Industrial Engineering: Human Factors and Health Systems Engineering, M.S.

This is a named option course-based program within the Industrial and Systems Engineering M.S. ([http://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/](http://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/))

By examining, designing, testing and evaluating products, environments and how people interact in it, Human Factors and Health Systems Engineering ([https://pdc.wisc.edu/degrees/human-factors-health-systems-engineering/](https://pdc.wisc.edu/degrees/human-factors-health-systems-engineering/)) professionals can create productive, safe and satisfying environments for humans, and apply industrial and systems engineering tools and approaches to specific health care problems.

**IS THIS PROGRAM RIGHT FOR YOU?**

The demand for engineers who can combine a concern for the human component with traditional engineering principles is great. The Human Factors and Health Systems Engineering program provides students content from physical ergonomics, cognitive ergonomics, macroergonomics and broad issues in health care, including long-term care, prevention, quality improvement, health care financing, and system evaluation.

This program considers human reliability, psychomotor capabilities and human characteristics in equipment, as an important aspect of equipment design is human-computer interaction. Engineers are concerned with the complex physical relationships between people, machines, job demands and work methods, design, work quality and assessment of skill. Also important are organizational issues such as management approaches, job design, participative problem solving, psychological stress, job satisfaction, performance effectiveness, product/service quality, and quality of work life.

Effective model building requires strong systems analysis skills. While skill in manipulating statistical and mathematical models is essential to an industrial engineer’s success, the health systems engineer must also be able to initiate resolutions to strategic problems using knowledge of how organizational decisions are made.

See the Learning Outcomes ([http://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/#learningoutcomestext](http://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/#learningoutcomestext)) for this program.

If you have questions, please contact COE Grad Admissions at iegradadmission@engr.wisc.edu; Subject Line: IE Grad Admissions and I Sy E Seniors please contact Pam Peterson, prpeterson@wisc.edu. (prpeterson@wisc.edu)

**ADMISSIONS**

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website.

Graduate admissions is a two-step process between academic programs and the Graduate School. **Applicants must meet** the minimum requirements ([https://grad.wisc.edu/apply/requirements/](https://grad.wisc.edu/apply/requirements/)) of the Graduate School as well as the program(s). Once you have researched the graduate program(s) you are interested in, apply online ([https://grad.wisc.edu/apply/](https://grad.wisc.edu/apply/)).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>December 15</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>The program does not admit in the summer.</td>
</tr>
<tr>
<td>GRE (Graduate Record Examinations)</td>
<td>Required.*</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a>).</td>
</tr>
<tr>
<td>Other Test(s) (e.g., GMAT, MCAT)</td>
<td>n/a</td>
</tr>
<tr>
<td>Letters of Recommendation</td>
<td>3</td>
</tr>
<tr>
<td>Recommendation Required</td>
<td></td>
</tr>
</tbody>
</table>

*UW-Madison ISyE undergrads and applicants with prior institutional approval are waived from the GRE requirement.

**APPLICATION DEADLINES**

- **Fall:** Dec. 15th
- **Spring:** Oct. 1st

**ADMISSION**

Applicants must first meet all of the requirements of the Graduate School ([https://grad.wisc.edu/admissions/requirements/](https://grad.wisc.edu/admissions/requirements/)).

- Applicants must also meet department specific requirements as outlined below:
  - BS degree in engineering or related area or equivalent
  - Mathematical Statistics Course (for example, STAT 312 Introduction to Theory and Methods of Mathematical Statistics II or I SY E 210 Introduction to Industrial Statistics)
  - Non-native English speakers must have a Test of English as a Foreign Language (TOEFL) score of 580 (written), 243 (computer-based test), or 92 (Internet version).
  - The Graduate Record Examination (GRE) is *required for this masters programs in I Sy E. Information on taking the GRE exam can be found here ([https://www.ets.org/gre/](https://www.ets.org/gre/)). Please note: Applicants should plan to take their exam by December 1 to allow scores to be sent and processed.

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website.
FOR UW-MADISON STUDENTS ONLY

1. UW–Madison undergraduate students applying to this program must submit a UW transcript, but it may be an unofficial transcript.

FOR UW-MADISON ISYE STUDENTS ONLY

1. Three letters of recommendation are NOT required for students completing their Industrial Engineering bachelor’s degree at UW. Please note that the application system will still require you to list three individuals as recommenders. You are welcome to list Jim Luedtke, Pam Peterson, and Amanda Smith to bypass this requirement.

