy must be explicitly authorized in writing by the Mechanical Engineering student advisor before the official last day for dropping courses established by the Registrar's Office.

### **3.6.5. Double-Counting Courses**

There may be opportunities to double-count up to two courses taken for previous degrees, but only with the permission of the master's faculty advisor.

The Mechanical Engineering department follows the Whiting School of Engineering policy on double-counting courses at <https://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/>.

## **3.7. Part-Time Status and Tuition**

Master's students of the Department of Mechanical Engineering may become eligible for part-time status.

### **"ALL-COURSE" MASTER'S STUDENTS**

Master's students must register full-time most or all semesters for a minimum of nine

credits. If in a student's final semester, less than nine credits are needed to complete the degree requirements, students can switch to part-time status.

#### **"ESSAY/THESIS" MASTER'S STUDENTS**

After meeting the minimum two-semester "full-time" residency requirement - where a student pays full-time tuition for a minimum of two semesters - Whiting School master's students who have not yet completed the research to the point where the final and sole activity is essay/thesis writing must maintain their "residency" status, but can register "part-time" by registering for eight credits or less per semester.

For each semester where essay/thesis research and writing occurs, students must register for three credits of EN.530.602 Master's Thesis Research and Writing.

#### **PART-TIME TUITION**

Students are charged tuition per-credit, which in the 2016-17 academic year is \$1,680 per-credit. The student's advisor or the department may choose to cover this charge, but that is not guaranteed.

#### **COURSE REGISTRATION**

The Mechanical Engineering department requires enrollment in courses:

- Any remaining courses for the degree - 3-4 credits each
- EN.530.602 Master's Thesis Research and Writing - 3-10 credits - for essay/thesis master's students only.

#### **PART-TIME RESTRICTIONS**

- Part-time students are ineligible to work as a student worker, including as a Teaching Assistant, and will not be eligible for graduate student salary.
- Part-time students enrolled in the University health insurance must pay the full premium, which in 2017-18 is \$940 per semester.

#### **HOW TO OBTAIN PART-TIME STATUS**

- Contact Academic Program Manager Mike Bernard to confirm eligibility to switch.
- International students must first obtain approval from the International Office.

#### **RESOURCES**

- Whiting School Graduate Credit Hours:  
<http://homewoodgrad.jhu.edu/academics/wse-graduate-credit-hours/>

### **3.8. Non-Residency Status and Tuition**

#### **"ALL-COURSE" MASTER'S STUDENTS**

Students taking the "all-course" master's degree are not eligible for non-residency status.

#### **"ESSAY/THESIS" MASTER'S STUDENTS**

Whiting School graduate students are eligible for non-residency status when all degree requirements except the writing of the master's essay/thesis are complete. The essay/thesis research must be finished before the non-resident status can be requested.

Whiting School graduate students are typically granted only one semester of non-residency with the expectation that the essay/thesis will be written, read, and approved in that

semester. The Whiting School will consider exception requests for an additional semester of non-residency.

### **NON-RESIDENT TUITION**

Non-resident students pay only 10% of the full-time tuition but will still have all the privileges of full-time students such as access to campus services and faculty advising.

### **NON-RESIDENT RESTRICTIONS**

Non-resident students cannot enroll in courses and would lose the Whiting School's financial support for health insurance. The department could choose to cover health insurance charges, but that is not guaranteed.

Non-resident students are automatically enrolled in health insurance, but can waive the insurance, if eligible for waiver by proof of enrollment in another health insurance plan with similar coverage.

To maintain non-resident status, students will have to register for non-resident status each semester and provide a letter explaining their progress toward the degree's completion.

### **HOW TO OBTAIN NON-RESIDENT STATUS**

- Contact Academic Program Manager Mike Bernard to confirm eligibility for non-resident status.
- Complete the Non-Resident Status for Whiting School form, which Mike will send to the Whiting School Academic Affairs office for review and approval.
- If the Non-Resident request is denied, a student may be eligible for part-time status.

