

Fall 2007

Dear Doctoral Candidates:

Your receipt of this packet indicates that you are in the final stages of writing your thesis, and may be approaching the end of your academic career at MIT. I am enclosing information on your thesis preparation and graduation process. You will also find several forms that must be returned to the Student Office prior to your departure.

Please note the various thesis deadlines for degree candidates, as printed in the MIT academic calendar. For a copy of the 2007-2008 academic calendar, go to: <http://web.mit.edu/registrar/www/calendar.html>

Feel free to contact me if you have questions or concerns during this period and good luck on your thesis preparation!

Sincerely,

Mary Wesolowski
Chemical Engineering Student Office
66-366
(617)253-4579
mwesolo@mit.edu

About Your Financial Support

Please be advised that your MIT financial support (RA) will be terminated on the day of your successful thesis defense. You will receive an email notice of termination which impacts you in the following:

1. Tuition - Your tuition charge will be prorated if you complete your defense before the end of the semester. This will result in a reduction in tuition, and a simultaneous reduction in your RA tuition credit. Both transactions will appear on your Bursar's bill, and should be equal. If you notice that the amounts are not equal, please contact Suzanne Easterly in the CESO, and/or your Student Account Representative in the MIT Student Services Center (11-120). You should also arrange to have your bills sent to you at your new address.
2. Stipend - Your RA stipend will be terminated on the day of your defense. Generally speaking, if you defend in the first half of a given month, your end of month paycheck should simply reflect the lower amount of money. Because of payroll deadlines, if you defend in the second half of the month, the payroll office will probably have to pull your full check, and reissue a new one for the lower amount. Our experience shows that, in this case, you may have to contact the Payroll Office directly in order to obtain this check. Be especially careful if you are on direct deposit. We have seen cases where the full credit is transferred to the bank and then removed later - leading to some hazardous check-writing!

Questions can be directed to the following individuals:

Marish Dailey
MIT Payroll
Fellowships
mdailey@mit.edu
(617)253-2799

Monica Hammond
MIT Payroll
Research Assistanceships
monicah@mit.edu
(617)253-2743

Suzanne Easterly
Chemical Engineering Student Office
easterly@mit.edu
(617)253-4577

Ph.D. CANDIDATES
GUIDELINES FOR THESIS COMPLETION AND DEFENSE

Following the satisfactory completion of the Final Thesis Committee Meeting, doctoral students can begin the Thesis Defense process. The steps below pertain specifically to the Doctoral Thesis Defense

- 1 An Application for Advanced Degree must be filled out online via WebSIS (<http://student.mit.edu/>) by the date indicated on the MIT Academic Calendar, depending on which term (Fall, Spring, IAP, or Summer) the student plans to defend. If it turns out that you are unable to defend your thesis, you will be taken off the Degree List for that term with no penalties.

- 2 Four weeks prior to the oral thesis defense, the student should give a copy of his/her final thesis document to: (a) the research advisor(s), (b) every Thesis Committee member, and (c) the Student Office. The Thesis Draft for the Student Office should be on CD in Microsoft Word or PDF format. Prior to giving this form and Thesis for review to your Thesis committee Members, please discuss with them a suitable date and time for your thesis Defense. The Thesis Committee members will have two weeks to review, comment upon, and possibly suggest changes to the thesis document. Enclosed in this packet is a form titled 'Thesis Review Form'. This form should be copied, and a copy of the form and the thesis document needs to be delivered to all research advisors and committee members at least four weeks prior to any anticipated oral thesis defense. A copy of the thesis should also be given to the Student Office on CD as either a PDF or MS Word document. Advisors and committee members will then have two weeks to review, comment upon, and possibly suggest changes to the thesis document. The Thesis Review Form should then be filled out and given back to the Student. The student should make the necessary changes and turn all forms in together, to the Student Office two weeks before the defense (see step four).

- 3 Two weeks before the oral thesis defense, turn in/email the following to the Student Office:
 - Thesis Review Form (one from each research advisor and thesis committee member)

