



**THE DURHAM SCHOOL  
OF ARCHITECTURAL ENGINEERING AND CONSTRUCTION**

***Graduate Student Handbook***

**For Incoming and Current  
UNL Graduate Students**

**in**

**Construction Engineering and Management**

**or**

**Architectural Engineering**

<b>I.</b>	<b>INTRODUCTION</b>	<b>1</b>
	<b>A. Program Mission and Goals</b>	<b>2</b>
	<b>B. Durham School of Architectural Engineering and Construction Support Staff</b>	<b>2</b>
<b>II.</b>	<b>NEW GRADUATE STUDENT CHECKLISTS</b>	<b>2</b>
	<b>A. Domestic Student Checklist</b>	<b>2</b>
	<b>B. International Student Checklist</b>	<b>4</b>
<b>III.</b>	<b>PROGRAM OVERVIEW</b>	<b>6</b>
	<b>A. Master of Science</b>	<b>6</b>
	<b>B. Doctor of Philosophy</b>	<b>7</b>
	<b>C. Provisional Admission and Deficiency Course Requirements</b>	<b>7</b>
<b>IV.</b>	<b>ADVISOR SELECTION AND ADVISEMENT PROCESS</b>	<b>7</b>
	<b>A. Roles and Responsibilities of the Graduate Committee Chair</b>	<b>8</b>
	<b>B. Master’s Student Advising</b>	<b>8</b>
	<b>C. Thesis Advisor Roles and Responsibilities</b>	<b>8</b>
	<b>D. Master’s Thesis Committee</b>	<b>9</b>
	<b>E. Doctoral Student Advising</b>	<b>10</b>
	<b>F. Changing Advisors</b>	<b>10</b>
	<b>G. Doctoral Supervisory Committee</b>	<b>10</b>
<b>V.</b>	<b>GRADUATE STUDIES IN CONSTRUCTION ENGINEERING AND MANAGEMENT</b>	<b>12</b>
	<b>A. Construction Programs Graduate Faculty</b>	<b>12</b>
<b>VI.</b>	<b>ROADMAP TO YOUR M.S. DEGREE IN CONSTRUCTION ENGINEERING AND MANAGEMENT</b>	<b>12</b>
	<b>A. Typical Path to an M.S. Degree in Construction Engineering and Management</b>	<b>12</b>
	<b>B. M.S. Degree Requirements</b>	<b>13</b>
	<b>C. Minors within the Construction Engineering and Management M.S. Program</b>	<b>14</b>
	<b>D. M.S. Examination Requirements and Format</b>	<b>15</b>
	<b>E. Nature and Scope of Thesis</b>	<b>15</b>
<b>VII.</b>	<b>ROADMAP TO THE MEM WITH A SPECIALIZATION IN CONSTRUCTION ENGINEERING AND MANAGEMENT</b>	<b>15</b>
<b>VIII.</b>	<b>ROADMAP TO YOUR PH.D. IN CONSTRUCTION ENGINEERING AND MANAGEMENT</b>	<b>16</b>
	<b>A. Typical Path to the Doctoral Degree</b>	<b>16</b>
	<b>B. Ph.D. Curriculum</b>	<b>17</b>
	<b>1. Learning Outcomes</b>	<b>17</b>
	<b>2. Coursework and Research Timeline</b>	<b>18</b>
	<b>3. Examination and Dissertation Requirements</b>	<b>18</b>
<b>IX.</b>	<b>GRADUATE STUDIES IN ARCHITECTURAL ENGINEERING</b>	<b>21</b>
	<b>A. Architectural Engineering Graduate Faculty</b>	<b>21</b>
<b>X.</b>	<b>ROADMAP TO YOUR MASTER OF ARCHITECTURAL ENGINEERING (MAE)</b>	<b>21</b>

<b>XI. ROADMAP TO YOUR M.S. DEGREE IN ARCHITECTURAL ENGINEERING</b>	<b>24</b>
<b>A. Typical Path to an M.S. Degree in Architectural Engineering</b>	<b>24</b>
<b>B. M.S. Degree Requirements</b>	<b>25</b>
<b>C. Minors within the Architectural Engineering M.S. Program</b>	<b>26</b>
<b>D. M.S. Examination Requirements and Format</b>	<b>26</b>
<b>E. Nature and Scope of Thesis</b>	<b>27</b>
<b>XII. ROADMAP TO YOUR PH.D. IN ARCHITECTURAL ENGINEERING</b>	<b>27</b>
<b>A. Typical Path to the Doctoral Degree</b>	<b>27</b>
<b>B. Ph.D. Curriculum</b>	<b>28</b>
<b>1. Learning Outcomes of the Ph.D. Program in Architectural Engineering</b>	<b>28</b>
<b>2. Coursework and Research Timeline</b>	<b>29</b>
<b>3. Examination and Dissertation Requirements</b>	<b>29</b>
<b>XIII. ASSISTANTSHIPS AND OTHER FINANCIAL SUPPORT</b>	<b>34</b>
<b>A. Graduate Research Assistantships</b>	<b>34</b>
<b>B. Graduate Teaching Assistantships</b>	<b>34</b>
<b>C. Other Fellowship and Scholarship Opportunities</b>	<b>35</b>
<b>D. Academic Leave of Absence</b>	<b>35</b>
<b>E. Vacation Policy for Students on Assistantships</b>	<b>36</b>
<b>F. Payroll and Taxes</b>	<b>36</b>
<b>XIV. ACADEMIC INTEGRITY AND PROFESSIONAL DEVELOPMENT</b>	<b>37</b>
<b>A. Academic Integrity</b>	<b>37</b>
<b>B. Understanding Plagiarism</b>	<b>37</b>
<b>C. Graduate Student Evaluation</b>	<b>38</b>
<b>D. Grading of Thesis and Dissertation Hours</b>	<b>39</b>
<b>E. Policy on Incompletes</b>	<b>39</b>
<b>F. Probation, Termination, and Appeals</b>	<b>39</b>
<b>G. Professional Development</b>	<b>40</b>
<b>XV. RESPONSIBLE USE OF UNIVERSITY RESOURCES</b>	<b>40</b>
<b>XVI. HOUSING</b>	<b>41</b>
<b>A. Housing information for Lincoln-based students</b>	<b>41</b>
<b>B. Housing information for Omaha-based students</b>	<b>41</b>
<b>XVII. TRANSPORTATION AND PARKING</b>	<b>41</b>
<b>A. Parking permits and transportation information for Lincoln-based students</b>	<b>41</b>
<b>B. Parking permits and transportation information for Omaha-based students</b>	<b>41</b>
<b>C. N-E Ride information</b>	<b>41</b>
<b>XVIII. GRADUATE FREQUENTLY ASKED QUESTIONS (FAQ)</b>	<b>42</b>

## I. INTRODUCTION

The Durham School of Architectural Engineering and Construction offers advanced degrees in Architectural Engineering (AE) and in Construction Engineering and Management (CEMT). Each of these programs has specific requirements for both the University of Nebraska-Lincoln Office of Graduate Studies (Graduate Studies) and The Durham School.

### **Director of The Durham School**

Jay Puckett, PE, Ph.D., F.ASCE

Phone: 402-554-3037

E-mail: [jay.puckett@unl.edu](mailto:jay.puckett@unl.edu)

### **The University of Nebraska-Lincoln Graduate Catalog**

The Graduate Catalog describes all graduate policies and programs. The current Catalog and archived versions of previous Bulletins are available online. Updating and editing of the Catalog is ongoing.

This handbook describes the departmental programs and requirements for each degree and is to be considered a supplement to the Graduate Catalog. Students are advised to consult the Graduate Catalog for degree requirements according to Graduate Studies. The Graduate Catalog is found at <https://catalog.unl.edu/graduate-professional/graduate/>.

Direct specific inquiries with respect to The Durham School graduate programs to the following:

### **Graduate Chair of Construction Engineering and Management**

Dr. Terry L. Stentz, Ph.D., MPH, CPE, CPC

113 Nebraska Hall

Lincoln, NE 68588-0500

Phone: 402-472-3742

E-mail: [tstentz1@unl.edu](mailto:tstentz1@unl.edu)

### **Graduate Chair of Architectural Engineering**

Dr. Josephine Lau, Ph.D.

PKI 105D

Omaha, NE 68182-0816

Phone: 402-554-2079

E-mail: [jlau3@unl.edu](mailto:jlau3@unl.edu)

### **Graduate Program Secretary**

Kelly Johnson

PKI 103B

Omaha, NE 68182-0816

Phone: 402-554-5935

E-mail: [kelly.johnson@unl.edu](mailto:kelly.johnson@unl.edu)

### A. Program Mission and Goals

The mission of The Durham School of Architectural Engineering and Construction is to educate the engineer and constructor of the future – a professional that is not only technically competent, but who also focuses on innovation, possesses an entrepreneurial spirit, enjoys global and social awareness, and is a leader in the community.

### B. Durham School of Architectural Engineering and Construction Support Staff

The Durham School has four (4) support staff members. Kelly Johnson, located on the Scott Campus in Omaha, is the Graduate Program Secretary.

Staff	Position	Office	Email	Phone
Dr. Melissa Hoffman	Associate Director of Operations	PKI 104G Omaha	melissa.hoffman@unl.edu	(402) 554-4482
Mr. Andrew Bechdolt	Administrative Technician	PKI 103C Omaha	andrew.bechdolt@unl.edu	(402) 554-3856
Ms. Kelly Johnson	Administrative Technician	PKI 103B Omaha	kelly.johnson@unl.edu	(402) 554-5935
Mr. Joshua Sterns	Administrative Coordinator	113 NH Lincoln	jsterns2@unl.edu	(402) 472-3742

## II. NEW GRADUATE STUDENT CHECKLISTS

### A. Domestic Student Checklist

- ✓ Check in with the department
  - Omaha – On the Scott Campus, Peter Kiewit Institute (PKI) 103B, Kelly Johnson
  - Lincoln – On the City Campus, Nebraska Hall (NH) 113, Joshua Sterns
- ✓ Contact your advisor
  - Your advisor can provide information about the duties of your assistantship (if you have one) and your program of study, including suggested courses for your first semester.
- ✓ Complete immunization requirements
  - You must show proof of two rubeola measles/MMR immunizations or show a positive rubeola lab result, by uploading to MyRed.
  - For more complete information, see <http://health.unl.edu/graduate-students>.
  - Call your campus Health Center for more information or to make an appointment.
    - Omaha-based students: 402-554-2374
    - Lincoln-based students: 402-472-5000
- ✓ Enroll in classes
  - Omaha-based students: Complete the Inter-Campus Registration Form and submit electronically: [https://intercampus.nebraska.edu/pre\\_inter\\_campus.aspx](https://intercampus.nebraska.edu/pre_inter_campus.aspx).
  - This must be done **every** semester that you register for classes in Omaha.
    - Once this form is processed, you will be notified that you can register via MavLINK using your UNO ID & Pin Number.
  - Lincoln-based students: Access MyRED to register for courses.
- ✓ Obtain your student ID card

- Omaha-based students: Visit MavCARD Services at the Milo Bail Student Center (MBSC) on the Dodge Street Campus. There is a \$15 issuance fee.
  - Complete this step once you receive notification that your Inter-Campus Registration Form has been processed.
  - For more information: <https://www.unomaha.edu/milo-bail-student-center/mavcard/>.
- Lincoln-based students: Visit the NCard Office at the Nebraska Union on City Campus. There is a \$15 issuance fee.
  - For more information: <http://ncard.unl.edu/>.
- ✓ Purchase a parking permit (if you have a vehicle and wish to park on campus)
  - Omaha-based students: Visit Parking Services at <https://www.unomaha.edu/business-and-finance/support-services/parking-services/>.
  - Lincoln-based students: Visit Parking and Transit Services at <http://parking.unl.edu/>.
- ✓ Enroll in or waive student health insurance
  - Omaha-based students: Provide proof of medical insurance coverage or arrange to sign up for UNO Medical Health.
  - For UNO Health Insurance, fill out the health insurance waiver from UNL so you will not be charged for two plans: <http://health.unl.edu/>.
  - Lincoln-based students: If you are not a graduate assistant, you can enroll in the Student plan online via MyRED or in person at the University Health Center.
  - Students on assistantships are automatically enrolled in student health insurance. However, if you have other insurance or wish to waive this benefit, you must complete the waiver request form **every** semester within 14 days of beginning your employment.
- ✓ Plan to attend welcome and orientation events
  - Your department orientation: Most academic departments will provide a time in which you can learn about the offices and facilities and meet fellow students, faculty, and staff.
  - New Graduate Student Welcome (Fall only): Sponsored by Graduate Studies. Meet graduate students from other disciplines and learn about various campus and community resources.
- ✓ Sign up for email
  - Lincoln-based students: <http://huskers.unl.edu/liveedu/>.
  - Omaha-based students: After your Inter-Campus Registration Form has been processed, a unomaha.edu account will be set up automatically.
    - For email and calendar information, visit <https://www.unomaha.edu/information-technology-services/>.
- ✓ Review academic integrity principles
  - See the section of this handbook entitled *Academic Integrity and Professional Development*.
  - Visit <http://www.unl.edu/gradstudies/current/integrity>.