2. ISyE undergrads and applicants with prior institutional approval are waived from the GRE requirement.

3. UW-Madison students completing their bachelor’s degree in the Industrial and Systems Engineering department may count up to 6 credits of coursework numbered 300 or above toward the degree with prior program approval. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

HOW TO APPLY

1. Fill out an online application (https://grad.wisc.edu/apply/) through the Graduate School website. (https://grad.wisc.edu/admissions/faq/)

2. List three recommenders and their contact information as part of the online application. An email will be sent to the recommender, asking that they submit their letter online using the Graduate School’s recommendation form. Applicants can log back into their online application to re-send the email request if the recommender loses the email. Letters of recommendation must be submitted electronically.

3. Submit a Statement of Purpose (https://grad.wisc.edu/prospective/prepare/statement/) with your online application. In this document, applicants should explain why they want to pursue further education in ISyE and discuss which UW faculty members they would be interested in doing research with during their graduate study.

4. TOEFL Exam Information: Ask ETS (https://www.ets.org/) to submit your GRE and/or TOEFL scores to the UW–Madison Graduate School (Institution Number 1846). If you have your scores sent to UW–Madison, they will be available online to all departments to which you have applied. The institution code, therefore, is the only number needed. For more information please visit the Graduate School Requirements (https://grad.wisc.edu/admissions/requirements/) page. Please note: Exam information must be valid at start date of the semester that you are applying for (nonexpired).

5. GRE Exam Information: (https://www.ets.org/gre/) The IE graduate program requires the GRE exam be taken by prospective students as part of the application. Note there are no specific scoring guidelines for the exam as the GRE is only one part of consideration for admission into the program. Please note: Exam information must be valid at start date of the semester that you are applying for (nonexpired).

6. Electronically submit one copy of your official transcript with your application. Official transcripts of all undergraduate and previous graduate work are required. Unofficial copies of transcripts will be accepted for review, but official copies are required for admitted students. Please do not send transcripts or any other application materials to the Graduate School or gradadmission@engr.wisc.edu.

7. Upload your resume in your application.

8. Pay the Application Fee: Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or VISA) or debit/ATM. By state law, this fee can only be waived or deferred through the conditions outlined here by the Graduate School. (https://grad.wisc.edu/apply/fee-grant/)

NOTE: PLEASE DO NOT SEND MATERIALS/DOCUMENTS TO THE ISyE DEPARTMENT OR GRADUATE SCHOOL UNTIL YOU ARE RECOMMENDED FOR ADMISSIONS. ALL DOCUMENTS SHOULD BE UPLOADED WITH YOUR APPLICATION.

QUESTIONS?

Check out the Admissions FAQ (https://grad.wisc.edu/apply/) or contact us at gradadmission@engr.wisc.edu.

NOTE: PLEASE DO NOT SEND MATERIALS/DOCUMENTS TO THE ISyE DEPARTMENT OR GRADUATE SCHOOL UNTIL YOU ARE RECOMMENDED FOR ADMISSIONS. ALL DOCUMENTS SHOULD BE UPLOADED WITH YOUR APPLICATION.

FUNDING

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

PROGRAM RESOURCES

Tuition information for this program is available here (https://pdc.wisc.edu/degrees/human-factors-health-systems-engineering/). Beginning in the fall semester of 2021, resident and resident reciprocity students are eligible for a tuition scholarship. Details here (https://engineering.wisc.edu/wp-content/uploads/2022/05/Masters-Program-Tuition-CreditFall2021.pdf).

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/policiesandrequirementstext), in addition to the program requirements listed below.

NAMED OPTION REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW–Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

CURRICULAR REQUIREMENTS

**Requirements Detail**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Residence Credit</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Graduate Coursework</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Overall</td>
<td></td>
<td>3.00 GPA required</td>
</tr>
<tr>
<td>Graduate GPA</td>
<td></td>
<td>This program follows the Graduate School's GPA requirement policy</td>
</tr>
</tbody>
</table>

Other Grade Requirements: Grades of C and D received by a candidate in any graduate course will not be counted as credit toward the degree. These grades will be counted in the graduate GPA.

Assessments and Examinations: None.

Language Requirements: No language requirements.

REQUIRED COURSES

Of the required credits, all must be at the 300 level or higher, at most 6 credits may be at the 300 level, at least 15 must be at the graduate level, at least 18 credits must be in the Industrial and Systems Engineering Department, and at least 16 credits must be taken as a graduate student in residence at UW-Madison. A total of at most 6 credits from independent study (e.g., I SY E 699), research (e.g., I SY E 790), and internship/co-op (I SY E 702) courses may be applied toward this degree.

