

**BOWLING GREEN STATE UNIVERSITY
GRADUATE COLLEGE**

**MASTER OF TECHNOLOGY
MANAGEMENT HANDBOOK
2009-2010**

**CONSTRUCTION MANAGEMENT TECHNOLOGY
ENGINEERING TECHNOLOGY
QUALITY SYSTEMS**

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INTRODUCTION: MASTER IN TECHNOLOGY MANAGEMENT

The Master in Technology Management (MTM) degree is designed to prepare the student with a high level of professional technical and management knowledge and skills to plan, facilitate, and integrate technology and business operations in leadership functions in the enterprise system. The degree is planned to meet the growing need for specialists in a wide variety of careers in business and government. Competencies of technical personnel are augmented through advanced technology courses, selected business operations courses, and relevant experiences in other supporting disciplines. Advanced technical and managerial preparation is possible under the degree in the areas of specialization of construction management, engineering technology, and Quality Systems. The Quality Systems concentration includes advanced studies in synchronous quality planning, quality culture assessment, ISO/QS systems and analysis and other related advanced courses.

The program is designed to serve graduates of recognized bachelor's degree programs in industrial and engineering technology and graduates of other degree programs who may desire to undertake professional studies in technology management. Undergraduate transcripts should show evidence of an appropriate foundation in mathematics, science, technology, and business operations.

The time required to complete the MTM program varies from one to two calendar years of full time study. The time required to complete the program with part-time study varies for each student, but students must complete the degree within six years.

Graduate Degree Offered

The College of Technology offers the MTM degree with areas of specialization in construction management, quality systems, and engineering technology. The MTM is designed to accommodate the needs of students and to respond to the industry requirements for advanced technical and managerial personnel. The advent of microcomputers, new materials, computer graphics, manufacturing and construction processes, and the requirements for better product design and quality, increased productivity, and conservation of energy create the critical need to effectively integrate technology and business operations. Leadership functions of technical managers are affected by these changes which dictate the design of the advanced course work in this program. The Master in Technology Management provides opportunities for students to engage in applied technical research. The outcomes of such activity add to the knowledge of relevant practice or solve immediate problems which surface in the work place.

Requirements for Master in Technology Management Degree

Each applicant must present evidence of an appropriate academic foundation before entering the program. This program consists of four components with either of three synthesis experience options: Plan I, the thesis or applied research option; or Plan II, the project or professional application option, Plan III, Comprehensive Exam plus concentration course. The four components are described below. Specific courses that meet the requirements are selected by the student in consultation with, and approval of, the major advisor.

1. The Technology Core (9 credits) consists of course work in Research and Development, Engineering Economics and Technical Strategic Management, and Organizational Communication.
2. Advanced Technology Concentration (15 credits) consists of course work in the following specialization areas:
 - Construction Management includes contracts & disputes resolution, construction project management, advanced estimating, bidding strategy, and cost control, negotiation in the engineering environment, and advanced practices in construction management; or
 - Engineering Technology includes advanced level automation and production systems, instrumentation and control, engineering design with an emphasis on computer-aided design, computer-integrated manufacturing, quality and reliability testing, and related advanced training and development; or
 - Quality Systems includes synchronous quality planning, quality assessment, and ISO/QS systems and analysis.
3. Business Operations (9 credits) consists of STAT 6000 or TECH 6030 and six credit hours of course work selected through advisement from ORGD 6010 and ORGD 6030 and a select group of 6000 level MBA courses. Only Phase II Graduate Business Administration courses as listed in the handbook, or equivalent, may be selected.
4. The Synthesis Experience (6 credits) options are determined based upon the students' choice of Plan I or Plan II, Plan III. Plan I requires a thesis, Plan II requires a major project, and Plan III requires a comprehensive exam plus a concentration course. The nature of the synthesis experience under each plan may differ significantly. The thesis develops the candidate's ability for applied technical research. In the major project, the student synthesizes and applies knowledge derived from the program to solve complex human-machine problems or to analyze and develop prototype mechanisms or systems or the integration of technology and business operations to the solution of human, machine, or technical management problems. In Plan III, the comprehensive exam tests the student's ability to synthesis the acquired knowledge from the different courses.

Plan I – Thesis Option

A candidate must complete a minimum of 33 semester hours and a thesis equivalent to six semester hours. The 33 semester hour program, plus thesis, is distributed as follows: nine semester hours Core (Research, Management Models, and Communication); 15 semester hours Advanced Technology; and nine semester hours Advanced Business Operations. Within this distribution are opportunities for internships and research in industry. The thesis is intended to develop the student's ability to do applied technical research. Problems derived from the work place are encouraged.

