



Graduate Student Manual

**Department of Automotive Engineering
(MS, PhD) Programs**

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QUICK REFERENCE GUIDE

TOPIC (LISTED ALPHABETICALLY)

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INTRODUCTION

Welcome to the Department of Automotive Engineering (AuE) at Clemson University. We are happy to have you and wish you success as you pursue your degree.

This manual has been prepared to inform you, a graduate student in the Department of Automotive Engineering, of the rules, procedures, and regulations that you will encounter during your time at Clemson University. In addition to the materials contained within this manual, graduate students should become familiar with the general Graduate School requirements outlined in the Graduate School Announcements

(<http://www.registrar.clemson.edu/html/catalogGrad.htm>).

If you have questions that cannot be answered by this manual or the Graduate School Announcements, the answer should be sought by asking: the automotive engineering program's Graduate Student Services Coordinator, your major advisor, or the Graduate School, preferably in that order. Students must read this manual and are responsible for all rules, policies, and guidelines contained within. During orientation, students will be required to sign a form acknowledging receipt of the manual. A reference copy of this form is found on page 41 of this manual.

GRADUATE PROGRAM COORDINATOR AND GRADUATE STUDENT SERVICES COORDINATOR

Members of the Graduate Research and Curriculum (GRC) Committee are responsible for the initiation of policies and procedures of the graduate program. The Graduate Program Coordinator, a faculty member (currently Dr. Beshah Ayalew), chairs the GRC. Ultimately, the responsibility of creating the policy lies with the faculty. The GRC is also responsible for enforcing, coordinating and implementing the rules and regulations of the graduate program. The Graduate Student Services Coordinator, a staff member (currently Todd Anthony Janssen <tjansse@clemson.edu> is the initial contact for graduate students arriving on campus. The Graduate Coordinator and Graduate Student Services Coordinator are the authorities on regulations and procedures pertinent to the graduate programs and should be contacted whenever questions or problems occur. Please see the student contact page

(http://www.clemson.edu/ces/automotive-engineering/students/current/contacts_for_students.html)

to learn more about what other staff members do to assist AuE students.

FACULTY ADVISOR

All MS and PhD students are required to have a faculty advisor. MS students are typically assigned one. PhD students select an advisor based on research interests. The faculty advisor is just that: an "advisor." It is the student's responsibility to develop an appropriate plan of study based on the guidelines of the academic program in which he/she is enrolled.

ADVISORY COMMITTEE, COMPOSITION

The student, in concert with the research advisor, will initiate a recommendation to establish the advisory committee. The advisory committee must consist of at least three Clemson University faculty members for the MS degree and four for the PhD degree. MS students should have at least two tenure track automotive engineering faculty members. The chair of the PhD advisory committee must come from AuE, and at least one other voting member must be from AuE. The majority of voting members on the PhD advisory committee must comprise Clemson University faculty from the College of Engineering, Computing, and Applied Science who hold full-time,

tenured or tenure-track positions. If a minor is declared, this area must be represented on the committee. Faculty emeriti, part-time visiting and other non-tenure-track faculty employed by Clemson University may serve on the advisory committee but may not serve as chair. Persons not employed by the University may serve on the advisory committee; if they serve as one of the voting members of the committee, they must be appointed to adjunct faculty status. All duly appointed committee members have full voting status on the outcomes of all examinations given by the committee. It is possible for co-chairs to direct the activities of the advisory committee. This special arrangement must be made with the consent of the dean of the Graduate School. The advisory committee must be appointed before registration occurs for the second semester of graduate study. The advisory committee will approve the curriculum (study plans), supervise the graduate program, administer the comprehensive and/or final examinations, and initiate the recommendation for awarding the degree. The major advisor will serve as the chair of the advisory committee. The graduate student is responsible for forming the advisory committee and keeping them apprised of his/her progress.

AUTOMOTIVE ENGINEERING GRADUATE PROGRAM & CURRICULUM

MS Degree in Automotive Engineering

The curriculum is designed as a two-year post-BS degree program consisting of a minimum of 42 credit hours in total. Students complete graduate coursework equivalent to 36 credit hours and a six-month internship (six credit hours) either in industry or on the “Deep Orange” vehicle prototyping project at the Carroll A. Campbell Jr. Graduate Engineering Center. See more on “Deep Orange” at <http://www.cuicardeeporange.com/>.

The curriculum is divided into four content areas as follows:

- 1) **Core Courses:** 12 credit hours (4 courses) normally, or 18 credit hours (6 courses) if enrolled in “Deep Orange”. Core Courses are designed to provide basic competencies that every student graduating out of the program should possess. A list of core courses follows:
 - a) AuE 8800 Automotive Design and Project Management
 - b) AuE 8810, 8811 Automotive Systems Overview
 - c) AuE 8330 Automotive Manufacturing Systems Overview
 - d) AuE 8350 Automotive Electronics Overview
 - e) AuE 8820, 8821 Systems Integration Methods (Required only if enrolled in Deep Orange)
 - f) AuE 8830 Applied Systems Integration (Required only if enrolled in Deep Orange)

- 2) **Technical Electives:** A minimum of 21 credit hours (7 courses), or 15 credit hours (5 courses) if enrolled in “Deep Orange”. Technical electives must be chosen to provide depth in a given track. At least 3 courses must be AuE courses in a given track. The other courses can be from the same track, however students taking classes outside a given track must pick courses that are complementary and must be selected in consultation with their faculty advisor and the student’s advisory committee. Track areas include the following:
 - i) Vehicle Manufacturing and Materials
 - ii) Vehicle Performance
 - iii) Advanced Powertrains and Drivelines
 - iv) Vehicle Electronics/Electrical Systems

- 3) **Courses in Business or Related Fields:** This requirement is intended to prepare students to lead technological change as an independent entrepreneur or as an innovator within a complex

organization. A minimum of 3 hours (one 3-credit course) in a business area. The AuE department offers a course called AuE 8030 Autovation I in the Spring semester at the CGEC.

- 4) **Industrial Internship or Deep Orange:** six credit hours (Respectively, as 8950 or 8900). Internships are a minimum of six months at the same institution and can be domestic, international, or as part of the Deep Orange project at Clemson University. Students are encouraged to complete a continuous six-month internship to maximize their experience; however, it is acceptable to split the internship into parts as long as six months are completed. **Deep Orange students are required to remain with Deep Orange for the entire six-month duration with no exceptions. Students are responsible for finding their own internships; the department does not have a placement program.**

Internship credits (AuE 8900 (internal, DO) and AuE 8950 (external, industrial)) may not be taken in concurrence with other coursework. Taking an internship concurrently with courses causes students to be unprepared for classes, and does not give them the full in-depth experience of an internship that is the spirit of the requirement. This constraint could be waived in exceptional circumstances as judged by the GRC waiver process.

A student may apply to have the internship requirement waived if he/she can show documented proof of two years of work in the automotive industry. This work must be completed with a single company (could be in different divisions or departments). To apply for a waiver, the student should submit a waiver request form (accompanied by a letter from the company from which the student was employed certifying his/her title and employment dates along with a one-page document, written by the student, detailing the type of work they performed, skills used (both engineering and other business skills) and how this prepared them for employment within industry. These documents should be submitted to the student's advisor for initial review. If the advisor approves, he/she will forward to the GRC for final approval. The graduate coordinator will contact the student and advisor with the GRC's final decision. Those who waive their internship requirement must replace the six internship credits with six credit hours. This can be two technical electives or one technical elective and a three-month internship.

The GRC reserves the right to consider course waiver requests in addition to internship waivers. Course waivers are only considered for graduate-level coursework. The waiver request form must be completed and accompanied by documentation supporting the request. The waiver request form can be found at the link below. To access the waiver request form see:

http://www.clemson.edu/ces/departments/automotive-engineering/documents/Waiver_Request.pdf

Internship Approval and Reporting Procedures

Refer to the internship section of the department's website for the current procedures regarding internship approval and reporting procedures. Students are required to complete internship reports during each semester of the internship; final evaluations are required at the termination of the internship. For full details see:

<http://www.clemson.edu/ces/automotive-engineering/students/internships/index.html>

Additional Guidelines for Industrial Internships

- The students are expected to keep their faculty advisor informed of their progress during the internship period and of any issues that might arise. Timing of the internship: the

internship is typically scheduled to begin in the fourth semester (their second spring in the program) of the MS students enrolled in the automotive engineering program. For students enrolled in the automotive engineering PhD program, the internship can begin at any time after the student finishes his/her qualifying exam and is dependent on the student progress in his/her research, which is evaluated through the student PhD committee.

- The hosting company (internship provider) should be an automotive OEM, a supplier (Tier 1, 2, 3, etc.), a service provider to the automotive industry (IT support, simulation software, infrastructure, equipment supplier robotics, materials steel, paint), or a technical or research center/institute conducting research related to the automotive industry.
- Each internship provider and internship opportunity will be evaluated by the automotive engineering faculty; students should not begin any internship opportunity without the written approval of the automotive engineering program faculty.
- The students are expected to provide two documents upon finishing their internship, one is provided by the student to describe his/her specific tasks and job duties performed during their work (<https://www.surveymonkey.com/s/clemsonaueinterneval>), and the second is an evaluation of the internship provider (<https://www.surveymonkey.com/s/clemsonauestudentsurvey>)
Additionally, the internship provider will be submitting a confidential report to describe the student progress and performance during his/her internship. See appendix for samples of the evaluation forms. These are not the official forms; those are found online. The requirements and procedures are found at the link provided.