## B. International Student Checklist

- ✓ Check in with the department
  - Omaha – On the Scott Campus, Peter Kiewit Institute (PKI) 103B, Kelly Johnson
  - Lincoln – On the City Campus, Nebraska Hall (NH) 113, Joshua Sterns
  - Bring your visa, passport, I-20 or DS2019, I-94, social security card (if you already have one), driver's license (if you already have one), etc.
  - Be prepared to provide your local address and phone number, even if it is only a temporary one.
- ✓ Visit the Graduate Studies and the International Student and Scholar Office (ISSO) websites:
  - <http://www.unl.edu/gradstudies/>.
  - <http://www.isso.unl.edu>.
- ✓ Check in at Graduate Studies
  - They will give you access to register for classes.
  - Bring any academic records that have been requested.
  - Graduate Studies is at 1100 Seaton Hall, 15<sup>th</sup> and U Street in Lincoln, across from the University Health Center.
  - A representative from Graduate Studies visits Omaha at Peter Kiewit Institute 100B every Wednesday from 10:00 a.m. until 3:00 p.m., allowing new Omaha-based students to check in without traveling to Lincoln.
- ✓ Check in at the International Student and Scholar Office (ISSO). This is necessary to maintain legal immigration status.
  - Bring the following documents: visa, passport, I-94, I-20, and social security card (if you have one).
  - ISSO is located in 201 Seaton Hall, upstairs from Graduate Studies.
  - A representative of ISSO visits Omaha at the Peter Kiewit Institute 100B one day per month. The schedule varies and is announced as soon as it is determined. New Omaha-based international students can usually check in with ISSO without traveling to Lincoln. Talk to the Graduate Secretary for more information.
- ✓ Obtain signed social security application (if you are going to be employed)
  - You cannot apply for a social security number until you have been in the United States for more than 10 business days.
  - Present to the social security office a signed On-Campus Employment Verification form from ISSO.
  - Bring your receipt of application to the department for hiring paperwork.
  - Lincoln Social Security Office: 100 Centennial Mall N, room 240.
  - Omaha Social Security Office: 604 N 109<sup>th</sup> Court.
  - US law requires all non-US citizens to report their change of address within 10 days of moving (except A or G visa holders). To do so, visit the following website:
    - <https://egov.uscis.gov/coa/displayCOAForm.do>
    - Address must be an actual, physical residence in the United States and cannot be an office address.
- ✓ English Placement Exam (EPE)

- You may be required to take the English Language Test upon your arrival to the University, or to take an English language course (which does **not** count toward degree credit).
- Check your Certificate of Admission from Graduate Studies to confirm whether you are required to sit for the English Language Test (ELT) or take a course.
- Contact Graduate Studies at 402-472-2875 or [graduate@unl.edu](mailto:graduate@unl.edu) if you have additional questions.
- ✓ Arrange for a bank account
  - A bank account in the US is required for direct deposit of employment pay.
  - When opening an account, bring a passport and an initial sum of money to deposit.
  - Bring a voided check or direct deposit form to the department for employment paperwork.
- ✓ Contact your advisor
  - Your advisor can provide information about the duties of your assistantship (if you have one) and your program of study, including suggested courses for your first semester.
- ✓ Complete immunization requirements
  - You must show proof of two rubeola measles/MMR immunizations or show a positive rubeola lab result, by uploading to MyRed.
  - Complete a tuberculosis (TB) test.
  - For more complete information, see <http://health.unl.edu/completing-new-student-health-requirement>.
  - Call your campus Health Center for more information and to make an appointment.
    - Omaha-based students: 402-554-2374
    - Lincoln-based students: 402-472-5000
- ✓ Enroll in classes
  - Omaha-based students: Complete the Inter-Campus Registration Form to be submitted electronically:  
[https://intercampus.nebraska.edu/pre\\_inter\\_campus.aspx](https://intercampus.nebraska.edu/pre_inter_campus.aspx).
  - This must be done **every** semester that you register for classes in Omaha.
    - Once this form is processed, you will be notified that you can register via MavLINK using your UNO ID & Pin Number.
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  - Lincoln-based students: Visit the NCard Office at the Nebraska Union on City Campus. There is a \$15 issuance fee.
    - For more information: <http://ncard.unl.edu/>.
- ✓ Purchase a parking permit (if you have a vehicle and wish to park on campus)

- Omaha-based students: Visit Parking Services at <https://www.unomaha.edu/business-and-finance/support-services/parking-services/>.
- Lincoln-based students: Visit Parking and Transit Services at <http://parking.unl.edu/>.
- ✓ Enroll in or waive student health insurance
  - Omaha-based students: Provide proof of medical insurance coverage or arrange to sign up for UNO Medical Health.
  - For UNO Health Insurance, you must fill out the health insurance waiver from UNL so you will not be charged for two plans: <http://health.unl.edu/>.
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  - Students on assistantships, or with F1 or J1 visas, are automatically enrolled in student health insurance. However, if you have other insurance and wish to waive this benefit, you must complete the waiver request form **every** semester within 14 days of beginning your employment.
- ✓ Plan to attend welcome and orientation events
  - Your department orientation: Most academic departments will provide a time in which you can learn about the offices and facilities and meet fellow students, faculty, and staff.
  - New Graduate Student Welcome (Fall only): Sponsored by Graduate Studies. Meet graduate students from other disciplines and learn about various campus and community resources.
- ✓ Sign up for email
  - Lincoln-based students: <http://huskers.unl.edu/liveedu/>.
  - Omaha-based students: After your Inter-Campus Registration Form has been processed, a gmav.unomaha.edu account will be set up automatically.
    - For email and calendar information, visit <https://www.unomaha.edu/information-technology-services/>.
- ✓ Review academic integrity principles
  - See the section of this handbook entitled *Academic Integrity and Professional Development*.
  - Visit <http://www.unl.edu/gradstudies/current/integrity>.

### III. PROGRAM OVERVIEW

#### A. Master of Science

The Master of Science (M.S.) requires completion of 30-36 credits of coursework depending on the option chosen. No credits may be more than 10 years old. If credit hours applied to the [Memorandum of Courses](#) become over 10 years old, another, more current, course will need to replace it.

- Option I is a thesis-based option and is intended for students pursuing a research emphasis. Under this option, a student must earn a minimum of 30 semester hours of credit, consisting of 20-24 semester hours of regular coursework, and present a thesis equivalent to 6-10 semester hours.

- Option II is a coursework-based option. Under Option II, a student must earn a minimum of 36 semester hours of credit in courses representing the major and either one or two minors.
- Option III is a coursework-based option that requires 36 semester hours of credit, but does not require a minor.

The Architectural Engineering program also offers the Master of Architectural Engineering (MAE), which is a specialized, 5<sup>th</sup>-year Option III M.S., specifically for students with a Bachelor of Science in AE from UNL.

For specific terms about the Master's Degree Programs from the Graduate and Professional Catalog, see <https://catalog.unl.edu/graduate-professional/graduate/degrees/masters/>.

### **B. Doctor of Philosophy**

The Doctor of Philosophy (Ph.D.) requires 90 semester hours of graduate coursework, including a minimum of 12 hours of dissertation credits\*. Applicants with a B.S. may apply directly to the Ph.D. program. Some credits received for a master's degree may be applied toward the required semester hours for the Ph.D. with approval of the student's Supervisory Committee and the Dean of Graduate Studies. Doctoral study is intended for students seeking in-depth knowledge in their field beyond that resulting from an M.S. degree and wish to pursue faculty positions or other research positions in industry or governmental institutions. The time limit for granting the doctoral degree is eight (8) years from the time of filing the Program of Studies at Graduate Studies.

*\*55 hours maximum dissertation credits*

For specific terms about the Doctoral Degree Programs from the Graduate and Professional Catalog, see <https://catalog.unl.edu/graduate-professional/graduate/degrees/doctoral/>.

### **C. Provisional Admission and Deficiency Course Requirements**

Students are sometimes admitted under provisional status while there may be deficiency course requirements (courses that must be completed, but do not count toward the credit requirement) or English language requirements. Regardless of the type of admission, discuss your background and interests in your first meeting with your advisor who may suggest additional preparation as a part of your M.S. program.

If admitted with other provisional requirements, make sure your advisor is aware of them and discuss how to address them early in your program. The provisional status will be changed to active status when the conditions specified on the admission form have been met, as determined by the program Graduate Chair and approved by the Associate Dean for Graduate Studies.

## **IV. ADVISOR SELECTION AND ADVISEMENT PROCESS**

The Graduate Committee provides oversight of academic advising for current graduate students. All graduate students must have a Graduate Faculty member from their program department as their academic advisor, including those funded by faculty from another department. If a faculty member from another department is providing funding for the student, that faculty member may serve as a co-chair of the Master's Thesis Committee or Doctoral Supervisory Committee.

### **A. Roles and Responsibilities of the Graduate Committee Chair**

The University of Nebraska-Lincoln Graduate College approves and appoints the Graduate Chair of an academic degree program. The Graduate Chair is a position of academic leadership established to foster the rigor and sophistication of graduate education in a degree program. Graduate chairs collaborate with the academic degree department chair or director and the appropriate college dean to accomplish this important mission. Graduate Studies staff is prepared to provide necessary assistance to the Graduate Chair in every aspect of the assigned roles and responsibilities.

Responsibilities of the Graduate Committee Chair are:

- Assuring fair and consistent compliance with Graduate College policies and overseeing student appeals.
- Overseeing graduate degrees, majors, specializations, minors and certificate programs in the program unit.
- Facilitating the agenda and deliberations of the graduate committee.
- Helping colleagues design curriculum, examinations and research requirements, and assist in providing mentoring for graduate students.
- Assuring that every graduate student meets the highest standards of academic integrity.

### **B. Master's Student Advising**

At the time of admission into the master's program, students are assigned to the Graduate Committee Chair as a temporary advisor. A permanent academic advisor from the Graduate Faculty will be assigned by the end of the first year, based on the student's interests. For a master's program under Option I, the academic advisor is also the Thesis Advisor.

### **C. Thesis Advisor Roles and Responsibilities**

The role of the Thesis Advisor includes the following:

- Ensuring the student receives information about requirements and policies of the graduate program.
- Advising for development of a program plan, including appropriate coursework, research or creative activity, and on available resources.
- Advising on the selection of a thesis topic with realistic prospects for successful completion, and on the formation of a guidance committee.
- Providing training and oversight in creative activities, research rigor, theoretical and technical aspects of the thesis or project work, and in professional integrity.
- Encouraging the student to stay abreast of the literature and cutting-edge ideas in the field.
- Helping the student develop professional skills in writing reports and papers, making professional presentations, establishing professional networks, interviewing, and evaluating manuscripts and papers.
- Providing regular feedback on progress toward degree completion, including feedback on research or creative activities, coursework, teaching and constructive criticism if progress does not meet expectations.
- Guiding the student to develop into a successful professional and colleague by encouraging participation in research or creative activities and dissemination of results in appropriate scholarly or public forums.
- Facilitating career development, including advising on appropriate job and career options and on the preparation of application materials for appropriate fellowship, scholarship, and other relevant opportunities.

- Writing letters of reference for appropriate fellowship, scholarship, award and job opportunities.
- Providing for supervision and advising when the faculty advisor is on leave or extended absence.

Once a permanent Thesis Advisor is selected, it is unusual to change advisors. However, if a change seems imperative, consult with the Graduate Chair who will facilitate the change.

#### **D. Master's Thesis Committee**

Graduate students selecting the thesis option (Option I) have the responsibility to form a Thesis Committee with the approval and assistance of the advisor, and approval of the Graduate Chair. This committee will consist of the following:

- At least two (2) members from the degree program and one (1) from the minor department (if applicable).
- If no minor is chosen, the committee should consist of at least three (3) members from the degree program.
- All professors on the committee must either be a member of their department's Graduate Faculty, or a Graduate Faculty Associate, approved to perform specified Graduate Faculty duties\*.

Responsibilities of the Thesis Committee include the following:

- Advising the student on coursework, research, or creative activities.
- At least annually, providing feedback and guidance concerning progress toward the degree.
- Reviewing the thesis in a timely, constructive and critical manner.
- A Committee Chairperson going on leave shall provide for the necessary guidance of their advisees during their absence.

Responsibilities of the student include the following:

- Consulting with the advisor to identify faculty members with expertise and interest in supervising the proposed research, and meeting with them to discuss their willingness to serve in this capacity.
- Meeting with the Committee before the research plan is finalized to review the proposed work and modify as appropriate.
- Keeping the Committee informed on the progress of the research and soliciting their input to address unforeseen issues or to improve quality.
- Scheduling the final examination and providing the Committee with a copy of the final written product at least two weeks before the examination.