Plan II – Major Project Option

The candidate must complete a minimum of 33 semester hours and a major project equivalent to six semester hours. The 33 semester hour program, plus major project is distributed as follows: nine semester hours Core (Research, Management Models, and Communication); 15 semester hours Advanced Technology; and nine semester hours

Advanced Business Operations. Within this distribution are opportunities for internships and research in industry. The major project allows the candidate to apply knowledge derived in the program of studies to the solution of problems derived from the work place. Typically, projects may involve the development and application of prototype mechanisms or systems or the integration of technology and business operations to the solution of human, machine, or technical management problems.

Plan III Comprehensive Exam Option

The candidate must complete a minimum of 33 semester hours and a major project equivalent to six semester hours. The 33 semester hour program, plus major project is distributed as follows: nine semester hours Core (Research, Management Models, and Communication); 15 semester hours Advanced Technology; and nine semester hours Advanced Business Operations. The comprehensive exam tests the student's ability to synthesis the acquired knowledge from the different courses.

ADMINISTRATIVE AND FACULTY ROLES

Director of Graduate Studies

The Director of Graduate Studies, or Graduate Coordinator, is responsible to the Dean of the College of Technology, serves the college departments and graduate faculty, and maintains a liaison with the Graduate College. The Graduate Coordinator approves the student's Tentative Degree Program (TDP). The Graduate Coordinator is also responsible for working with the department chairs and graduate faculty in assuring quality of offerings and student work.

Major Advisor

The major advisor is a faculty member assigned by the Graduate Coordinator upon the recommendation of the Department Chair to serve the student throughout the student's academic program. The major advisor is assigned after the student is accepted and has chosen a concentration. The major advisor approves the student's TDP and all course registrations or changes. The major advisor may also serve as chair of the student's Plan I (Thesis) or Plan II (Major Project) committee. The major advisor administers the comprehensive exam.

A student's major advisor is carefully selected by the Graduate Coordinator and the Department Chairs. The major advisor is entrusted with guiding the student through a degree program that has integrity and meets the needs of the student. All independent studies should be agreed upon between the major advisor and the student prior to being processed.

The thesis or major project is a mutually supported venture between the student and major advisor who select a faculty member to chair the committee. The student and major advisor should have considerable interaction regarding tentative research ideas, and also perhaps with another faculty member who has a research interest in the student's research area. The major advisor should initial the thesis proposal sheet on the Graduate Advisor's signature

line prior to the thesis proposal meeting to confirm that appropriate interaction among the student, major advisor, and committee chair has occurred.

The relationship among the student, major advisor, thesis/project advisor, and the assistantship supervisor may be simple or complex. The supervisor, thesis/project advisor, and major advisor may be the same person or each role may be served by a different person. The key relationship in the milieu is between the student and major advisor, and it should be understood that a positive interaction is essential for a quality learning experience on the part of the student.

Often work that a student is pursuing as part of a research assistantship begins a line of research that *may* lead to an independent study or can become a thesis or project. This development is an accepted university model. However, such activity must be approved by the major advisor, other committee members, and notify them of changes and progression.

All members of the committee are responsible for evaluating student performance, giving feedback and offering guidance. Some chairs may wish to do most of their interacting with the student between formal meetings. At times, a student can get some mixed signals from committee members so the chair should communicate to the student the process of interacting with committee members.

Thesis and Major Project Committee Chair and Members

The thesis or major project committee is comprised of three or more members. Members include an expert in the student's field of study and an expert in the student's area of concentration, either of which could be named chair. The third committee member should have expertise or interest in the field.

The chair's specific responsibilities are:

- To assist the student in developing a worthwhile topic for a thesis, or a project of some importance.
- To check with the graduate advisor regarding specific requirements for the thesis or project.
- To solicit suggestions from other committee members regarding the topic.
- To develop a process with the student for maintaining contact with other committee members, and notify them of changes and progression.

TENTATIVE DEGREE PROGRAM

The Tentative Degree Program (TDP) is a written agreement between the graduate student and the university. It confirms that the program embarked upon meets the requirements of the degree. The TDP is initiated by the student at the completion of 12 hours of study and must be filed with the Graduate College before the completion of 15 hours. A draft of the

TDP must be presented to the major advisor by the end of the 12th semester hour. The student will not be allowed to register until this draft is discussed. This form (see appendices for examples) is available from the College of Technology, Office of Graduate Studies. Upon completion, it is signed by the student, the major advisor, the Director of Graduate Studies (shown on the form as “Graduate Coordinator”), and the Dean of the Graduate College.

The TDP becomes the student’s plan and a basis for scheduling courses each term with the major advisor. All courses that will be taken to meet the degree requirements as determined by the student and major advisor are listed. TDP’s may only be changed upon a written request from the student and approval of the major advisor, Graduate Coordinator and the Dean of the Graduate College.

