Guidelines for Research and Project Credits for Undergraduates
Industrial and Systems Engineering Department

Aim: To obtain credits for research or project conducted with ISEN faculty, and thereafter have those credits count toward a student’s INEN undergraduate degree.

Finding Mentors:
To identify ISEN faculty to mentor research/project, students must do one of the following:

1. Send an email to Departmental Contact mentioned below with name, UIN, GPA, ISEN courses taken, interests, grad school plans, and purpose for research/project (Departmental Contact forwards names to faculty who will interview and select students);
2. Respond to email/notice sent by faculty looking for undergraduates;
3. Sign up for Aggie Challenge, USRG, Aggies Invent, etc.;
4. Discuss with departmental honors coordinator (if student is part of engineering honors program) for advise and then contact faculty.

Process for Students:
Step 1: Identify research/project to be performed with faculty;
Step 2: Email an ISEN undergraduate advisor requesting to register for research/project credit, and Cc ISEN faculty member;
Step 3: ISEN faculty member approves and describes duration of research/project (semester and hours per week) and effort needed (number of credit hours).

Registration: Upon approval, an ISEN undergraduate advisor will sign the student up for ISEN 491 (usually) or ISEN 485 (if appropriate). To register for ENGR 491 or ENGR 485, students must contact an EASA advisor. Students must register before the last day to add/drop a course during a semester, and students must perform research/project during that semester.

Hours: Number of credits depends on number of hours the student is expected to work in a week. In a 15-week semester, 10 hours per week for 15 weeks correspond to 3 credits. In a 10-week semester (i.e. summer), 15 hours per week for 10 weeks correspond to 3 credits. The number of hours is “per student” if the research/project involve multiple students. Department will not approve more than 3 such credits per semester. Fewer than 3 credits are possible by working for appropriate fraction of hours per week.

Credit: The credits (maximum of 6) can count toward ISEN Technical Elective (need 3 credits total to count for one technical elective) if they are taken as ISEN 491 or ISEN 485 or ENGR 491 or ENGR 485 under an ISEN faculty member’s section. If credits are signed up with a non-ISEN but engineering faculty member, then credits can count toward non-ISEN Technical Elective.

Report: To receive credit for ISEN Technical Elective or non-ISEN Technical Elective, student would have to submit an individual report as a PDF document to the Departmental Contact mentioned below. Deadline for the report is the last day of finals for that term (Fall, Spring or 10-week summer). If approved, the credits would count as mentioned above. This occurs after the course is completed and faculty member assigns a grade. Note that a report is required for credits to count even if the course grade does not require a report.

Honors: Students must make sure to have the undergraduate advisors register them for an honors section of a course for honors credit. Six credits of ISEN 491H are required, so it would have to be over at least two semesters. A common report (such as a thesis) at the end of all the ISEN 491H registrations would suffice instead of an individual report for each semester.

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**Teamwork:** If the research/project is performed as a team of undergraduates, each ISEN student is required to provide a report written by her/him for the course credit to count for technical electives.

**Funding:** There is no departmental policy regarding funding undergraduate research students; that is at the discretion of the faculty member(s) involved.

**Departmental Contact**

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