### **RESOURCES**

- Graduate Residency and Registration Policies:  
<http://homewoodgrad.jhu.edu/academics/graduate-board/new-grad-board-residency-page/>
- Graduate Board Forms, which include the Non-Resident Application and the Non-Resident Annual Report: <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>
- Whiting School of Engineering Policy on Health Insurance page:  
<http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/>  
(then select the Health Insurance tab)

## **3.9. MSE Essay / Thesis**

### **3.9.1. Eligible MSE Essay Readers**

While the University requires one reader for master's essays, departments are allowed to enforce stricter standards by requiring more than one reader.

The Mechanical Engineering department requires two readers, the first one being the person (ordinarily a member of the Department's faculty) who supervised the student's project. The second reader is usually any duly appointed member of a

department holding the rank of assistant professor or higher (excluding lecturers). The advisor will consult with the Department Chair if there are questions of eligibility for a proposed second reader, or if the proposed second reader is from outside Johns Hopkins University.

### **3.9.2. Avoid Tuition Payments in Grace Period**

You may avoid paying tuition in your last semester if you complete and submit your essay in the Grace Period:

- Fall - within the first eight weeks of the semester
- Spring - within the first four weeks of the semester

If you plan to submit your essay during the tuition Grace Period, instead of paying tuition, you can submit a Tuition Deferral Form, available at <http://www.jhu.edu/~studacct/forms/index.htm>. A department representative must sign the form before submitting it to the Student Accounts office.

### **3.9.3. Submission and Printing of Essays**

Masters essays will be submitted only by electronic media. For information, contact David Reynolds, the Library ETC Coordinator at 410-516-7720 or [dissertations@jhu.edu](mailto:dissertations@jhu.edu).

To celebrate degree accomplishments, the department will order bound and printed copies of essays for the student, his or her advisor and for the department library. The Academic Administrative staff will arrange for printing and shipping.

## **3.10. Academic Performance Requirements**

A course is satisfactorily completed if a grade from A+ to B- is obtained. Grades of C+ or lower are evidence of unsatisfactory academic performance.

A student earning one grade of D or F or two C+, C, or C- grades will receive notification, with a copy to his or her advisor, of academic performance concerns and an explanation that a second D or F or a third C+, C, or C- grade for a master's student will result in termination from the program.

## **3.11. Degree Completion**

### **3.11.1. Degree Completion Deadlines**

The master's degree completion schedule and deadlines are available at <http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/>. Be sure to meet the deadlines when completing your degree and related applications to graduate.

### **3.11.2. Degree Completion Time Limit**

The Whiting School of Engineering states that students must earn the master's degree within five consecutive academic years (10 semesters). Only semesters during which a

student has a university-approved leave of absence are exempt from the ten semester limit; otherwise, all semesters from the beginning of the student's graduate studies – whether the student is a resident or not – count toward the ten semester limit.

### 3.11.3. Degree Completion Forms

Students who have completed the requirements for the M.S.E. degree should complete both the “Application for Graduation” and the “Certificate of Departmental Approval” forms.

Visit the “Preparing to Graduate” section of the Graduate Academic Advising page at <http://me.jhu.edu/graduate-studies/academic-advising-graduate/> for more information.

### 3.11.4. Exit Survey and Interview

Graduating students will complete a required exit survey and are invited to have an optional interview with the Director of Graduate Studies or designated interviewer. Students will be invited to complete the survey during the last few weeks of the semester in which they expect to graduate and an interview will be arranged after the survey is completed.

## 3.12. Switching from an M.S.E. to Ph.D. Degree

Masters students may be given an opportunity to switch to the Ph.D. program. Students with sufficient interest who demonstrate exemplary academic performance may request to switch their degree program after at least one semester. Most students who switch do so usually by the end of their third semester, in time to take the Departmental Qualifier Examination (see the JHU Mechanical Engineering Ph.D. Student Advising Manual).