<http://www.clemson.edu/ces/departments/automotive-engineering/students/internships/index.html>

- The student internship will be considered successful (evidenced by an A or B grade) upon reviewing the two internship reports; “Employer Evaluation of Student”, and “Student Report”, by the faculty advisor.
- The internships do not carry any commitment from the student, or the sponsor, or the automotive engineering program of future employment, unless otherwise clearly indicated and a separate agreement was signed between the student and the internship provider.
- The financial compensation and other details are based on the internship provider offer letter. Most employers will not provide for any provisional expenses (such as mortgages in the US) for students. Any specific details or student special requirements or needs are considered to be the student responsibility to negotiate and include in the internship offer letter.
- The internships can be arranged through the automotive engineering program or independently by the student, as long as the internship provider meets and agrees to the automotive engineering and the Clemson University internship program regulations and procedures.
- The internships for the international students are conducted through the Curricular Practical Training CPT program, and it is the student responsibility to ensure that he/she meets the CPT requirements and to keep a good standing in regard to their visa requirements and immigration status. Students are to communicate directly with the office of international affairs at Clemson University to review their specific situation. The Department of Automotive Engineering considers registration for internships (internal, external and Deep

Orange) as full-time enrollment, indicated in section “Part III” on the Form IS-130, Request for CPT Authorization. Therefore, the Form IS-125, Request for Reduced Course Load, is not required. CPT Authorization must not extend past a student’s duration of study.

- During the internship duration, the student is still considered a Clemson University student abiding by the Clemson University rules and regulations. The student will be considered a full-time student at the automotive engineering program.
- a) **Deep Orange Internship:** The Deep Orange internship is defined as a short-term work/learning experience to help automotive engineering students prepare for a chosen career field. With learning goals, supervision, and evaluation, interns apply their classroom learning to “real world” experiences, enhancing their education and adding value to the employer. The Deep Orange internship is an exclusive alternative to the industry internship. As part of the Deep Orange project, each team member will demonstrate, conduct and document a unique engineering assignment as part of a large scope team project. The sponsor will define and provide the higher-level goals and deliverables at the beginning of each semester. Within the Deep Orange team, each member will identify objectives, responsibilities, tasks, timelines and deliverables within the first two weeks of the start of each semester based on the higher-level goals and deliverables. Early termination (prior to completing six months) of the internship will result in a loss of credits that count towards the successful completion of the automotive engineering internship. Accumulated Deep Orange internship credits cannot be used to supplement credits earned from an industrial internship. For more information on the Deep Orange project see <http://www.cuicardeeporange.com/>.
- i) The student must formally apply (letter, motivation, area of interest, copy of transcript, resume) for a Deep Orange internship during the semester that they enroll in AuE 8820: Systems Integration Methods. Applications should be submitted to the primary faculty member associated with the Deep Orange project before the 1st of April. Applications submitted after this date will not be processed.
 - ii) If the student is selected for the Deep Orange internship they will receive an offer letter on Clemson University letterhead on or before the 15th of April. The offer will include the following components:
 - (1) Job description
 - (2) Assistantship/scholarship information (if applicable)
 - (3) Duration of internship
 - (4) Direct supervisor contact information
 - iii) The student will present the offer to their academic advisor for approval/disapproval. International students forms can be found at <http://www.clemson.edu/administration/ia/services/forms.html>. Submit the CPT Authorization form with the offer to their advisor for approval before sending to International Services (is@clemson.edu).
 - iv) After advisor approval/disapproval, the student’s advisor must forward the job offer to the Graduate Research Committee within the Department of Automotive Engineering for secondary approval. The Graduate Research Committee will forward their decision regarding secondary approval to the Student Services Program Coordinator.
 - v) The Student Services Program Coordinator will send a final decision to the student via email no later than the 1st of May.
 - vi) The student will then register for AuE 8900 section 400 according to the following guidelines:
 - (1) Maximum enrollment in AuE 8900 is 3 credit hours during the spring semester

- (2) Maximum enrollment in AuE 8900 is 3 credit hours during the summer semester
- vii) The student will submit Student and Employer Evaluations by the last day of classes during the semester the six-month internship is completed. The student's evaluation of the internship and program is found at:
<https://www.surveymonkey.com/s/clemsonauestudentsurvey>. The supervisor's evaluation of the student is found at:
<https://www.surveymonkey.com/s/clemsonaueinterneval>. Samples of the survey are found in the appendix to this manual. These are not the official forms.

Early termination (prior to completing six months) of the internship will result in a loss of credits that count towards the successful completion of the automotive engineering internship. Accumulated Deep Orange internship credits cannot be used to supplement credits earned from an industrial internship. Deep Orange students are required to remain with Deep Orange for the entire six-month duration with no exceptions.

In-House Internships (Working for a Professor)

In some instances, students complete projects and work in a professor's lab for internship credits. Student must sign up for an appropriate section of AuE 8900 as created for the professor (Consult with the professor before signing up).

Procedure – Review the latest procedure at
<http://www.clemson.edu/ces/automotive-engineering/students/internships/index.html>

A note about graduate assistants...graduate assistants must be enrolled for a minimum of nine credit hours during spring and fall and six hours during the summer according to Graduate School regulations. Students using a graduate assistantship as an internship must be registered for nine hours during the spring and fall and six hours during the summer.

PhD in Automotive Engineering

A minimum of 36 hours of coursework beyond the BS degree are required. Additional coursework hours may be required based on the student's preparation coming into the program. Coursework leading to the Doctor of Philosophy degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of the methods of research. The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and ability to express himself/herself adequately and professionally orally and in writing.

The student and the advisory committee craft the PhD study plan within the following framework:

A. PhD Degree Requirements for Students Starting Directly after a BS:

- 1) **Core Courses:** 6 credit hours (2 courses) as follows:
 - i) AuE 8800: Project management
 - ii) AuE 8810, 8811: Automotive systems overview
- 2) **Automotive Technical Electives:** A minimum of 9 credit hours (3 courses) in Automotive Engineering (AuE) from one of the track areas, which include the following:
 - i) Vehicle Manufacturing and Materials

- ii) Vehicle Performance
 - iii) Advanced Powertrains and Drivelines
 - iv) Vehicle Electronics/Electrical Systems
- 3) **Courses in Business or Related Fields:** This requirement is intended to prepare students to lead technological change as an independent entrepreneur or as an innovator within a complex organization. A minimum of 3 credit hours (1 course) in a business area.
 - 4) **Technical Minor Courses:** A minimum of 9 credit hours (3 courses) in a concentration area outside the chosen track area or a technical minor (to be integrated in dissertation work). These courses do not have to be from the AuE curriculum. The purpose of the technical minor is to give the student breadth in the field.
 - 5) **Other Technical Courses:** A minimum of 6 credit hours (2 courses).
 - 6) **Dissertation:** 18 credit hours minimum (AuE 9910).
 - 7) **Internship Requirement:** Typically, a 6-month residency at a research lab or university is encouraged. However a final decision on this requirement is made by the student's advisory committee based on the student's prior experience and the importance of the internship experience to the student's research agenda.

B. PhD Degree Requirements for Students Starting with a MS from Outside of Clemson University Automotive Engineering:

- 1) **Core Courses:** 6 credit hours (2 courses) as follows: (In case of apparently equivalent courses already taken, requirement may be waived at request of student's advisory committee upon establishment of course equivalency. Course equivalency must be certified by the Graduate Research Committee and approved by the Department Chair):
 - i) AuE 8800: Project management
 - ii) AuE 8810, 8811: Automotive systems overview
- 2) **Automotive Technical Electives:** A minimum of 6 credit hours (2 courses) in Automotive Engineering (AuE) from one of the track areas, which include the following:
 - i) Vehicle Manufacturing and Materials
 - ii) Vehicle Performance
 - iii) Advanced Powertrains and Drivelines
 - iv) Vehicle Electronics/Electrical Systems
- 3) **Courses in Business or Related Fields:** This requirement is intended to prepare students to lead technological change as an independent entrepreneur or as an innovator within a complex organization. A minimum of 3 credit hours (1 course) in a business area. (requirement to be waived at the discretion of the committee if a minimum of 3 credit hours in business courses has already been taken).
- 4) **Technical Minor Courses:** A minimum of 9 credit hours (3 courses) in a concentration area outside the chosen track area or a technical minor (to be integrated in dissertation work). The purpose of the technical minor is to give the student breadth in the field.
- 5) **Other Technical Courses:** No minimum requirement.
- 6) **Dissertation:** 18 credit hours minimum (AuE 9910).
- 7) **Internship Requirement:** Typically, a 6-month residency at a research lab or university is encouraged. However a final decision on this requirement is made by the student's advisory committee based on the student's prior experience and the importance of the internship experience to the student's research agenda

C. PhD Degree Requirements for Students starting with a MS in Automotive Engineering from Clemson University:

A minimum of 30 credit hours are required.

- 1) **Core Courses:** No requirement. The intent of this requirement was completed while achieving a MS in Automotive Engineering from Clemson University.
- 2) **Automotive Technical Electives:** No requirement unless switching area of study. If so, a minimum of 6 credit hours (2 courses) from one of the track areas, which include the following:
 - i) Vehicle Manufacturing and Materials
 - ii) Vehicle Performance
 - iii) Advanced Powertrains and Drivelines
 - iv) Vehicle Electronics/Electrical Systems
- 3) **Courses in Business or Related Fields:** No requirement. The intent of this requirement was completed while achieving a MS in Automotive Engineering from Clemson University.
- 4) **Technical Minor Courses:** A minimum of 9 credit hours (3 courses) in a concentration area outside the chosen track area (known as a technical minor). The purpose of the technical minor is to give the student breadth in the field.
- 5) **Other Technical Courses:** No minimum requirement.
- 6) **Dissertation:** 18 hours minimum (AuE 9910).
- 7) **Internship Requirement:** Typically, a 6-month residency at a research lab or university is encouraged. However, a final decision on this requirement is made by the student's advisory committee based on the student's prior experience and the importance of the internship experience to the student's research agenda.

