

Virginia Tech
Charles E. Via, Jr. Department of Civil and Environmental Engineering
Vecellio Construction Engineering & Management Program

Final Exam Guidelines for MS Students

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These guidelines describe the process for completing a final exam for MS students.

Process

1. MS students will follow the non-thesis industry track (coursework only exit option) unless a qualified faculty member agrees to supervise a project & report or thesis for the MS student. Not later than the start of the student's second semester of enrollment, the student will notify the VCEMP program coordinator of their exit option; in the case of a project & report or thesis, the consent of the supervising faculty member is also required.
2. Regardless of the exit option, MS students must comply with CEE and Graduate School policies and requirements for MS committees and final examinations.
3. MS project & report students are required to:
 - a. Consult with their advisor to establish a committee in accordance with the CEE Graduate Policies and Procedures Manual;
 - b. Prepare a proposal for the project & report;
 - c. Schedule a presentation of the project & report proposal with their committee; the written proposal should be delivered to the committee at least 1-week in advance of the scheduled proposal presentation;
 - d. Complete the project & report in accordance with any feedback provided by the committee;
 - e. Identify a date for the final exam in consultation with their advisor and committee;
 - f. Schedule a final exam with the Graduate School at least two weeks in advance of this date; deliver the project & report document to the committee at least two weeks in advance;
 - g. Present the project & report results to their committee during the scheduled final exam.
4. MS thesis students are required to:
 - a. Consult with their advisor to establish a committee in accordance with the CEE Graduate Policies and Procedures Manual;
 - b. Prepare a proposal for the thesis;
 - c. Schedule a presentation of the thesis proposal with their committee; the written proposal should be delivered to the committee at least 1-week in advance of the scheduled proposal presentation;
 - d. Complete the thesis research in accordance with any feedback provided by the committee;
 - e. Schedule a pre-defense with their advisor and committee. Deliver the thesis to the committee at least 1-week in advance of the scheduled pre-defense date;

- f. Present the thesis results to their committee during the scheduled pre-defense;
 - g. Make any revisions or improvements to the thesis identified during the pre-defense meeting;
 - h. Identify a date for the final exam with their advisor and committee;
 - i. Schedule a final exam with the Graduate School at least two weeks in advance of this date. Deliver the thesis document to the committee at least two weeks in advance;
 - j. Present and defend the thesis results to their committee during the scheduled final exam;
 - k. Comply with CEE and Graduate School policies and requirements for MS thesis content and deposit.
5. MS coursework only students will have their committee chair and two committee members assigned by the VCEMP Program Coordinator.
- a. In the semester of graduation, MS coursework only students are required to:
 - i. Select three CEE elective courses from the VCEMP check sheet* and receive approval of their selection from their committee chair;
 - ii. Prepare a 15-minute presentation; there is no specific template for the presentation, but students should demonstrate effective communication skills learned throughout the program;
 - iii. The presentation should include the following:
 - 1. An introduction covering the student's background and rationale for attending the program
 - 2. For each course:
 - a. Discuss three key topics covered in the course; the discussion should demonstrate the student's understanding of the topics and explain how they may be applicable to the student's career
 - b. Identify one strength and one weakness of the course
 - 3. A summative assessment of the student's experience in the program
 - 4. A conclusion to include the student's future plans and career goals
 - iv. Record the presentation and post it to the designated site not later than the second Friday of November or April in the semester of graduation;
 - b. The program will identify dates, times and locations for the student's final exam in December or May; students must register for a date, time and location as directed.
 - c. Once the date, time and location are confirmed, students must schedule a final exam with the Graduate School at least two weeks in advance of the date.
6. For any of the exit options, if a student fails the final exam, then they must follow Graduate School policy for retaking the final exam, which currently requires that one full semester (a minimum of 15 weeks) must elapse before the second examination is scheduled.

*The student should use the check sheet of record for the academic year in which they started their studies at Virginia Tech. Civil Infrastructure Engineering students should consult with the VCEMP Program Coordinator regarding eligible courses.