- 1 copy of the Technical Summary emailed to Mary Wesolowski (mwesolo@mit.edu) as either a PDF or MS Word document. The Technical Summary is a text-only document, no longer than two pages (12 point font, 1 inch margins, single-spaced). It should describe the scope and significance of the entire thesis. The primary audience is the Chemical Engineering faculty, who will be interested in a concise description of the thesis research and its most significant results. The document should explain the impact of the thesis on one or more subdisciplines of the Chemical Engineering profession.
- 4 As soon as possible reserve a room for your defense. Theses defenses typically last about an hour and a half, but allow two hours to be sure you have plenty of time. Plan to speak for about 30-40 minutes, followed by questions from the audience and attending faculty. To check availability of conference rooms in building 66, go to: <http://web.mit.edu/cheme/resources/confroom.html>. Follow the necessary steps to reserve a room, and projector. Once you receive a confirmation that the room you've selected has been reserved, contact by e-mail your research advisor(s), thesis committee members, and Mary Wesolowski. This will ensure that everyone is clear as to when and where the thesis defense will be held. If you are unable to reserve a room in building 66, you will need to go through the MIT schedules office <http://web.mit.edu/registrar/www/schedules/>. They do all reservations on-line, so once you've received confirmation of reserved room, send an email to the people mentioned above, notifying them of the room and the time.
- 5 On the day following the oral defense, you will need to turn in the following information to the Student Office:
- Turn in two final copies of the thesis on Archival Bond paper. The two theses required for MIT are for the MIT Archives and for the Engineering Library.
 - At least 2 signed title pages (on archival bond) to the student office. The title pages should come to the student office signed by your advisors and yourself. The student office, will then record that the thesis has been completed, and give it to the Graduate Officer, Professor William M. Deen, for the final signature. If you plan on binding a copy of your thesis for yourself or your advisor(s), you are welcome to bring as many copies of your title page as you need to be signed.
 - One extra copy of the thesis abstract
 - One extra copy of the thesis title page (signatures not needed)

- University Microfilms Form (UMI)
- Survey of Earned Doctorates Form (you will do this online; you should get an email from Shirley Wong with the link, pin and password to complete the survey)
- Chemical Engineering Departmental Departure Form (with signatures)
- Forwarding Address Form
- Recruiting Questionnaire (optional)

**The thesis fee has been incorporated with the term bill of graduating students. Charges will be added to students' bills during the semester immediately preceding graduation. Although the charges may appear on student accounts early in the semester, they are not due until the thesis is submitted. Late fees will not be applied up to that point.

THESIS REVIEW FORM

Student Name

MIT Address

Email Address

Phone Number

Proposed Date

Time of Thesis Defense

Thesis Committee Member Name

Date Submitted for Review

INSTRUCTIONS:

Thesis Committee Member: Please return this completed form to the doctoral candidate no later than two weeks after receiving the Thesis for review.

Doctoral Candidate: Please bring a copy of this form from your Advisor(s) and each Thesis Committee Member to the Student Office, Room 66-366, at the end of the two-week Thesis Review period. At that time, you must also email your Technical Summary to Mary Wesolowski (mwesolo@mit.edu). Prior to giving this form and Thesis for review to your Thesis Committee Members, please discuss with them a suitable date and time for your Thesis Defense. It is important that your Thesis Defense be scheduled at a time that will allow all of your Thesis Committee members to attend. During the two-week Thesis Review period, it is your responsibility to make a room reservation for your Thesis Defense (<http://web.mit.edu/cheme/resources/confroom.html>). Please forward the confirmed room to Mary Wesolowski (mwesolo@mit.edu) as well as to your Thesis Committee Members when you deliver this form to Room 66-366. If you cannot reserve a room in building 66, please make sure that you send an email to Mary Wesolowski and to your Thesis Committee Members informing them of the room, date and time that you have selected.

- _____ 1. Thesis is acceptable in the form submitted to me for review. Student may proceed to schedule the Thesis defense as proposed.
- _____ 2. Thesis is acceptable, but the minor revisions described below are recommended. Student may proceed to schedule the thesis defense as proposed.
- _____ 3. Thesis is not acceptable in its present form. The issues described below must be addressed to my satisfaction before the Thesis Defense can be scheduled. I understand that the Thesis Defense cannot be scheduled until I notify the Student Office in writing that the Thesis has been satisfactorily revised.

COMMENTS (Continue on Separate Pages if Necessary):

Signature of Advisor/Thesis Committee Member

Date

IMPORTANT THESIS PREPARATION INFORMATION

Pagination:

The entire thesis (including title page, prefatory material, illustrations, and all appendices) must be numbered in one continuous sequence. Please do not use Roman Numerals.

Labels:

These are for the front of the cardboard to be kept in good condition to the bindery. The labels should include:

Name-exactly how it is on your thesis and advanced degree application

Thesis Title

Course 10

Month and Year you are graduating (eg. 9/2004)

Advisor(s)

Number of Pages

Dedication Page:

If you decide to have a dedication page, it must come after the title page and abstract.

Title Page:

Must come to the student office with the copies of the thesis and signed (original signatures, not copies) by the author and the author's advisor(s).

The final signature on the title page will come from the Graduate Officer, Professor William M. Deen. Under the signature line, his name and title should read:

Accepted by.....

William M. Deen
Professor of Chemical Engineering
Chairman, Committee for Graduate Students

Thesis Title:

If your thesis title changes from what you indicated on your Application for Advanced Degree, please do so before the deadline indicated on the Academic Calendar. There will be a fine if it is done after the date. The title on the Advanced Degree form will be what is written in the Commencement Program.