The process to switch programs is as follows:

- The student seeks a Mechanical Engineering professor willing to advise a Ph.D. student.
- The student writes an updated Statement of Purpose that expresses his or her goals for academic knowledge and research at the Ph.D. level.
- The professor writes a recommendation letter stating his or her willingness to advise the student, as well as any financial aid being offered.
- The Academic Program Manager or designee will enter an online application to the University graduate application system or have the original application cloned by Graduate Admissions.
- The student will receive and accept admission to the Ph.D. program.
- The Graduate Admissions office, Registrar, and the Office of International Student Scholar Services (for international students) will be notified of the change in degree.
- The student will begin studies and research in the Ph.D. program to which he or she is admitted.

## 4. Miscellaneous Academic Information

### 4.1. Graduate Student Annual Evaluations

The Whiting School of Engineering requires that once per academic year all full-time Homewood graduate programs carry out a written evaluation of all doctoral and master's students conducting thesis research. The evaluation process includes the opportunity for the advisor to initiate the student evaluation on his or her research and academic progress.

Mechanical Engineering Graduate Program Committee, with the support of the faculty and the Mechanical Engineering Graduate Student Association (MEGA) created a formal annual evaluation form, thinking it is good practice and a worthwhile investment. The evaluation form is in the back of this manual and at <http://me.jhu.edu/graduate-studies/academic-advising-graduate/>.

In December, advisors will initiate the evaluation process with their doctoral students and master's students conducting thesis research, who will be expected to complete the evaluation form and meet with their advisors to discuss progress and goals for the upcoming year. The student and advisor will both sign the evaluation, after which it will be delivered to the Academic Administrative staff before the first day of class in the Spring semester, usually the fourth Monday in January.

### 4.2. Departmental Seminars

Part of the Johns Hopkins graduate experience is to become informed about and learn to evaluate the research done by others, both here at Johns Hopkins and at leading institutions worldwide. The Mechanical Engineering Department hosts weekly seminars every Thursday during the Fall and Spring semesters. The Fluids and Mechanics and Materials groups also hold weekly student seminars on Fridays.

There are also a number of special seminars in the department and regular seminars in other departments that may be of interest, such as Materials Science and Engineering, Earth and Planetary Sciences, and Biomedical Engineering; and Centers, such as CEA FM, CAMCS, HEMI, and CISST.

M.S.E. students are encouraged, although not required, to attend at least some of these seminars.

### 4.3. Teaching Assistant Positions

To assist in the teaching functions of the Department, Teaching Assistant (TA) opportunities are provided to students to grade homework and papers, conduct laboratories and hold office hours. TAs are remunerated for their efforts according to a formula that quantifies the number of hours required for a particular course, multiplied by an hourly rate, to be determined by the beginning of the academic year.

Position openings are announced at the beginning of each semester. Any student interested in being a Teaching Assistant for a particular course or instructor is advised to contact that instructor well before the start of the semester.

## 4.4. Ethics

Unethical behavior can lead to a student's expulsion from the program. Graduate students are therefore expected to be **aware** of what actions constitute unethical behavior. For example, students must submit work that represents their own efforts. Whenever ideas or results are drawn from other sources, those sources must be cited in the submitted or presented work. **Unless otherwise explicitly permitted by the instructor for that course, students must not collaborate or discuss any assignments prior to submission of the work.** Students must be aware of and adhere to the ethical issues associated with the use of, and in particular the duplication of computer software and must abide by the rules of use set by the developer.

## 5. Administration

### 5.1. Department Offices

The Mechanical Engineering Administrative Office is located in Latrobe 223. The office provides services and assistance to faculty, staff, graduate students, and undergraduate students. All purchasing, payroll, budget and accounting transactions, shipping, receiving, and other administrative services are handled through this office.

### 5.2. Supplies and Services

Most of the services you will need will be provided through the Department Office.