ADDITIONAL REQUIREMENTS FOR PHD STUDENTS

PhD Qualifying Examination and GPA Requirement

Entering AuE students in the PhD program must maintain a cumulative GPA of at least 3.0 (in the AuE program). Students must have a cumulative GPA of at least 3.5 or have a cumulative GPA of at least 3.0 and be approved by their research committee to be allowed to take the qualifying exam; otherwise they will be dismissed from the PhD program.

The AuE PhD qualifying examination is given twice a year at the beginning of the fall and spring semesters (exact date to be decided each year) and consists of the following steps:

1. The student must identify and research a topic of their choosing in their field of interest. The topic of choice must be of a technical nature related to the field of automotive/transportation engineering and may be related to the student's current area of PhD research.
2. At the end of his/her first year of study in the Automotive Engineering Program, and no later, the student must present the results of his/her literature review to the faculty to the faculty of the Department of Automotive Engineering in the form of an oral presentation not to exceed 20 minutes in length followed by an oral exam on the research topic chosen, including core engineering disciplines applied. No written report will be required.

The purpose of the research presentation is to demonstrate the student's ability and potential to identify and conduct research, and to effectively communicate and defend their work. It is expected that each student will identify an area of research, present a comprehensive review of the appropriate literature and prior art, and identify opportunities for original contributions. The intent is not to present progress of the student's research project, but to evaluate the ability of the student to identify opportunities for research. Automotive Engineering faculty will orally examine the student on the presented research and associated technical topics, and will assign a grade of "Pass",

“Marginal” or “Fail” at the end of the examination. Students judged to be “Marginal” will be given only one more opportunity, the following semester, to take the examination and obtain a “Pass” grade.

Only students achieving the grade of “Pass” will be allowed to continue in the AuE PhD program. If a student fails the AuE PhD Qualifying Examination, that student will be permitted to continue as an AuE Masters student but will be ineligible to re-apply to the AuE PhD program.

Qualifying Exam Procedures

A. Criteria to Take the Qualifying Exam

1. GPA of at least 3.5 (or at least 3.0 with a waiver from committee)
2. GS2 Curriculum Plan of Study approved, submitted by October of the student’s first year
3. GRC-approved topic

B. Exam Preparation

I. Topic—provide a descriptive title of the chosen topic.

II. Abstract—prepare a 1-page written overview of a research topic to provide the audience with a summary of the area studied, motivations for doing so, and research questions identified through the literature survey.

Items I and II are to be submitted by the student’s advisor to the GRC (via e-mail to the graduate coordinator) before the university offices close for winter break for students attempting the qualifying exam in January and by the last day of summer I semester for students attempting the qualifying exam in August. *Students should use the academic calendar to determine the specific dates for each semester* http://www.registrar.clemson.edu/html/acad_cal.htm.

III. Presentation Document

State the overall objective of the research. Support the objective with one or more research questions based on comprehensive review of pertinent literature. Highlight the adverse consequences of the existing problem to motivate the research.

Locate in peer-reviewed literature and describe existing studies and theories that support and oppose the objective of your study. In other words, place the identified area in the context of current knowledge through a critical analysis of relevant peer-reviewed research reports. Be sure to include alternative methodological approaches that have been used by others who studied your problem, and highlight the shortcomings, current challenges and the missing fundamental knowledge. The type of study determines the kinds of questions you should formulate: Is there something wrong in society, theoretically unclear or in dispute, or historically worth studying? Is there a program, project, or product that needs evaluation? What would one create or produce intellectually by answering the identified research questions, and how will the new knowledge be of value to you and society?

C. Presentation

I. Presentation will be a maximum of 20 minutes in length

II. Faculty question and answer session is 10 minutes in length

Results of the exam will be communicated no later than one week following the candidate’s presentation.

Comprehensive Examination/Proposal Presentation

Each PhD student is required to pass a PhD comprehensive examination (also known as the research proposal presentation within the department); the comprehensive exam rules and

regulations are available through the Graduate School Announcements (www.grad.clemson.edu). In the Department of Automotive Engineering the comprehensive examination (research proposal presentation) may only be taken after an advisory committee has been selected, a graduate degree curriculum has been approved using Form GS-2, and the qualifying examinations have been successfully completed. Successful completion of the comprehensive examination is documented by the GS5D form.

Dissertation

The automotive engineering PhD Dissertation must be cross-disciplinary in nature and pertain to automotive topics. Student must have approval of the topic and scope of their dissertation by their advisory committee.

Dissertation Defense/Final Oral Examination

Information relating to final oral examination scheduling and requirements is available through the Graduate School Announcements (www.grad.clemson.edu). Additional information can be obtained from the Graduate Student Services Coordinator.

COURSE REQUIREMENTS – INFORMATION FOR MS AND PHD STUDENTS

Note: Information in this section applies to both MS and PhD students unless otherwise noted. Course descriptions are available in the appendix, graduate catalog <http://www.grad.clemson.edu/catalog/> or on the AuE website <http://www.clemson.edu/ces/automotive-engineering/academic-programs/automotive-engineering-course-descriptions.html>.

This list is subject to change.

Core courses

- AuE 8330 Automotive Manufacturing Systems Overview (For MS)
- AuE 8350 Automotive Electronics Overview (For MS)
- AuE 8800 Automotive Design and Project Management
- AuE 8810, 8811 Automotive Systems Overview
- AuE 8820, 8821 Systems Integration Methods (For MS, required only if enrolled in Deep Orange)
- AuE 8830 Applied Systems Integration (For MS, only if enrolled in Deep Orange)

Track Courses

Vehicle Manufacturing and Materials

- AuE 8660 Materials for Automotive Applications
- AuE 8670 Vehicle Manufacturing Processes
- AuE 8690 Quality Control for Automotive Systems
- AuE 8770 Vehicle Lightweight Design
- AuE 8930 Mechanics and Manufacturing of Automotive Composites
- AuE 8930 Fundamentals of Injection Molding

Vehicle Performance

- AuE 8260 Vehicle Diagnostics
- AuE 8270 Automotive (Powertrain) Control Systems
- AuE 8290 Tire Behavior and Performance
- AuE 8500 Stability and Safety Systems

AuE 8860 Vehicle NVH
AuE 8870 Methods for Vehicle Testing
AuE 8930 Advanced Vehicle Dynamics
ME 4530/6530 Dynamic Performance of Vehicles

Advanced Powertrains and Drivelines

AuE 8160 Fundamentals of Engine Combustion and Emissions
AuE 8170 Hybrid Propulsion Systems
AuE 8260 Vehicle Diagnostics
AuE 8270 Automotive Powertrain Control
AuE 8280 Fundamentals of Vehicle Drivelines and Powertrain Integration
AuE 8930 Engine System Analysis, Design and Experimentation
AuE 8930 Advanced IC Engine Concepts
AuE 8930 Hybrid Vehicle Powertrain Control

Vehicle Electronics and Electrical Systems

AuE 8260 Vehicle Diagnostics
AuE 8930 Automotive Grounding and Shielding
Other related courses from Electrical and Computer Engineering and/or Computer Science

GATE Center of Excellence in Sustainable Vehicle Systems

The Clemson GATE Center, one of only seven centers established by the US Department of Energy, offers a Sustainable Vehicle Systems research and education track within the Automotive Engineering graduate program. Students must apply to participate in the GATE program. Specifics on selection criteria and the application process are contained within this section of the graduate manual.

Completing this track will provide those selected GATE program participants (GATE Fellows) with a specific set of expertise with:

- Modeling and experimental tools for advanced powertrain concepts including, hybrid and electric vehicles, advanced engines and transmissions
- Controls and systems integration
- Component and system diagnostics and reliability
- Light-weight design and manufacturing

The track will also provide a broader perspective for the GATE Fellows by connecting technical solutions to life-cycle impact, market viability, resource economics and public policy issues. Fellows completing the research and education program under this track will receive a Certificate of Excellence in Sustainable Vehicle Systems.

GATE Fellowships

- Merit-based paid fellowships ranging from \$10k-\$18k/year with possible remission of tuition to the top candidates, subjected to availability of funding.
- Select candidates may also be supported independently through research grants, awards, scholarships and other means.

GATE Fellowship Selection Requirements

Must satisfy admission requirements to the Automotive Engineering graduate program at Clemson University, including the following:

- BS degree in an engineering or applied science discipline

- GPA above 3.5 in the last degree attained
- Preferably two years of post BS experience
- Exceptional GRE scores
- Research plan essays for Ph.D. candidates
- Three recommendation letters
- If deemed necessary, interview with selection committee

Requirements for the GATE track

Core Courses for MS GATE Fellows

AuE 8330 Automotive Manufacturing Systems Overview

AuE 8350 Automotive Electronics Overview

AuE 8800 Automotive Design and Project Management

AuE 8810, 8811 Automotive Systems Overview

AuE 8820, 8821 Systems Integration Concepts and Methods

AuE 8170 Alternative Energy Sources

AuE 8920 Seminar

AuE 8930-002 Autovation (Entrepreneurship and Innovation Management)

AuE 8930-004 Hybrid Vehicle Powertrain Control

AuE 8900 Auto Internship Projects (GATE specific, must be approved)

A second business course

Electives for MS GATE Fellows

For students participating in Deep Orange:

AuE 8830 Applied Systems Integration and TWO FROM THE LIST BELOW*

For all other students:

THREE FROM THE LIST BELOW*

AuE 8160 Fundamentals of Engine Combustion and Emissions

AuE 8260 On-board Diagnostics

AuE 8270 Automotive Control Systems Design

AuE 8280 Vehicle Drivelines

AuE 8290 Tire Behavior

AuE 8500 Stability and Safety Systems

AuE 8660 Advanced Automotive Materials

AuE 8770 Lightweight Design

AuE 8930-005 Power Electronics

AuE 8930-018 Advanced IC Engine Concepts

AuE 8930-001 Electromagnetic Compatibility

AuE 8930-003 Engine System Analysis, Design and Experimentation

Additional GATE electives may be added in the future. This is the current list.