*\*If a member of the committee other than the chair leaves the employ of the University, or retires, a replacement should be appointed by approval of the program Graduate Committee. In circumstances where a continuing expertise is needed and the faculty member is willing to continue serving, the departing faculty member may continue as a member or co-chair of the committee, with approval of the program Graduate Committee and the UNL Dean of Graduate Studies. Should the student's advisor unexpectedly leave UNL, it is The Durham School Director's responsibility to facilitate arrangements that allow the student to successfully complete his/her degree program.*

### **E. Doctoral Student Advising**

Students admitted to the Ph.D. program with a research assistantship provided by a particular faculty member will be assigned to that faculty member as their academic advisor and dissertation advisor, known as the Supervising Professor. For Ph.D. students admitted with a graduate assistantship or fellowship not explicitly tied to a particular faculty member, the selection of an advisor is based on mutual research interests.

The policy of The Durham School is to establish that, prior to admission, there is interest from at least one faculty member in advising the Ph.D. applicant. If more than one faculty member has expressed interest in serving as academic advisor to the applicant, the newly admitted graduate student will visit with all faculty expressing interest and select their advisor based on these meetings. This should typically occur within the first month, and certainly by no later than the end of the first semester. The Ph.D. academic advisor will be the student's Supervising Professor and will serve as the chairperson of the doctoral Supervisory Committee.

### **F. Changing Advisors**

A student may change advisors if the student and advisor mutually agree that the change would be beneficial. A common reason to switch advisors is that the student is more interested in the research done by another faculty member than that of the assigned advisor.

If a student is supported as a Graduate Research Assistant (GRA), but there are extenuating circumstances that require changing advisors, they should meet with their current advisor as soon as the change is deemed necessary. Part of this meeting should be a discussion on how to fulfill the obligations of the research assistantship. After meeting with the advisor, a Change of Committee form must be completed listing the full committee as it is after the change. The form must be signed by the past advisor (if still at UNL), the new advisor, and the program Graduate Committee Chair, then submitted to the Doctoral Programs Specialist in Graduate Studies at UNL.

### **G. Doctoral Supervisory Committee**

Each Ph.D. must form a Supervisory Committee in consultation with their Supervising Professor. The Supervisory Committee should be formed after the completion of 36 hours of coursework and not later than the completion of 45 hours of coursework.

All faculty on the Supervisory Committee must either be a member of the graduate faculty, or be non-graduate faculty who has been approved by the department Graduate Committee and the Dean of Graduate Studies to perform specified graduate faculty duties. The committee will consist of at least four (4) graduate faculty members. The majority of the committee members must be faculty members from the degree program, but at least one graduate faculty member external to the academic department or area in which the doctorate is to be granted must be included on the committee. The representative of the minor department on the committee may serve as the outside representative.

Information on the specific roles of Supervisory Committee members can be found in the Graduate Catalog but briefly:

- The Chair serves as the advisor and mentor and assists with selection of other Supervisory Committee members, selection of courses for the Program of Studies, and monitors progress.
- Two (2) members of the Supervisory Committee are designated as reading members. These members, along with the Chair, read the draft of the dissertation to determine if the student is ready to defend.
- One (1) member of the committee must be external to the student's major program but serve as a graduate faculty member within the University of Nebraska system. If a faculty member from an external UNL department is serving as the co-chair, they cannot also serve as the outside representative.

## V. GRADUATE STUDIES IN CONSTRUCTION ENGINEERING AND MANAGEMENT

The Durham School currently offers three (3) graduate programs in Construction Engineering and Management.

The Master of Science (M.S.) in Construction Engineering and Management requires completion of 30-36 credits of coursework depending on the option chosen.

The Ph.D. in Engineering with a concentration in Construction Engineering and Management requires 90 semester hours of graduate coursework, including a minimum of 12 hours of dissertation credits\*. The time limit for granting the doctoral degree is eight (8) years from the time of filing Program of Studies.

*\*55 hours maximum dissertation credits*

The Master of Engineering Management (MEM) is a professional practice-oriented advanced degree offered by the College of Engineering. This non-thesis program provides a broad-based technical education and is not designed to prepare students for doctoral-level work. Designed for working professionals, this program is 100% online, combining classroom experiences with workplace challenges to acquire administration and management skills. Within this program, The Durham School offers a certification in Construction Engineering and Management.

Oversight for construction graduate programs resides with the Construction Programs Graduate Committee, which consists of appointed faculty representatives from Construction Engineering and Construction Management.

### A. Construction Programs Graduate Faculty

Faculty	Office	Email	Phone
<b>Dr. Stuart Bernstein</b>	104A PKI, Omaha	sbernstein2@unl.edu	(402) 554-3274
<b>Prof. Bruce Fischer</b>	113 NH, Lincoln	bfischer2@unl.edu	(402) 472-4274
<b>Dr. James Goedert</b>	105A PKI, Omaha	jgoedert1@unl.edu	(402) 554-4047
<b>Dr. Kevin Grosskopf</b>	113 NH, Lincoln	kevin.grosskopf@unl.edu	(402) 472-3340
<b>Dr. Wayne Jensen</b>	113 NH, Lincoln	wayne.jensen@unl.edu	(402) 472-3738
<b>Dr. George Morcous</b>	105B PKI, Omaha	gmorcous2@unl.edu	(402) 554-2544
<b>Dr. Terri Norton</b>	104B PKI, Omaha	tnorton3@unl.edu	(402) 554-2564
<b>Dr. Avery Schwer</b>	101D PKI, Omaha	aschwer1@unl.edu	(402) 554-2777
<b>Dr. Zhigang Shen</b>	113 NH, Lincoln	shen@unl.edu	(402) 472-9470
<b>Dr. Terry Stentz</b>	113 NH, Lincoln	tstentz1@unl.edu	(402) 472-5078

## VI. ROADMAP TO YOUR M.S. DEGREE IN CONSTRUCTION ENGINEERING AND MANAGEMENT

### A. Typical Path to an M.S. Degree in Construction Engineering and Management

Students pursuing the M.S. Degree in Construction Engineering and Management can follow a thesis option (Option I), or two coursework-based options (Options II and III). The typical path toward an M.S. Degree in Construction Engineering and Management is as follows:

- Gain admission to the program.
- Meet with your advisor to plan your first semester schedule.
- Meet with the Graduate Chair and your prospective advisor as soon as possible.

- If you have admission deficiencies, work with your advisor to develop a plan to remove them.
- File the Memorandum of Courses before grades (letter grades, no reports or incompletes) have been received in more than half of the program courses, and upon recommendation of the major and minor departments and approval of the Dean of Graduate Studies. You cannot apply for graduation in the same semester as you file the Memorandum of Courses. The Memorandum of Courses is found at: <http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf>.
- Complete the required coursework and, for Option I, your thesis.
- File an Application for Graduation early in the semester in which you expect to graduate. The application for graduation and instructions can be found at: <http://registrar.unl.edu/graduation-application>.
- Pass the written Comprehensive Examination. For Option I students, the thesis serves as the written Comprehensive Exam, and an oral defense of the thesis is also required.
- The Final Examination Report must be filed *at least four weeks (three weeks in summer)* prior to the date of the oral exam, or by the dates shown on the Graduate Studies website. The Final Examination Report Form can be found at: <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>.
- Schedule and complete the oral Comprehensive Exam, or for Option I, an oral defense of the master's thesis.
- Submit the final thesis if Option I has been chosen. Information about submission to Digital Commons can be found at: <http://digitalcommons.unl.edu/>.
- All **Forms, Milestones and Deadlines** for the master's degree can be found at: <http://www.unl.edu/gradstudies/current/degrees/masters>.

## **B. M.S. Degree Requirements**

The M.S. degree requires completion of 30-36 credits of coursework depending on the option chosen. Option I is a thesis-based option intended for students pursuing a research emphasis. Under this option, a student must earn a minimum of 30 semester hours of credit, consisting of 20-24 semester hours of regular coursework, and present a thesis equivalent to 6-10 semester hours. Options II and III are coursework-based options. Under Option II, a student must earn a minimum of 36 semester hours of credit in courses representing a major and either one or two minors. Option III also requires 36 semester hours of credit but does not require a minor. More information about the M.S. degree options is available at <https://catalog.unl.edu/graduate-professional/graduate/degrees/masters/>.

During the first semester of graduate study, the student and advisor work to develop a draft Memorandum of Courses that meets the academic needs and interests of the student and complies with the M.S. Construction Engineering and Management program requirements. This draft specifies the courses and optional project or thesis that the student will complete. The initial consideration for most students is whether to satisfy the degree requirements through a coursework-only program (Option II or III), or by completing a coursework with thesis program (Option I).

### ***Master's Degree – Option I***

Under this option a student must earn a minimum of 30 semester hours of credit, consisting of 20-24 semester hours of regular coursework, and present a thesis equivalent to 6-10 semester hours. At least one-half of the required work, including thesis, must be taken in construction engineering (CONE) and construction management (CNST) courses. The remaining credit hours may be earned in supporting courses or in a minor consisting of at least 9 semester hours. Eight (8) credit hours, in addition to the thesis, must be earned in courses that are exclusively graduate-level (900- or 800-level without a 400-level or lower cross-listing).

The subject of the thesis should be chosen from the field of major interest and must be approved by the Thesis Advisor. The thesis should reveal a capacity to carry on independent study or research and demonstrate ability to use techniques employed in the major field. It must conform in style and form to the guidelines set forth on the UNL Graduate Studies website. An electronic copy of the thesis and abstract must be presented for preliminary review to the Master's Degree Specialist in Graduate Studies at least two weeks (one week in the summer sessions) before the date of the oral examination. A candidate is not eligible for the oral examination until the thesis is completed and approved by their major advisor. After the thesis has been successfully defended, it needs to be electronically submitted to the Master's Degree Specialist for a final review prior to being uploaded to Digital Commons.

### ***Master's Degree – Option II***

Under this option, a student must earn a minimum of 36 semester hours of credit in courses representing a major and either one or two minors. This option encourages a wider range of courses than is permissible under Option I. A thesis is not required\*. A program consisting of a major and one minor must include not fewer than 18 hours in the major and 9 hours in the minor. If two minors are elected, the major must total at least 15 hours and the minors at least 9 hours each. Most departments stipulate that all coursework toward the minor must be taken within the department or interdepartmental area. However, at the discretion of the minor department, up to one-third of the courses required for a minor may be transferred from other institutions. Finally, at least 12 of the 36 hours must be earned in courses that are exclusively graduate-level (900- or 800-level without a 400-level or lower cross-listing).

*\*Students who are working on the master's degree under Option II and later elect to continue with graduate work for the degree of doctor of philosophy must give evidence of ability to carry out independent research.*

### ***Master's Degree – Option III***

Option III is designed especially for a student who plans to continue scholarly work in Construction Engineering and Management past the master's level. It permits the substitution of more intensive work in advanced courses for the thesis or minor. Under this option, a student must earn a minimum of 36 semester hours of credit, at least 18 of which must be earned in courses that are exclusively graduate-level (900- or 800-level without a 400-level or lower cross-listing). The program must include not fewer than 18 hours in Construction Engineering (CONE) and Construction Management (CNST).

### **C. Minors within the Construction Engineering and Management M.S. Program**

Under M.S. Options I or II, a student may pursue up to two minors. At least one

minor is required for Option II. A minor typically consists of nine (9) or more credit hours in a specific area outside of the major department. The M.S. degree in Construction Engineering and Management is designed for flexibility, with the required courses in each specialization counting for no more than 9-12 hours of the required 20-36 hours of coursework.

Each minor may have requirements for the number of credit hours as well as which specific courses count toward the minor. Students are encouraged to identify a minor early in their academic program and work with their faculty advisor and the Graduate Chair, in conjunction with faculty in the minor department, to determine the specific coursework requirements.

Common minors for Construction Engineering and Management M.S. students have included business, civil engineering, architectural engineering, architecture, and community and regional planning.

#### **D. M.S. Examination Requirements and Format**

The Comprehensive Examination is the final master's degree exam and is the culmination of a student's graduate education and training. It reflects not only the accomplishments of the graduate student, but also the quality of the graduate program. Meeting the requirement for the Comprehensive Exam for the M.S. degree depends on the chosen Option.

- For Option I, the requirement is met through the presentation of a thesis and an oral thesis defense.
- For Option II, the Comprehensive Exam consists of a report based on non-thesis research conducted by the student under guidance of their faculty advisor and an oral defense of the report.
- For Option III, the Comprehensive Examination consists of a written examination and/or oral examination at the discretion of the student's faculty advisor and the program Graduate Committee Chair.

#### **E. Nature and Scope of Thesis**

An approved thesis that is accepted by the graduate school becomes a single-author publication and contributes to the body of knowledge in the Construction Engineering and Management discipline. Approved theses are uploaded to Digital Commons. Instructions for uploading the thesis document can be found in the *Guide to Submitting* at Digital Commons (<http://digitalcommons.unl.edu/>).

### **VII. ROADMAP TO THE MEM WITH A SPECIALIZATION IN CONSTRUCTION ENGINEERING AND MANAGEMENT**

The Master of Engineering Management is an Option II masters degree offering a specialization in Construction Engineering and Management. The MEM is a professional practice-oriented degree housed in the College of Engineering. This is not a Durham School program. The committee that oversees this degree is headed by a Chair, and is based in the College of Engineering.

For specific information about this degree process, visit:

<http://www.unl.edu/gradstudies/prospective/programs/EngineeringManagement>.