**COPIER and SCANNER** - Graduate students are welcome to use the department copier and scanner for tasks related to the conduct of research or the academic pursuits of the faculty. Informal training of use of the copier and its features is available. In unusual circumstances, the copier may be used on a limited basis for personal needs.

**FAX MACHINE** - The number for the fax machine in Latrobe 223-A is 410-516-4316. Since many people rely on this machine, incoming faxes must be labeled or have a fax cover sheet. Students may use the outgoing fax for communication related to the conduct of research or the academic pursuits of the faculty.

This is how to dial a fax number for the following types of numbers:

- Local Number in the Baltimore area, with area codes 410, 443 and 667:  
*Dial 9, the area code and telephone number; e.g. 9-410-555-3818.*
- Long Distance numbers in Maryland (area codes 240, 301, some numbers in area codes 410 and 443), the United States, Canada, and Caribbean locations using a three-digit Area Code: *Dial 9, 1, the area code and telephone number; e.g. 9-1-717-555-8203.*
- Elsewhere: *Dial 9, 011, the country code and telephone number; e.g. 9-011-39-555241156.*

**STUDENT MAILBOXES** - All graduate students have a mailbox located in Latrobe 223. Mail is ordinarily distributed daily. It is important to check your mailboxes regularly. The administrative staff will help with questions regarding pickup, delivery, postage, and Express Mail services.

**SHIPPING AND RECEIVING** - FedEx regularly delivers to the Department Office. FedEx picks up on demand and delivers as required. Other carriers may be used in special circumstances.

An e-mail will be sent to you notifying you of any delivery that has arrived for you, which is stored in the receiving area in Latrobe 217. When picking up a package, sign and date the package log before taking your package. Outgoing shipments must be received in the Department Office before 2:00 p.m. As a convenience, personal items may be shipped and received through the Department Office, but the Department does not pay shipping fees for these. Please contact the administrative staff in Latrobe 223 with your questions.

**OFFICE EQUIPMENT** - Paper cutters, staplers, telephone books, and other items are available for general use. **These items must be kept in the Department Office.**

**KITCHEN, including COFFEE and TEA SERVICE** - A refrigerator and microwave oven are available to store and heat your meals. Please help keep the kitchen area clean. Coffee, tea, and hot chocolate are available at 50 cents per cup on the honor system. You may also pay \$10.00 per month for a one-cup-a-day supply.

### 5.3. Additional Services and Resources

The University offers a variety of services. These are among some that cater to graduate students:

- **Registrar** - <http://web.jhu.edu/registrar>
- **Parking and Transportation Services** - <http://ts.jhu.edu/>
- **Center for Social Concern** - service opportunities and advocate for social change - <http://csc.jhu.edu>
- **Campus Ministries** - for all faiths and those seeking spiritual growth - <http://web1.johnshopkins.edu/chaplain>
- **Counseling Center** - whenever we need a little extra help from our friends - <http://web.jhu.edu/counselingcenter>
- **JHU Gazette** - the University's official news publication - <http://hub.jhu.edu/gazette>
- **Johns Hopkins Magazine** - <http://hub.jhu.edu/magazine>

## 6. Safety and Security

### 6.1. Laboratory Safety

Lab Safety is the responsibility of all who use, maintain, or visit the labs within the Mechanical Engineering department. Laboratory researchers are responsible for working with the principal investigator to become familiar with the appropriate hazard information and safety policies before performing any work.

For each lab, a Principal Investigator (PI) is assigned. That person is responsible for the safe operation of the lab, training on all chemicals in the work area, the training of the persons on the equipment within the lab, and is a ready source to answer any questions on a specific lab concerning its operation and all safety aspects. The PI's for each lab are listed on the entrance door to each lab.