Plan I – Thesis

During the first 12 semester hours of substantive course work the student will be exposed to many ideas for research topics which should be of interest. During this period the student is encouraged to discuss topics informally with his/her major advisor, other faculty, and colleagues. If the student intends to engage in thesis research, two or more enrollments in TECH 6990 (three semester hours) may be necessary to complete the thesis. However, no more than six thesis credit hours may count toward completion of degree requirements. The thesis topic must be approved during the semester **prior** to the term in which the student intends to graduate. The student must be enrolled in TECH 6990 each semester (excluding summer) while working on the approved thesis topic. During the semester or term of graduation, registration is required in at least one hour of TECH 6990. TECH 6790, Research and Development in Technology, must be completed before registering for TECH 6990. Students should not enroll in TECH 6990 prior to the semester in which the thesis proposal will be approved.

Procedures

The responsibility of meeting all deadlines and specifications of the Graduate College and the College of Technology rests with the student. Students who follow the process outlined below achieve success with minimum frustration.

1. After completing 12 semester hours of substantive course work but before 24 semester hours are completed, the student should formulate in writing some tentative research ideas to discuss with his/her major advisor.
2. The student should review the names of graduate faculty and, in consultation with the major advisor, tentatively select the thesis committee chair.
3. Once the student and the committee chair discuss and agree upon the tentative topic, at least two additional committee members should be selected on the basis of their ability to contribute to the research. One of these two additional members must be from the College of Technology graduate faculty.

4. The student should then write a thesis proposal. The proposal should include the first three chapters from the suggested thesis guidelines. Chapter I (Introduction) must be complete. Chapter II (Review of Literature) should be complete but may be a partial review supplemented with an outline at the discretion of the chair and committee. Chapter III (Methodology) should also be complete. A timeline for completion of the research should also be part of the proposal. The proposal may be revised in response to input from the committee.
5. Upon completion of the proposal and with the committee chair's approval, arrangements should be made for an oral presentation of the proposal to the entire committee. A copy of the proposal should be given to each committee member at least one week in advance of this meeting. The student should prepare a copy of the Applications/Report form (referred to as a Masters Report on web). The time and place of the presentation should then be confirmed with the committee members by memorandum and/or email.
6. At this time, forms for the Human Subjects Review Board (if applicable) are completed and submitted. The thesis chair should sign the necessary forms.
7. Most committees provide feedback at the end of the oral presentation with a detailed report including analysis, critique, suggestions, and expectations based on prior review and interactions. The student should make every attempt to comply with the recommendations of the committee in completing the research and inform the chair of any deviations from the committee's recommendations.
8. Upon approval of the completed proposal, the committee members will sign a copy of the Applications/Reports form. The form is then submitted to the Graduate Coordinator along with a copy of the proposal including the timeline. The Graduate Coordinator will review the materials and, upon approval, will sign and forward one copy of the Applications/Reports form to the Graduate College. A copy is kept by the Office of Graduate Studies for sign off at the final defense. When the Applications/Reports form is signed by the Graduate College, the Dean of the Graduate College will notify the student and formally recognize the committee members.
9. The student should proceed with the research and writing activities, maintaining a continuing dialogue with the committee chair and, when appropriate, the other committee members. The student should revise his/her work based on their suggestions.
10. The student will complete all research and write subsequent chapters of the thesis. The final draft of the thesis will be submitted to the thesis committee chair for feedback.
11. A date for the thesis defense should be set at least two weeks prior to the Office of Graduate Studies and Graduate College deadlines.
12. The student will submit a copy of the final draft of the completed thesis to each committee member no less than ten days in advance of the defense date.

13. The thesis committee chair may schedule a separate meeting with the student to outline the procedures and expectations of the committee for the defense, including elements of the presentation and emphasis.
14. The student is expected to defend the thesis. Depending on the type and nature of revisions, the committee is encouraged to provide a written critique. The student must secure committee signatures on the Application/Report form. The thesis chair will withhold signature until all corrections and final revisions are complete.
15. After all committee signatures are obtained; the student should submit the final copy of the thesis and the completed Application/Report form. The Graduate Coordinator will review and may return the thesis for formatting, reference or editing issues along with a deadline for resubmission. This deadline must be met for graduation during that semester. The Graduate Coordinator's signature signifies concurrence with the committee. The final copy must meet all university specifications and will be published on OhioLink.
16. The student is obligated to provide an electronic copy of the thesis to the committee chair, committee members, and to the College of Technology. The committee chair and/or committee members may request a hard bound copy of the thesis.
17. Detailed instructions for submitting these copies will be mailed to the student as soon as final approval has been given.

Thesis Organization and Format

The graduate faculty of the program has adopted content, procedure, and style recommendations from the *Publication Manual of the American Psychological Association* (APA). The organization may be modified depending upon the type of research undertaken. The format, title page, abstract, margins, and other format issues must follow the [Graduate College's Thesis and Dissertation Handbook](#).

