

Student Handbook for
Master of Engineering in Systems Engineering
and
Master of Engineering in Engineering Management

2021-2022

Welcome to the Master of Engineering Programs in Systems Engineering and Engineering Management at Iowa State University! This student handbook will provide you with general guidelines regarding policies and procedures related to the programs. Please note that the Graduate College Handbook provides more detailed information on the graduate program policies. If for any reason there are inconsistencies between the Graduate College Handbook and this handbook, policies and procedures described in the Graduate College Handbook take precedence. We advise you to review the Graduate College Handbook at <https://www.grad-college.iastate.edu/handbook/>.

The Master of Engineering degree programs in Systems Engineering and Engineering Management are managed through the Department of Industrial and Manufacturing Systems (IMSE) at Iowa State University (ISU). Information on the department and degree programs is located at:

<http://www.imse.iastate.edu>

Please review this handbook periodically for any updates. We look forward to working with you and wish you the best of success in your studies.

**Systems Engineering and Engineering Management Graduate Programs Office
Iowa State University
3011 Black Engineering Building
Ames, Iowa 50011-2164
515-294-0129**

TABLE OF CONTENTS

1. Introduction.....	4
1.1. What are Systems Engineering and Engineering Management?.....	4
1.2. Systems Engineering and Engineering Management Programs at Iowa	
State University.....	5
2. Administration of Programs	6
3. Admission Requirements	7
4. Degree Requirements.....	9
5. Chronological List of Items that Must Be Completed to Obtain the Degree	12
6. Description of the Chronological List of Items that Must Be Completed to Obtain	
the Degree.....	12
6.1. Complete Application for Graduate School.....	12
6.2. Satisfy Graduate English Requirement, if Applicable	13
6.3. Approval of Program of Study (POS).....	13
6.4. Request for Graduation Check/Approval List	13
6.5. Graduate College Handbook	13
7. Courses.....	14
7.1. Schedule of Courses.....	14
7.2. Registering for Courses.....	14
7.3. Transfer Courses	14
7.4. Textbooks	14
7.5. Tuition and Fees	15
8. Important Telephone Numbers and Links	15

Student Handbook for
Master of Engineering in Systems Engineering
and
Master of Engineering in Engineering Management

1. INTRODUCTION

1.1. WHAT ARE SYSTEMS ENGINEERING AND ENGINEERING MANAGEMENT?

The systems we are designing today are more complex than ever. Engineers with specialized skills in systems engineering and/or engineering management are called on to help deal with the challenges of managing these complex systems.

The International Council of Systems Engineering (INCOSE) defines systems engineering as follows:

“Systems Engineering is an engineering discipline whose responsibility is creating and executing an interdisciplinary process to ensure that the customer’s and stakeholder’s needs are satisfied in a high quality, trustworthy, cost efficient and schedule-compliant manner throughout a system’s entire life cycle.”

The American Society for Engineering Management (ASEM) defines engineering management as follows:

“Engineering Management (EM) bridges the gap between engineering and management. EM is the art and science of planning, organizing, allocating resources, and directing and controlling activities that have a technological component.”

1.2. SYSTEMS ENGINEERING AND ENGINEERING MANAGEMENT PROGRAMS AT IOWA STATE UNIVERSITY

The Master of Engineering in Systems Engineering Program and the Master of Engineering in Engineering Management Program are designed to enable engineers, regardless of undergraduate discipline, to develop the analytical abilities needed to design and manage complex systems. The intent of these programs is to extend the ability of engineers to work across disciplinary boundaries and to develop their management and leadership capabilities for today's work environment.

Iowa State University offers several options in bringing these degree programs to you, so that you can fulfill your professional obligations and enhance your educational credentials. Delivery options include both on-line and on-campus courses.

2. ADMINISTRATION OF SYSTEMS ENGINEERING AND ENGINEERING MANAGEMENT PROGRAMS

The following individuals at ISU are available to assist you with any problems or questions you may have.

DIRECTOR OF GRADUATE EDUCATION FOR SYSTEMS ENGINEERING

DIRECTOR OF GRADUATE EDUCATION FOR ENGINEERING MANAGEMENT

Gary Mirka, Ph.D.