## VIII. ROADMAP TO YOUR PH.D. IN CONSTRUCTION ENGINEERING AND MANAGEMENT

Most Ph.D. students in Construction Engineering and Management should be able to finish their doctoral program in an average of approximately three (3) to four (4) years (beyond the M.S. degree). All requirements for the degree must be completed in no more than eight (8) years from the time of filing the Program of Studies with Graduate Studies.

### A. Typical Path to the Doctoral Degree

The typical path toward a doctoral degree in Construction Engineering and Management at the University of Nebraska-Lincoln is as follows:

- Gain admission to the program.
- Meet with your faculty advisor to discuss your academic goals and to plan your first semester of studies.
- Prior to the completion of 45 credit hours, choose your Supervisory Committee and submit the Appointment of the Supervisory Committee form to Graduate Studies. The Appointment of the Supervisory Committee form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-SupCommittee.pdf>.
  - If of any members of the Supervisory Committee is needed, you must submit a Change of Committee form to Graduate Studies. The Change of Committee form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-SupCommitteeChange.pdf>.
- Design a program of coursework with your Supervisory Committee and submit the Program of Studies form to Graduate Studies. The Program of Studies form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-Program.pdf>.
- Pass the Comprehensive Exam when coursework has been substantially completed.
- Submit the Application for Admission to Candidacy form\* upon passing the Comprehensive Exam. The Application for Admission to Candidacy form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-Candidacy.pdf>.
- Complete your research, and write your dissertation.
- Apply for Graduation in MyRED. A notice and link will be found on the Academics screen. Submit the Hooding Participation form at the same time. The hooding form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-Hooding.pdf>.
- Apply for your Final Oral Examination. The Application for Final Oral Examination form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-FinalOral.pdf>.
- Defend your dissertation, and upload your dissertation to ProQuest. It is also suggest that you upload your dissertation to UNL's Digital Commons. Information about Digital Commons can be found at: <http://digitalcommons.unl.edu/>.

*\*Once candidacy is achieved, registration is required each Fall and Spring semester until graduation. Failure to register will result in termination of candidacy and thus, the program.*

## B. Ph.D. Curriculum

The Ph.D. curriculum consists of three elements:

1. Learning outcomes
2. Coursework requirements
3. Examination and dissertation requirements

Each element is covered below.

### 1. Learning Outcomes

- *Fundamental Knowledge:* Graduates will command profound basic and applied knowledge in their specialty area within their specialization. This will be achieved through their coursework. Evaluation of this outcome will be through the qualifying exam\*.  
*\* While we do not have a Ph.D. qualifying exam at this time. This topic is under discussion with the Graduate Committee.*
- *Independent Abilities:* Graduates will have the ability to conduct a major independent and original research study that includes gathering of information, gaining an understanding of the process of academic or commercial exploitation of research results, demonstrating an understanding of contemporary research issues, effective project management, synthesis and evaluation, and appropriate dissemination of research findings. This outcome will be achieved through and evaluated using their dissertation research and publications resulting from the dissertation research.
- *Critical Thinking:* Graduates will have a profound ability to critique and synthesize literature, review results and to apply knowledge gained from literature to develop new ideas, to design and evaluate scientific investigations, and to assess, interpret and understand data related to their specialty area within their specialization. Evidence of this outcome is demonstrated in and evaluated using the Comprehensive Exam and the dissertation research.
- *Advanced Knowledge:* Graduates will demonstrate profound mastery of the subject matter at a deeper theoretical and applied level well beyond fundamental knowledge gained in the undergraduate course sequence and the higher-level knowledge gained in the master's level course sequence. Evidence of this will be demonstrated through the qualifying exam, the Comprehensive Exam and the final exam.
- *Effective Communication:* Graduates will have the ability to construct coherent arguments and articulate ideas clearly to an audience, through a variety of techniques, constructively defend research outcomes, justify their research to the profession and promote the public understanding of their research fields. This will be achieved through presentation and publication of the student's dissertation research.
- *Professional Development:* A student graduating with a doctoral degree in engineering, with an emphasis in construction engineering and management is expected to demonstrate interest in pursuing life-long learning by attaining professional licenses, and obtaining professional development hours by attendance at conferences, higher educational classes, short courses and seminars, conducting classes, and publishing. Periodic surveys of our graduates will be the method used to evaluate this outcome.

## **2. Coursework and Research Timeline**

The Ph.D. degree in Engineering with a concentration in Construction Engineering and Management should ordinarily take no more than five years to complete. While individual circumstances will vary, a typical timeline will be as follows:

- Year 1-2 (0-42 credits): Coursework, preliminary research, Supervisory Committee selection, submission of Program of Studies
- Year 3 (43-63 credits): Coursework, preliminary research, Comprehensive Exam
- Year 4 (64-84 credits): Research
- Year 5 (85 or more credits): Research, completion of dissertation, Final Examination (dissertation defense)

## **3. Examination and Dissertation Requirements**

The Ph.D. in Engineering with a concentration in Construction Engineering and Management has Comprehensive and Final Examination requirements. These exams are described below.

### ***Comprehensive Examination***

Upon substantially completing studies in the doctoral program, the student must pass a Comprehensive Examination in the major and minor or related fields. The Comprehensive Exam is not a repetition of course exams but an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. The Supervisory Committee administers the Comprehensive Exam. The student will provide each member of his or her Supervisory Committee with a copy of the written exam at least two weeks before the oral exam date.

The written portion of the Comprehensive Exam consists of one (1) of three (3) exam options to be determined by the student's Supervisory Committee. These options are:

1. Dissertation proposal.
2. A funded research proposal appropriate to the field of research. The student is required to independently write all portions of the proposal, formatted for the funding agency, with the exception of the section regarding budget beyond instrumentation purchasing cost.
3. Three (3) members of the Supervisory Committee will each pose two (2) questions in the major and minor fields. The student must answer one (1) question from each of the committee members in no more than 2,500 words per response.

During the oral portion of the exam, the student will provide a 20-minute presentation on their proposed topic. Questioning by the Graduate Committee will follow the presentation. It is anticipated that the total time for the oral exam will be approximately two (2) hours.

There are three (3) possible outcomes for any given student who is taking the Comprehensive Exam for the first time:

1. Unqualified pass
2. Pass with the qualification that the student work with their advisor to adjust the proposal
3. Failure, with the option of retaking the exam at a later date, mutually agreed upon by the student and the faculty. However, it may not be retaken in the same semester as the first attempt. Typically, the latest retake date will be six months from the date of the

original exam. A failure on the second attempt is considered final. The student will either be asked to find another dissertation topic or to leave the graduate program.

A decision about the success or failure on the Comprehensive Exam is made based on the student's performance on the written and oral exams. The Supervisory Committee Chair will report to the Graduate Chair and Graduate Studies the outcome of the Comprehensive Exam.

When the student has passed the Comprehensive Examination and removed any provisional admission requirements, their Supervisory Committee will file the Application for Admission to Candidacy for the doctoral degree, noting the completion dates for the Comprehensive Examination.

### ***Dissertation Requirements***

The dissertation is of no fixed length. It should treat a subject from the candidate's field, approved by the Supervisory Committee. It should show technical mastery of the field and it should advance or modify former knowledge, i.e., it should treat new material, or find new results or draw new conclusions, or it should interpret old material in a new light. The dissertation is to be submitted with an abstract.

Guidelines for dissertation preparation are available on the Graduate Studies website. For specific guidelines, visit: <http://www.unl.edu/gradstudies/current/degrees/guidelines>.

### ***Final Examination***

The Final Examination for the doctoral degree, often called the "dissertation defense" or more briefly, "defense", is given by the Supervisory Committee after the candidate's studies have been completed and the dissertation accepted. The exam is oral, and the committee determines its character and length. It may be devoted to the special field of the dissertation or to the candidate's general knowledge, or it may be designed to test judgment and critical powers.

The Final Exam may be scheduled only when a majority of the Supervisory Committee, including the chair, is available.\* The Supervising Professor must approve the completed dissertation before the exam will be scheduled. An [Application for Final Oral Exam](#), signed by the Supervising Professor and both of the dissertation readers must be filed with Graduate Studies at least two weeks prior to the scheduled defense.

*\*Exceptions may be made by permission of the Dean of Graduate Studies.*

Two weeks prior to the date scheduled for the Final Exam, the candidate prepares an announcement. This announcement is a single page and should include:

- Dissertation title
- Name of the candidate and the chair/co-chair of the committee
- A short (approximately 250 word) abstract
- Time, date and location of the exam

The Doctoral Dissertation Announcement template can be found at: <http://engineering.unl.edu/durhamschool/durham-grad-studies-forms/>.

The announcement will be sent to the program Graduate Committee Chair and copied to the Graduate Secretary for dissemination to all Durham School faculty and students.

The candidate should fill out the Report of Completion form (<http://www.unl.edu/gradstudies/current/Doctoral-Completion.pdf>) and bring it to their dissertation defense/final oral exam.

During the dissertation presentation and general questioning, members of the University community and the public are welcome. However, at the end of the public hearing, there will be a closed questioning portion of the exam where only the candidate, doctoral Supervisory Committee, and invited faculty, are present.

After the candidate is notified of their passing of the dissertation defense, they should obtain the signatures of all committee members present. If a member was not able to join the defense at the primary location, that member should email the student's advisor to give their vote and grant the advisor permission to sign the form for them. Then the candidate will file the Report of Completion Form along with their final dissertation materials, as noted on the Graduate Studies website (<http://www.unl.edu/gradstudies/current/degrees/doctoral#deposit>), with the Doctoral Program Specialist in Graduate Studies. The Supervisory Committee will report the results of the exam to Graduate Studies.

In the event that members of the committee are not unanimous in passing a candidate, the student is to be approved for the degree if only one examiner dissents. However, each dissenting member of the committee will be expected to file a letter of explanation in Graduate Studies.

If a student fails to pass the Final Examination, the Supervisory Committee must file a report in Graduate Studies indicating what is required of the student before taking another Final Exam. Another exam may not be held during the same semester as the first attempt.

## IX. GRADUATE STUDIES IN ARCHITECTURAL ENGINEERING

The Durham School currently offers three (3) graduate programs in Architectural Engineering.

The Master of Science (M.S.) in Architectural Engineering requires completion of 30 to 36 credits of coursework depending on the option chosen.

The Master of Architectural Engineering (MAE) is a specialized, ABET-accredited fifth-year master's degree available only to students with a Bachelor of Science in Architectural Engineering (BSAE) from the University of Nebraska – Lincoln.

The Doctorate (Ph.D.) in Architectural Engineering requires 90 semester hours of graduate coursework, including a minimum of 12 hours of dissertation credits\*. The time limit for granting the doctoral degree is eight (8) years from the time of filing the student's Program of Studies in Graduate Studies.

*\*55 hours maximum dissertation credits*

Oversight for graduate programs resides with the Graduate Committee, which consists of appointed faculty representatives from Architectural Engineering.

### A. Architectural Engineering Graduate Faculty

Faculty	Office	Email	Phone
Dr. Moe Alahmad	PKI 206A, Omaha	malahmad2@unl.edu	(402) 554-3527
Dr. Fadi Alsaleem	PKI 103D, Omaha	falsaleem2@unl.edu	(402) 554-3283
Dr. Ece Erdogmus	PKI 205A, Omaha	eerdogmus@unl.edu	(402) 554-2035
Dr. Josephine Lau	PKI 105D, Omaha	jlau3@unl.edu	(402) 554-2079
Dr. Haorong Li	PKI 101F, Omaha	hli3@unl.edu	(402) 554-3271
Dr. Jay Puckett	PKI 101A, Omaha	jay.puckett@unl.edu	(402) 554-3037
Dr. Erica Ryherd	PKI 101C, Omaha	eryherd@unl.edu	(402) 554-4146
Dr. Dale Tiller	PKI 104D, Omaha	dtiller2@unl.edu	(402) 554-2183
Dr. Lily Wang	PKI 100C, Omaha	lwang4@unl.edu	(402) 554-2065
Dr. Clarence Waters	PKI 101A, Omaha	cwaters2@unl.edu	(402) 554-4958
Dr. Yuebin Yu	PKI 104F, Omaha	yuebin.yu@unl.edu	(402) 554-2082
Dr. David Yuill	PKI 104E, Omaha	dyuill@unl.edu	(402) 554-4176

## X. ROADMAP TO YOUR MASTER OF ARCHITECTURAL ENGINEERING (MAE)

These are the procedures for the Master of Architectural Engineering (MAE) in roughly chronological order. Please refer also to the MAE Curriculum.

### 7th Semester – Senior Fall semester

The AE program encourages you to take graduate courses that will apply towards your MAE degree, before graduating with the BSAE degree. To do so, follow these steps:

- If you plan to take graduate courses towards the MAE degree as an undergraduate student, you must complete the Seniors at UNO Request to Register for Graduate Credit form for those specific courses: <https://www.unomaha.edu/graduate-studies/files/resquest-register-graduate-classes-seniors.pdf>.
  - You must have a 3.0 GPA in your major and be within 12 months of receiving your BSAE degree for this request to be granted.

