**Aviation and Technology Department (AvTech)**

**MSET Program Student Orientation**

**Agenda**

1. Introduction and Welcome to AvTech

Department Chair: Dr. Fred Barez

Graduate Program Advisor: Dr. Armin Moghadam

Department Admins: Ms. Binbin Wang, Ms. Debbie Martinez

Student Assistants: Alice Zhang

Michelle Wang

Faculty (Part-Time): Dr. Nik Tehrani

Dr. Brian Lee

1. MSET Program (see MSET Specialization and Courses)
2. Graduate Project/Thesis Requirements (see Thesis/Project Guide Book 2023-2024)
3. Grading:
4. Must keep a GPA of 3.0+ each semester
5. If GPA in one semester drops below 3.0, you will be put on Probation
6. If two consecutive semesters of below 3.0 GPA, you will be Disqualified from the University.

Disqualified means you are no longer a matriculated student at

SJSU.

You need to work with your advisor to develop a Program of Study, take 2 courses with the approval of your Graduate Program Advisor, earn B+ or higher grades to improve your GPA.

Then, REAPPLY to the program, like starting from the beginning.

1. Students must complete their MS Degree in 7 years. If you took courses outside the 7-year period, you need to have those courses 'Recertified' or 'Retake' them.
2. **International Students** are allowed to work up to 20 hours per week on campus for the first year. The following year, they may be able to secure employment off-campus for up to 20 hours per week. (Curricular Practical

Training (CPT), Stay in touch with the ISSS Office. They need to take a minimum of 9 units each semester. Under exceptional cases, student can petition for Reduced Work Load (RWL) in particular in their last semester of studies.

1. All graduate students are eligible to work as Teaching Associates (TA), Student Assistants (SA), and Instructional Student Assistants (ISA = Graders). You need to build relations with faculty members to secure any of such positions. Tas are eligible for tuition waiver depending on the position appointment.
2. Admission to SJSU as:
3. Classified
4. Conditional (need to take a couple of courses and earn a B+ or higher grade to become Classified.
5. Graduate Admissions and Program Evaluations GAPE Office). Contact Persons are:

Ms. Katrice Gipson [katrice.gipson@sjsu.eu](mailto:katrice.gipson@sjsu.eu)

Ms. Tonya Person [tanya.person@sjsu.edu](mailto:tanya.person@sjsu.edu)

1. Advancement to Candidacy (a document notifying the GAPE Office that you would like to earn your MSET Degree and have completed the Program Requirements). See Advancement to Candidacy Form.
2. Culminating Experience Form to be filed by the MSET Graduate Advisor (or the Deportment Chair if needed). See Culminating Experience Form.
3. Many of you are new to SJSU as either domestic or international students. Please consider this Department as Home away from your home. Department Staff and Faculty will go out of their way to help you within reason. Stay in touch with us.