* While not required, additional elective courses may be taken at your discretion.

For PhD GATE Fellows

In addition to meeting the appropriate requirements outlined in the AuE PhD degree section, including completion of a doctoral research dissertation, PhD Gate Fellows must complete the following **core courses**:

AuE 8170 Alternative Energy Sources
AuE 8920 Seminar (not offered in Spring 2017)
AuE 8930-002 Autovation (Entrepreneurship and Innovation Management)
AuE 8930-XXX Hybrid Vehicle Powertrain Control
AuE 8900 Auto Internship Projects (GATE specific, must be approved)

Notes for GATE Fellows (both MS AND PHD):

Limited substitutions of courses may be possible for individuals who have already completed related courses on a case-by-case basis.

Important: AuE degree requirements supersede the GATE program requirements.

Applying for the GATE program

The GATE program may be closed for past Spring 2017 for new applicants. The above information is for those students who have already enrolled in the program.

POLICIES AND PROCEDURES

ACADEMIC POLICIES

Registration

Registration occurs online via iROAR. The Office of Registration Services provides information that you may refer to regarding the steps to be taken in the registration process. See the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact the Graduate Student Services Coordinator.

Particular attention should be paid to registration requirements. Students pursuing any phase of a graduate program must be registered. Students are expected to make continuous progress toward their degrees and, therefore, to be enrolled for graduate credits each semester during the academic year until requirements are completed.

Full-time student status is at least 9 hours. All AuE MS students should normally enroll in 12 hours for each fall and spring semesters during the academic year. Graduate research assistants and graduate teaching assistants are required to register for a minimum of 9 and a maximum of 12 credit hours during the academic year. The minimum registration for unsupported students is one (1) credit hour.

Near the middle of each semester, students will be notified of the time and procedure for on-line registration via iROAR. Students will be required to register for next semester's courses online at this time.

Students should have prepared a program of study with the counsel of their major advisor. This is accomplished by completing form GS-2 Graduate Degree Curriculum. The **GS-2 form must be submitted and approved prior to registration for the second semester of enrollment**. Students will be required to register for next semester's courses at this time. Any deviation from courses listed on GS-2 form requires submission and approval of a new GS-2. The GS-2 form is submitted electronically through iROAR (www.clemson.edu/graduate/students/forms.html?).

Note: Registration may be blocked if the GS2 form is not completed. Also, funding may be delayed if the GS2 form is not completed.

If you are not enrolled for more than one semester the Graduate School requires an Application for Re-Entrance. You must complete this form and return it to the Graduate School prior to registration. You may download this form at <http://www.clemson.edu/graduate/students/forms.html?>

Orientation for new students

All newly accepted students are required to access the Graduate School orientation information online at <http://www.clemson.edu/graduate/students/new-student.html?> Prior to registration for the first semester of study, beginning graduate school students must attend the departmental graduate orientation. The Graduate Student Services Coordinator will contact incoming students with orientation dates and additional information.

Maximum credit loads

The University sets upper limits on the number of credits graduate students may earn in a given semester. They are specified in the [Graduate School Policy Handbook](http://www.clemson.edu/graduate/students/policies-procedures/index.html) at <http://www.clemson.edu/graduate/students/policies-procedures/index.html>. All requests for permission to exceed these limits must be requested by memo to the Chair of the Department of Automotive Engineering and the Dean of the Graduate School.

Incomplete coursework

A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. Unless you complete the requirements for removal of the “I” grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F. Extensions of the deadline for completing the coursework are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your GS2 plan of study. Special courses that constitute multi-semester projects are exempt from this rule. Incomplete grades for those courses may be given until the project is complete.

Auditing courses

Permission for a student to audit a particular graduate course is at the discretion of the department chair, the graduate program coordinator, and/or the instructor offering the course. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available.

With approval, the following may audit courses without tuition (other fees apply):

- Graduate assistants
- Full-time undergraduate and graduate students (12 or more credit hours)
- Faculty and full-time staff
- South Carolina residents age 60 or over, provided they are not a full-time employee of Clemson University

Others who audit pay the applicable tuition rate. Students may not sign up to audit until the first day of class so that priority may be given to those taking course credits. The deadline to sign up to audit a course is the last day to register or add a class for that term. Normal drop deadlines also apply.

Students currently registered for courses may add an audit course or change one to audit status in iROAR. Other auditors must obtain a request to audit card from the Registrar's Office, 102 Sikes Hall, Box 345125, Clemson, SC 29634-5125.

Audited courses do not carry credit and the fact that a course has been audited is not noted on your official record. Graduate auditors are not required to take tests or exams. However, the instructor, at his/her own discretion, may demand the auditor's participation in class to whatever extent deemed desirable. You may not satisfy, by audit, a stated prerequisite for a graduate course. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

Repeating a course

Under some circumstances, graduate students may repeat courses in which they received an F. If you repeat a course for which you received a grade of an F, the original grade is not dropped. The credit hours and grades from the original course and from the repeated course will all be counted in your GPA.

Continuous enrollment, leave of absence

Graduate students who do not maintain continuous enrollment are subject to the degree requirements and department regulations that are in effect upon their return. University facilities are only available to enrolled students. Note that you must meet minimum enrollment requirements to be eligible for financial support.

Withdrawing from a course

AuE graduate students should only drop courses in unusual cases. If you drop a course when you have an assistantship, and your course load drops below nine (9) credit hours, your assistantship may be revoked for that semester.

Withdrawing from the program/university

If for any reason you decide to withdraw from the program, inform your Major advisor, then the graduate program coordinator, who will inform you of the of the procedures to be followed to officially withdraw from the university. Failure to follow the procedures may result in you owing tuition and other fees to the university. This applies to both domestic and international students.

Automotive Engineering Lecture Series

The Department of Automotive Engineering sponsors a series of typically 6-9 lectures per year by scholars in various areas of automotive engineering. The Department also sponsors other seminars on an as-needed basis. Students are required to attend and participate in the student series. Additionally, the automotive engineering students are required to attend the cultural immersion seminars and workshops announced through the program's student services coordinator.

Since the primary purpose of graduate education is to foster scholarly development, all graduate students are required to attend the lectures and seminars in these series. Attendance will be taken.

Graduation Checklist

FORM/PROCESS	APPROXIMATE DEADLINE*
Submit your final GS2 to Enrolled Services	End of the semester prior to the semester when you plan to graduate

Submit GS5 to Enrolled Services	Six months prior to defense (signed upon completion of the comprehensive exam/proposal presentation)
Complete online application for diploma (Form GS4)	Within the first four weeks of the term in which you will graduate
Written notification of defense submitted to Enrollment Services	At least 10 days before your defense
Submit completed thesis/dissertation electronically for formatting review	Two weeks prior to graduation
File GS7 with Enrolled Services	Two weeks prior to graduation
All revisions requested by the Manuscript Review Office must be completed, submitted and reviewed	One week prior to graduation

This chart provides general guidelines.

Visit <http://www.clemson.edu/graduate/students/deadlines.html> for specifics.

Application for Diploma

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four (4) weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at \$25 the first day after the deadline and an additional \$5 each business day thereafter to a maximum of \$125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (e.g., due to marriage), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application. There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a \$10 fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services:

<http://www.clemson.edu/graduate/contact/index.html>

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental for Ph.D. gowns) at this same time. For deadlines and more information, see the Clemson University Bookstore's website at

www.clemson.edu/campus-life/campus-services/book-store/graduationitems.html.

Final Check-Out

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

- Turn in all keys to the Graduate Student Services Coordinator.
- Be sure that any portion of the area that you occupied is clean and ready for another occupant. Please leave your office in the condition you would have liked to have found it originally.
- Return all borrowed materials (books, journals, etc.) to their appropriate location.
- Any outstanding indebtedness must be taken care of prior to your departure.
- Complete the check-out form that will be provided to you electronically.

ADMINISTRATIVE POLICIES

Student ID, User Name & E-Mail TigerOne Card

One of your first tasks is to obtain your TigerOne card. This is your official Clemson University photo ID card which gives you access to the Campbell Graduate Engineering Center and its labs. In addition, the card gives you access to a variety of services, including:

- Library card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account (see <http://TigerOne.clemson.edu> for more information).

You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. Bring a photo ID (driver's license, state-issued ID card, or passport) to the Tiger 1 Card office located in the lobby of Fike Recreation Center. There is no charge for your first ID card but you will be charged for replacement. Remember to carry your Tiger 1 Card with you at all times.

Your Clemson User Name and E-mail

E-mail is frequently used as a form of communication. You are responsible for announcements, inquiries, requests, etc., made by e-mail from all representatives of the school. You should check your e-mail regularly and respond in a timely fashion. You will not be excused from assignments or deadlines because you failed to read your e-mail. If you are using the Clemson G-Mail, please be sure to forward your clemson.edu e-mails to this address.