- Bring the form to your undergraduate advising meeting with your academic advisor. Your advisor can sign the Request Form as the departmental representative.
- Take the completed Request Form to the AE undergraduate advisor in PKI 102B, who will assist with obtaining College approval and forwarding the form to the appropriate offices
- Request permits to enroll in the specific graduate courses on your Advising Form.
  - If you have met the requirements, your faculty advisor will sign these permits.
- ***This should be done during Spring registration.***

8th Semester – Senior Spring semester

To be admitted into the MAE program, an applicant’s cumulative GPA in the BSAE program must be 3.0 or greater. An applicant whose GPA falls below 3.0 is encouraged to retake courses in the BSAE program that have lowered the GPA and apply to the MAE degree at a later time.

- Complete the “Application for Degree” form in MavLINK to graduate with your Bachelor’s degree in Architectural Engineering. Please refer to the following website for more details: <http://registrar.unomaha.edu/graduate.php>.
- Apply to the University of Nebraska – Lincoln Master of Architectural Engineering degree. Please refer to the UNL Graduate Studies website at <http://www.unl.edu/gradstudies/prospective/steps> for more details.
- Required application materials include:
  - Application and fee at <https://wam.unl.edu/gradstudies/apply>
  - A copy of your transcripts from each University you have attended (including UNO)
  - An MAE Project Proposal.
  - You do not need to submit letters of recommendation.

***Deadline for summer or Fall admission: March 15***

***Deadline for Spring admission: September 15***

- After admission into the MAE program, complete a University of Nebraska Intercampus Registration Form. ***This should be done mid-April.***
  - More information may be found at <http://www.unl.edu/gradstudies/prospective/steps-campus>.
  - Complete the intercampus form online at [https://intercampus.nebraska.edu/pre\\_inter\\_campus.aspx](https://intercampus.nebraska.edu/pre_inter_campus.aspx).
    - Your degree campus is Lincoln, and your visiting campus is Omaha.

As a student in the Graduate College at the University of Nebraska – Lincoln, you will need to complete this form each semester that you register for classes. After the form has been processed, you will be notified that you are able to register for your graduate courses on MavLINK.

Generally, the graduate system is NOT like the undergraduate system – you do not have to meet with an advisor and have flags removed each semester. However, you may need to request special permits to register for certain classes or for more than 12 credits.

***Suggested timeframe: March- May***

Meet with a faculty advisor, to:

- Discuss classes and have the hold on your registration removed, if necessary.
- If you are taking any Special Topics courses, request permits to take these classes.
- If you are taking more than 12, please mark the number on the advising form and have your advisor sign (the Dean's signature is not required).
- Start considering who your MAE (AE 8010/8020) advisor is going to be. This is discussed in AE 8000.

***Summer between 8<sup>th</sup> and 9<sup>th</sup> semesters***

- Submit your final UNO transcript to the UNL Graduate Studies, to become fully admitted to the MAE degree as a Graduate Student with Full Standing.
  - ***Suggested time: after BSAE graduation***
- If you require a departmental letter that describes your enrollment in the UNL MAE degree for financial aid purposes, send an email request to the Chair of the AE Graduate Committee.
- Familiarize yourself with the UNL Graduate Catalog, particularly the Requirements for Master's Degrees and Scholastic Grade Requirements. The Graduate Catalog is found at <http://www.unl.edu/gradstudies/catalog>.
  - You must have a cumulative 3.0 GPA in your graduate coursework to receive the Master's of Architectural Engineering degree.
- Familiarize yourself with the UNL Master's Degree Forms and Deadlines, found at <http://www.unl.edu/gradstudies/current/degrees#masters>.

***9<sup>th</sup> Semester – Graduate Fall semester***

- Take the Fundamentals of Engineering exam, if you haven't already done so.
  - The deadline for registration typically occurs in the first week of September. Visit the website of the Nebraska State Board of Engineers and Architects for more details: [http://www.ea.state.ne.us/engr\\_exam\\_internship.html](http://www.ea.state.ne.us/engr_exam_internship.html).
- Complete the Memorandum of Courses form found at <http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf>.
  - The MAE degree is an Option III degree. Your major is Architectural Engineering; you may input your option area as an Area of Specialization.
  - Obtain the approval and signature of an AE faculty member in your option area (typically your MAE Grad Project Option Advisor) for your Major Advisor.
  - At least 18 credits of coursework must be graduate-only courses (i.e., courses that do not have an undergraduate counterpart).
  - Leave the Topic of Field of Thesis line blank.
  - Submit the completed form to the Chair of the AE Graduate Committee by ***November 15***.
  - This step must be completed in the semester prior to the semester you plan to graduate.

***10<sup>th</sup>/Final Semester – Graduate Spring semester***

- If you need to make changes to the Memorandum of Courses send an email to the Chair of the AE Graduate Committee, listing the classes to be switched.
  - This must be done prior to the UNL Graduation Application deadline.

- Complete the UNL Application for Degree form found at <http://registrar.unl.edu/graduation-application>
  - Submit by the announced deadline (typically in late January), along with graduation application fee to the UNL Graduation Services Office, in 109 Canfield Administration Building.
  - Inform the Chair of the AE Graduate Committee whether (a) you would like to graduate in Omaha and if so, (b) how you would like your name to appear in the Omaha Commencement Program.
- The MAE degree involves a final oral presentation and exam, rather than a written comprehensive exam. Complete the Final Examination Report form (Parts 1-4) found at <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>.
  - Dates, times and the examining committee members for your final oral exam will be set with your Graduate Project instructors.
  - In Part 3, obtain the signature of your Graduate Project instructor, as your Major Advisor.
  - Submit the completed form to the Chair of the AE Graduate Committee no later than *March 9*.

## **XI. ROADMAP TO YOUR M.S. DEGREE IN ARCHITECTURAL ENGINEERING**

### **A. Typical Path to an M.S. Degree in Architectural Engineering**

Students pursuing the M.S. Degree in Architectural Engineering can follow a thesis option (Option I), or two coursework-based options (Options II and III). The typical path toward an M.S. Degree in Architectural Engineering is as follows:

- Gain admission to the program.
- Meet with your advisor to plan your first semester schedule.
- Meet with the Graduate Chair and your prospective advisor as soon as possible.
- If you have admission deficiencies, work with your advisor to develop a plan to remove them.
- File the Memorandum of Courses before grades (letter grades, no reports or incompletes) have been received in more than half of the program courses, and upon recommendation of the major and minor departments and approval of the Dean of Graduate Studies. You cannot apply for graduation in the same semester as you file the Memorandum of Courses. The Memorandum of Courses is found at: <http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf>.
- Complete the required coursework and, for Option I, your thesis.
- File an Application for Graduation early in the semester in which you expect to graduate. The application for graduation and instructions can be found at: <http://registrar.unl.edu/graduation-application>.
- Pass the written Comprehensive Examination. For Option I students, the thesis serves as the written Comprehensive Exam, and an oral defense of the thesis is also required.
- The Final Examination Report must be filed *at least four weeks (three weeks in summer)* prior to the date of the oral exam, or by the dates shown on the Graduate Studies website. The Final Examination Report Form can be found at: <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>.
- Schedule and complete the oral Comprehensive Exam, or for Option I, an oral defense of the master's thesis.

- Submit the final thesis if Option I has been chosen. Information about submission to Digital Commons can be found at: <http://digitalcommons.unl.edu/>.
- All Forms, Milestones and Deadlines for the master's degree can be found at: <http://www.unl.edu/gradstudies/current/degrees/masters>.

## **B. M.S. Degree Requirements**

The M.S. degree requires completion of 30-36 credits of coursework depending on the option chosen. More information about M.S. degree options is available at: <https://catalog.unl.edu/graduate-professional/graduate/degrees/masters/>.

During the first semester of graduate study, the student and advisor work to develop a draft Memorandum of Courses that meets the academic needs and interests of the student and complies with the M.S. Architectural Engineering program requirements. This draft specifies the courses and optional project or thesis that the student will complete. The initial consideration for most students is whether to satisfy the degree requirements through a coursework-only program (Option II or III), or by completing a coursework with thesis program (Option I)\*.

*\*If a PhD or Master's student is funded as a GRA/ GTA, only option I or II may be selected if they want to pursue the Master's degree. An option III may be allowed on a case-by-case basis with the approval of the graduate committee.*

### ***Master's Degree – Option I***

Under this option a student must earn a minimum of 30 semester hours of credit, consisting of 20-24 semester hours of regular coursework, and present a thesis equivalent to 6 to 10 semester hours. At least one-half of the required work, including thesis, must be taken in Architectural Engineering. The remaining credit hours may be earned in supporting courses or in a minor consisting of at least 9 semester hours. Eight credit hours, in addition to the thesis, must be earned in courses that are exclusively graduate-level (900- or 800-level without a 400-level or lower cross listing).

The subject of the thesis should be chosen from the candidate's field of major interest and must be approved by the student's major advisor. The thesis should reveal a capacity to carry on independent study or research and should demonstrate the student's ability to use the techniques employed in her/his field of investigation. The thesis must conform in style and form to the guidelines set forth in the Guidelines for the Preparation and Submission of an Electronic Thesis found on the UNL Graduate Studies website. An electronic copy of the thesis and abstract must be presented for preliminary review to the Master's Degree Specialist in Graduate Studies at least two weeks (one week in the summer sessions) before the date for the candidate's oral examination. A candidate is not eligible for the oral examination until the thesis is completed and approved by the major advisor. After the thesis has been successfully defended, it needs to be electronically submitted to the Master's Degree Specialist for a final review prior to being uploaded to digital commons.

### ***Master's Degree – Option II***

The master's degree under Option II is offered in Architectural Engineering. This option encourages a wider range of courses than is permissible under Option I. Students who are working on the master's degree under Option II and later elect to continue with graduate work

for the degree of doctor of philosophy must give evidence of ability to carry on independent research.

Under this option a student must earn a minimum of 36 semester hours of credit in courses representing a major and either one or two minors. A thesis is not required. A program consisting of a major and one minor must include not fewer than 18 hours in the major and 9 hours in the minor. If two minors are elected, the major must total at least 15 hours and the minors at least 9 hours each. Although most departments stipulate that all coursework toward the minor must be taken within the department or interdepartmental area, at the discretion of the minor department up to one-third of the courses required for a minor may be transferred from other institutions. In either case, at least 12 of the 36 hours must be earned in exclusively graduate-level (900- or 800-level without a 400-level or lower crosslisting).

### ***Master's Degree – Option III***

The master's degree under Option III is designed especially for the student who plans to continue scholarly work in architectural engineering past the masters level. It permits the substitution of more intensive work in advanced courses for the thesis or minor. Under this option, the student must earn a minimum of 36 semester hours of credit, at least 18 of which must be earned in courses open exclusively to graduate students (900- or 800-level without 400-level or lower crosslisting). The program must include not fewer than 18 hours in Architectural Engineering.

### **C. Minors within the Architectural Engineering M.S. Program**

Under the M.S. Option I or Option II, a student may pursue up to two minors. At least one minor is required for the Option II M.S. A minor typically consists of 9 (or more) credit hours in a specific area outside of the major department. The M.S. degree in Architectural Engineering is designed for flexibility, with the required courses in each specialization counting for no more than 9-12 hours of the required 20-36 hours of coursework.

Each minor may have requirements for the number of credit hours required as well as the specific courses which count toward the minor. Students are encouraged to identify a minor early in their academic program and work with their faculty advisor and the Graduate Chair, in conjunction with faculty in the department granting the minor, to determine the specific coursework requirements.

Common minors for Architectural Engineering M.S. students have included: business, civil engineering, architecture, and community and regional planning.

### **D. M.S. Examination Requirements and Format**

The Comprehensive Examination is the final master's degree exam and is the culmination of a student's graduate education and training. It reflects not only the accomplishments of the graduate student, but also the quality of the graduate program. Meeting the requirement for the Comprehensive Exam for the M.S. degree depends on the chosen Option.

- For Option I the requirement is met through the presentation of an oral thesis defense.
- For Option II, the Comprehensive Exam consists of an oral defense of a report based on non-thesis research, to be conducted by the student, under guidance of their faculty advisor.

- For Option III, the Comprehensive Examination consists of a written examination and/or oral examination at the discretion of the student's faculty advisor and the program Graduate Committee Chair.

### **E. Nature and Scope of Thesis**

An approved thesis that is accepted by the graduate school becomes a single-author publication and contributes to the body of knowledge of the Architectural Engineering discipline. Approved theses are uploaded to Digital Commons. Instructions for uploading the thesis document can be found in the *Guide to Submitting* at Digital Commons (<http://digitalcommons.unl.edu/>).

## **XII. ROADMAP TO YOUR PH.D. IN ARCHITECTURAL ENGINEERING**

Most Ph.D. students in Architectural Engineering at UNL should be able to finish their doctoral program in an average of approximately three to four years (beyond the M.S. degree). All requirements for the degree must be completed by eight (8) years from the time of filing the Program of Studies with Graduate Studies.

