CTRE RA Policies

June 2, 2000
Student Employment: A Balancing Act for All of Us

- Investment in learning
- Need for graduates
- Management styles and availability
- Other student commitments/interests (got another life?)
- Project needs
- Grunt work vs. challenge
- Student interests
- Student aptitudes
- Work habits
- Work atmosphere
- Timing
Student Policy Resources

- CE Grad Student Guide
- Grad College Graduate Handbook
- Grad Student Forms (online)
- Other CTRE, Transportation, CCE or CRP policies
CCE Grad Student Guide

- [http://www.cce.iastate.edu/students/grad/handbook/](http://www.cce.iastate.edu/students/grad/handbook/)
- Interesting facts (only a PART of the handbook):
  - “IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT ALL POLICIES, DEADLINES AND REQUIREMENTS ARE MET.”
  - “students who have research assistant appointments are expected to complete the thesis option”
  - General Prerequisites: Calculus, differential equations, programming, statistics, chemistry, geology, physics, statics, materials, fluids, surveying, soils, hydrology, concrete/pavements, highway design
  - Planning Prerequisites (for students w/o CE undergraduate degree): up to POS committee
  - Minimum 22 credits (14 at 500 level) of formal courses (e.g., 7 courses +seminar or 6+stat 401) for thesis option
  - Minimum 28 credits (16 at 500 level) of courses (e.g., 9 courses+seminar or 8+stat 401) for non-thesis option
  - Core courses: CE 550, CE 553 (unless no CE BS degree and Planning emphasis)
  - CE 551 is recommended for general and planning oriented students
Interesting facts (only a PART of the handbook, cont.):

- Select POS committee in first semester
- English certificate prior to competing 12 credits
- Minimum grade counted for credit is C
- Any F (or incomplete that turns into an F) means no degree
- “the final examination is comprehensive, a portion will be devoted to questions concerning courses”
- Complete copy of the thesis to POS Committee two weeks prior to final examination
- See table 3 for timing of requirements
- “Graduate Students are eligible and are encouraged to apply for travel mini-grants from the Graduate College.”
Pubs from Grad College

• http://www.grad-college.iastate.edu/publications/publications.html

Graduate Publications

The following is a list of useful graduate publications which we provide on our website for your ease of use.

• Graduate Bulletin - general details on the degrees, credit hours, grade average, and other requirements for various degrees
• Graduate Handbook - a complete guide to the Graduate College at Iowa State University
• Graduate Handbook Addendum - a downloadable addendum to the 1998/99 Graduate College Handbook (updated 3/00)
• Teaching Assistant Handbook - a guide for TAs that provides information about assistantships, teaching classes, and academic resources
• Graduate Thesis Manual - guidelines and tips for graduate thesis writing, documentation, and submittal
Procedures for Earning a Master’s Degree
at Iowa State University

- Complete the Graduate English examination
- Choose or be assigned a major professor/advisee
- Complete and submit Committee Appointment form to Graduate College
- Complete a Program of Study (POS) form and gain approvals from the POS Committee, the program DOGE (Director of Graduate Education), and the Graduate College
- Meet all requirements (coursework, etc., departmental/non-departmental)
- Submit request for Final Oral Examination form to Graduate College at least two weeks prior to examination date
- Provide copies of thesis/scholarly equivalent to committee members two weeks before examination date
- Attend graduation ceremonies

- Complete research and write thesis/scholarly equivalent
- Obtain approval from committee for research proposal or scholarly equivalent
- Make First Submission of thesis at Thesis Office
- Successfully complete final oral examination and file the report in the Graduate College
- Make Final Submission of thesis in Thesis Office
- Submit Graduate Student Approval Slip to Graduate College for final signature
• Interesting Facts:
  – Early selection of a major professor, appointment of a POS committee, and development of a program of study are imperative.
  – Minimum grade counted for credit is C
  – Any F (or incomplete that turns into an F) means no degree
  – POS form to be submitted as early as the second semester of graduate study but no later than the term before final oral examination.
  – Chapter 7 includes:
    • Major Professor (Chair) Responsibilities
    • POS Committee Member Responsibilities
    • Student Responsibilities