Preliminary Materials

- Title page
- Preface and acknowledgments
- Table of contents
- List of tables
- List of figures

Body of the Paper

Chapter I (Introduction)

- Context of the problem
- Statement of the problem
- Objectives of the study
- Significance of the study
- Assumptions/Limitations
- Definition of terms

Chapter II (Review of the Literature)

- Historical context
- Relevant theory
- Current literature

Chapter III (Method)

- Restatement of the problem
- Research design
- General characteristics of the study population
- Data collection instrument, Validity and reliability
- Pretesting the data collection instrument
- Procedures of data analysis
- Protection of human subjects
- Timeline

Chapter IV (Findings)

- Return rates
- Results

Chapter V (Summary and Discussion)

- Summary
- Conclusions
- Implications/Recommendations

Materials Reference

- References
- Appendix

Plan II – Major Project

The student must prepare and defend a project centered on practical issues or problems. Completion should demonstrate synthesis ability. A proposal, defense and report written at the same level of quality and standards of a thesis are required. During the first 12 semester hours of substantive course work the student will be exposed to many ideas for research topics which should be of interest. During this period the student is encouraged to discuss topics informally with his/her major advisor, other faculty, and colleagues. If the student intends to engage in project activity, two or more enrollments in TECH 6900 or 6910 (three semester hours) may be necessary to complete the project. However, no more than six credit hours may count toward completion of degree requirements. The project topic must be approved during the semester **prior** to the term in which the student intends to graduate. The student must be enrolled in TECH 6900 or 6910 each semester (excluding summer) while working on the approved project topic. TECH 6790 Research and Development in Technology must be completed before registering for TECH 6900 or 6910. Students should not enroll in TECH 6900 or 6910 prior to the semester in which the project proposal will be approved.

Recommended Procedures

The responsibility of meeting all deadlines and specifications of the Graduate College and the College of Technology rests with the student. Students who follow the process outlined below achieve success with minimum frustration.

1. After completing 12 semester hours of substantive course work but before 24 semester hours, the student should formulate in writing some tentative research ideas to discuss with his/her major advisor.
2. The student should review the names of graduate faculty and, in consultation with the major advisor, tentatively select the project committee chair. This faculty member will work with the student through the development of the proposal. Students are to enroll in TECH 6920 to complete the proposal if it is not completed by the last semester in which formal coursework is taken.
3. Once the student and the committee chair discuss and agree upon the tentative topic, at least two additional committee members should be selected on the basis of their ability to contribute to the research. One of these members must be from the College of Technology.
4. The proposal should include the first three sections. Section I (Introduction) should provide a general statement of the project and background information that forms the rationale for the project. Objectives should be clearly stated and described. Section II (Review of Literature) should provide historical perspective, theoretical topics, and current technologies which reduce the uncertainty about the project development. Section III (Procedures) should identify the investigation and/or development procedures, provide a timeline or schedule of activities, and demonstrate the methodology to be used. The proposal may be revised in response to input from the committee.
5. Upon completion of the proposal and with the committee chair's approval, arrangements should be made for a preliminary oral presentation of the proposal to the entire committee.
1. A copy of the proposal should be given to each committee member at least one week in advance of this meeting. The student should prepare the Project Approval form available from the College of Technology, Office of Graduate Studies. The time and place of the presentation should then be confirmed with committee members by memorandum.
6. Upon approval of the proposal, the committee members will sign the Project Approval form. The form and a copy of the proposal are submitted to the Graduate Coordinator. This form is internal to the College of Technology and will be held on file until the final defense. The Graduate Coordinator will review the proposal and send a memo regarding a decision to the student and committee members.

7. Most committees provide feedback at the end of the oral presentation with a detailed report including analysis, critique, suggestions, and expectations based on prior reviews and interactions. The student should make every attempt to comply with the recommendations of the committee in completing the research.
8. The student should proceed with the project and writing activities, maintaining a continuing dialogue with the committee chair and, when appropriate, the other committee members. The student should be prepared to revise his/her work based on their suggestions.
9. Based on feedback from the preliminary oral presentation, revisions should be made. The revisions, including a table of contents, should be submitted to the project committee chair who may circulate copies to the committee.
10. The student should complete the project and write the project report. Materials should be submitted to the committee chair for feedback.
11. A date for the project defense should be set at least two weeks prior to the Office of Graduate Studies and Graduate College deadlines.
12. The student should submit a copy of the final draft of the project report to each committee member at least ten days in advance of the defense.
13. The project committee chair may schedule a separate meeting with the student to outline the procedures and expectations of the committee for the defense, including elements of the presentation and emphasis.
14. The student is expected to defend the project. Depending on the type and nature of revisions, the committee is encouraged to provide a written critique. The student must secure signatures on the Project Approval form. The project chair will withhold signature until all corrections and final revisions are made.
15. After all committee signatures are obtained, the student should submit the final copy to the Graduate Coordinator. The Graduate Coordinator's signature signifies concurrence with the committee by signing the Graduate College Applications/Reports form.
16. The student is obligated to provide an electronic copy of the project to the committee chair, committee members, and to the College of Technology. The committee chair and/or committee members may request a hard bound copy of the project.

