

Graduate Student Handbook

MASTER OF ENGINEERING IN SYSTEMS ENGINEERING AND
MASTER OF ENGINEERING IN ENGINEERING MANAGEMENT
(2024-2025)



Graduate Student Services
3011 Black Engineering
<http://www.imse.iastate.edu>

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

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

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

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

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

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

1. INTRODUCTION

1.1. WHAT ARE SYSTEMS ENGINEERING AND ENGINEERING MANAGEMENT?

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

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

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

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

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

1.2. SYSTEMS ENGINEERING AND ENGINEERING MANAGEMENT PROGRAMS AT ISU

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

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

2. ADMIN FOR SYSTEMS ENGINEERING AND ENGINEERING MANAGEMENT PROGRAMS

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

Director of Graduate Education

Gary Mirka, Ph.D.

Department of Industrial and Manufacturing Systems Engineering

3025 Black Engineering

Iowa State University

Ames, Iowa 50011

Tel: 515-294-8661

Fax: 515-294-3524

Email: mirka@iastate.edu

Graduate Program Coordinator

Department of Industrial and Manufacturing Systems Engineering

3011 Black Engineering

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Ames, Iowa 50011

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3. ADMISSION REQUIREMENTS

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

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

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

Application Deadlines:

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

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

The Master of Engineering in Systems Engineering Program and the Master of Engineering in Engineering Management Program at Iowa State University are focused on supporting full-time working professionals and on-campus students. Courses are generally available both online (“WWW”) or in-person (“face-to-face”).

Common Questions and Points of Note

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

- Teaching assistantships, research assistantships and other financial aid are not available via the IMSE Department.
- The elective courses for both programs listed in this handbook are pre-approved, meaning the Director of Graduate Education (DOGE) has approved them as electives already. Other elective courses may occasionally be accepted, subject to approval.
- Transfer credits from another institution must meet certain requirements. See the Graduate College Handbook for details.
- A limited number of undergraduate courses may count as part of a student's Academic Plan under certain conditions. A 3000-level course may be acceptable in some cases, but must be outside of the student's major. For example, IE 3050 cannot be part of a student's Academic Plan. See the Graduate College Handbook for details.
- Once admitted to the program, taking a course or courses not on the approved course list with the intent of satisfying program requirements is unacceptable if prior approval is not obtained. In other words, it is inappropriate for a student to ask for approval of a course to satisfy program requirements after the class has commenced or after the class has been completed.
- If a student is admitted to the program with a deficiency (needs to take a statistics course, as an example), then he or she must not complete any other courses *before* completing the deficiency. It is permissible for a student to take a deficiency course at the same time as taking another course, but beginning the program by taking core courses or electives without first completing deficiencies is not allowed. Deficiency courses must be completed with a grade of "C" or better in order to receive credit for making up the deficiency.
- Failure to achieve a grade of "C" or better for a deficiency course, and/or having an overall program grade point average below 3.0 will necessitate a review of student progress by the Director of Graduate Education (DOGE). A student may be required to take classes external to Iowa State University, dismissed from the program, or be put on academic probation, at the discretion of the DOGE.

4. DEGREE REQUIREMENTS

Master of Engineering in Systems Engineering

A. Intro/Core (required first year)

IE 5630:	Engineering & Systems Management	Fall
IE 5650:	Systems Engineering and Analysis	Spring

B. Core (required)

IE 5640:	Decision Analysis in System Design	Spring
IE 5700:	Systems Engineering and Project Management	Spring
IE 5850:	Requirements & Architecture Engineering	Fall

C. Electives

IE 4480:	Manufacturing Systems Engineering	Spring
IE 4520:	Introduction to Systems Engineering	Spring/Summer
IE 5030:	Introduction to Sustainable Production Systems	Alt. Spring (Odd)
IE 5200:	Engineering Problem Solving with R	Fall
IE 5600:	Engineering Risk Analysis	Alt. Fall (Odd)
IE 5610:	Total Quality Management	Alt. Spring (Even)
IE 5720:	Design & Evaluation of Human-Computer Interaction	Spring
IE 5770:	Human Factors	Fall
IE 5810:	E-Commerce Systems Engineering	Alt. Fall (Odd)
IE 5820:	Enterprise Modeling & Integration	Check with Staff
ME 5250:	Optimization Methods for Complex Designs	Check with Staff
AerE 5630:	Intro to Multidisciplinary Design Optimization	Check with Staff

One “free elective” from any graduate program (optional) **Varies**

To submit a request for NON-IE courses please contact the Graduate Program Coordinator at imsegradprogram@iastate.edu.

The student’s major professor will be the Director of Graduate Education for Systems Engineering, who is responsible for monitoring progress and providing guidance on coursework. The major professor approves each student’s Academic Plan.