Department of Industrial and Manufacturing Systems Engineering

3025 Black Engineering

Iowa State University

Ames, Iowa 50011

Tel: 515-294-8661

Fax: 515-294-3524

Email: mirka@iastate.edu

GRADUATE COORDINATOR

Deborah McDonough

Department of Industrial and Manufacturing Systems Engineering

3011 Black Engineering

Iowa State University

Ames, Iowa 50011

Tel: 515-294-0129

Fax: 515-294-3524

Email: imsegradprogram@iastate.edu

3. ADMISSION REQUIREMENTS

To be considered for admission, the applicant should have a bachelor's degree in engineering or related field from a college, university, or technical school of recognized standing. Non-engineering backgrounds will be considered on a case-by-case basis. High academic achievement or other persuasive evidence of professional accomplishments is expected for admission to the program. The GRE is not required.

Applicants for admission to the Systems Engineering Program or the Engineering Management Program apply through the Graduate College at Iowa State University <https://www.admissions.iastate.edu/apply/online/>. Each applicant must submit:

- Application and application fee
- Official academic transcripts
- Three letters of recommendation
- Resume

Application Deadlines for domestic students (international students should apply as soon as possible):

- *Spring:* *November 15*
- *Summer:* *April 15*
- *Fall:* *July 15*

The admission process may take several months.

Individuals may also take up to nine credits at Iowa State as a non-degree seeking student and then transfer them to the program when they are admitted. However, please note that you must apply again to the program if you begin as a non-degree student.

The Master of Engineering in Systems Engineering Program and the Master of Engineering in Engineering Management Program at Iowa State University are focused on supporting full-time working professionals here in the United States. Courses are available either online or in-person.

Common Questions and Points of Note

The following points are questions and/or issues that arise frequently enough that they warrant calling out directly

- Teaching assistantships, research assistantships and other financial aid are not available via the IMSE Department.
- The elective courses for both programs listed in this handbook are pre-approved, meaning the Director of Graduate Education (DOGE) has approved

them as electives already. Other elective courses may occasionally be accepted, subject to approval.

- Transfer credits from another institution must meet certain requirements. See the Graduate College Handbook for details.
- A limited number of undergraduate courses may count as part of a student's Program of Study under certain conditions. A 300-level course may be acceptable in some cases, but must be outside of the student's major. For example, IE 305 cannot be part of a student's Program of Study. See the Graduate College Handbook for details.
- Once admitted to the program, taking a course or courses not on the approved course list with the intent of satisfying program requirements is unacceptable if prior approval were not obtained. In other words, it is inappropriate for a student to ask for approval of a course to satisfy program requirements after the class has commenced or after the class has been completed.
- If a student is admitted to the program with a deficiency (needs to take a statistics course, as an example), then he or she must not complete any other courses *before* completing the deficiency. It is permissible for a student to take a deficiency course at the same time as taking another course, but beginning the program by taking core courses or electives without first completing deficiencies is not allowed. Deficiency courses must be completed with a grade of "C" or better in order to receive credit for making up the deficiency.
- Failure to achieve a grade of "C" or better for a deficiency course, and/or having an overall program grade point average below 3.0 will necessitate a review of student progress by the Director of Graduate Education (DOGE). A student may be required to take classes external to Iowa State University, dismissed from the program, or be put on academic probation, at the discretion of the DOGE.

4. DEGREE REQUIREMENTS

Master of Engineering in Systems Engineering

Intro/Core (required first year)

IE 563:	Engineering & Systems Management	Fall
IE 565:	Systems Engineering and Analysis	Spring

Core (required)

IE 564:	Decision Analysis in System Design	Spring
IE 570:	Systems Engineering and Project Management	Spring
IE 585:	Requirements & Architecture Engineering	Alt. Spring (Odd)