Major Project Organization & Format

The proposal as well as the final report may or may not have features in common with a thesis. The project demonstrates comprehension of the degree program and/or is a culminating experience. The final report is a formally written document of the experience. The graduate faculties of the program have adopted content, procedure and style recommendations from the *Publication Manual of the American Psychological Association*. A suggested organization is shown below. The organization may be modified by the chair

depending upon the project activity. **The format, title page, table of contents, abstract, margins, and other format issues must follow the Graduate College's [Thesis and Dissertation Handbook](#).**

Proposal Organization

Section I (Introduction)

- Context of the problem
- Statement of the problem
- Description of the product
- Product performance specification
- User specification
- Significance of the project
- Definition of terms

Section II (Review of Literature)

- Historical perspective
- Theoretical topics
- Current technology
- Summary

Section III (Procedures)

- Restatement of the problem
- Development procedures
- Timeline

Reference Materials

- References
- Appendix

Final Project Report Organization

Section I – Introduction

This section is the same as the proposal except that past tense is used because the project is complete.

Section II – Review of the Literature

This section is the same as the proposal except that past tense is used wherever appropriate because the project is complete.

Section III - Procedures

This section comprehensively explains what the project was and how it was conducted. (Diagram, illustrations, drawings, charts, outlines, or tables should be included when appropriate.) This may be the same as the proposal except that past tense is used wherever appropriate to describe the procedures used.

Section IV – Results/Findings

An explanation about the results of the project should be carefully delineated. Did the procedure (prototype, curriculum, investigation, etc.) fulfill the initial objectives? Why or why not? Recommendations for further investigation or development can also be made in this section. This section would include Final product description, product performance and product evaluation.

Section V – Summary, Discussion and Recommendations

This section includes a summary of the findings, a discussion about the product performance and recommendations the researcher has for the product, the methodology, or for further study.

Reference Materials

A reference listing and appendices.

ADDITIONAL HELPFUL GUIDELINES

Directed Readings (Independent Study)

The purpose of an independent study (TECH 6840 and TECH 6850, Directed Readings in Industrial Technology) is to allow students to pursue intensive individual study, or research.

Students work with a faculty member who is qualified to interact on the topic. The independent study may culminate in a formal research report, a technical report, or any other project that best represents the solution or competencies being pursued. The “end product” and the date of completion should be clearly agreed upon between the graduate faculty member and student before registering for credit and put on record in the Office of Graduate Studies.

Recommended Procedure for Arranging an Independent Study

1. Before registering, the student should inform his/her major advisor of the intention to pursue an independent study the following semester.
2. The student should identify the graduate faculty member most qualified for the problem.
3. The student should prepare and present that graduate faculty member with a one page abstracted proposal of the anticipated topic and consult with the faculty member to elicit cooperation and approval of the topic. [Independent Study Form](#)
4. Once approved by the graduate faculty member, a copy of the independent study form should be submitted to the major advisor. The student should then register for TECH 6840 or 6850 and obtain a section number from the Office of Graduate Studies Secretary.
5. The student should meet with his/her independent study graduate faculty member early in the first week of the semester.
6. The student should refine the proposal with the graduate faculty member.
7. Throughout the semester the student should pursue the independent study topic and interact with the advisor on the problem.

8. The final report should be submitted to the independent study graduate faculty member and to the major advisor on the date communicated above. (If the final report is a formal paper, it must conform to the *Publication Manual of the American Psychological Association (APA)*.)

Academic Honesty

Academic honesty is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one's own) in their academic work. The Academic Honesty Policy is available at the following address:

<http://www.bgsu.edu/offices/sa/studentdiscipline/index.html>

The Academic Honesty Policy contains strict sanctions, including expulsion, for all forms of academic dishonesty. Students found guilty of violating other University regulations, such as engaging in moral and ethical misconduct, or in actions that are injurious to others or threaten the orderliness and well-being of the campus, are subject to equally strict sanctions in accordance with the provisions set forth in those regulations.

Minimum Grade Point Requirements

Students must maintain at least a 3.0 grade point average to remain in good standing and to meet graduation requirements.