Certificate in Systems Engineering

A. Intro/Core (required first year)

IE 5630: Engineering & Systems Management	Fall
IE 5650: Systems Engineering and Analysis	Spring

B. Core (pick 2)

IE 5640: Decision Analysis in System Design	Spring
IE 5600: Engineering Risk Analysis	Alt. Fall (Odd)
IE 5700: Systems Engineering and Project Management	Spring
IE 5850: Requirements & Architecture Engineering	Fall

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

Master of Engineering in Engineering Management

A. Intro/Core (required first year)

IE 5630:	Engineering & Systems Management	Fall
IE 5650:	Systems Engineering and Analysis	Spring

B. Core (required)

SCM 5240:	Strategic Process Analysis & Improvement	Fall
IE 5700:	Systems Engineering and Project Management	Spring
MGMT 5830:	Formulating and Implementing Innovation Strategies	Fall 2024 ONLY
MGMT 5040:	Strategic Management (replaces MGMT 5830)	Spring
ACCT 5810:	Accounting for Decision Making	Spring

C. Electives

1. Engineering Electives

IE 5200:	Engineering Problem Solving with R	Fall
IE 5600:	Engineering Risk Analysis	Alt Fall (Odd)
IE 5610:	Total Quality Management	Alt Sprg (Even)
IE 5640:	Decision Analysis in System Design	Spring
IE 5720:	Design & Evaluation of Human-Computer Interaction	Spring
IE 5770:	Human Factors	Fall
IE 5810:	e-Commerce Systems Engineering	Alt Fall (odd)
ConE 3800:	Engineering Law	Summer

2. Business Electives (at most one from list)

FIN 5010:	Financial Valuation & Corporation Financial Decisions	Spring
MKT 5010:	Marketing	Summer
MGMT 5030:	Professional Responsibility in Business & Society	Spring

3. One other from any graduate program (optional)

To submit a request for NON-IE courses please contact the Graduate Program Coordinator at imsegradprogram@iastate.edu.

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

5. CHRONOLOGICAL LIST OF TASKS TO OBTAIN DEGREE

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

<i>Items</i>	<i>Completion Date</i>	<i>More Info</i>
Application to Graduate Program	Before the completion of nine credit hours of coursework at ISU (non-degree seeking students)	https://www.iastate.edu/admission-and-aid/apply
Committee and Academic Plan Approval	Before completing 12 credits of graduate work	Committee Membership must be approved before completing the Academic Plan in Workday. Dr. Mirka will be your major professor; you do not need to add any other committee members.
Application for Graduation Filed	Before or within 3 weeks of when the semester of graduation begins	Instructions
Request for Graduation Check/Approval	At the start of the semester of graduation	“Coursework Only Final Check” online form New form coming in Fall 2024; ask Graduate Program Coordinator for updates

6. DESCRIPTION OF TASKS TO OBTAIN DEGREE

6.1. COMPLETE APPLICATION FOR GRADUATE SCHOOL

- **You must be admitted to the Graduate College before you complete more than nine hours of coursework at ISU.** That is, if you are taking courses as a non-degree (undeclared) student, do not take more than nine credits at ISU before you formally apply to the Systems Engineering program. **Only nine credits taken before admission may be applied to the total number of credits required for graduation.**
- You may apply online at <https://www.iastate.edu/admission-and-aid/apply>

6.2. SATISFY GRADUATE ENGLISH REQUIREMENT, IF APPLICABLE

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

For more information on dates and locations of the EPT:

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

6.3. APPROVAL OF ACADEMIC PLAN (FORMERLY POSC)

- Accomplish during the first semester of admission and absolutely before completing 12 credits of graduate work. If necessary, changes may be made to the Academic Plan at a later date by making edits in Workday.
- List all courses applicable to the program.
- The Director of Graduate Education for Systems Engineering and Engineering Management will assist you with development of your Academic Plan.

6.4. REQUEST FOR GRADUATION CHECK/APPROVAL LIST

- Completed before the semester of graduation begins.

6.5. GRADUATE COLLEGE HANDBOOK

- For detailed information regarding the items described above, please consult the **“Graduate Handbook.”** The handbook describes Graduate College guidelines and procedures. It is a valuable reference for ISU students. You can access the latest version of the handbook [here](#).

7. COURSES

7.1. SCHEDULE OF COURSES

- A schedule of courses provided for each semester can be found on the Engineering-LAS Online Learning webpage at <https://iowastateonline.iastate.edu/courses/>

7.2. REGISTERING FOR COURSES

- There are several options to register for courses. The student can register for most courses through [Workday](#). If the course is offered by the College of Business, the student must request enrollment by contacting the Systems Engineering and Engineering Management Graduate Programs Coordinator by email at imsegradprogram@iastate.edu.

7.3. TRANSFER COURSES

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

7.4. TEXTBOOKS

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

7.5. TUITION AND FEES

- The latest information on tuition and fees can be found on the Registrar’s website at <https://www.registrar.iastate.edu/fees/distance-education-tuition-and-fees>.

8. IMPORTANT TELEPHONE NUMBERS AND LINKS

<i>What</i>	<i>Telephone</i>	<i>Website</i>
University Bookstore	1-800-478-0048, or 515-294-5684	https://www.isubookstore.com/
College of Engineering		https://www.engineering.iastate.edu/
Iowa State Online	515-294-3916	https://iowastateonline.iastate.edu/
Graduate Admissions	515-294-5836	https://www.iastate.edu/admission-and-aid/admissions/graduate-students
Graduate College	515-294-4531	https://www.grad-college.iastate.edu/