### **6.1.1. Research Laboratory Safety - Training**

The University offers research laboratory safety training, which is now a requirement for all Mechanical Engineering graduate students. The training is offered in the following modes:

A series of eight online learning modules

- Introduction in ethics, hazards, and risk evaluation
- Physical hazards
- Chemical hazards
- Biological
- Radiation
- Hazard analysis
- Design for safety
- Writing protocols and procedures

EN.500.601 Research Laboratory Safety – a six-week lecture course. Completion of the online learning modules is a prerequisite.

#### **ONLINE LEARNING MODULES REQUIRED FOR ALL GRADUATE STUDENTS**

- All current students matriculating in Fall 2017 or earlier should complete the online learning modules before the beginning of the Spring 2018 semester, or by January 29, 2018.
- All new Mechanical Engineering graduate students should complete the online learning modules within the first two weeks of their first enrolled semester.

The online modules are currently available at My.JHU.edu -> My Learning. Search for “Laboratory Safety Assessment Part 1...,” “Laboratory Safety Assessment Part 2...,” and so on. Once all eight courses are completed, an internal SIS “course” numbered EN.990.600 will be entered on students’ records, which will allow students to enroll in EN.500.601.

#### **LECTURE ENCOURAGED OR REQUIRED FOR SOME GRADUATE STUDENTS**

Advisors may encourage or require Mechanical Engineering graduate students to take EN.500.601 Research Laboratory Safety.

- The course is offered in the last six weeks of a semester
- Students must complete the online modules before registering for the course.

### **6.1.2. Safety Resources**

The JHU Department of Health, Safety and Environment maintains a website to ensure updated information on policies, issues, and concerns are available to all. Visit

<http://www.hopkinsmedicine.org/hse> to view directives concerning Safety Responsibilities and Policies, Environmental Monitoring, Fire Safety, Chemical Safety, Laboratory Safety, and Radiation Safety.

Also, visit the Homewood Campus Laboratory Safety page at <http://labsafety.jhu.edu/> for important information.

## 6.2. Campus Security

While the Hopkins Security Department provides ample and appropriate security to the campus, they remind us that we must play our part. Please exercise common sense when entering and leaving your office, classrooms, and labs.

- When you leave your office, if you are the only one there, lock the doors even if you leave only for a minute! Thefts take only a few seconds and valuable equipment and your work can disappear instantly.
- Secure your computers, especially laptops! Take your laptops with you when you leave your office.
- Back up your work onto separate disks or systems in case something happens to computer via virus, equipment problems, or theft. The University provides free anti-virus software that can be downloaded from the website at <http://it.jhu.edu/alerts/>.
- Secure your laptop cases or any bag that might be mistaken for a computer bag.
- Lock your car and don't leave any items inside your car in plain sight. Secure them in your trunk or bring them with you.
- Secure your personal items such as your purse, wallet, books, equipment, and your coat or jacket.
- If you see someone suspicious in your lab or office, don't confront the individual, contact Security at 410-516-7777 right away. Your personal safety is most important.
- If you are uncomfortable walking through campus or to your car at night or otherwise are concerned for your safety, the Security department provides escort services to selected locations. Call 410-516-8700 to arrange for an escort.

## 7. Facilities

### 7.1. Libraries

The Milton S. Eisenhower Library offers a variety of online, research, and book lending services, which are outlined at <http://library.jhu.edu>.

The Library also purchases books and journals based on departmental requests. Student requests for books and journals should be discussed with their advisor who may communicate the request to the faculty member designated as the Library Liaison, currently Professor Jaafar El-Awady, who is located at Latrobe 123, and can be contacted at [jelawady@jhu.edu](mailto:jelawady@jhu.edu) or 410-516-6683.

## 7.2. WSE Manufacturing

The WSE Manufacturing student machine shop is located in the basement of the Wyman Park Building, and is open to students, faculty, and staff across the Johns Hopkins University. An orientation regarding shop safety, shop rules, and equipment operations is required to be allowed to work in the student machine shop.

To learn more about the WSE Manufacturing equipment and services available to students, please visit their website at <http://engineering.jhu.edu/wse-research/wse-manufacturing/>.