According to the [Graduate Catalog](#), a student may request a transfer of credit (up to nine hours) from another accredited graduate school upon the satisfactory completion of eight hours of credit at BGSU. Keep in mind that:

- An A or B must have been earned in the course for which transfer credit is being sought.
- In a case of Satisfactory/Unsatisfactory grading, transfer credit is only accepted if the S grade is equivalent to a B or higher at the grading school - documentation needed.
- If a student is admitted conditionally, he/she must achieve regular status before requesting a transfer of credit.
- Only credit hours, not grades, are transferable. Thus, the grades earned from transferred credit do not count toward the GPA.

While the Graduate Dean grants final approval of transferred credit, the student must consult with the Major Advisor and the Graduate Coordinator to discuss which transfer credits are most advantageous based upon academic and career goals.

Graduate Grade Appeals

In the event that a student wants to appeal a grade in a College graduate course, a form with name and contact information about the appropriate Appeals Mediator is available from the Office of Graduate Studies.

Recommended Procedure

1. Set up an appointment with a faculty mediator. Contact the Office of Graduate Studies for mediator name and contact information.
2. Set up contact before the end of the fifth week of Spring (Fall appeals) or the end of the fifth week of Fall (Spring or Summer appeals).
3. Take all pertinent information and the Grade Appeal form to the meeting with the mediator.

The faculty mediator will attempt to mediate the dispute. If these procedures are not effective, the student may:

- a. State the full particulars of the appeal in writing and submit them to the instructor's department chair or Graduate Coordinator.
- b. If the appeal cannot be resolved at the departmental/college level, the student may submit the appeal to the Graduate College Grade Appeal Committee for review.
- c. A final review of due process is conducted by the Graduate Dean.
- d. All appellate actions **must** be completed during the semester in which the appeal is initiated.
- e. All levels of the appeal process are advisory to the instructor. Only the instructor can change a student's grade
- f. Further clarification of these procedures is found in the [Graduate Catalog](#).

Leave of Absence

Students may request an approved leave of absence from the University by sending a request, endorsed by the graduate coordinator, to the Graduate College. A leave of absence must be for a designated period of time. Typically, a leave is for six to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion. Students may not take a leave of absence for the purpose of taking undergraduate courses.

Incomplete Grades

An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course. An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

Fall semester: June 1

Spring semester: September 1

Summer semester: January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade. The graduate dean designate has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request.

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC.

Time Limits

The time limit to complete all degree requirements for master's students is six years from the end of the earliest course used to fulfill degree requirements on the Tentative Degree Program (TDP). Students may apply for an extension of up to one calendar year if the request for an extension is made before the time limit has elapsed.

If the extension is approved by the graduate coordinator and the graduate dean designate, revalidation of outdated courses (over six but no more than seven years old for master's degrees) may be necessary.

When necessary, revalidation is accomplished by retaking the course or by special examination determined by the degree program on each outdated course. A charge of \$25 is assessed for revalidating a course by examination. Students may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practicum, or courses taken at other institutions.

If the revalidation examination is satisfactory (i.e., passed by a B grade or better), then the original course grade will be retained and the student's transcript will reflect revalidation. If the examination is failed, then no change will be made to the student's record. More than one attempt to revalidate a course by examination is permitted if supported by a recommendation from the graduate coordinator of the degree program and approved by the dean designate of the Graduate College. Application forms to be used in revalidating courses by examination are available at the Graduate College website.

COURSE WORK REQUIREMENTS AND OPTIONS

Current course descriptions and program requirements can be found online at www.bgsu.edu/colleges/gradcol/documents/GradCat.pdf

Students must consult with an academic advisor to develop a **Tentative Degree Program (TDP)**. The TDP is essentially a written agreement between the graduate student and the university that the program embarked upon meets the requirements of the degree. The TDP is initiated by the student at the completion of 12 hours of study and must be filed with the Graduate College before the completion of 15 hours. The TDP becomes the student’s academic plan and the basis for scheduling courses each term in cooperation with the major advisor.

Program Core
(9 Semester Hours)

TECH 6440
TECH 6790

And one of the following:
TECH 6330
ENG 6400
COMS 6530
COMS 6550

Business Operations
(9 Semester Hours)

STAT 6010 or TECH 6030
And two of the following:
ECON 6000
MBA 6000
MBA 6010
MBA 6020
MBA 6030
*MBA 6040
*MBA 6060
*MBA 6070
*Denotes courses with required prerequisites

Synthesis
(6 Semester Hours)

Thesis	Project
TECH 6920	TECH 6920
TECH 6990	TECH 6900/6910

Advanced Technology Concentration
(15 Semester Hours)

Courses must be selected with approval by advisor. No more than one 500 level course, one independent study, one workshop, and one internship can be applied to the Advanced Technology Concentration.

