

THESIS REGISTRATION 2008-2009

The Department of Mechanical Engineering requires an independent study project or thesis of all degree candidates in the Department. The objective of this requirement is to give students an opportunity to learn about a topic in depth through independent study under the guidance of an advisor who is knowledgeable in the field. The nature of the work may be the review of an engineering topic of interest to the student, an original research project, or a design project. In any case, the work must involve additional learning of a substantive nature. The work must be documented by either a thesis document or a final report graded by the advisor. With the approval of the advisor, up to 15 units of credit are permitted. Students may elect to start and/or finish the work in the Fall Term, the Spring Term, or IAP, and they may choose to extend the work over several terms. In the latter case, a progress report is required for each term of registration. If the work in progress is judged satisfactory by the advisor, a grade of "J" will be awarded. Unsatisfactory progress will be awarded the grade "U". **In the case of a thesis, students must be registered for subject 2.ThU for the term in which the thesis is submitted.**

Before registering for thesis, students must complete the attached thesis proposal form and attach a brief paragraph summarizing the work planned. The form must be signed by the thesis advisor and returned to the department Undergraduate Office (1-110). In the event of a change of advisor or project, the proposal must be updated in the Undergraduate Office as soon as possible. Students who submit the completed forms on or before Registration Day may register for 2.ThU on the Registration Form for the number of units agreed upon with the thesis advisor. Students who complete the thesis proposal after Registration Day, but before the Add Date, must add 2.ThU by submitting to the Registrar a completed Add/Drop Card signed by the thesis advisor. To add thesis after the Add Date, Peggy Garlick must also sign the Add/Drop Card. **The DROP DATE is the absolute deadline for adding or dropping 2.ThU. Students may not register for the thesis after the drop date.**

The thesis advisor of record must be an MIT faculty member or select members of the research staff (graduate students are ineligible to act as a thesis advisor). Students who are looking for an appropriate thesis advisor should consult the Undergraduate Officer (Prof. John H. Lienhard V, rm. 1-110, x3-2305). Theses may be done off campus, but students are cautioned that off-campus supervisors usually are not familiar with the thesis requirements which may put the student at risk when seeking approval of the Department. Also, work done at an industrial firm may be considered proprietary by the firm which would prevent the student from submitting the thesis to the Department. In such cases, a representative of the firm must sign a release letter, a sample text of which is attached.

At mid-term, the thesis advisor will be asked for an assessment of the student's progress on the thesis. Thus, it is important for the student to maintain contact with the advisor so that an accurate assessment can be made. If the thesis advisor judges progress to be unsatisfactory, a grade of "U" will be submitted and the number of units for 2.ThU registration will be reduced to 1. The grade of "U" will remain on the transcript and the Course II degree requirements cannot be completed until another thesis is started and completed with a passing grade. Students who are making satisfactory progress but fail to complete the thesis by the Thesis Due Date will receive the grade "J" indicating that at least one additional unit of registration for 2.ThU will be required to complete the Course II degree. Upon satisfactory completion of the thesis, the thesis advisor will assign a grade which will apply to all units of 2.ThU registration from previous terms, up to an absolute limit of 15. For thesis credit during IAP, students should register during the first week of IAP in the Undergraduate Office (1-110).

DURING THE SEMESTER IN WHICH THE STUDENT EXPECTS TO GRADUATE, it is the responsibility of the student to maintain contact with the thesis advisor. In the event that thesis progress is reported as unsatisfactory, the student's name will be removed from the Degree List. Students are reminded that graduation also can be delayed by late submission of an acceptable thesis or by submission of a thesis that fails to conform to the 2008-2009 Thesis Specifications. Theses submitted after 5:00 PM on the Thesis Due Date for that term are considered late.

<u>IMPORTANT DATES:</u>	<u>Fall 2008</u>	<u>IAP 2009</u>	<u>Spring 2009</u>	<u>Summer 2009</u>
ADD DATE (Proposals due)	October 3	January 5	March 6	June 1
DROP DATE (Unit adjustment deadline)	November 19	January 16	April 23	August 8
THESIS DUE DATE (Fall)	December 10	January 16	May 8	August 8

2008-09 Academic Year

**DEPARTMENT OF MECHANICAL ENGINEERING
UNDERGRADUATE THESIS PROPOSAL**

Student Name: _____ Date: _____

Term Address:

Living Group/Room: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Tentative Thesis Title: _____

Supervisor Name: _____

(Must either be a member of the MIT faculty or have an appointment such as lecturer, research associate, or visiting faculty, or Senior or Principal Research Scientist or Engineer in the Mechanical Engineering Department.)

Supervisor's Department (if non-M.E.): _____ Title: _____

Supervisor's Office: _____ Phone: _____ Email: _____

This thesis proposal covers work during the following terms (please check and fill in units):

Fall 2008 number of units: _____

IAP 2009 number of units: _____ (maximum 6)
(if registered Fall 2008)

Spring 2009 number of units: _____

Summer 2009 number of units: _____

*Your total number of
units may not exceed 15.*

Supervisor's Agreement:

I have assisted in the definition of this thesis topic proposal, and believe it to be an appropriate topic for the number of credits listed above. I hereby agree to supervise the progress of the thesis, and to evaluate the work once the thesis is completed.

Faculty Thesis Supervisor

Signature: _____ Date: _____

Submit the completed form to the M.E. Undergraduate Office, Room 1-110.

PLEASE ATTACH A BRIEF PARAGRAPH

SAMPLE COMPANY AGREEMENT LETTER

Prof. John H. Lienhard V
Dept. Of Mech. Engineering
MIT Room 1-110
Cambridge, MA 02139

Subject: Bachelor of Science Thesis of (Student)

Dear Prof. Lienhard:

The attached Thesis Agreement Form (Thesis Title) describes a research study that (Student) carried out as an MIT Course II student using, at least in part, the facilities of (Company). (Student) intends to prepare a thesis based on this Course II assignment to be submitted as one of the requirements for the Bachelor of Science degree. We understand that, if such a report is to be acceptable to MIT, faculty regulations require that:

1. The written presentation of the work must be approved by a member of the MIT staff who can have access to the pertinent background, methods of investigation and results.
2. The work is not subject to restriction for reasons of either proprietary interest or national security.
3. The actual thesis document becomes the permanent property of MIT, and may be placed in the MIT library within one month of the date of submission.
4. For the thesis to be accepted, (Student) as copyright owner must give MIT the right to reproduce and to distribute publicly the thesis. If the student has assigned the copyright to (Company), (Company) agrees that MIT shall have the nonexclusive right to reproduce, publish and distribute the thesis.

Direct Company Supervisor

Student