Program Cost

For current tuition and fees, see <http://www.clemson.edu/graduate/finance-tuition/index.html>. Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the day of registration. Persons in the fee assessment area will have a list of all graduate assistants. Anyone listed may sign a note to defer these costs, and these costs will be deducted from the first six (6) full paychecks of the semester.

Departmental Expectations for Graduate Work

The goal of the student should be to complete the degree requirements in a continuous manner, *i.e.* while the research is being conducted rather than waiting until the end of the program. One important point to note is that computer programs, data, discoveries, models, and other similar research elements developed by a Clemson graduate student are the property of Clemson University, not of the student.

Publications and equivalent methods for disseminating research results are expected of graduate students. As one measure of the quality of a Ph.D. degree is archival output, doctoral students in the department are expected to publish one or more archival journal papers during their research program.

INFORMATION FOR INTERNATIONAL STUDENTS

Financial Certification

International students must certify access to a minimum of one year's estimated expenses. Download Form IS-50 at <http://www.clemson.edu/administration/ia/services/forms.html> , or contact the Office International Affairs at (864) 656-3614.

Student visa

You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, a Form I-20 (F-1 student visa certificate) is issued.

Social Security Number

Students who are working are eligible to apply for a social security number. You must be in the country for ten (10) business days before you can apply for a social security number. If you are an international student receiving an assistantship, you must have your offer letter with you, upon arrival. You must first check in with the Office of International Affairs, which is located at E-301 Martin Hall.

Be sure to bring the following:

- U.S. Visa
- Unexpired foreign passport
- I-94 Form
- IAP-66/I-20 Form

Please note that you are required to be in the country for ten (10) business days before you can apply for your Social Security Number (SSN.) You cannot begin work until you receive your SSN. In the meantime, you can proceed to the office of the payroll clerk who will complete the necessary paperwork to assist you with getting on the payroll. The payroll clerk will also complete your Employment Verification (EV) form for you to take to the Social Security Administration (SSA) office. You should then go to the SSA for a SSN or meet with the SSA representative in Martin Hall on the dates indicated by the OIA.

You must have an appointment before going to the Director, International Employment and Tax Info (IETI) office. The telephone number is (864) 656-5589.

FINANCIAL SUPPORT

Financial support is awarded based on availability of funds and academic merit. If a student changes his/her subject area after support has been extended, support eligibility is reviewed and funding may or may not be provided. Automotive engineering Ph.D. students are given priority for financial support.

Assistantship opportunities will be posted on the Department's website. The postings will contain details about the position and application instructions.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing, i.e., not on probation, and (3) making satisfactory progress toward their degree. Graduate Assistants receiving funding pay a flat fee for tuition and fees. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.

MS Graduate students must maintain a cumulative B average in all graduate-level courses (6000-level and above). Students who fail to meet these requirements become ineligible for graduation and are placed on academic probation. The probationary status remains in effect until nine additional semester hours of graduate credit have been attempted. Students whose cumulative

GPA is below a 3.0 will not receive any state funds. Also, a student who receives an “F” during any semester is not eligible for state funds for the next semester. *Please note that the majority of MS students are self-funded as doctoral students are given priority when assistantships are awarded.*

Supported students are required to fill out tax forms (federal and state) and the I-9 form which verifies citizenship. Two forms of identification are needed to fill out the I-9 form properly, a valid driver's license, a social security card, a passport and/or a birth certificate. The tax forms and I-9 forms are usually distributed during orientation but frequently, funding may begin at other times during the semester. It suggested that you fill out all required forms in a timely manner. Paychecks cannot be distributed until all parties (Graduate School, International Office, Human Resources) have approved the paperwork.

Graduate Research Assistantships (GRA)

- GRA's are employed for up to a half-time basis (up to 20 hours per week) on a research project during a specified appointment period, as indicated on your offer letter.
- GRA's are employed to assist a professor in their research activities.
- Students must be enrolled full-time (12 hrs) to receive funding.
- International students who have applied for or received their OPT should contact the Graduate Student Services Coordinator.

Graduate Teaching Assistantships (GTA) &/or Laboratory Assistantships (GLA)

- GTA's (GLA) are employed for up to a half-time basis (20 hours per week) to assist with the teaching of courses or labs in automotive engineering.
- GTA's (GLA) are responsible for grading lab reports and attending GTA (GLA) meetings as needed.
- Students must be enrolled full-time (12 hrs) to receive funding.
- International students who have applied for or received their OPT should contact the Graduate Student Services Coordinator.

Graduate Fellowships Holders

- Students must be enrolled full-time (at least nine hours) in order to receive a fellowship and the in-state tuition rate. This requirement is university-wide. There are no waivers or exceptions.
- Information concerning the availability of fellowships, and specific application requirements, will be found on the department's website.

Offer Letter

Your responsibilities and details of your financial support are included in your official offer letter from our Department Chair. This letter requires your signature indicating an acceptance of the terms. GTA's (GLA's) will be notified at a later date of their teaching duties (specific course, etc). To maintain your assistantship, students must complete the duties in a satisfactory manner and make satisfactory progress towards their degree.

STUDENT EMPLOYMENT POLICIES

Clemson University uses several functions with-in Employee Self Service (ESS) to input, maintain and access payroll information. Please use the information below to learn how to access ESS, set-up and maintain your Direct Deposit accounts, make changes to your W-4 Tax Withholding Certificate, as well as how to view your on-line paystub and sign-up for an on-line W-2.

Accessing Employee Self Service

As a Clemson University employee, you will receive an employee User ID. If you are a student employee, this User ID is in addition to and is different from your student User ID. Your employee User ID will be used to log-in to computers, check e-mail, submit leave if applicable, and utilize ESS in the Human Resources (HR) database. With-in 24 hours of being input into the system as a hire, if your department does not provide you with your User ID, you can obtain your User ID by using the [On-line Phonebook](#) to look yourself up. Once you have obtained your User ID, you can then utilize ESS in the HR database. Your initial password is the last five digits of your SSN.

Setting Up Direct Deposit (Required)

All employees are required to have 100% of their net pay directly deposited into a bank account. As a new employee, you are responsible for entering your correct bank account information into the HR database via ESS. You can split your net pay in up to five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. If you choose to use multiple bank accounts for direct deposit, the sum of the percentages of all accounts must equal 100%. If a mix of percentages and amounts is used with multiple bank accounts, the account with the lowest priority (highest Deposit Order) must have a deposit Type of "Balance".

The policy and step-by-step instructions on how to access ESS to input direct deposit information can be found at

http://www.clemson.edu/humanres/compensation/direct_deposit.html.

Changing Your Default W-4 Tax Withholding Certificate

Upon being hired, the system defaults your W-4 Tax Withholding Certificate to a marital status of **Single** with **0** exemptions. If you need to change the default, click [here](#) to access the W-4 panel in ESS, logging in with your **Employee User ID and password**.

If your tax situation requires a paper W-4 form, please search <http://www.irs.gov> for "W-4", and complete the fillable PDF form, print, sign and return to Payroll in the Administrative Services Building. The state of South Carolina does not have a separate form. If you need to make a change applicable only to withholding for the state of South Carolina, please submit the IRS W-4 form indicating "South Carolina Only" in the margin.

On-line Paystub

Clemson University utilizes an on-line paystub as the method to report your earnings each payday. In the event you are no longer active, the system will generate a paper paystub, which will be sent to your home address listed in the HR database. Click [here](#) to access your on-line paystub, logging in with your **Employee User ID and password**.

On-line W-2

Active employees have the option to review their W-2's online, rather than having a hard copy W-2 printed and mailed. To sign-up for an electronic W-2, click here for [W-2/W-2c Consent](#), logging in with your **Employee User ID and password**. In January, you will receive a communication when the on-line W-2 (for prior year) is available. To view your W-2 on-line, click [here](#). For additional W-2 information, see

<http://clemson.edu/employment/compensation/w2/index.html>

Time Capture Tracking System

New regulations require that student workers must maintain a record of their hours in the university's time capture tracking system. Students will receive instructions on how to maintain their record. Those who are not in compliance can be penalized including loss of assistantship.

Paydays

Employees are paid twice a month; payday falls on the 15th and the last day of the month.

Work injury protocol

In the event of severe injury/emergency, call 911 first, and then execute the below procedures. Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers' compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider.

Workload

The normal ½-time graduate assistantship workload is 20 hours per week (average). Students are sometimes hired for 25% (10 hours), 37.5% (15 hours) and 75% (30 hours) of full-time work, under appropriate circumstances. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty. International students should note that immigration laws place limits on the number of hours employed during the academic year. See <http://gradspace.editme.com/financialinformationindex> for more information.

Work product

Any work product, data generated, discoveries made, derivations developed, etc., in the course of your assistantship are the property of Clemson University.

Reduction of pay

Normally, your agreed-upon workload will be submitted as hours worked for each payroll period. However, if the amount of work you perform consistently deviates below the required workload, your pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy (see below).

Vacation policy

As a rule, graduate assistants do not accrue paid vacation time. Generally, graduate assistants work on the same calendar as faculty with 12-month appointments unless different work expectations are distinctly articulated in your offer letter. In the event of a death in your immediate family, illness of a close family member or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

Holidays

Graduate students are entitled to take as holidays the days on which the University is officially closed. Holiday schedule - <http://www.clemson.edu/employment/benefits/holiday.html>

Termination of pay

Pay for any session will end when you leave Clemson or are no longer available for work

assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by your major advisor or the graduate program coordinator.