## 7.3. Computing

There are a cornucopia of computing facilities and services available to the Johns Hopkins community. The Information Technology website at <http://it.jhu.edu> offers an overview of the IT Organization, its projects and services, support for applications and general questions, and news about emerging technologies and strategic imperatives, as well as e-mail, web, and file sharing services.

### 7.3.1. JHU Information Technology

Information Technology at Johns Hopkins is the online resource for IT-related information. Their primary focus is to support the missions of the Johns Hopkins Institutions and provide technology solutions for faculty, staff, patients, and students in support of teaching, research, and patient care.

This Web site serves as a repository for all IT-related information at Johns Hopkins. You will find a lot of useful information within this site, including an overview of the IT Organization, its projects and services, support for applications and general questions, and news about emerging technologies and strategic imperatives.

### 7.3.2. WSE Information Technology

WSE IT is tasked with supporting the IT needs of the Whiting School of Engineering community. They are a component of the WSE Dean's office, and not a branch of IT@JH. Please visit their website at <http://wseit.engineering.jhu.edu/> to learn how WSE IT can serve you.

### 7.3.3. Software Downloads

The university owns licenses of many software packages, many of which may be downloaded from the WSE IT website. Please visit <http://wseit.engineering.jhu.edu/software-downloads/> to learn more.

### **7.3.4. Hopkins Academic Computer Lab - Krieger Hall**

The Hopkins Academic Computer (HAC) lab, which offers a wide variety of Mac and Windows operating systems loaded with all kinds of software: Matlab, Mathematica, Microsoft Office, Adobe products and more are available in 160 Krieger Hall. Information is available at <http://web1.johnshopkins.edu/classrooms/kriegerlab/>.

## **8. Student Disability Services**

The Office of Student Disability Services (SDS) assists full-time undergraduate and graduate students in the Krieger School of Arts and Sciences and the Whiting School of Engineering with disability concerns, in compliance with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. SDS assists the University community in understanding the effects of disabilities and in eliminating the physical, technical, attitudinal and programmatic barriers that limit the range of opportunities for students with disabilities, as well as provides individuals with reasonable accommodations. The SDS maintains and protects the confidentiality of individual records as required by law.

For additional information and to access the services of the SDS office, please visit <http://web.jhu.edu/disabilities/index.html>, contact them at 410-516-4720 or [studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu), or visit their office in 385 Garland Hall.

## **9. Groups and Activities**

### **9.1. Mechanical Engineering Graduate Student Association (MEGA)**

MEGA is a social and advocacy organization for the graduate students of Mechanical Engineering. As a graduate student, you will be invited to various events throughout the year. For additional information, contact MEGA president Debjoy Mallick at [jhumega@gmail.com](mailto:jhumega@gmail.com).

### **9.2. University and Departmental Graduate Student Representation**

Each year the graduate students elect a full-time Ph.D. student to serve as a departmental representative to the University's Graduate Representative Organization. The GRO, whose website is <http://gro.jhu.edu>, is an advocacy group for all graduate students. The GRO serves the student body as a liaison to the University's schools, administration, and dean's offices as well as hosts social activities and provides extensive information about life on campus and in and around Baltimore.

Each department sends a graduate student representative to serve in the GRO, and an announcement is made each year as to who will represent the department. You are welcome to forward to the representative your questions and concerns, which will be presented at GRO meetings.

### 9.3. American Society of Mechanical Engineers (ASME)

Visit the ASME faculty advisor, Dr. Steven Marra ([marra@jhu.edu](mailto:marra@jhu.edu)) in Latrobe 123 for information and application materials. Information about ASME can be found at <http://www.asme.org/>.

### 9.4. American Institute of Aeronautics and Astronautics (AIAA)

The Baltimore section of AIAA has an active branch on campus. Information is available at <http://www.aiaa.org>. For information, contact faculty advisor Dr. Kerri Phillips at [Kerri.Phillips@jhuapl.edu](mailto:Kerri.Phillips@jhuapl.edu).