Below is a typical curriculum for those pursuing an M.S. in Industrial Engineering with the course options in Human Factors and Health Systems Engineering. Please note the Human Factors and Health Systems Engineering program is a customizable program and students should work out other course options with their faculty advisor.

**Fall Potential Courses:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I SY E 313</td>
<td>Engineering Economic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/PSYCH 349</td>
<td>Introduction to Human Factors</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 417</td>
<td>Health Systems Engineering</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/M E 512</td>
<td>Inspection, Quality Control and Reliability</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 515</td>
<td>Engineering Management of Continuous Process Improvement</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/PSYCH 549</td>
<td>Human Factors Engineering</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 601</td>
<td>Special Topics in Industrial Engineering</td>
<td>1-3</td>
</tr>
<tr>
<td>I SY E 602</td>
<td>Special Topics in Human Factors</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 606</td>
<td>Special Topics in Healthcare Systems Engineering</td>
<td>1-3</td>
</tr>
<tr>
<td>I SY E/PHARMACY 608</td>
<td>Safety and Quality in the Medication Use System</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/PSYCH 653</td>
<td>Organization and Job Design</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 699</td>
<td>Advanced Independent Study</td>
<td>1-5</td>
</tr>
</tbody>
</table>

**Spring Potential Courses:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I SY E 313</td>
<td>Engineering Economic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/PSYCH 349</td>
<td>Introduction to Human Factors</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 417</td>
<td>Health Systems Engineering</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/M E 512</td>
<td>Inspection, Quality Control and Reliability</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 555</td>
<td>Human Performance and Accident Causation</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/PHARMACY 559</td>
<td>Patient Safety and Error Reduction in Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>I SY E 562</td>
<td>Human Factors of Data Science and Machine Learning</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/B M E 564</td>
<td>Occupational Ergonomics and Biomechanics</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 575</td>
<td>Introduction to Quality Engineering</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 601</td>
<td>Special Topics in Industrial Engineering</td>
<td>1-3</td>
</tr>
<tr>
<td>I SY E 602</td>
<td>Special Topics in Human Factors</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 606</td>
<td>Special Topics in Healthcare Systems Engineering</td>
<td>1-3</td>
</tr>
<tr>
<td>I SY E/PHARMACY 608</td>
<td>Safety and Quality in the Medication Use System</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/B M I 617</td>
<td>Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/B M E 662</td>
<td>Design and Human Disability and Aging</td>
<td>3</td>
</tr>
</tbody>
</table>

**Summer Potential Courses:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I SY E 313</td>
<td>Engineering Economic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>I SY E/PSYCH 349</td>
<td>Introduction to Human Factors</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 516</td>
<td>Introduction to Decision Analysis</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 575</td>
<td>Introduction to Quality Engineering</td>
<td>3</td>
</tr>
<tr>
<td>I SY E 601</td>
<td>Special Topics in Industrial Engineering</td>
<td>1-3</td>
</tr>
<tr>
<td>I SY E 602</td>
<td>Special Topics in Human Factors</td>
<td>3</td>
</tr>
</tbody>
</table>
Other Department Course Suggestions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURSING 761</td>
<td>Health Program Planning, Evaluation, and Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH/SOC 797</td>
<td>Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH/ I SY E 875</td>
<td>Cost Effectiveness Analysis in Health and Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 876</td>
<td>Measuring Health Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>OTM 451</td>
<td>Service Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>OTM 753</td>
<td>Healthcare Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>OTM 770</td>
<td>Sustainable Approaches to System Improvement</td>
<td>4</td>
</tr>
<tr>
<td>B M I 773</td>
<td>Clinical Research Informatics</td>
<td>3</td>
</tr>
<tr>
<td>B M I/COMP SCI 576</td>
<td>Introduction to Bioinformatics</td>
<td>3</td>
</tr>
<tr>
<td>B M I/COMP SCI 776</td>
<td>Advanced Bioinformatics</td>
<td>3</td>
</tr>
<tr>
<td>COMP SCI/ ED PSYCH/ PSYCH 770</td>
<td>Human-Computer Interaction</td>
<td>3</td>
</tr>
<tr>
<td>E M A 601</td>
<td>Special Topics in Engineering Mechanics</td>
<td>1-3</td>
</tr>
<tr>
<td>M H R 412</td>
<td>Management Consulting</td>
<td>3</td>
</tr>
</tbody>
</table>

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate, graduate or certificate programs.