### **A. Typical Path to the Doctoral Degree**

The typical path toward a doctoral degree in Architectural Engineering at the University of Nebraska-Lincoln is as follows:

- Gain admission to the program.
- Meet with your faculty advisor to discuss your academic goals and to plan your first semester of studies.
- Take and pass the Qualifying Exam before the formation of the Supervisory Committee.
  - For students matriculating with a master's degree, this is generally at the beginning of the second year of study.
  - For students matriculating with a Bachelor's degree, this is generally at the beginning of the third year of study.
- Prior to the completion of 45 credit hours, choose your Supervisory Committee and submit the Appointment of the Supervisory Committee form to Graduate Studies. The Appointment of the Supervisory Committee form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-SupCommittee.pdf>.
  - If of any members of the Supervisory Committee is needed, you must submit a Change of Committee form to Graduate Studies. The Change of Committee form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-SupCommitteeChange.pdf>.
- Design a program of coursework with your Supervisory Committee and submit the Program of Studies form to Graduate Studies. The Program of Studies form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-Program.pdf>.
- Pass the Comprehensive Exam when coursework has been substantially completed.
- Submit the Application for Admission to Candidacy form\* upon passing the Comprehensive Exam. The Application for Admission to Candidacy form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-Candidacy.pdf>.
- Complete your research, and write your dissertation.

- Apply for Graduation in MyRED. A notice and link will be found on the Academics screen. Submit the Hooding Participation form at the same time. The hooding form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-Hooding.pdf>.
- Apply for your Final Oral Examination. The Application for Final Oral Examination form can be found at: <http://www.unl.edu/gradstudies/current/Doctoral-FinalOral.pdf>.
- Defend your dissertation, and upload your dissertation to ProQuest. It is also suggest that you upload your dissertation to UNL's Digital Commons. Information about Digital Commons can be found at: <http://digitalcommons.unl.edu/>.

*\*Once candidacy is achieved, registration is required each Fall and Spring semester until graduation. Failure to register will result in termination of candidacy and thus, the program.*

## **B. Ph.D. Curriculum**

The Ph.D curriculum consist of three elements:

1. Learning outcomes
2. Coursework and Research Timeline
3. Examination requirements

Each element is covered below.

### **1. Learning Outcomes of the Ph.D. Program in Architectural Engineering**

- *Fundamental Knowledge:* Graduates will command profound basic and applied knowledge in their specialty area within their specialization. This will be achieved through their coursework. Evaluation of this outcome will be through the qualifying exam.
- *Independent Abilities:* Graduates will have the ability to conduct a major independent and original research study that includes gathering of information, gaining an understanding of the process of academic or commercial exploitation of research results, demonstrating an understanding of contemporary research issues, effective project management, synthesis and evaluation, and appropriate dissemination of research findings. This outcome will be achieved through and evaluated using their dissertation research and publications resulting from the dissertation research.
- *Critical Thinking:* Graduates will have a profound ability to critique and synthesize literature, review results and to apply knowledge gained from literature to develop new ideas, to design and evaluate scientific investigations, and to assess, interpret and understand data related to their specialty area within their specialization. Evidence of this outcome is demonstrated in and evaluated using the Comprehensive Exam and the dissertation research.
- *Advanced Knowledge:* Graduates will demonstrate profound mastery of the subject matter at a deeper theoretical and applied level well beyond fundamental knowledge gained in the undergraduate course sequence and the higher-level knowledge gained in the master's level course sequence. Evidence of this will be demonstrated through the qualifying exam, the Comprehensive Exam and the final exam.
- *Effective Communication:* Graduates will have the ability to construct coherent arguments and articulate ideas clearly to an audience, through a variety of techniques,

constructively defend research outcomes, justify their research to the profession and promote the public understanding of their research fields. This will be achieved through presentation and publication of the student's dissertation research.

## **2. Coursework and Research Timeline**

The Ph.D. degree in Architectural Engineering should ordinarily take no more than five years to complete. While individual circumstances will vary, a typical timeline will be as follows:

- Year 1-2 (0-42 credits): Coursework, preliminary research, Supervisory Committee selection, Qualifying Exam, submission of Program of Studies
- Year 3 (43-63 credits): Coursework, preliminary research, Comprehensive Exam
- Year 4 (64-84 credits): Research
- Year 5 (85 or more credits): Research, completion of dissertation, Final Examination (Dissertation Defense)

## **3. Examination and Dissertation Requirements**

The Ph.D. in Architectural Engineering has qualifying, comprehensive, and final exam requirements. These exams are described below.

### ***Qualifying Exam***

All AE Ph.D. students are required to take and pass the AE Qualifying Examination (QE) before the appointment of the Supervisory Committee. Students matriculating with a M.S./MAE degree must take the QE by the beginning of their second year in the Ph.D. program, while students matriculating with a B.S. degree must take it by the beginning of their third year in the Ph.D. program. The QE is typically offered twice a year during the Fall and Spring semesters. The examination date will be set by the Graduate Committee Chair and will typically occur in September and February.

### **Concentration Areas**

The exam consists of a single area examination in a specific concentration within architectural engineering. The concentration areas that are currently offered include the following:

- Acoustics
- Electrical
- Lighting
- Mechanical
- Structures

### **Procedures**

The overall Qualifying Exam procedures are the same for all concentration areas. The Qualifying Exam consists of a written exam component and, if required, a supplementary oral exam component. Several outcomes are possible:

- *Overall Pass*: Students scoring at least 70% on the written exam pass the Ph.D. Qualifying Exam and can continue their graduate studies. No oral exam is required.
- *Oral Exam Required*: Students who score less than 70% but more than 60% on the written exam are required to take and pass a supplementary oral examination.
  - *Oral Exam Pass*: Students who pass the supplementary oral exam pass the Ph.D. Qualifying Exam and can continue their graduate studies.

- *Oral Exam Fail:* Students who do not pass the supplementary oral exam fail the Ph.D. Qualifying Exam. They will be offered a second opportunity to take the Ph.D. Qualifying Exam within one calendar year, beginning again with a written exam.
- *Overall Fail:* Students scoring 60% or lower on the written exam fail the Ph.D. Qualifying Exam. No oral exam will be offered. Students who fail the written exam will be offered a second opportunity to take the Ph.D. Qualifying Exam within one calendar year, beginning again with a written exam.
- *Failed Twice:* Students who do not pass the Ph.D. Qualifying Exam process the second time will not be able to continue their program of graduate studies.

Written Examination: The written exam is a 4-hour exam. It is open-books and open-notes. A proctor will be present during the written exam to facilitate the exam but is not allowed to answer technical questions to allow for consistency across the concentration areas. The student will be asked to sign the attached form prior to commencing the exam. Calculators are permitted. No smartphones, tablets, laptops or any other device that can be connected to the Internet, are allowed in the examination room. Written exam questions will be developed in the specific topics that are listed below. Grading of the written exam will be completed by faculty members in the concentration area. The final written exam grade will be reported to the student and AE Graduate Committee as an overall percentage within six weeks of the written exam date.

Oral Examination: The oral exam is a 1-hour exam. It is closed-book and closed-note. Calculators are not permitted. No smartphones, tablets, laptops, or any other devices that can be connected to the Internet are allowed in the exam room. During the oral exam, a minimum of three faculty members will ask the student questions in the specific topics that are listed below. Examiners may ask follow-up questions from the written exam as well as broader questions about the specific topics listed below. Upon completion of the oral exam, the faculty examiners will deliberate immediately and decisions will be made by a majority vote. The final oral exam grade will be reported to the student and AE Graduate Committee as an overall pass / fail within one week of the oral exam date.

### Specific Topics Tested

Specific topics under each concentration area are listed below. Weightings indicated are specific to the written exam.

#### Acoustics:

Fundamentals (AE 3300, MECH 816):	40% of total
Architectural Acoustics (AE 8330):	30% of total
Noise Control (AE 8300):	30% of total

#### Electrical:

Fundamentals (ELEC 2110):	60% of total
Building Electrical Systems I (AE 3220):	20% of total
Building Electrical Systems II (AE 8220):	20% of total

#### Lighting:

Fundamentals (AE 3200, AE 4200):	50% of total
Lighting Design Principles (AE 3200, AE 4020, AE 4200):	20% of total

Calculations and Analysis (AE 3200, AE 4200, AE 4020, AE 8250): 30% of total

*Mechanical:* Students must declare their FOUR (4) selected topics prior to registering for the Qualifying Exam. Each topic is worth 25 points as listed below:

Thermodynamics (MENG 200):	25 points
Fluid Dynamics (CIVE 310):	25 points
Heat Transfer: (MENG 420):	25 points
HVAC (AE 3100, AE 4120, AE 8140):	25 points
Indoor Air Quality (AE 8116):	25 points
Controls (AE 8120):	25 points

*Structures:*

Fundamentals (Statics, Mech. of Materials, Structural Anal.)	40% of total
Structural Design (Concrete I, Steel I, Foundations)	30% of total
Advanced Structures topics (Masonry Design, Concrete II, Steel II)	30% of total

***Comprehensive Examination***

When a student has substantially completed studies in the doctoral program, they must pass a Comprehensive Examination, in the major and minor or related fields. The Comprehensive Exam is not a repetition of course exams but an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. The student's Supervisory Committee administers the Comprehensive Exam. The student will provide each member of his or her Supervisory Committee with a copy of the written exam at least two weeks before the oral exam date.

The written portion of the Comprehensive Exam consists of a dissertation proposal with introduction, scope, objective and literature review of the research.

During the oral portion of the exam, the student will provide a 30-minute presentation (on their proposed topic), research time-line and preliminary data (if appropriate). Questioning of the student by the graduate committee will follow the presentation. It is anticipated that the total time for the exam will be approximately two (2) hours.

There are three (3) possible outcomes for any given student who is taking the Comprehensive Exam for the first time:

- Unqualified pass
- Pass with the qualification that the student work with their advisor to adjust the proposal
- Failure, with the option of retaking the exam at an alternate date mutually agreed upon by the student and the faculty. Typically, the maximum date will be six months from the date of the original exam.
  - The Comprehensive Exam may not be retaken in the same semester as the first attempt.
  - A failure on the second attempt is considered final. The student will be either asked to find another dissertation topic or to leave the graduate program.

A decision about the student's success or failure on the Comprehensive Exam is made based on their performance on the written and oral exams. It is the responsibility of the Supervisory

Committee Chair to report to the Graduate Chair and Graduate Studies the outcome of the Comprehensive Exam.

When the student has passed the Comprehensive Examination and removed any provisional admission requirements, the Supervisory Committee will recommend to Graduate Studies the student's admission to Candidacy by filing the Application for Admission to Candidacy for the doctoral degree, noting the dates of completing the Comprehensive Examination.

### ***Dissertation Requirements***

The dissertation is of no fixed length. It should treat a subject from the candidate's field, approved by the Supervisory Committee. It should show technical mastery of the field and it should advance or modify former knowledge, i.e., it should treat new material, or find new results or draw new conclusions, or it should interpret old material in a new light. The dissertation is to be submitted with an abstract.

Guidelines for dissertation preparation are available on the Graduate Studies website. For specific guidelines, visit: <http://www.unl.edu/gradstudies/current/degrees/guidelines>.

### ***Final Examination***

The Final Examination for the doctoral degree, often called the "dissertation defense" or more briefly, "defense", is given by the Supervisory Committee after the candidate's studies have been completed and the dissertation accepted. The exam is oral, and the committee determines its character and length. It may be devoted to the special field of the dissertation or to the candidate's general knowledge, or it may be designed to test judgment and critical powers.

The Final Exam may be scheduled only when a majority of the Supervisory Committee, including the chair, is available.\* The Supervising Professor must approve the completed dissertation before the exam will be scheduled. An [Application for Final Oral Exam](#), signed by the Supervising Professor and both of the dissertation readers must be filed with Graduate Studies at least two weeks prior to the scheduled defense.

*\*Exceptions may be made by permission of the Dean of Graduate Studies.*

Two weeks prior to the date scheduled for the Final Exam, the candidate prepares an announcement. This announcement is a single page and should include:

- Dissertation title
- Name of the candidate and the chair/co-chair of the committee
- A short (no more than 350 word) abstract
- Time, date and location of the exam

The Doctoral Dissertation Announcement template can be found at: <http://engineering.unl.edu/durhamschool/durham-grad-studies-forms/>.

The announcement will be sent to the program Graduate Committee Chair and copied to the Graduate Secretary for dissemination to all Durham School faculty and students.

The candidate should fill out the Report of Completion form (<http://www.unl.edu/gradstudies/current/Doctoral-Completion.pdf>) and bring it to their dissertation defense/final oral exam.

During the dissertation presentation and general questioning, members of the University community and the public are welcome. However, at the end of the public hearing, there will be a closed questioning portion of the exam where only the candidate, doctoral Supervisory Committee, and invited faculty, are present.

After the candidate is notified of their passing of the dissertation defense, they should obtain the signatures of all committee members present. If a member was not able to join the defense at the primary location, that member should email the student's advisor to give their vote and grant the advisor permission to sign the form for them. Then the candidate will file the Report of Completion Form along with their final dissertation materials, as noted on the Graduate Studies website (<http://www.unl.edu/gradstudies/current/degrees/doctoral#deposit>), with the Doctoral Program Specialist in Graduate Studies.

