

# School of Industrial Engineering and Management

## Faculty Advisor Selection for MS students

Each new MS student is responsible for selecting a faculty advisor in their first semester. The advisor must be an IEM faculty member affiliated with the track chosen by the student; the faculty-by-track listing is included at the end of this document. The advisor will normally also serve as the chair of the committee<sup>1</sup>, but these could be different individuals. The advisor/chair must also be a full member of the OSU Graduate Faculty.

The faculty advisor will be your first resource to understanding our graduate program and making the most of this opportunity. Interact with your advisor regularly to facilitate your academic and professional development and for guidance in graduating in a timely manner.

**The following steps are meant to guide you in selecting your advisor.**

1. First, select an MS program track and prepare a preliminary Plan of Study (POS) for this track that captures your course interests. Use the [POS worksheet](#) for this purpose and consult the MS program tracks at: <https://ceat.okstate.edu/iem/current-students/ms-iem-graduate-program-information.html>.
2. Acquaint yourself with the teaching and research interests of the faculty members affiliated with your chosen MS program track.
3. Arrange appointments (or conference calls for Distance Learning students) with a faculty member you are most interested in working with from your chosen MS program track to discuss their willingness to serve as your advisor. Remember to provide them with a one page resumé and brief description of your areas of interest and future plans to help them decide. If they are unavailable, then repeat the process with another faculty member in your chosen MS program track. Typically, this should not take you more than 2-3 attempts—if it does, get in touch with the Graduate Program Director.

**Deadline:** Each MS student must select a permanent advisor and submit a completed “Advisor and Track Selection” form to the department before the beginning of pre-enrollment for their second semester in the program.

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<sup>1</sup> Visit <https://gradcollege.okstate.edu/resources/best-practices-documents.html> for more information