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

With program approval, students are allowed to count no more than 9 credits of graduate course work from other institutions. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

UW–Madison Undergraduate

UW-Madison students completing their bachelor’s degree in the Industrial and Systems Engineering department may count up to 6 credits of coursework numbered 300 or above toward the degree with prior program approval. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

UW–Madison University Special

This program follows the Graduate School’s policy for Transfer from UW–Madison University Special Student Career at UW–Madison. (https://policy.wisc.edu/library/UW-1216/)

PROBATION

This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

ADVISOR / COMMITTEE

Per Graduate School policy, every graduate student MUST have a faculty advisor. A faculty advisor provides the graduate student with academic guidance regarding their course selection and research oversight in their thesis or project. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses.

CREDITS PER TERM ALLOWED

Enrollment of 12 credits is highly recommended.

TIME LIMITS

This program is designed to be completed in 16 months. Students who have an undergraduate degree from UW-Madison can typically complete the program in 12 months. Internship and co-operative (co-op) work experiences during their program. The ISyE department does not guarantee availability of internship or co-op positions.

To ensure timely progress, the students in this program will be provided a list of courses they can select from at the beginning of each regular semester. The student is required to meet their academic advisor during their first semester to discuss and obtain approval of the course plan for the remainder of their program. In situations where the student cannot finish the program in 24 months due to exceptional circumstances, the exception must be requested by the student and approved by the student’s academic advisor and the academic affairs committee.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
• Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

• Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

• Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

• Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

• Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

• Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

**Grievance Procedures: Industrial and Systems Engineering**

If a graduate student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student's concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures (https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/). The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for handling graduate student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).

3. If the issue is not resolved to the student’s satisfaction, the student can submit the grievance to the Grievance Advisor, which may be either the Associate Chair for Graduate Affairs or the Department Chair, as chosen by the student. The grievance should be submitted in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, the Grievance Advisor will form a faculty committee that will review the complaint and gather further information as necessary from the filer of the complaint and other parties involved (including the party toward whom the complaint is directed).

5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal to the College of Engineering Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu). Either party has 10 working days to file a written appeal to the School/College.

7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

8. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures - Grievances & Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

**OTHER**

**Graduate Assistant Positions**

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

**Policies on Program Transfer**

• It is not allowed to transfer between the HFHSE and MSIE research-opinion programs.

• Students in this MSIE program can apply to the PhD program in ISyE. Students should follow the general application requirements of the ISyE PhD along with submitting an Add/Change of Program, Plan or Named Option Request online through the Graduate School.

• If a student currently in another graduate program wants to transfer to the course option MSIE they should follow the general application procedure for the course option MSIE program along with submitting an Add/Change of Program, Plan or Named Option Request online through the Graduate School.

**PROFESSIONAL DEVELOPMENT**

**GRADUATE SCHOOL RESOURCES**

Take advantage of the Graduate School’s professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.
PROGRAM RESOURCES

THE INDIVIDUAL DEVELOPMENT PLAN (HTTPS://GRAD.WISC.EDU/PD/IDP/)

An Individual Development Plan helps with self-assessment, planning, and communication:

• An IDP can help you communicate your professional development and career planning needs and intentions to others including your mentor, which can lead to helpful advice and resources.
• You can use the IDP to make sure you and your mentor’s expectations are clearly outlined and in agreement so that there are no big surprises, particularly at the end of your training.
• The current job market is challenging and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction.

The onus to engage in the IDP process is on you – although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

ENGINEERING CAREER SERVICES (HTTPS://ECS.WISC.EDU/)

Julie Rae, Assistant Director for Graduate Student Career Services

GRADUATE students in all Engineering programs

• Resumes & Cover Letters  https://ecs.wisc.edu/students/resumes-and-cover-letters/
• Job Search Strategies
• Job Offers & Negotiation  https://ecs.wisc.edu/students/offers-and-negotiation/
• CPT for Graduate Students  https://ecs.wisc.edu/students/co-op-and-internship/
• Student appointments: Click here (http://go.wisc.edu/ecs-grad-appt/) to schedule an appointment with ECS.


UW WRITING CENTER (HTTPS://WRITING.WISC.EDU/)

Location: 6171 Helen C. White Hall

Tel: (608) 263-1992

The UW Writing Center provides free of charge face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc). Writing Center instructors will not edit or proofread papers. Instead, their goal is to teach students to edit and proofread on their own in order to become a better, more confident writer.

SEASONAL EVENTS

See also Industrial and Systems Engineering Faculty Directory (http://directory.engr.wisc.edu/ie/faculty/).

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