The Supervisory Committee will report the results of the exam to Graduate Studies.

In the event that members of the committee are not unanimous in passing a candidate, the student is to be approved for the degree if only one examiner dissents. However, each dissenting member of the committee will be expected to file a letter of explanation in Graduate Studies.

If a student fails to pass the Final Examination, the Supervisory Committee must file a report in Graduate Studies indicating what is required of the student before taking another Final Exam. Another exam may not be held during the same semester as the first attempt.

### **XIII. ASSISTANTSHIPS AND OTHER FINANCIAL SUPPORT**

At the University of Nebraska-Lincoln, Graduate Research Assistantships (GRAs) and Graduate Teaching Assistantships (GTAs) may be available on a competitive basis to qualified students. Students funded with fellowships, GTAs and GRAs are typically Ph.D. students. Student researchers may also be funded as GTAs for a portion of their graduate career.

Financial support for M.S. students is extremely limited and varies from semester to semester. However, M.S. students are eligible for some scholarships, fellowships, and hourly work support on a competitive basis. M.S. student support does not include tuition remission and student health insurance benefits. Graduate Committee recommendation and Durham School Director approval are required.

Because of the potential for the exploitation of graduate students, any assignment of responsibilities, such as teaching a course, must be associated with a fair and reasonable compensation. This principle precludes a graduate student from “volunteering” for any significant service to the department without an appropriate stipend.

International students that have not completed a previous degree in the United States are *required* to *satisfactorily complete* the Institute for International Teaching Assistants (ITA): <http://www.unl.edu/gradstudies/current/ita>. This two-week training is held only one time per year, during late July and early August.

It is recommended that international Ph.D. students complete the ITA training as soon as possible upon arrival to facilitate later appointments as GTAs and completion of their Ph.D. program of study. A description of each type of assistantship and the criteria for selection are provided in the following sections.

#### **A. Graduate Research Assistantships**

Graduate research assistantships (GRAs) are available to Ph.D. students in The Durham School. These assistantships provide a stipend from an external grant, The Durham School, or university funds to enable a student to work towards the advanced degree. Decisions about GRAs are made on a case-by-case basis by individual research graduate faculty members. Students receiving research assistantships may be expected to provide their academic advisor with a written report of their academic progress at the conclusion of the period for which the assistantship is awarded.

Work required by the GRA that is not directly related to the student's program shall not exceed 20 hours per week (0.49 FTE) during Spring and Fall semesters. GRAs are typically expected to produce a thesis or dissertation, and also typically at least one peer-reviewed journal article during an M.S. program, and three peer-reviewed journal articles during a Ph.D. program. Production and presentation of papers and/or posters for national and international conferences and symposia are also commonly expected during a research-based graduate program.

#### **B. Graduate Teaching Assistantships**

In The Durham School, Graduate Teaching Assistantships (GTAs) are typically assigned in the Spring for the following academic year. Selection and recommendation is made by the Graduate Committee in consultation with department faculty. Final approval and

appointments are made by The Durham School Director. The total number of GTA appointments in The Durham School is limited. These are two-semester (one academic year) appointments and are renewable for one additional academic year based on acceptable previous performance, a favorable recommendation by the Graduate Committee, and approval by The Durham School Director. Graduate assistants may be expected to provide their academic advisor with a written report of their academic progress at the conclusion of the period for which the teaching assistantship is awarded.

The Durham School has developed a method of GTA evaluation. At the conclusion of a GTA appointment, the evaluation form will be sent to both the GTA and their course advisor. Each will fill out the relevant portions of the form and submit them to the Assistant Director of Operations, Melissa Hoffman, for review. Additional action may be necessary to improve GTA quality and/or their future TA experience.

A Graduate Teaching Assistantship provides a stipend to a student who is typically required to spend 13-20 hours per week (.33 to .49 FTE) during the academic year assisting in the teaching program of the department. The teaching assistant is expected to continue working towards the advanced degree while on an assistantship.

The Graduate Committee recommends, and The Durham School requires, that GTAs participate in the Annual Campus-wide Workshops for Graduate Teaching Assistants: <http://www.unl.edu/gtaworkshops/home>.

Teaching assistants should familiarize themselves with the GTA Handbook prior to assuming responsibilities for their teaching assistantship: <http://www.unl.edu/gtahandbook/handbook-intro>.

Additional resources for GTAs are available at: <http://www.unl.edu/gradstudies/current/news/resources-graduate-teaching-assistants>.

Graduate teaching assistants intending to pursue a career in academia are also *strongly encouraged* to avail themselves of the Teaching Documentation Program: <http://www.unl.edu/gradstudies/current/teaching/tdp>.

### **C. Other Fellowship and Scholarship Opportunities**

Other UNL or externally funded scholarships or fellowships may be available to qualified students. Current information about UNL and externally funded fellowships is available at <http://www.unl.edu/gradstudies>.

Students holding fellowships receive advising similar to those holding assistantships. Fellowship recipients are selected based on excellence of merit and are implicitly expected to be productive in their work through self-motivation. However, continued disbursements from the fellowship during the award period carry no contingency for time or productivity. No additional work is required of a fellow commensurate with an equivalent research assistantship stipend.

### **D. Academic Leave of Absence**

An Academic Leave of Absence may be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other

personal reasons. Current information about UNL academic leave for graduate students is available at <http://www.unl.edu/gradstudies/catalog/leave>.

### **E. Vacation Policy for Students on Assistantships**

All vacations and leaves must be planned in advance and approved by your graduate advisor. There are many times when a student's presence is absolutely necessary for the proper conduct of research and teaching assistance. Conflicts can be avoided by careful and advanced planning. School breaks such as Holiday, Thanksgiving, and Spring Break are work periods, except for days declared as official University holidays. When going on vacation or leave, a telephone number and/or address should always be left with your graduate advisor and Durham School administrative staff (City or Scott campus as appropriate).

### **F. Payroll and Taxes**

When completing hiring paperwork, you will submit either a Direct Deposit Form from your bank or a voided check from your account. This will allow for direct deposit of employment pay. You can view your Paycheck Advice, also known as a paycheck stub in Firefly, under the Employee Self Service (ESS) tab. You should receive Firefly instructions from your HR hiring personnel.

Your paycheck stub will likely show deductions such as Social Security, Medicare, Federal Income Tax and State Income Tax. The amount of the deduction is largely based on information submitted with a W4 form you will fill out during the hiring process. As long as you are enrolled in at least four (4) credit hours, there should be no deductions for Social Security (also known as FICA) or Medicare. However, graduate students often continue research assistantships in the summer while not taking any courses. In such cases, FICA and Medicare will also be deducted.

Federal and state taxes will be deducted according to federal and state income tax laws and information on the W4 that was submitted. These vary greatly for each individual. Some students come from countries that have tax treaties with the US. These various treaties do impact how taxes are withheld and assessed for an individual.

Each year, by January 31, you should receive a W2 Form which is an official document of all money earned and deducted. This document will be used to "file your taxes". This is a process whereby your income tax responsibility is assessed, and compared to the withholdings taken out of your paychecks. If it is determined that you owe more than the amount that was withheld, you will be responsible for paying the difference. Otherwise, if it is determined that more was withheld from your paychecks than what you owe, you will receive a refund for the difference.

University of Nebraska payroll policies can be found at <http://payroll.unl.edu/policies>.

The UNL Student Money Management Center provides tax assistance and other resources for students. Visit UNL Tax Assistance at <http://www.unl.edu/smmc/unl-tax-assistance>.

## **XIV. ACADEMIC INTEGRITY AND PROFESSIONAL DEVELOPMENT**

Students should familiarize themselves with the University's Student Code of Conduct. The full code of conduct can be found at <http://stuafs.unl.edu/dos/code>.

### **A. Academic Integrity**

The following passage, "About academic integrity", is found on the Graduate Studies website at <http://www.unl.edu/gradstudies/current/integrity>.

Complete integrity is the hallmark of the global academic community.

A shared commitment to the highest standards of academic integrity is held across all disciplines and all kinds of higher education institutions. As a necessary condition of our membership in the academic community, we agree to identify the source of the ideas or words or images that we borrow. We agree not to cheat on exams. We agree to accurately and fully describe the methods and results of our research. We agree to protect the rights of the participants in our studies. We agree to deal honestly with the content of our courses and fairly with the students in our care.

Because integrity is essential to our community, we hold very high expectations for every graduate student at UNL, each of whom is required to be aware of and adhere to the student code of conduct. The publication of the Student Code of Conduct is considered sufficient "forewarning." Ignorance of our expectations is never a valid excuse. If you are uncertain about whether a planned action is ethical, stop and seek the advice of a trusted faculty member before you act.

Professors at UNL expect every student to be completely honest on every academic requirement. There is no small act of dishonesty for graduate students, and it is never a victimless act. The victims of academic dishonesty include professors, classmates and the university itself. Most of all, the dishonest student loses, selling her or his integrity at an embarrassingly low price and missing out on an opportunity to advance through real effort and accomplishment.

The punishment for graduate students who engage in any kind of academic dishonesty is harsh – suspension or expulsion are the most common sanctions for graduate students who choose to violate the code of conduct. The official transcript of an expelled student is appended with a permanent statement that notes the student was dismissed for violation of the student code.

As members of our academic community, graduate students should be aware and willing to abide by our standards, including both academic and personal conduct. UNL holds academic integrity to be sacrosanct. There is never a circumstance or situation that justifies an act of academic dishonesty.

### **B. Understanding Plagiarism**

The following passage, "Understanding plagiarism", is found on the Graduate Studies website at <http://www.unl.edu/gradstudies/current/integrity#plagiarism>. For a more complete discussion, visit the webpage.

The honest creation of new knowledge, discovery of new facts, new ways of looking at the known world and original analysis of old ideas are basic academic values. However,

the simple repetition of the words and thoughts of someone else does not lead to the level of understanding an educated person is expected to have (Standler, 2000). Those who accurately acknowledge the work of others earn both the satisfaction of generating new knowledge through honest effort and the respect and esteem of their professors, colleagues and professional peers.

As students and scholars, we are constantly engaging with other people's ideas: we read them in texts, hear them in lecture, discuss them in class and encounter them on the web. Appropriately, we are influenced by the ideas of others and incorporate them into our own thinking and writing. To facilitate the free exchange of ideas among scholars, we give credit to those from whom we borrow words, images or ideas.

In simplest terms, writers must distinguish their own words from the words of others by placing the words of others within quotation marks, with appropriate citations to the sources of quoted text. Neglecting to do so is plagiarism: stealing the words, images or ideas of others without clearly acknowledging the source of that information.

The prohibition of plagiarism is not unique to educational institutions. If the expression of an idea is recorded in any way or fixed in some medium — such as a piece of writing, drawing, photograph, painting, or web page — it is considered intellectual property and is protected by US Copyright Law. To plagiarize is to steal the property of someone else, a blatant infringement of the law (Turnitin Research Resources, 2005).

Plagiarism in any form, however minor, is a violation of the UNL Student Code of Conduct, section B.1.1c, which defines plagiarism as: "Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person." Graduate students are held to a "zero tolerance" standard for all aspects of the Student Code of Conduct, including plagiarism. The most common sanction for graduate students who engage in plagiarism is suspension or expulsion.

Visit the link above for sections that explain what plagiarism is and offer strategies to help you give proper credit when you use the words and ideas of others.

### **C. Graduate Student Evaluation**

The Durham School Graduate Faculty is committed to UNL's Guidelines for Good Practice in Graduate Education, available at <http://www.unl.edu/gradstudies/catalog/general/good-practice>.

This document states, "Graduate student progress toward educational goals at the University of Nebraska is directed and evaluated by a graduate faculty advisor, the relevant graduate committee, and the student's supervisory committee. The advisor and the individuals on the committee provide intellectual guidance in support of the scholarly/creative activities of graduate students. The advisor, the supervisory committee, and the graduate committee also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities."

The Graduate Committee will periodically review the progress of graduate students and take action whenever deemed appropriate.

#### **D. Grading of Thesis and Dissertation Hours**

Thesis and dissertation hours are graded as XP or IP. An IP grade indicates satisfactory progress during the semester, while an XP grade indicates that unsatisfactory progress. The grade assignment for a student registered for thesis or dissertation hours rests solely with their graduate faculty advisor and is based on research expectations as discussed with the student. It is the responsibility of the faculty advisor to ensure that XP/IP grades for thesis/dissertation hours and the student's annual evaluation are consistent. If two (2) consecutive XP grades are assigned to a Durham School graduate student, the Graduate Chair will call a meeting with the graduate student, faculty advisor, and Durham School director to discuss the student's performance.

#### **E. Policy on Incompletes**

If a student accumulates more than three (3) 'incomplete' grades in courses other than thesis and dissertation hours, the faculty advisor will meet with the student to discuss their performance. Any concerns raised in the meeting should be included in the student's annual evaluation form. If at the end of an additional semester the student still has more than three (3) 'incomplete' grades, the Graduate Chair will call a meeting with the graduate student, faculty advisor, and Durham School director to discuss the student's performance.