### 9.5. Extracurricular Activities

As a department, Mechanical Engineering participates in University intramural athletics. Mechanical Engineering fields strong teams in softball, and periodically participates in basketball, volleyball, and other sports.

Periodically, students, staff, and faculty will host social events off-campus. You will be invited to these events as the department hears of them. If you want to host a social event, notify Mike Bernard, who will announce it to the Mechanical Engineering community and assist with arrangements.

Many groups and organizations throughout the University provide ample opportunities for social times and fun. Check out these websites for information:

#### 9.5.1. Johns Hopkins University

- **Campus Life** - [http://webapps.jhu.edu/jhuniverse/campus\\_life/](http://webapps.jhu.edu/jhuniverse/campus_life/)
- **Student Life** - <http://web.jhu.edu/studentlife>
- **Arts and Culture** - [http://web.jhu.edu/studentlife/homewood\\_arts/student\\_arts.html](http://web.jhu.edu/studentlife/homewood_arts/student_arts.html)
- **Recreation Center** - grad students have free membership - <http://web.jhu.edu/recreation>.
- **Hopkins Athletics** - <http://www.hopkinssports.com/>

#### 9.5.2. In the Baltimore Area

- **Baltimore Collegetown** - things to do and resources for college students - <http://baltimorecollegetown.org/>
- **Baltimore Area Convention and Visitors Association** - <http://baltimore.org/>
- **Baltimore Office of Promotion and the Arts** - <http://www.bop.org/>

## **10. Notice of Non-Discriminatory Policy**

The Johns Hopkins University admits students of any race, color, sex, religion, national or ethnic origin, handicap or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, religion, sexual orientation, national or ethnic origin, handicap or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. Accordingly, the University does not take into consideration personal factors that are irrelevant to the program involved.

Questions regarding access to programs following Title VI, Title IX, and Section 504 should be referred to the Affirmative Action Officer, 205 Garland Hall, 410-516-8075.

## **11. Appendices**

Please see the next page for appendices.



Department of Mechanical Engineering, Johns Hopkins University  
**Graduate Student Evaluation Form**

Name: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

**Part 1 - to the student:** This form is intended to summarize your accomplishments in the past year and indicate your plans for the coming year. Please complete, sign, and discuss this with your advisor. Your advisor will also sign it and see to it that it is placed in your student file. Continue on as many sheets as necessary.

Responsible Conduct of Research course completed?  No  Yes (When? \_\_\_\_\_)

- COURSES COMPLETED IN THE PAST 2 SEMESTERS:
  
- PLANNED COURSES FOR THE NEXT 2 SEMESTERS:
  
- TEACHING ASSISTANT REQUIREMENTS:
  
- PAPERS SUBMITTED OR PUBLISHED:
  
- CONFERENCE AND INTERNAL/INFORMAL PRESENTATIONS:
  
- MAJOR RESEARCH ACCOMPLISHMENTS:
  
- RESEARCH, ACADEMIC, AND OTHER GOALS IN THE COMING YEAR (advisor must agree):
  
- YOUR COMMENTS:
  
- ADVISOR'S COMMENTS:

I have reviewed this document with my advisor and I have seen his/her comments

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

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**Part 2 - to the advisor:** This form is intended to guide a discussion with your student about their accomplishments, progress, and areas for improvement. This discussion is an opportunity to evaluate the student/advisor relationship and create a more effective research partnership. Below are several topics that should be covered in the discussion. Please think about these issues before meeting with the student. Space is provided for notes. **Both you and the student will sign this form.**

- Research** (discuss as applicable: thesis topic, future publications, ability to conduct quality research, ability to think of and discuss new ideas, overall progress)  
**Comments:**
  
- Professionalism** (discuss as applicable: conduct, presentation skills, writing skills, communication skills, teamwork)  
**Comments:**
  