For more on assistantships, visit <http://clemsun.edu/graduate/finance-tuition/student-employment/faqs.html>

UNIVERSITY POLICIES

DEPARTMENTAL POLICY ON ETHICS

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The basic assumption that is central to all research endeavors is that **researchers have done what they say they have done**. The Department of Automotive Engineering is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our record keeping and diligent in our efforts to attribute credit when we utilize the work done previously by others. In particular, we must guard against any activity that calls into question our integrity. In this regard, we affirm the following:

- Information in a research program will be truthfully presented,
- The work of others will never be misrepresented as our own,
- Information will be obtained only if access is authorized.

THE HONOR CODE

This Honor Code was initiated by engineering students in the College of Engineering and Science with the advice and approval from the faculty. The document reflects a mutual trust between the students and faculty at Clemson University. By living under the guidance of the Code, we are contributing to our personal success as well as the success of all engineers associated with the College of Engineering and Science.

As members of the College of Engineering and Science, we recognize that lasting excellence is achieved only through honor, demanding standards for personal integrity that reflect the standards of conduct expected of all engineers. All undergraduate and graduate engineering students, faculty members, and administrators in the College of Engineering and Science are expected to abide by the ethical standards defined herein. These standards are based on the following principles:

Engineers, both students and professionals, must be of honorable and trustworthy character. It is dishonest to claim credit for work, which is not the result of one's own efforts.

Students, faculty members, and administrators are bound by a mutual trust to uphold the principles and enforce the policies of the Honor Code. This makes it the duty and responsibility of all members of the College of Engineering and Science to report promptly any suspected violations of the Code.

The Honor Code establishes a standard of academic integrity. As such, this code demands a firm adherence to a set of values. This Honor Code requires that all graduate students exercise honesty and ethical behavior in all their academic pursuits, whether these undertakings pertain to study, coursework, research or teaching.

We recognized that our graduate students have very diverse cultural backgrounds. Because of this, the term ethical behavior is defined as conforming to accepted professional standards of conduct, such as codes of ethics used by professional societies in the United States. This regulates the behavior in which their professions are conducted. The knowledge and practice of ethical behavior is the full responsibility of the student. Graduate students may, however, consult with their advisor, department head, the International Student Office, or the Graduate School for further information of what is expected of them.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT

A university is a community of scholars dedicated to the free inquiry of knowledge and truth. It follows as a basic tenet that scholars will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct. Academic misconduct includes, but is not limited to, submission of fraudulent admission credentials, academic dishonesty, falsification of data in research and plagiarism in theses, dissertations or other final projects.

I. General

- A. Academic dishonesty includes giving, receiving or using unauthorized aid on any academic work.
- B. Plagiarism, a form of academic dishonesty, includes the copying of language, structure or ideas of another and attributing the work to one's own efforts.
- C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of the instructor, an explicit pledge by the student that no unauthorized aid has been received.
- D. Academic dishonesty includes attempts to copy, edit or delete computer files that belong to another person or use Computer Center account numbers that belong to another person without the permission of the file owner, account number owner or file number.

II. Penalties

- A. A student guilty of the first offense of academic dishonesty typically will receive a grade of F for the course. In flagrant cases, the student may also be suspended for one or more semesters or may be permanently dismissed.
- B. A student guilty of the second offense of academic dishonesty will receive a grade of F for the course, will be suspended for one or more semesters and may be permanently dismissed. Suspension and dismissal require approval of the President of the University.

III. Procedures

Academic honesty is the individual responsibility of each student. Students should report violations of this policy either to the instructor of the affected course or to any member of the administration. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private of the nature of the alleged charge of academic dishonesty and will simultaneously request in writing that the department chair verify from the registrar if the incident is a first offense.
2. When this information has been received, the instructor will notify the student in writing of the charge of academic dishonesty and the penalty recommended by the instructor and approved by the chair of the department in which the course is taught. The notification will further state that if the student regards the charge as unfair, the student has seven days from the date of receipt of notice to file a grievance with the Graduate Student Grievance Committee.
3. If no grievance is filed by the student, the instructor will forward copies of the written notification to the dean of the college and to the registrar.
4. Should the act of dishonesty not be in the college of the student's major, the registrar will notify the major department chair.

A charge of academic dishonesty in a course must be made within 45 calendar days of the date printed on the grade report for the semester or session in which the course is completed. For grades that replace an original grade of I (incomplete), the 45 days begin the day the I is converted to the final grade.

RACIAL HARASSMENT POLICY

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle or persecute an individual because of his or her race.

Racial harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action.

Students who feel that they have been subjected to racial harassment can seek advice from the Office of Access and Equity, E-103 Martin Hall, <http://www.clemson.edu/campus-life/campus-services/access>.

SEXUAL HARASSMENT POLICY

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the following occurs:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual; or

3. such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member. Employees or students who feel they are victims of this form of discrimination are encouraged to consult the Office Access and Equity, E-103 Martin Hall, <http://www.clemson.edu/campus-life/campus-services/access>, for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Office of Access and Equity, the student must submit a written request for an appeal to the dean of the Graduate School, who in turn will convene an ad hoc committee that will review the process and/or sanction. The committee membership will come from faculty and students already appointed to the Graduate Council.

AMOROUS RELATIONSHIPS

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility.

Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. Graduate assistants, resident assistants, tutors and undergraduate teaching assistants who are also professionally responsible for students, would be wise to exercise special care in their relationships with students they instruct or evaluate.

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access and Equity, E-103 Martin Hall, <http://www.clemson.edu/campus-life/campus-services/access>.

DRUGS

The use, possession, distribution, or dispensation of illegal drugs is strictly prohibited.

SMOKING

In the interest of the safety and health of all the occupants of our buildings, no smoking is allowed in any classroom, hallway, laboratory, office, outdoor patio, or other public spaces.

BUILDING ACCESS

You will be given card access for labs and other restricted areas. The card access issued to you is for your use exclusively. You must never give this card to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your access privileges. Unauthorized access to a University building is prohibited by South Carolina law.

SAFETY

Just as professional engineers are expected to follow their employers' safety regulations, so students are expected to follow the safety rules established by faculty members and lab staff. This includes the CGEC Equipment and Lab Policy and Emergency Plan. This information is shared during orientation and as routine updates are made.

STUDENT CUBICLES

Supported students will be assigned a cubicle during their time in the program, subject to availability. Students should keep the cubicles clean and free of unauthorized items, such as - space heaters, personal coffee makers, hot plates, refrigerators, and any other electrical food prep or storage devices. Prior to their graduation, students will receive specific information on when cubicle areas should be vacated and instructions for cleaning the area and returning keys. Items left in cubicles may be discarded.

KITCHEN CLEANLINESS

Students benefit from CGEC's kitchen areas and should take care to keep them as clean. All spills (regardless of location) should be wiped up immediately. Food placed in the refrigerators should be labeled with the student's name and the date it was placed in the refrigerator. Students will receive notices of periodic refrigerator cleanings. Prior to these cleanings, all items must be removed from the refrigerator. Any remaining items whether food, drink, or storage containers, will be discarded.

GENERAL INFORMATION

Housing

While Clemson does not offer university housing in the Greenville area, AuE staff have worked out special arrangements with apartment complexes near the CU-ICAR campus. The most current information on housing options is available on our website <http://www.clemson.edu/ces/automotive-engineering/students/current/area-information-housing-transportation.html>.

Remember to mention "CU-ICAR" when communicating with representatives from the complexes listed below. **Apartments are typically unfurnished. To inquire about an apartment, the fees and anything else contact the manager directly.**

Transportation

Limited bus service is available in the area surrounding the CU-ICAR campus. For the most current timetable look for information on the St. Francis-CUICAR shuttle at <http://www.greenvillesc.gov/RideGreenlink/Routes.aspx>.

Weekday bus service is provided to Clemson at the Falls and Clemson's main campus. For details, visit

<http://www.clemson.edu/campus-life/campus-services/parking/GreenvilleConnection.html>.

Greenville Information

Greenville is located on the Interstate 85 corridor and lies half-way between Charlotte, NC and Atlanta, GA. In recent years, Greenville has seen growth in both industry and new residents. In 2011, *Forbes Magazine* ranked Greenville 13th in their list of “Top Metro Areas for Young Professionals.” *Relocate America* named Greenville to its list of the 10 best places to live in the US in 2011. For more, visit <http://www.greenvillesc.gov/> or <http://www.greenvillechamber.org>.

APPENDIX

Automotive Engineering Course Listings

■ **AuE8160 Fundamentals of Combustion and Emissions, 3cr. (2,3)**

Spark and compression ignition engines are investigated in terms of design, performance, and emissions. Energy models. The theory of fuel air cycles are integrated with laboratory breakdown and dynamometer testing to correlate prevalent mathematical models with test results.

■ **AuE8170 Alternative Energy Sources, 3cr. (3,0)**

The demand for petroleum alternative propulsion sources has focused attention on hybrid vehicles with fuel cells, electric motors and battery packs, and internal combustion engines burning hydrogen and reformulated fuels. A comparison of performance, emissions, fuel efficiency, operational requirements, and vehicle configurations will be studied.

■ **AuE8260 On Board Diagnostics and Reliability, 3cr. (3,0)**

Discussion of legislated state, federal and international requirements. On-board automotive sensors to monitor vehicle operation, typical diagnostic algorithms. Analytical methods for designing fault tolerant systems and assessing vehicle reliability, including safety critical systems and ‘limp-home’ modes. Use of hand held scanners and specialized diagnostic equipment to classify faults.

