MASTER OF SCIENCE IN
ENGINEERING MANAGEMENT (MSEM)

GRADUATE STUDENT HANDBOOK

2019-2020

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# Table of Contents

1 Master of Science in Engineering Management (MSEM) Degree ........................................ 2
   1.1 General Information 2
   1.2 Graduate School Links 2
   1.3 Points of Contact 3

2 Registration ......................................................................................................................... 3

3 Scholarships, Financial Aid and UAB Career Services .................................................. 4
   3.1 Scholarships 4
   3.2 Financial Aid 4
   3.3 UAB Career Services 4
1 Master of Science in Engineering Management (MSEM) Degree

1.1 General Information
The purpose of this document is to outline the policies and procedures for the Master of Science in Engineering Management (MSEM). A copy of this MSEM Graduate Program Handbook is available to download. This document should be used by students in the MSEM Graduate Degree for guidance in their graduate studies, and by advisors to inform students on the various requirements of each of the degree programs.

MSEM Core Classes (6 courses/18 hours):
• MBA 601 Accounting and Finance for Managers
• MBA 651 Marketing Strategy
• MBA 681 From Idea to IPO or MBA 683 Leading Innovation
• MSEM 640 Systems Engineering
• MSEM 650 Technical Project Management
• MSEM 660 Professional Development for Engineers

The UAB MSEM Degree currently offers several concentrations tracks (4 courses/12 hours):
• Biomaterials and Tissue Engineering
• Design and Commercialization
• Environmental Engineering
• Software Engineering
• Vehicle and Robotics

MSEM Capstone Activity (1 course/3 hours)
• MSEM 695 Engineering Management Design Project or
• MSEM 696 Engineering Management Internship

1.2 Graduate School Links
This Handbook supplements the information contained on the UAB Graduate School website linked below, which presents policies and regulations for all graduate students at UAB. Students are responsible for familiarizing themselves with both.

UAB Graduate School Academic Policies and Progress

Other sources of information:
• UAB Graduate Catalog
• Graduate School Deadline Dates
• Graduate School Forms

Familiarize yourself with UAB Graduate School and MSEM policies and procedures early in your graduate career to facilitate a smooth and timely matriculation.
1.3 Points of Contact

In addition to this handbook, the MSEM Graduate Program Director and the MSEM administrative staff members are available to provide assistance and guidance.

<table>
<thead>
<tr>
<th>MSEM Graduate Program Director</th>
<th>Dr. Donny Burke</th>
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<tbody>
<tr>
<td>Contact: <a href="mailto:dburke3@uab.edu">dburke3@uab.edu</a></td>
<td>(205) 975-3891. Hoehn 370.</td>
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<tr>
<th>MSEM Program Manager</th>
<th>Maria Whitmire, MEng</th>
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<tr>
<td>Contact: <a href="mailto:mwhitmire@uab.edu">mwhitmire@uab.edu</a></td>
<td>(205) 934-8480. Hoehn 370.</td>
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2 Registration

Students must complete the courses in the Degree Plan in a timely manner. To register for courses, you will receive a Registration Access Code (RAC) number from your advisor. Please keep this RAC number until the semester is finished. The student should follow the procedures for registration via BlazerNET, and register for each term during the dates specified in the UAB Class Schedule.

**To register for courses, sign in to BlazerNET.** Once logged in to BlazerNET, click on the Student Resources tab. On the Student Resources tab, see a channel entitled “Registration Tools.” All the tools you need to register are available as links within this area.

**To look up the Course Reference Number for your course(s)**
Click on the “Look Up Classes” link to search the available courses for the term. You may search for classes with several different criteria, but the only block that must be utilized is the Subject block. Once the classes are visible, register for the course(s) by clicking on the empty checkbox to the left of the CRN and clicking on the Register button at the bottom of the screen.

**If you already know the CRN for your course(s)**
Click on the “Add/Drop Classes” link in the “Registration Tools” channel. The Add/Drop worksheet will appear. There will be a row of empty blocks. Type in the five-digit CRN for your course in any of the blocks. If you are registering for more than one course, tab over to another block and enter in all of the courses at one time. (You do not need to type in the subject or number for the course, only the CRN is required!) Click on the Register button at the bottom of the screen when complete.

**To verify that you have successfully registered**
If you would like a Registration Confirmation, click Registration Confirmation in the “Registration Tools” channel. If you would like to see your classes in a schedule format, follow these steps: On the Student Resources tab, click on the link “Banner Self-Service.” Click on Student and Financial Aid. Click on Registration. Click on Student Detail Schedule or Week at a Glance.
3 Scholarships, Financial Aid and UAB Career Services

3.1 Scholarships
Graduate students are encouraged to apply for scholarships to support their graduate studies. You can start with BSMART, this Blazer Scholarship Management and Resource Tool is designed for current and accepted UAB students.

3.2 Financial Aid
To Apply for Financial Aid, visit the Office of Student Financial Aid.

3.3 UAB Career Services
Desland Robinson (Director, Career Services, Hoehn 115a, (205) 934-8400, DeslandRobinson@uab.edu) is a resource for career planning, networking opportunities and advising. She engages engineering students in the career development process of exploring career options, gaining experience in a chosen field, preparing for the job search, and succeeding in their career goals. Desland provides a comprehensive employment program to bring employers and students together and serve as a catalyst for campus recruiting.

UAB’s HireABlazer currently has more than 200 internships and 1,000 part-time and full-time positions. UAB students who want to learn how to secure or identify an internship can reach out to Career and Professional Development for help with success strategies and opportunities to gain experience in their field. Call 205-934-4324 or email careerservices@uab.edu.