- Logistics** (discuss as applicable: graduation timeframe, future state of student funding, specific grant requirements, present funding, progress towards students post-graduate goals)  
**Comments:**
  
- Educational Progress** (discuss as applicable: academic progress, progress towards DQE or GBO, teaching opportunities, TA opportunities)  
**Comments:**
  
- Other** (discuss as applicable) – Unaddressed student or advisor concerns
  - Importance of research with respect to greater research community
  - Students impressions of their progress
  - \_\_\_\_\_
  - \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

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<b>Certificate of Completion</b>	
<b>Master of Science in Engineering Degree - Department of Mechanical Engineering</b>	
	Name
	Hopkins ID#
	Faculty Advisor
	Semester of Graduation
	EN.500.603 Academic Ethics – Semester Completed
	Last Semester Registered

**SECTION A: Eight one-semester courses approved by faculty advisor**

Course Number	Course Title	Math Course?	Semester	Grade	Double Counted from JHU BS?

- **At least four courses must be at the graduate level** (xxx.600 or higher, Engineering for Professionals xx5.4xx or higher).
- **No more than four courses may be at the intermediate/advanced undergraduate level** (full-time programs xxx.300 – xxx.499, Engineering for Professionals xx5.3xx). Note: for students matriculating in Spring 2018 and later, only advanced undergraduate courses (xxx.400-499, xx5.4xx) are accepted.
- **At least two courses should be in applied mathematics, numerical analysis, or computational methods (“Math Course?” above).** This requirement can be waived in writing by your advisor, if sufficient prior preparation in these areas can be demonstrated.
- **Independent Study, EN.530.600 MSE Graduate Research, other Graduate Research, or Special Studies are not eligible courses to help complete Section A’s requirement.** See Section B regarding how EN.530.600 MSE Graduate Research could possibly be counted.
- **At least half of all courses** counted toward the master’s degree – at least 5 of 10, or at least 4 of 8 if writing a thesis/essay - must be EN.530.xxx Mechanical Engineering or EN.535.xxx Engineering for Professionals’ Mechanical Engineering but no more than two courses may be chosen from the Engineering for Professionals program.
- **A course is satisfactorily completed if a grade from A+ to B- is obtained.** Grades of C+ or lower are evidence of unsatisfactory academic performance. If necessary, one course with a C+, C, or C- final grade can be counted toward the degree.

**Please see the next page for SECTION B...**

**SECTION B: Complete either the “Course Option” or the “Thesis Option” but not both.**

**Course Option**

Two additional one-semester courses approved by the faculty advisor.

- **Two additional one-semester graduate-level courses** (xx.xxx.6xx or higher, Engineering for Professionals EN.xx5.4xx or higher).
- **For BS/MSE and MSE students only:** one of these two courses can be EN.530.600 MSE Graduate Research.
- **PhD students earning the MSE degree** cannot count EN.530.600 MSE Graduate Research.
- **Independent Study, EN.530.602 Master’s Thesis Research and Writing, other Graduate Research, or Special Studies** are not eligible courses to help complete Section B’s requirement.

Course Number	Course Title	Math Course?	Semester	Grade	Double Counted from JHU BS?

**Thesis Option**

Write a thesis/essay acceptable to the faculty advisor or one other reader, plus the completion of these course requirements.

Requirement	Date or Semester Completed / Training Description
EN.360.624 or EN.360.625 Responsible Conduct of Research	
Research Laboratory Safety – date completed and briefly describe training done.	
EN.530.602 Master’s Thesis Research and Writing Six credits (one 6-credit or two 3-credit courses). List semester(s) the course(s) were completed	

**Thesis/Essay Title:** \_\_\_\_\_

**Was the Thesis/Essay Submitted to the Library?**  No  Yes

**Date Submitted, if Yes:** \_\_\_\_\_

**ADVISOR’S CERTIFICATION**

This is to certify that this student has satisfied all of the academic requirements for the Master of Science in Engineering Degree in the Department of Mechanical Engineering.

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date