■ **AuE8270 Automotive Control Systems Design, 3cr. (3,0)**

Derivation of models and design of control strategies for powertrain and chassis control modules, and integration into automotive platforms. Software design, sensor selection, system architecture, diagnostics, and reliability issues are also presented. Application to engine management, transmission and chassis systems with consideration of vehicle performance, safety and information provision.

■ **AuE8280 Fundamentals of Vehicle Drivelines and Powertrain Integration, 3cr. (3,0)**

Vehicle powertrain arrangement, manual and automatic transmissions, automotive axles, 4-wheel and 2-wheel drives, design and manufacturing of gearing systems. Other topics such as power train control to address dynamics in gear shifting, engine balancing, and fuel economy are addressed. Modeling and computer simulation is used extensively to analyze dynamic performance of various transmissions.

■ **AuE8290 Tire Behavior and its influence on Vehicle Performance, 3cr. (3,0)**

In-depth analysis of the tire and its influence on vehicle performance. Including: design, construction, structural response, rolling resistance, force and moment generation and their

behavior under dry/wet conditions are investigated. Tire models, their limitations, and their governing equations. Tire characteristics on vehicle handling and safety. Advanced control concepts in vehicle stability/braking.

■ **AuE8330 Automotive Manufacturing: an Overview, 3cr. (3,0)**

This course presents an overview of vehicle manufacturing from an OEM perspective. Issues such as supplier integration, flexible manufacturing, and quality engineering methods and their applications to manufacturing are presented. Emphasis is placed on opportunities and challenges presented with automotive manufacturing in a global environment, integrated processes, product development, flexible and agile manufacturing, supplier integration.

■ **AuE8350 Vehicle Electronics and IT: An overview, 3cr (3,0)**

This course presents an overview of vehicle electronics and IT and their impact on vehicle performance. The impact of the advent of electronics and computing on mechatronic systems integration, and vehicle reliability and warranty is discussed. Also discussed is testing and diagnostics, software standards for design and logistics, and man/machine interface.

■ **AuE8500 Automotive Stability and Safety Systems, 3cr. (3,0)**

Discussion of passive/active systems and design philosophies. Investigation of stability issues associated with vehicle performance and the use of sensors and control system strategies for stability enhancement. Implementation and application to intelligent cruise control, lane departure warning systems, ABS, Traction Control, active steering systems, vehicle dynamic control systems are also discussed.

■ **AuE8550 Structural/Thermal Analysis Methods for Automotive Structure, Systems, and Components, 3cr. (3,0)**

Methods to analyze the response of automotive structure, systems, and components to static, dynamic and thermal loading. Coverage of critical loading conditions and system response objectives. Analysis methods will focus on finite element approaches supplemented by simple computational methods when appropriate.

■ **AuE8660 Advanced Materials for Automotive Applications, 3cr. (3,0)**

An in-depth Study of the broad range of engineering materials used in the construction of motor vehicles. Inter-relations between materials microstructure, components manufacturing process and components service behavior.

■ **AuE8670 Vehicle Manufacturing Processes, 3cr. (3,0)**

In-depth analysis of main component and subsystem prototyping, fabrication assembly and integration processes used during production of automotive vehicles. Design for manufacturing, computer aided manufacturing, rapid tooling technologies, technology integration, and virtual assembly are also discussed.

■ **AuE8690 Quality Assurance for Automotive Manufacturing Systems, 3cr. (3,0)**

Overview of manufacturing quality standards and process control for the automotive industry, including evolution of the quality movement, Lean Six Sigma framework, and quality system standards. Processes include Advanced Product Quality Planning and Production Part Approval Process, exercising tools such as Measurement Systems Analysis, Statistical Quality Control, and Design of Experiments in industrially-based projects.

■ **AuE8770 Light-Weight Vehicle Systems Design, 3cr. (3,0)**

Methodological approaches to weight trade-off during design of vehicle systems accounting

for other functions, cost, safety, materials characteristics and manufacturing constraints. Topology optimization, multi-material approaches, and identification of function optimal materials and material combinations using multi-objective formulations.

■ **AuE8800 Design/Manufacture Project Management, 3cr. (3,0)**

Management, leadership, socio-cultural and technical skills training for the successful management of an automotive development or research team. Problem identification, team dynamics, decision making, ethics, strategy setting, project planning, scope management and implementation, target costing, marketing, design methods, design for X concepts.

■ **AuE8810 Automotive Systems- an integrated overview, 3cr. (3,0)**

Understanding of the vehicle as a complex system and interactions of the subsystems in terms of its performance. Topics discussed include propulsion systems, suspensions and steering systems, tire road interface, structural behavior and crash worthiness, materials and manufacturing, driver/occupants vehicle interactions, and onboard electronics. Modeling and simulation is used.

■ **AuE8820 Systems Integration Concepts and Methods, 3cr. (3,0)**

Methods and tools to handle functional, geometric, production and IT integration. Managing performance trade-offs from the combination of systems designed for individual functions. Optimization methods, complexity, validation, signal, and IT design and testing methods, robustness, architecture, quality.

■ **AuE8830 Applied Systems Integration, 3cr. (2,3)**

Application of integration methods to practical and complex vehicle design and manufacturing systems. Prototyping, measurements, tolerancing and validation. Diagnosis and sensitivities, methods to diagnose sporadic software errors w/hardware in the loop, design reviews, FMEA on function, signal, geometry, production. Fault Tree analysis, innovation and change management, risk analysis, value analysis.

■ **AuE8850 Vehicle Layout Engineering and Ergonomic Design, 3cr. (2,3)**

Vehicle layout specifications and considerations related to exterior and interior design. Ergonomics methods and tools as related to occupant accommodation and driver function are presented. Issues of assembly and manufacturing ergonomics will also be covered. Case studies.

■ **AuE8860 Vehicle Noise, Vibration and Harshness, 3cr. (3,0)**

The application of engineering tools and specifications for noise, vibrations, and harshness. Sources, mitigation methods, complexity and influences on other vehicle functions. Design, simulation and validation methods.

■ **AuE8870 Methods for Vehicle Testing, 3cr. (2,3)**

Test planning for various performance regimes, data acquisition and analysis, uncertainty analysis, sensor selection, noise filtering, data reduction methods, track testing methods. Project will include actual vehicle tests.

■ **AuE8900 Engineering Project, 3-9cr. (0,3-9)**

Industrial project work culminating in writing engineering reports; internal work to AuE department through Deep Orange or laboratory. Projects will cover comprehensive analytical and/or experimental treatment of phenomena of current interest in automotive engineering emphasizing modern technological problems.

■ **AuE 893 Automotive Grounding and Shielding, 3 cr. (3,0)**

An overview of design techniques for ensuring the reliable operation of automotive electronic systems in the presence of electrical transients, electrostatic discharge, strong radio frequency fields and other forms of electromagnetic interference. Grounding and shielding of electronic components and systems. Designing for compliance with automotive electromagnetic compatibility requirements.

■ **AuE 893 Advanced Vehicle Dynamics, 3 cr. (3,0)**

Lecture/seminar course examining automobile handling, control by the human driver, objective and subjective evaluation of handling, development of models for lateral and longitudinal dynamics, steering systems, etc. Students will select papers from the literature for detailed review and lead class discussions of the papers.

■ **AuE 893 Advanced Vehicle Interface Development, 3 cr. (3,0)**

This course examines vehicle human/machine interface design and development. Course presents the fundamentals of human-centered design and evaluation, and surveys the literature of vehicle man/machine interfaces and development techniques. A term project will integrate these concepts with software development skills to allow students to design, develop, and evaluate their own in-vehicle interfaces.

■ **AuE 893 Engine System Analysis, Design and Experimentation, 3 cr. (3,0)**

This course explores internal combustion engine simulation, experimental analysis, and component design. Topics of interest are fuels, adiabatic flame temperature, thermodynamic availability, combustion, heat release analysis, heat transfer, friction, valve flow, gas exchange, induction system design, charge motion, variable valve timing, and emissions formation. Students will design, setup and perform experiments to measure cycle resolved cylinder and manifold pressures for combustion and gas exchange analysis. Engine simulation software will also be incorporated into the coursework. A term project will integrate the simulation software with experimental analysis to allow the students to design, build, and test components.

■ **AuE 893 Autovation: A Course in Entrepreneurship & Innovation for Road Mobility 3 cr. (3, 0)**

The automobile and fuels sector, a global enterprise with an economic footprint measured in trillions of dollars, has entered an era of profound, even revolutionary, change. Three primary forces—technology advances, market opportunity, and societal need—are converging to strongly influence the rate and direction of this change. Entrepreneurs and innovators can advance this revolution by building new ventures that are sustainable, both in the marketplace and in their contribution to human welfare. This course seeks to equip you with the knowledge and experience to participate fully in this incipient transition, either as an independent entrepreneur or an innovator working from a corporate platform.

■ **AuE 893 Autovation II 3 cr. (3, 0)**

Autovation II will use the business plan as the platform for integrating and practicing concepts that were introduced in the *Autovation I* course. We will have some lectures and cases at the beginning, chiefly to supplement your understanding in areas like finance and intellectual property. To ensure grounding in the realities of entrepreneurship, successful entrepreneurs and venture investors will speak to the class. [Deep Orange](#) will provide opportunities for the creation of business plans. Teams may build business plans for:

- One of the *Deep Orange* vehicles, drawing upon all the background materials that have been gathered in support of the chosen vehicle; or
- The *Deep Orange* process itself, conceived as a business process for rapid R&D and innovation.

The unique requirements of each technology/business opportunity will motivate and guide the specific investigations of each student team.