Electives

IE 448:	Manufacturing Systems Engineering	Summer
IE 452:	Introduction to Systems Engineering	Summer/Fall
IE 503:	Introduction to Sustainable Production Systems	Alt. Spring (Odd)
IE 560:	Engineering Risk Analysis	Alt. Fall (Odd)
IE 561:	Total Quality Management	Alt. Fall (Even)
IE 572:	Design & Evaluation of Human-Computer Interaction	Spring
IE 577:	Human Factors	Fall
IE 581:	e-Commerce Systems Engineering	Spring
IE 582:	Enterprise Modeling & Integration	Alt. Spring (Even)
IE/AerE 568:	Large-Scale Complex Engineered Systems	Fall
ME 525:	Optimization Methods for Complex Designs	Spring
AerE 563:	Intro to Multidisciplinary Design Optimization	Spring

1 Other from any graduate program (optional)

*Elective courses are subject to change by IMSE Department

To submit a request for NON-IE courses please use the program's course request [eform](#).

The student's major professor will be the Director of Graduate Education for Systems Engineering, who is responsible for monitoring progress and providing guidance on coursework. The major professor approves each student's program of study (POS).

Certificate in Systems Engineering

Intro/Core (required first year)

IE 563: Engineering & Systems Management	Fall
IE 565: Systems Engineering and Analysis	Spring

Core (required to pick 2)

IE 564: Decision Analysis in System Design	Spring
IE 560: Engineering Risk Analysis	Alt. Fall (Odd)
IE 570: Systems Engineering and Project Management	Spring
IE 585: Requirements & Architecture Engineering	Alt. Spring (Odd)

The student's major professor will be the Director of Graduate Education for Systems Engineering Certificate Option, who is responsible for monitoring progress and providing guidance on coursework. The major professor approves each student's program of study (POS).

Master of Engineering in Engineering Management

Intro/Core (required first year)

IE 563:	Engineering & Systems Management	Fall
IE 565:	Systems Engineering and Analysis	Spring

Core (required)

SCM 524:	Strategic Process Analysis & Improvement	Fall
IE 570:	Systems Engineering and Project Management	Spring
MGMT 583:	Strategic Management of Innovation	Spring
ACCT 581:	Accounting for Decision Making	Spring

Electives

IE 560:	Engineering Risk Analysis	Alt. Fall (Odd)
IE 561:	Total Quality Management	Alt. Fall (Even)
IE 564:	Decision Analysis in System Design	Spring
IE 572:	Design & Evaluation of Human-Computer Interaction	Spring
IE 577:	Human Factors	Fall
IE 581:	e-Commerce Systems Engineering	Spring
ConE 380:	Engineering Law	Summer
FIN 501:	Financial Valuation & Corporation Financial Decisions	Spring (Even)
MKT 501:	Marketing	Fall (Even)
MGMT 503:	Professional Responsibility in Business & Society	Fall (Odd)

1 Other from any graduate program (optional)

*Elective courses are subject to change by IMSE Department

To submit a request for NON-IE courses please use the program's course request [eform](#).

The student's major professor will be the Director of Graduate Education for Engineering Management, who has responsibility for monitoring progress and providing guidance on coursework. The major professor approves each student's program of study (POS).

5. CHRONOLOGICAL LIST OF ITEMS NEEDED TO OBTAIN THE DEGREE

All forms noted below can be found on the Graduate College website at <https://www.grad-college.iastate.edu/student/forms/>

<i>Items</i>	<i>Completion Date</i>	<i>Form</i>
Application for Graduate College	Before the completion of nine credit hours of coursework at ISU (non-degree seeking students)	https://www.admissions.iastate.edu/apply/online/
Program of Study Approval	Before completing 12 credits of graduate work	"Program of Study" online form https://www.grad-college.iastate.edu/posc/
Application for Graduation Filed	Before the semester of graduation begins	"Application for Graduation" online form https://www.grad-college.iastate.edu/student/forms/graduation-application/
Request for Graduation Check/Approval	Before the semester of graduation begins	"Coursework Only Final Check" online form https://www.grad-college.iastate.edu/student/forms/coursework-only/

6. DESCRIPTION OF THE CHRONOLOGICAL LIST OF ITEMS THAT MUST BE COMPLETED TO OBTAIN THE DEGREE

6.1. COMPLETE APPLICATION FOR GRADUATE SCHOOL

- **You must be admitted to the Graduate College before you complete more than nine hours of coursework at ISU.** That is, if you are taking courses as a non-degree

