

DEGREE PLAN

YOU MUST FILE A DEGREE PLAN BY THE END OF YOUR SECOND SEMESTER OR THIRD COURSE, whichever comes first, to avoid being blocked by the Office of Graduate and Professional Studies and prevent you from registering for future classes. The term “advisor” is interchangeable with “chair.”

WHAT IS THE PURPOSE OF AN ADVISOR?

Your advisor is there for you throughout the program. Whether struggling in a class or looking to substitute a class, your advisor can help you make the right decisions.

Your advisor oversees your final written project (PETE 692) which is a one-on-one course and is the very last course you will take.

ADVISORY CHAIR AND COMMITTEE MEMBERS:

It is recommended that your Advisor serve in your area of interest and your remaining members can be in other areas outside of your interest.

HOW MANY COMMITTEE MEMBERS ARE NEEDED?

Your committee will consist of:

ONE Advisory chair and TWO members.

NOTE: One of those members must be outside the department.

Dr. Maria Barrufet, Director of Distance Learning, is automatically your temporary advisor until you find one. However, she can serve as advisory chair or member. Please copy Laura on all emails to Dr. Barrufet.

For a list of faculty and their specialized research areas and email addresses:

FACULTY WEB PAGE

<https://engineering.tamu.edu/petroleum/profiles/index.html>

FACULTY RESEARCH INTERESTS

<https://engineering.tamu.edu/petroleum/research/faculty-interests.html>

JOINT PROFESSORS that can serve as an outside member:

<https://engineering.tamu.edu/petroleum/profiles/affiliated-faculty.html>

THE SELECTION PROCESS (Be sure to mention you are a distance learning student)

A) Selecting an Advisor:

1. *Recommended:* Take a course with professor.
2. Email the advisor to request their participation on your committee.
3. Attach your resume to the email along with suggested points below.
4. Contact Dr. Barrufet for assistance, if needed, in recommending an advisor.

Suggested points - Advisor:

1. Briefly describe your current role at your place of employment.
2. Brief summary about your area of interest. *
3. Why do you feel the faculty member is important to your committee?
4. Mention your expected topic to research in your final one-on-one course (PETE 692). (If unsure at this time, okay not to mention).
5. Let them know if you have taken, or plan to take, a course with them.
6. Always send your transcripts for review to a potential advisor.

*Keep-in-mind that campus students are also requesting the professor to serve on their committee, and why it is important to choose an advisor relating to your *area of interest*.

B) Selecting Committee Members:

1. You do not need to take their course in order for them to serve on your committee.
2. Contact the professor by e-mail to request their participation either as a *member* or *outside member* on your committee.
3. Be sure to give a brief summary about your area of interest and your current role in your place of employment.
4. Suggested questions:
 - a. Why do you feel the faculty member is important to your committee?
 - b. Potential committee members may ask you to send your transcripts for review. *
 - c. Attach your resume to the email.

*You may close your request with: "transcripts available upon request."

DEGREE PLANS

Be sure inform your Chair if you have a degree in Petroleum or another engineering major. This makes a difference on the number of PETE courses *non-majors* need to take.

ONCE FINALIZED

You will submit the degree plan online. The link is located on the [Office of Graduate and Professional Studies](http://ogaps.tamu.edu) website (ogaps.tamu.edu; 979.845.3631).

HIGHLY RECOMMENDED to get your email to stand out.

In the subject line: LAST NAME - REQUEST YOUR SERVICE ON MY COMMITTEE

Professors receive many emails, and subject lines make all the difference in getting notice.