

Fall 2006

Dear Master's 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 2006-2007 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	Monica Hammond	Suzanne Easterly
MIT Payroll	MIT Payroll	Chemical Engineering Student Office
Fellowships	Research Assistanceships	easterly@mit.edu
mdailey@mit.edu	monicah@mit.edu	(617)253-4577
(617)253-2799	(617)253-2743	

MASTER'S CANDIDATES
GUIDELINES FOR THESIS COMPLETION

- 1) If you plan on graduating this semester, fill in the Application for Advanced online via WebSIS (<http://student.mit.edu>). The due date is toward the end of the semester, and will be indicated on the MIT academic calendar. This needs to be completed on-line a week before the MIT deadline. 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) The following additional information will be needed from you depending on the type of Master's Degree you are receiving.
 - a. MSCEP Degree will need to turn in the following information to the Student Office:
 - MSCEP Checklist (available outside of the Student Office or on-line under Graduate Resources)
 - Chemical Engineering Departmental Departure Form (with signatures)
 - Forwarding Address Form
 - Recruiting Questionnaire (optional)

 - b. Master's Degree 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)
 - 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.

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

3. All Building 66/56/26/16 Room keys and material borrowed from the Chemical Engineering Reading Room have been returned. Yes _____ No _____*

Alina Haverty (66-350)

Returned Credit Card:

Group Administrative Assistant

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

FORWARDING ADDRESS FORM

NAME: _____

NEW HOME ADDRESS: _____

HOME TELEPHONE NUMBER: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

EMAIL 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!