Manufacturing Technology	Construction Management and Technology	Quality Systems
TECH 5540	CONS 6410	QS 5270
TECH 6020	CONS 6420	QS 6160
TECH 6040	CONS 6430	QS 6260
TECH 6280	CONS 6450	QS 6270
TECH 6800	CONS 5400	TECH 6020
TECH 6820	TECH 6800	TECH 6040
TECH 6840/6850	TECH 6820/6830	TECH 6280
TECH 6880/6890	TECH 6840/6850	C&TE 6590
TECH 6940/6950	TECH 6880/6890	TECH 6820/6830
ARCH 5360	TECH 6940/6950	TECH 6840/6850
C&TE 6590		TECH 6880/6890
DESN 5040		TECH 6940/6950
DESN 5520		
ENVR 5210		
ECT 5410		
ECT 5420		
ECT 5430		
ECT 5530		
ECT 5860		
QS 5270		
QS 6160		
QS 6260		
QS 6270		

- Synthesis hours cannot be taken without consent of advisor and graduate coordinator.
- Concentration and core courses do not have to be taken in any specific order unless there are prerequisites.

TENTATIVE DEGREE PROGRAM

THE GRADUATE COLLEGE Bowling Green State University

(Please Type)

http://www.bgsu.edu/colleges/gradcol/documents_forms.html

rev 02/17/04

Last/Family Name: First: BGSU ID:

Local Mailing Address:

Degree: Master of Industrial Technology Dual Plan I (Thesis)

Field: Specialization:

 Plan II (Non-Thesis)

Construction Management & Tech

 Dissertation

COURSES

Method of Establishing Credit

Dates & Miscellaneous Information

Dept.	NUMBER	COURSE TITLE	Semester Hours	Regular Registration	Transfer From	Semester to be Completed	Notes
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*Please note: Approval of this TDP is tentative and subject to a final review at the time of graduation. If you are transferring coursework from another institution, please refer to the Transfer Credit section of the Graduate Catalog for transfer credit conditions.

Core

TECH	6440	Mgmt Models Tech Operations	3	X		Fall 05	
TECH	6790	Research & Development in Tech	3	X		Spring 07	
TECH	6330	Visual Comm Business/Industry	3	X		Fall 06	

Concentration Phase I (Advanced Technology)

DESN	5040	Comp Aided Modeling	3	X		Spring 07	
TECH	6410	Construction Contract Mgmt	3	X		Spring 06	
TECH	6420	Construction Program Mgmt	3	X		Fall 06	
TECH	6430	Cost Control Construction Activ	3	X		Summer 06	
TECH	6890	Graduate Internship	3	X		Summer 07	

Concentration Phase II (Business Operations)

STAT	6010	Stats for Managerial Decisions	3	X		Fall 05	
MBA	6000	Financial Accounting & Analysis	3	X		Spring 06	
MBA	6020	Information Tech for Managers	3	X		Summer 06	

Synthesis

TECH	6920	Research Proposal Development	3	X		Summer 07	
TECH	6910	Directed Research	3	X		Fall 07	
		TOTAL HOURS					

Language or Tool Courses (If Required)

 To be satisfied by Examination To be satisfied by the Courses listed below:

TENTATIVE SCHEDULE FOR COMPLETION OF DEGREE MILESTONES

COMPREHENSIVE/PRELIMINARY EXAMINATION	FIRST COMPLETE DRAFT OF MANUSCRIPT	FINAL DRAFT OF MANUSCRIPT	FINAL ORAL EXAMINATION
APPROVED BY STUDENT:	APPROVED BY ADVISOR:	APPROVED BY GRADUATE COORDINATOR:	APPROVED BY THE GRADUATE COLLEGE*
DATE	DATE	DATE	DATE

COLLEGE OF TECHNOLOGY GRADUATE COURSES

The following list includes courses offered in the College of Technology. Courses must be selected in consultation with and approval of the major advisor prior to enrollment. Some courses in this list will fit the distributive and degree requirements. While others may not fit the distributive or degree requirements, students are encouraged to consider taking courses in the latter which may be of value in expanding backgrounds. Only one 500 level course will count toward the degree program.