For more thesis formatting information, please see the Specifications for Thesis Preparation that is included in this packet, or look on the MIT website at:
<http://malgosia.mit.edu/subjects/theses.html>

BINDING OF PERSONAL THESIS COPIES

CONTACT ONE OF THE COMPANIES LISTED BELOW IF YOU WISH TO MAKE ARRANGEMENTS TO HAVE PERSONAL COPIES OF YOUR THESIS BOUND. THE STUDENT OFFICE WILL ARRANGE TO HAVE THE TWO DEPARTMENTAL COPIES BOUND.

**WELLS BINDERY
54 STEARNS ROAD
WALTHAM, MA 02154**

**SALES REPRESENTATIVE:
JOHN SUTCLIFFE
893-3050**

**ACME BOOK BINDING
WASHINGTON STREET
CHARLESTOWN, MA 02129**

**SALES REPRESENTATIVE:
PETER MERRILL-OLDHAM
242-1100**

IF YOU ARE HAVING A COPY OF YOUR THESIS BOUND FOR A FACULTY MEMBER, THEN YOU SHOULD ASK THE PROFESSOR FOR AN ACCOUNT NUMBER AND SUBMIT A REQUISITION TO GENERAL PURCHASING. ONCE A PURCHASE ORDER NUMBER HAS BEEN ASSIGNED, THEN LIST THE PURCHASE ORDER NUMBER IN THE COVER LETTER ACCOMPANYING YOUR PERSONAL CHECK AND THE UNBOUND COPIES.

CHEMICAL ENGINEERING DEPARTMENTAL DEPARTURE FORM

NAME:

ROOM NUMBER:

PHONE NUMBER:

DATE:

1) Office and/or laboratory space is in satisfactory condition. All chemicals are under my care.

Research or Academic Advisor(s)

2) Laboratory space is in satisfactory condition:

- a) All chemicals (whether the bottles are opened or unopened), all wastes, and all samples must either be removed from your laboratory and properly disposed of, or someone else (your advisor or another student) must sign this form indicating that he/she accepts all chemicals, wastes and samples left in your laboratory.
- b) Boxes, junk, etc. have been discarded.
- c) Laboratory is orderly and clean.

Steven Wetzel (room 66-413, 8-7166 or swetzel@mit.edu)
or other Safety Committee member of 5/6/26/16.

3) Credit card has been returned. Yes ____ No ____ * Not Applicable ____

Group Administrative Assistant

4) All Building 66/56/26/16 Room keys returned. Yes ____ No ____ *

Katie Foster (66-350)

***Keys are not being returned at this time because student is staying in the Department for _____ months as (Please Circle One) Postdoc or on voucher payroll working with Prof. _____.**

FORWARDING ADDRESS FORM

Name:

New Home Address:

City, State (Country):

Zip Code:

Home/Cell Phone

Preferred E-mail Address:

Company:

Business Address:

City, State (Country):

Zip Code:

Phone Number:

Business E-mail Address:

Start Date:

Return this form to the student office (66-366) before you leave. If you don't have this information yet, please email Mary Wesolowski (mwesolo@mit.edu) when you get it. Thank you!

**CHEMICAL ENGINEERING DEPARTMENT
RECRUITING QUESTIONNAIRE**

The Chemical Engineering Student Office is frequently asked by companies to provide salary levels and ranges for graduated masters and doctoral students. We strongly encourage you to complete this form so that we will be able to provide the most accurate and current data to these companies and others in our industry. Your input is also useful in helping us to refine our corporate recruiting program. Any salary figures that you provide us with will not be linked with your name. In fact, this form does not ask for your name, and can be returned to us confidentially. Thanks for taking the time to consider these issues, and best of luck to you in your chemical engineering career.

1) What was your terminal degree level (indicate with an X)?

_____ SM _____ MSCEP _____ PHD/SCD

2) How did you hear about companies coming to interview?

Number of schedules prepared by the Student Office: _____

Number of schedule prepared by Career Services: _____

Other means of finding jobs (please elaborate below): _____

3) How many companies did you interview with (total number)? _____

Of these, how many second interviews did you receive? _____

Of these, how many employment offers did you receive? _____

4) Please comment below on your experiences with corporate recruiting at MIT (and specifically on whether or not the Chemical Engineering Department's corporate recruiting met your needs). Feel free to attach an additional page.

(OVER, PLEASE)

Please complete the following for each job offer received: (Industries include Petrochemical, Manufacturing, Consumer Products, Biotechnology, Healthcare, Faculty/Postdoc Positions, Miscellaneous)

Employer_____

Type of Industry_____

Annual Salary_____

Position_____

Employer_____

Type of Industry_____

Annual Salary_____

Position_____

Employer_____

Type of Industry_____

Annual Salary_____

Position_____

Employer_____

Type of Industry_____

Annual Salary_____

Position_____

Thank you for your input!