#### **F. Probation, Termination, and Appeals**

For all graduate students at UNL, probation or termination recommendations may be made under the following conditions:

- Failure to make academic progress as defined in the program's graduate student handbook
- Violations of the Student Code of Conduct (<http://stuafs.unl.edu/dos/code>)
- Failure to satisfy Scholastic Grade Requirements (<http://www.unl.edu/gradstudies/catalog/grades#reqs>)
- Failure of qualifying examinations, preliminary examinations, comprehensive examinations or final degree examinations
- Failure to master the methodology and content of one's field in a manner that is sufficient to complete a successful thesis or dissertation
- In fields leading to licensure or certification, ethical misconduct or lack of professional promise in the professional field
- Failure to satisfy conditions required for removal of probationary status or provisional admission

Graduate Committees employing additional conditions for probation or termination must specify these conditions in writing and inform all students affected by these conditions.

For the complete policy, including the appeals process, see the Graduate Catalog Policy Handbook (<http://www.unl.edu/gradstudies/catalog/probation-termination>).

## **G. Professional Development**

Graduate students are encouraged to discuss discipline-specific professional development questions such as joining professional societies and the job application process with their faculty advisor and Supervisory Committee members.

Advanced graduate students are encouraged to take advantage of a series professional development opportunities provided by Graduate Studies:

<http://www.unl.edu/gradstudies/current/development/>.

For advanced doctoral students interested in pursuing a faculty position, Graduate Studies offers a Preparing Future Faculty program:

<http://www.unl.edu/gradstudies/current/pff>.

The Office of Research and Economic Development offers an annual grant-writing seminar:

<http://research.unl.edu/grant-writing-seminar/>.

Graduate students are encouraged to present their research findings at the annual Graduate Student Research Fair hosted by the UNL Office of Research:

<http://research.unl.edu/researchfair/>.

The College of Engineering maintains a Graduate Student Conference Travel Grant program:

<http://engineering.unl.edu/graduate-programs/graduate-student-travel/>.

The College of Engineering offers outstanding thesis and dissertation awards to recognize outstanding achievement of graduate students. In addition, university awards are available:

<http://engineering.unl.edu/graduate-programs/graduate-student-recognition/>.

## **XV. RESPONSIBLE USE OF UNIVERSITY RESOURCES**

All graduate students are expected to use all computing resources responsibly and are expected to adhere to policies as set forth by the university and laws and regulations of federal, state and local government. These policies pertain to all computers, printers, networks, Internet connections, and communication systems transmitting voice, data, or video information owned or leased by the University of Nebraska-Lincoln. Appropriate use is always ethical, reflects academic honesty, the security and confidentiality of personal information, and shows restraint in the consumption of shared resources.

Current UNL computer use policies are available at:

<http://www.unl.edu/ucomm/compuse>.

The Durham School of Architectural Engineering and Construction owns and maintains equipment for teaching and research. It is the responsibility of each graduate student to be trained in proper use and maintenance of this equipment. It is also imperative that logs are kept with any problems noted, and are signed. Individual laboratories are liable for repair and replacement costs of misused equipment.

Phone use in the department is restricted to business calls only. Occasional local personal calls may be permitted, but personal long-distance and international calls are strictly prohibited.

## **XVI. HOUSING**

Connections with other graduate students may perhaps be some of the best resources for local housing information. However, the university does offer some assistance for graduate students to find appropriate housing.

### **A. Housing information for Lincoln-based students**

#### *On-Campus Housing:*

Residence halls and family housing are available through University Housing. Some residence halls offer year-round housing and most offer a dining service. Three traditional residence halls – Husker Hall, Fedde Hall, and Selleck Quadrangle – reserve space specifically for graduate students and are located on or near campus.

Apartment-style residence halls – The Courtyards and The Village – are also popular options. For more complete information, visit <http://housing.unl.edu/>.

#### *Off-Campus Housing:*

Lincoln has many apartments and houses for rent and many websites showcase these rental properties. Although this list is not exhaustive, a few resources are provided below.

- Nebraska Housing Search <http://www.housing.ne.gov/>
- Craigslist: <https://lincoln.craigslist.org/search/hhh>
- The Daily Nebraskan, UNL's student newspaper: <http://www.dailynebraskan.com/classifieds/housing/>
- Lincoln Journal Star, the city's daily newspaper also has rental listings.

### **B. Housing information for Omaha-based students**

The following are UNO-provided links to housing options.

- <https://www.unomaha.edu/student-life/housing-and-residential-life/>
- <http://www.unorealestatewithhonors.com/>
- <https://www.unomaha.edu/international-studies-and-programs/student-support/housing-options.php>

## **XVII. TRANSPORTATION AND PARKING**

To park a personal vehicle on campus, you must pay for a parking permit. Buses and shuttles are available on campus. N-E Ride is a free shuttle service that transports engineering students between Scott and City campuses, with stops at UNMC and, upon request, at exit 439 in Gretna, NE.

### **A. Parking permits and transportation information for Lincoln-based students**

<https://parking.unl.edu/>

### **B. Parking permits and transportation information for Omaha-based students**

<https://www.unomaha.edu/business-and-finance/support-services/parking-services/index.php>

### **C. N-E Ride information**

<http://engineering.unl.edu/n-e-ride/>

## **XVIII. GRADUATE FREQUENTLY ASKED QUESTIONS (FAQ)**

### **Do I have to take an English Language Proficiency course or exam?**

- International students who do not have a degree from a native English-language-based college or university are admitted provisionally with a requirement for additional English language testing and coursework (ENGL 887).
- This must be addressed during the first semester.
- Credit for ENGL 887 will be noted on the student's academic record, but it cannot be counted towards degree program.
- The Programs in English as a Second Language (PIESL) office will administer the tests and provide requirements to your advisor for any language courses you will need in addition to ENGL 887 as well as guidance on an appropriate first-semester academic load.

### **What fees must I pay if I take courses on both campuses?**

- You will pay fees on both campuses when they are related to your specific course, i.e., Library, Technology, and Registration fees.
- UPPF and health insurance are only paid on one campus.

### **What do I do if my fees are charged to the wrong campus?**

- If your fees are charged to the wrong campus, call either UNO Student Accounts (402-554-4926) or UNL Student Accounts (402-472-2667).

### **How do I claim my “Home Campus”?**

- Your home campus is the campus that you applied to and were accepted to. For example, Engineering graduate students are admitted to UNL so that is your home campus.
- For every semester that you take courses in Omaha, you must file an Intercampus Student form, available on MavLINK.

### **Am I required to use my University email?**

- All official University communications are sent via your student email, so it is highly recommended that you claim and check your University email.

### **How do I acquire an N-Card or a MavCARD? What are these cards used for?**

- Lincoln-based students: To get your NCard, first register for classes and bring a current photo ID and your NUID number to the NCard office in Room 121 of the Nebraska Union. Office hours are 8am – 5pm. The \$15 issuance fee will be charged to your consolidated account.
- Omaha-based students: To get your MavCARD, go to the MavCARD Services Office located on the 2nd floor of the Milo Bail Student Center on the Dodge Street campus of UNO. A photo ID (driver's license, government or state issued ID, military ID or passport) is required before you receive your MavCARD. You must also have your NUID number and be enrolled in at least one class.
- These cards are used for identification, electronic access to certain buildings and labs, educational discounts and purchasing items on campus.

**What is the N-E Ride? What is the schedule?**

- The N-E Ride is a free shuttle service offered to students, faculty and staff of the University of Nebraska College of Engineering. During Fall and Spring semester class days it runs every two hours to and from Othmer Hall on City Campus in Lincoln and the Peter Kiewit Institute on Scott Campus in Omaha. The shuttle also has stops at the University of Nebraska Medical Center (UNMC) in Omaha, and at Exit 439 near Gretna, NE.
- For complete information and schedule visit: <http://engineering.unl.edu/n-e-ride/>.

**Do I need to acquire a Social Security number? How?**

- If you are an international student and are employed by the university, you will need to acquire a social security number.
- You may visit the local Social Security Administration office after having been in the United States for a minimum of 10 working days to apply for the social security number (SSN). You should provide your employer with a copy of the receipt of application as soon as you have applied.
- You will be mailed a social security card showing your SSN about two weeks after applying. This card will need to be signed and presented to your employer in person.
- For information about your social security number and how to protect yourself from identity theft, visit: <https://publications.usa.gov/USAPubs.php?PubID=5885>.

**Where do I find the forms that I need to submit throughout my program?**

- Links to all graduate degree forms are provided at:  
<http://engineering.unl.edu/durhamschool/durham-grad-studies-forms/>.

**Can I work at an internship if I am funded on an Assistantship?**

- Most assistantships are not appointed during the summer semester, so if you are allowed by law to work off-campus, then you may work at an internship.
- During Spring and Fall semesters, international students are allowed to work no more than 20 hours per week, so if you have a 20-hour assistantship, then you may not work for any other employer.
- If you are considering an internship while working as a Graduate Assistant, you should discuss this with your faculty advisor, the College of Engineering Career Services, and the International Student and Scholar Office (ISSO), if appropriate.

**Can I work at an internship if I am an international student?**

- International paperwork and I-20s are regulated by the International Student and Scholar Office (ISSO) in Lincoln.
- You need approval for employment first from ISSO before they file Co-op or Curricular Practical Training (CPT) paperwork.
- Your I-20 will be reissued with eligibility to work if approved.

**If I study entirely on the Scott Campus in Omaha, will I ever need to go to City Campus in Lincoln?**

- It is unlikely that you will need to go to Lincoln for anything to do with your studies, however, training for assistantships and other professional development activities are usually held at City Campus in Lincoln.

**If I have a Teaching Assistantship, do I need to attend any training sessions?**

- Yes, you must attend the Annual Campuswide Workshops for Graduate TAs in Lincoln <http://www.unl.edu/gtaworkshops/home>.
- All international graduate students who wish to be employed as teaching assistants at UNL must attend the International Teaching Assistant Institute. The summer institute, a concentrated 90-hour program, is held the last week of July and the first week in August <http://www.unl.edu/gradstudies/current/ita>.

**If I have a Research Assistantship, do I need to attend any training sessions?**

- There are currently no departmental requirements, however, your faculty supervisor may have professional development and training requirements.

**Do I need to provide my own laptop?**

- At this time, we do not require you to have a laptop. It is highly recommended that you have your own computer resources.

**What computer resources are available?**

- The College of Engineering has several computer labs throughout the facilities in Omaha and Lincoln. These have installed all programs required by courses in the College of Engineering.
- Graduate Assistants, as a courtesy benefit of their employment, are currently issued a desk with a computer to use. Students who do not have a current assistantship assignment may not receive a desk-space or may be asked to vacate one that they have been occupying.

**What resources are there for printing and copying?**

- City Campus: the College of Engineering in Lincoln allows 1000 B&W prints per student in their computer labs. Otherwise, there are printing stations around campus that can be accessed through a paid smartphone/tablet app called INK. Information can be found here:
- Scott Campus: There are printing kiosks in the hallways of PKI. You can use your MavCARD to pay for printing at the kiosks.

**As an international student, how do I check in with the International Student and Scholar Office (ISSO)?**

- Contact ISSO to determine when and where your check-in should take place: <http://isso.unl.edu>.
- Bring all of your documentation to the ISSO office at 201 Seaton Hall on City Campus in Lincoln, or

- If you are studying on Scott Campus in Omaha, find out when ISSO will visit the Peter Kiewit Institute (PKI) room 100, and make arrangements to check in there.

### **Do I need a health screening or vaccinations?**

- Yes, there are vaccination/screening requirements. Information about New Student Health Requirements is found at: <http://health.unl.edu/newstudents>.

### **Is there a payment plan for my Student Account?**

- Yes. The University of Nebraska partners with Nelnet Business Solutions to allow currently enrolled students to pay their Fall and Spring charges in monthly payments. You must enroll each term you would like to participate.
- Lincoln-based students: Information about the Husker Payment Plan is found at : <http://bursar.unl.edu/husker-payment-plan>.
- Omaha-based students: Information about the Maverick Payment Plan is found at: <http://mycollegepaymentplan.com/uno>.

### **Is my health insurance valid in my country?**

- The health insurance currently provided to Graduate Assistants is a global policy and should be valid throughout the world.

### **How do I report a change of address if I move?**

- If you move, you must report your new address to the University.
- Lincoln-based students: Log in to MyRED, click on 'Profile', then click 'Edit profile'. Edit your address and save changes.
- Omaha-based students: Log in to MavLINK, click on 'Profile', then click 'Edit profile'. Edit your address and save changes.
- Further, if you are employed, you must also report the change to Human Resources (HR). Log into Firefly and select the Employee Self Service (ESS) tab. Under 'Personal Information', click 'Address & Emergency Contact'. Click 'Edit', and finish the process.
- You should also submit a Change of Address to the US Postal Service at <https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s1&flowId=icoa-main-flow&referral=MG80>. The postal service will place a new address sticker on any mail that was being sent to your previous address, thus re-routing it to your new address. This forwarding of your mail by the post office will only happen for 60 days after you submit your change.
- Within 60 days, inform any other entity from whom you expect to receive mail of the new address.