ARCH 5360	Planning and Design of Industrial Facilities	TECH 5540	Energy Conversion and Power Transmission
ARCH 5500	Architectural Graphics III	TECH 6020	Instrumentation and Control
C&TE 6590	Training in Industry and Business	TECH 6040	Technology of Concurrent Engineering
CONS 6410	Contracts & disputes resolution	TECH 6280	Computer Automated Manufacturing
CONS 6420	Construction project management	TECH 6330	Visual Communication for Business and Industry
CONS 6430	Advanced estimating, bidding strategy, and cost control	TECH 6440	Engineering Economics and Technical Strategic Management
CONS 6450	Negotiation in the engineering environment	TECH 6790	Research and Development in Technology
CONS 5400	Advanced practices in construction management	TECH 6800	Seminar in Technology
		TECH 6820/6830	Topics in Technology
DESN 5040	Computer Aided Design	TECH 6840/6850	Readings and Problems in Technology
DESN 5520	Design in Industry	TECH 6880/6890	Graduate Internship
ECT 5410	Instrumentation	TECH 6900/6910	Directed Research in Technology
ECT 5420	Digital Computer Analysis	TECH 6920	Research Proposal Development
ECT 5430	Electronic Devices	TECH 6940/6950	Workshop in Technology
ECT 5530	Digital Computer for Process Control	TECH 6990	Thesis Research
ECT 5860	Digital Communication and Networking		
ENVR 5200	Industrial Pollution Control		
QS 5270	Synchronous Quality Planning		
QS 6160	Quality Culture Assessment		
QS 6260	ISO/QS Data-based Quality Systems		
QS 6270	ISO/QS Documentation/Productivity Analysis		

BUSINESS ADMINISTRATION GRADUATE COURSES

This is a list of the courses offered by the Graduate Program in Business Administration that are approved for MTM students. All business courses must be approved by the major advisor and in some instances, the Graduate Director in Business Administration. All registration for Business courses must be completed on a special form available in the College of Technology Graduate Studies Office

STAT 6010	Statistics for Managerial Decisions or
TECH 6030	Data Analysis and Decision Making
ECON 6000	Economic Analysis of the Firm
MBA 6000	Financial Accounting and Analysis
MBA 6010	Quantitative Analysis for Managers
MBA 6020	Information Technology for Managers
MBA 6030	Managerial Accounting
ORGD 6010	Introducing Organizational Change
ORGD 6030	Building a Strategic Organization

•• To take any of the following courses, the student must meet the prerequisites assigned by Business Administration, please see major advisor or College of Technology Office of Graduate Studies for current list of prerequisites.

MBA 6040	Operations management
MBA 6060	Financial Management
MBA 6070	Ethics and Law in Business

PHD COURSES OFFERED IN THE COLLEGE OF TECHNOLOGY

PhD courses are reserved for students that have been admitted in the PhD in Technology Management program.

TECH 7280	Computer Integrated Manufacturing Management.
TECH 7500.	Computer-based Tools in Manufacturing
TECH 7800.	Seminar in Technology Management
TECH 7840.	Directed Readings in Technology
TECH 7880.	Internship in Technology Management
TECH 7890.	Internship in Technology Management
TECH 7980.	Readings for Preliminary Examination
TECH 7990.	Dissertation Research

GRADUATE FACULTY

Alan Atalah, PhD - Associate Professor of Technology
Civil and Underground Construction

Keith Bernhard, PhD—Associate Professor of Technology
Instructional Development and Training

David Border, PhD - Associate Professor of Technology
Digital Communications, Computer Networking, NTSC Composite Signal Components

Paul Cesarini, PhD – Associate Professor of Technology
Distance Education, Digital Media and Technology

Salim Elwazani, PhD—Associate Professor of Technology
Architectural Engineering, Historic Architecture, Preservation Technology and
Management, and Architectural Education

Stan Guidera, PhD - Associate Professor of Technology
Design Visualization, Computer Modeling, Rendering and Animation, Architectural Theory
- 20th Century Architecture

Larry Hatch, PhD—Chair, Department of Visual Communication and Technology
Education/Professor of Technology
Technology Education, Evaluation, Research Methods, and Curriculum

Terry Herman, EdD - Assistant Professor of Technology
Courseware Design, Interactive Media, Instructional Design.

Kathryn Hoff, PhD - Associate Professor of Technology
Training and Development, Career Development, Adult Learner, Distance Education

Sudershan Jetley, PhD—Associate Professor of Technology
Computer and Automated Systems, Robotics, Production Engineering, and Metallurgy

Sri Kolla, PhD – Professor of Technology
Electrical Engineering/Technology, Control Systems, Power Systems, Neural Networks and
Fuzzy Logic

Andreas Luescher, PhD - Associate Professor of Technology
Architecture

Gene Poor, PhD—Professor of Technology
Visual Communication, Creativity, Industrial Training, Communication Processes, and
Motivation Animatronics

Wilfred Roudebush, PhD— Associate Professor of Technology
Construction Management, Life Cycle Cost Assessment, and Environmental Value
Engineering

John Sinn, EdD—Professor of Technology
Quality and Productivity Analysis, Material Science, and General Manufacturing

Charles Spontelli - Professor of Technology

Donna Trautman, PhD—Associate Dean /Associate Professor of Technology
Technology Education, Training and Development, Visual Communication Technology

Todd Waggoner, PhD — Associate Professor of Technology
Manufacturing Systems, General Manufacturing, Fluid Power, and CAD.