(undeclared) student, do not take more than nine credits at ISU before you formally apply to the Systems Engineering program. **Only nine credits taken before admission may be applied to the total number of credits required for graduation.**

- You may apply online at <https://www.admissions.iastate.edu/apply/online/>

6.2. SATISFY GRADUATE ENGLISH REQUIREMENT, IF APPLICABLE

- Non-native speakers or international students who do not have undergraduate degrees from U.S. universities must take the English Placement Test (EPT) at the beginning of their first semester of enrollment. Students who do not pass the exam will be assigned to take one or more English courses. Please refer to the following link for additional details: <https://www.grad-college.iastate.edu/handbook/>

For more information on dates and locations of the EPT:

Applied Linguistics Program
239 Ross Hall
Ames, IA 50011
Email: ept@iastate.edu
<https://apling.engl.iastate.edu/english-placement-test/>

6.3. APPROVAL OF PROGRAM OF STUDY (POS)

- Accomplish during the first semester of admission and absolutely before completing 12 credits of graduate work. If necessary, changes may be made to the POS at a later date by completing the “Modifications to the POS” form on Access Plus.
- List all courses applicable to the program.
- The Director of Graduate Education for Systems Engineering and Engineering Management will assist you with development of your POS.

6.4. REQUEST FOR GRADUATION CHECK/APPROVAL LIST

- Completed before the semester of graduation begins.

6.5. GRADUATE COLLEGE HANDBOOK

- For detailed information regarding the items described above, please consult the “**Graduate Handbook.**” The handbook describes Graduate College guidelines and procedures. It is a valuable reference for ISU students. You can also access the latest version of the handbook on the WEB at <https://www.grad-college.iastate.edu/handbook/>.

7. COURSES

7.1. SCHEDULE OF COURSES

- A schedule of courses provided for each semester can be found on the Engineering-LAS Online Learning webpage at <http://www.elo.iastate.edu/>
- Tentative course rotations can be found online at <http://www.elo.iastate.edu/tentative-course-rotations/>

7.2. REGISTERING FOR COURSES

- There are several options to register for courses. The student can register for many courses through [AccessPlus](#). If the course is offered by the College of Business the student must request enrollment by notifying the Systems Engineering and Engineering Management Graduate Programs Coordinator via the following eform: <https://www.imse.iastate.edu/graduate-program/eforms/emsecourserequest/>

7.3. TRANSFER COURSES

- You may not transfer more than nine hours of coursework to be applied to your program of study if those courses were taken at ISU, and no more than eight hours from another accredited institution. In other words, at least twenty-two credits must be taken at ISU. The certificate program does not allow for transfer credits from outside ISU. You must receive a “B” or better on any transfer course. It is advisable to get the course approved with your major professor before you take the course. Provide a description of the course numbering system (in order for ISU to confirm that the course is a graduate level course) or some other type of evidence that the institution at which you took the course considers it to be a graduate course. Also provide a copy of the course syllabus, a catalog description of the course, the name of textbook(s) used for the course, and the name and telephone number of the course instructor. See the Graduate College Handbook for details.

7.4. TEXTBOOKS

- Textbook information is available from the University Book Store
 - Phone: 1-800-478-0048
 - On-line: <http://www.isubookstore.com/>

7.5. TUITION AND FEES

- The latest information on tuition and fees can be found on the Engineering-LAS Online Learning Web page at <http://www.elo.iastate.edu/how-elo-works/tuition-and-fees/>.

8. IMPORTANT TELEPHONE NUMBERS AND LINKS

<i>What</i>	<i>Telephone</i>	<i>Website</i>
University Bookstore	1-800-433-3451, or 515-294-5684	http://www.isubookstore.com/
College of Engineering		http://www.engineering.iastate.edu/
Engineering-LAS Online Learning	1-800-854-1675 or 515-294-7470	http://www.elo.iastate.edu/
Graduate Admissions	515-294-0818	
Graduate College	515-294-4531	http://www.grad-college.iastate.edu/