

*Master of Science in Industrial Engineering (MSIE): New Student's Guide*

Welcome to the Department of Industrial & Management Systems Engineering at the University of South Florida! This guide will provide you with all necessary information and answers to frequently asked questions to help you get started in the program. Thank you for letting our department serve your academic needs.

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### THE BASICS

It is important to understand the system of *courses*, *credit hours*, and *grades* adopted by the university. Most courses are worth 3 credit hours each, i.e., 3 academic hours per week per semester. The MSIE program requires a total of 30 credit hours, which usually means taking a total of 10 courses.

Each course is labeled using a 3-letter prefix, a 4-digit number, and a title (e.g., ESI 6247 Statistical Design Models). Each course has one or more sections denoted by a 3-digit code, where codes 001-005 and 901-905 are reserved for on-campus sections and codes starting with a 7 are reserved for online sections (e.g., 797, 799).

There are two types of courses: undergraduate (course numbers 4000 and below) and graduate (course numbers 5000 and above). For example, ESI 6247 is a graduate course whereas EGN 3443 is an undergraduate course. Only graduate level courses count toward the MSIE degree. Students may take undergraduate courses but they will not count toward the degree.

At USF, course grades include A, B, C, etc. with some instructors also giving +/- grades, e.g., A-, B+, etc. Each grade is worth a certain number of points, e.g., A (4 points), B (3), C (2), etc. The grade point average (GPA) is the weighted average of grade points on a 0-4 scale. For example, if a student took three courses and the grades were A, B, and D, the  $GPA = (4+3+1)/3 = 2.67$ . All students are required to maintain the GPA of 3.0 throughout their study. Courses with grades below C (i.e., C-, D+, D, etc.) will not count toward the degree.

### DEGREE REQUIREMENTS

MSIE degree requirements can be found at <http://www.usf.edu/engineering/imse/graduate/msie.aspx>.

The MSIE degree requires a total of 30 credit hours, of which 16 hours must be at the 6000 level (the rest can be at 5000 level). There are two options: thesis and non-thesis. The thesis option is mostly suitable for students wishing to pursue a PhD degree (note that acceptance to the PhD program at IMSE is very competitive with acceptance rate about 5%). The thesis option requires writing and defending a thesis and publishing at least one journal paper. The majority of students opt for the non-thesis option.

The course requirements for the MSIE degree are classified into three groups: *core (required) courses*, *IE electives*, and *general electives*. There will be no substitutes for the core courses - you must take them. As for IE electives, you may choose any available course from the list of IE electives that fits *your interests*. To satisfy the general elective requirement, you may choose any College of Engineering (COE) 5000+ level course, based on *your interests*. This includes any IMSE 5000+ level course, except for the ones listed as IE electives.

### ORIENTATION

Before you can register for courses, you must attend the [new graduate student mandatory orientation](#) organized by the Graduate School at the beginning of every semester. You will learn about academic policies and procedures, university services, resources, and campus organizations. It is also strongly encouraged that you get familiar with the [information](#) for new graduate students.

During the orientation, the International Services will also conduct [Document Check](#). For any questions, please contact the USF Office of Graduate Studies and the USF International Services, respectively.

## COURSE REGISTRATION

To search and register for available courses, you can use the OASIS system at <http://oasis.usf.edu>. You can also do a search at <http://www.registrar.usf.edu/ssearch/staff/staff.php> (set course status to *open* and status 2 to *active*). OASIS has a short description of each course. A more detailed description can be obtained from the course instructor. Please keep in mind that the following courses are for PhD students *only*: ESI 6491 Linear Programming & Network Optimization, ESI 6213 Stochastic Decision Models I, ESI 6246 Advanced Statistical Design Models, EIN 6935 Systems Modeling & Performance Analysis.

Core courses are offered once a year whereas elective courses may be offered less frequently. **If a course is full, you will need to choose a different available course.**

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### *Frequently Asked Questions (FAQs)*

1. *Which and how many courses should I take in the first semester?*

Your course selection needs to be based on the degree requirements, your interests, and course availability. Typically, in their first semester, students take one core course and two electives.

2. *How do I know if a particular course is offered in a particular semester?*

Please check the “Course Registration” section above.

3. *How do I know what a particular course is about?*

Please email the course instructor and ask for the course syllabus.

4. *I have concerns that a particular course might be too difficult for me. Who should I talk to before I register?*

You should talk to the course instructor and ask to guide you through the course pre-requisites, advise you on course appropriateness, and make recommendations on any supplemental materials you might need.

5. *Does the IMSE department place any holds on registration?*

No. If you have a hold, it is from either the International Services, Graduate School or Controller’s Office. Please contact the appropriate office to have your hold removed.

6. *What are the minimum course grade requirements for MSIE students?*

According to the [USF Graduate Catalog](#), “to be considered a student in good standing, graduate students must maintain an overall minimum grade point average (GPA) of 3.00/4.00 in all courses taken as a graduate student. No grade of C- or below will be accepted toward a graduate degree.”

7. *How long will it take me to obtain the MSIE degree?*

It depends on how quickly you can satisfy the degree requirements. Typically, it takes between one and a half and two years.

8. *Does the IMSE department offer any financial aid for MSIE students?*

The IMSE department provides *no* financial support in *any form* (including graduate/teaching assistantships) or tuition waiver to master’s students.

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