

School of Industrial Engineering and Management

Ph.D. Plan of Study Proposal

The **purpose of a Plan of Study Proposal and committee meeting** is to ensure that the student will be adequately prepared with the proper academic background necessary to successfully conduct the dissertation research. During the second semester of full-time enrollment, the student should prepare a document in consultation with the faculty adviser, who will provide overall guidance in the preparation of the document and may suggest specific content and format details.

The Plan of Study must include a minimum of 60 (90) graduate credit hours with at least 30 (60) hours of graduate coursework beyond the master's (bachelor's) degree. Courses for graduate credit are selected by the student with the approval of the advisory committee. The Plan of Study must include at least 18 credit hours of dissertation research (IEM 6000). The specific number of credit hours allocated to courses and research is determined by the committee and depends on the student's needs to successfully accomplish the research objectives.

Prior to the first day of pre-enrollment during the second semester of enrollment, the student should arrange the time and place of the Plan of Study Proposal meeting with the approval of the advisory committee. A **two-hour block** of time should be allocated for this meeting in which the student will give a short presentation summarizing the Plan of Study Proposal followed by a question and answer session with the advisory committee. The advisory committee will determine any modifications to the proposed Plan of Study. The Plan of Study approved by the advisory committee should be filed online with the Graduate College.

Once the Plan of Study is approved, complete control of the student's required courses, via the Plan of Study, rests with the advisory committee. Changes can be made in the Plan of Study, but only with the advisory committee's approval. This initial submission of the Plan of Study is considered to be a preliminary Plan of Study and a final Plan of Study approved by the advisory committee must be on file with the Graduate College at the beginning of the semester in which the student intends to graduate.

Document Format

Title: A Proposed Plan of Study for the Doctor of Philosophy Degree.

The document should contain the following major sections in order:

Educational Background and Professional Experience. This section should include a list of all university education and work experience, including dates and a brief description of major responsibilities and accomplishments.

Objectives of Graduate Study. This section should include a statement of the student's reasons for pursuing the Ph.D. degree and a discussion of the student's academic and research interests, and how they are expected to relate to the anticipated research emphasis.

Anticipated Research Emphasis. This section should include at least a two-page description of the anticipated research emphasis. The advisory committee will use this information to more accurately evaluate the appropriateness of the proposed Plan of Study. This section must not exceed five pages.

Subject Area Classification of Courses. This section should include the name, number, institution, grade awarded, and date of enrollment of all graduate courses previously completed, as well as the name, number, institution, and expected date of enrollment for current and proposed graduate courses. The courses should be grouped into subject areas defined by the student and his/her faculty adviser to indicate the focus of the student's program.

Proposed Plan of Study. This section should include a chronological listing of all graduate courses completed and planned (including previous institutions).

Timeline and PhD Milestones. This section provides semester-year timeline for the eight major milestones identified in the PhD program description, also listed below.

1. Chair and Advisor Selection
2. Completion of IEM Doctoral Seminar Course
3. Formation of Advisory Committee
4. Plan of Study Meeting
5. Qualifying Exam
6. Dissertation Proposal
7. Dissertation Defense
8. Submission of Dissertation to Graduate College