■ **AuE 893 Hybrid Vehicle Powertrain Control Lab, 3cr. (2,3)**

The course focuses on techniques and tools to build Hardware-in-the-Loop (HIL) Simulation for evaluating hybrid powertrains components and architectures using programmable power supplies, electrical loads, dynamometers, and rapid control prototyping tools. Special emphasis is given to the use of such tools for component characterization, safely and efficiently interfacing electric machines and their controllers within the hybrid powertrain, accommodating accessory loads (disturbances) in hybrid powertrains and conducting system diagnostics. The course is restricted to GATE students only.

■ **AuE 893 Advanced IC Engine Concepts, 3 cr. (3,0)**

This course covers novel modes of combustion in IC engines, in-depth study of the underlying phenomena, and advanced engine systems required to translate the novel combustion concept into a viable technology. The course will prepare students for contributing to research and development efforts at either the university or the industry R&D facility.

The advanced IC engine concepts include the direct-injection stratified SI engines, Homogenous Charge Compression Ignition engines, mixing-controlled and premixed diesels, two-stroke and split-cycle engines. Critical phenomena such as the thermodynamics of advanced cycles, fluid flow, fuel injection, combustion chemistry, and heat transfer will establish the foundation. State-of-the-art modeling and simulation tools will be introduced to establish a link between the fundamental processes and design decisions, and to support integration and analysis of engine systems.

■ **AuE 893 Mechanics and Manufacturing of Automotive Composites, 3cr. (3,0)**

The course aims to provide fundamental principles of the mechanics and manufacturing of composite materials and structures. The course deals with thermoplastic and thermoset composites, their design, analysis, manufacturing, defects and repair, machining, and assembly, all in the context of automotive applications.

■ **AuE 893 Fundamentals of Injection Molding, 3cr. (3,0)**

All major aspects of injection molding with emphasis on design, processing, process physics, computer-aided engineering (CAE), trouble shooting, and special and advanced molding processes. Video presentation, case-studies, term-project, and hands-on experience using commercial CAE simulation software.

■ **AuE8950 Engineering Project, 3-9cr. (0,3-9)**

Industrial project work culminating in writing engineering reports; external employment. Projects will cover comprehensive analytical and/or experimental treatment of phenomena of current interest in automotive engineering emphasizing modern technological problems.

Students should note that the AuE 8930 course number is given to several classes in special topics. They should carefully review the course title and section, not just the number, to ensure they are registering for the proper class.

Employer's Feedback on Student – SAMPLE QUESTIONS

This is NOT the official form.

The official form is found at <https://www.surveymonkey.com/s/clemsonaueinterneval>

Ratings: When evaluating your student intern, please compare him/her with employees who are completing their first year of employment with your company. Please use a five-point rating scale with **one being the lowest** and **five being the highest** ranking possible.

NA – Not applicable or unable to evaluate, more information is needed to rate the student.

1 DID NOT MEET EXPECTATIONS – Student consistently failed to complete tasks or behave as expected.

A permanent employee who performed in this manner would be terminated.

3 MET EXPECTATIONS – Student consistently completed tasks and behaved as expected.

5 MET & EXCEEDED EXPECTATIONS Student met all expectations and exceeded expectations in some areas.

The performance parallels what is seen in high-performing permanent employees.

TECHNICAL KNOWLEDGE	NA	1 DID NOT MEET EXPECTATIONS	2	3 MET EXPECTATIONS	4	5 MET & EXCEEDED EXPECTATIONS
2.1 Engineering skills						
2.2 Math skills						
2.3 Science skills						
2.4 Software skills						
2.5 Hands-on skills						
2.6 Quality of work						
2.7 Quantity of work						
2.8 Ability to learn new information quickly						
2.9 Ability to apply information						
2.10 Ability to think critically						

COMMUNICATION	NA	1 DID NOT MEET EXPECTATIONS	2	3 MET EXPECTATIONS	4	5 MET & EXCEEDED EXPECTATIONS
2.11 Verbal						
2.12 Written						

PROFESSIONALISM	NA	1 DID NOT MEET EXPECTATIONS	2	3 MET EXPECTATIONS	4	5 MET & EXCEEDED EXPECTATIONS
2.13 Punctuality & attendance						
2.14 Time management, meets deadlines						

2.15 Ability to accept criticism						
2.16 Seeks assistance when necessary						
2.17 Trustworthiness, ability to maintain confidentiality						
2.18 Effective use of interpersonal communication						
2.19 Demonstrates initiative (self-starter)						
2.20 Ability to work in a team						

- List the main tasks/projects completed by this intern.
- Name two strengths or areas where the intern excelled.
- Name two weaknesses and give suggestions for improvement.
- If you have any other general comments about this student, please share them here.

Based on your experience with this student, would you be willing to hire another intern from Clemson's Department of Automotive Engineering?

No
 Yes

I would like to be contacted about recruiting at Clemson.

I am interested in interns permanent hires both

STUDENT EVALUATION OF INTERNSHIP EXPERIENCE

This is a **SAMPLE** and not the official form. The official form is found here
<https://www.surveymonkey.com/s/clemsonauestudentsurvey>

EVALUATION OF PREPARATION FOR THE INTERNSHIP

For the questions below, **think about how well your experiences in the Department of Automotive Engineering prepared you for the duties preformed in your internship.**

Ratings:

1 DID NOT PREPARE ME FOR THIS INTERNSHIP – Basic concepts and key skills were not covered during my time at Clemson. I was not prepared to meet the needs of this internship.

3 SOMEWHAT PREPARED ME FOR THIS INTERNSHIP – All of the basic concepts and skills were covered during my time at Clemson. Some additional instruction would have been helpful

5 COMPLETELY PREPARED ME Other than proprietary concepts related to my employer, I was well prepared for this internship.

	1 DID NOT PREPARE ME	2	3 SOMEWHAT PREPARED ME	4	5 COMPELETELY PREPARED ME
TECHNICAL SKILLS	-----	-----	-----	-----	-----
2.1 Engineering skills					
2.2 Math skills					
2.3 Science skills					
2.4 Software skills					
2.5 Hands-on skills					
COMMUNICATION	-----	-----	-----	-----	-----
2.6 Verbal					
2.7 Written					
PROFESSIONALISM	-----	-----	-----	-----	-----
2.8 Punctuality & attendance					
2.9 Ability to work effectively on a team					
2.10 Time management, ability to meet deadlines					

Continued on the following page

EVALUATION OF PREPARATION FOR THE INTERNSHIP

For the next section, **please think about your internship experience. To what degree did your internship help you learn new skills or further develop your existing skills?**

1 NO SKILL DEVELOPMENT – This internship offered no value when it came to learning or improving skills in this area.

3 SOME SKILL DEVELOPMENT – I learned some new skills or improved my existing knowledge in this area.

5 STRONG SKILL DEVELOPMENT – My skills and knowledge in this area were significantly improved through this internship experience.

	1 NO SKILL DEVELOPMENT	2	3 SOME SKILL DEVELOPMENT	4	5 STRONG SKILL DEVELOPMENT
TECHNICAL SKILLS	-----	-----	-----	-----	-----
3.1 Engineering skills					
3.2 Math skills					
3.3 Science skills					
3.4 Software skills					
3.5 Hands-on skills					
COMMUNICATION	-----	-----	-----	-----	-----
3.6 Verbal					
3.7 Written					
PROFESSIONALISM	-----	-----	-----	-----	-----
3.8 Time management, ability to meet deadlines					
3.9 Ability to accept criticism					
3.10 Effective use of interpersonal communication					
3.11 Ability to work on a team					

- Based on your experience with this site, would you recommend it to other students?
 No
 Yes
 Explain
- Name three things you wished that you learned in the Department of Automotive Engineering.
- Name the three most important things you learned during your internship. This does not have to be limited to technical knowledge.
- What do you wish you knew on your first day at this internship site?
- If you have any general comments about this internship, please share them here.
- Was this internship in your technical area? Why did you select this internship?

Acknowledgment Form

Reference only - A copy of this form will be distributed at orientation.

I have received an electronic copy (PDF) the Clemson University Department of Automotive Engineering Graduate Student Manual.

I understand that **I must read the manual and familiarize myself with the policies found there.** As a student in the Department of Automotive Engineering, **I must obey all the rules and policies outlined in the manual.**

Furthermore, I understand that faculty members have the right to set policies that govern their classrooms. I am expected to adhere to these rules as well as the policies outlined in the manual.

By signing below, I acknowledge that I have received the manual and am responsible for the information found within its pages.

Please print your name above

Please sign your name above

Date

This form is to be returned to the Graduate Student Coordinator.
All forms are to be returned by the end of the second week of classes.

A hard-copy version of this form will be distributed to students during orientation.



Automotive Engineering Waiver Request

INSTRUCTIONS FOR COMPLETING THIS FORM

(Please read all instructions and policies before completing this form)

All waiver requests are reviewed by the Graduate Research Committee (GRC). The GRC reserves the right to approve or disapprove waiver requests upon review. The student and their advisor will be notified once a final decision has been made by the GRC. Students should review the AuE Graduate Manual for waiver requirements prior to submission of the request form. All waiver request forms must be accompanied by justifiable documentation as mentioned in the AuE Graduate Manual.

Date: _____ **Semester/Year:** _____

Last Name: _____ **First Name:** _____ **MI:** _____

CUID#: _____ *Domestic* *International*

Type of Waiver:

Internship Waiver Business Course Waiver Additional Course Waiver

Reason for waiver request (brief description):

Student Signature: _____
Signature *Date*

Advisor Signature: _____
Signature *Date*

FOR GRC USE	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
GRC representative: _____	
Date: _____	