



The degree

To meet the career needs of 21st Century technical managers, the University of Florida offers an Engineering Management master's degree program to working professionals. This joint program between UF's College of Engineering and the Master of Business Administration Program of UF's Warrington College of Business enables students to earn a master's degree in Industrial & Systems Engineering with an engineering management track.

Convenient schedule

The program is designed so that working professionals are able to balance work, including business travel, family activities and studies, without having to choose an Internet program. The classes are presented live by UF engineering and business faculty one weekend per month, with two full days of instruction on Saturday and Sunday (8am-5pm).

Lock-step format

The class sequence begins every fall. One business and one engineering course are offered each term. Due to the nature of the program, all coursework must be taken in sequence with all the other students in the class. Students complete the program in 20 months.

Interaction

Much of the work is done in groups. This approach is used for case studies and presentations in both the engineering and the business classes. Teams are organized so that students who live in the same geographic area can work together outside of class. This works hand in hand with the OEM program's web resources, which make communicating with teammates and other classmates very convenient, even while students are traveling. Faculty and teaching assistants are in daily contact with the class through the Internet. Additionally, the OEM Program will occasionally arrange for optional face-to-face study sessions for students to meet as a group with faculty and/or teaching assistants if that is desired or needed.

Engineering courses

The core of the engineering portion of the curriculum is optimization and statistics. Complex business systems can be modeled mathematically and the resulting models optimized as aids to informed decision making. By developing probability and statistics models, managers can manage risk, and monitor and control business processes for maximum effectiveness. By managing complex logistics functions, manufacturing and service processes can be designed and operated to gain competitive advantage. An OEM graduate grounded in these essentials is prepared to manage complex technological projects and to coordinate all functions of a modern enterprise.

MBA courses

OEM students complete the MBA core classes taught by senior MBA faculty and receive a solid working background in organizational behavior, accounting, finance, marketing, and business policy. These core classes also qualify OEM students to apply for a concurrent degree program which awards an MBA degree after only 12 additional months of study.

Benefits

New technical & management skills

Engineering Management is the most popular master's degree program from the Industrial & Systems Engineering department. It fills a special niche: technical people with professional experience who want management skills but also want to stay in the technical realm. The OEM curriculum provides advanced training in optimization and statistics, as well as the MBA core.

New contacts

- The live instruction format allows you to interact in a face-to-face environment. Our program attracts other technical professionals who are facing the same issues that you face. Many students tell us that one of



the most rewarding aspects of the OEM experience is the development of lifelong friendships and professional contacts.

- The professors who teach in the program are highly accomplished and are among the best instructors in their fields. In addition to classroom interaction with faculty during the program, you'll have the opportunity to work individually with a faculty mentor for an in-depth capstone project in the final semester.
- You'll join a growing network of nearly 300 alumni.

Resources and support

- Program staff handle most administrative details for students, such as registration for courses, purchase and delivery of textbooks and course materials, and assistance with a variety of UF offices, including the Office of Student Financial Aid and the Office of the Registrar.
- As a UF student, you'll have access to the same resources as traditional students (e.g., student loans, job placement, all state university libraries, commencement ceremony, sporting events). Your transcript will not show a distinction from the on-campus program.

Degree recognition

Both the College of Engineering and the MBA program at the University of Florida consistently receive excellent rankings. The program is also respected by the nation's best companies. Graduates from the Engineering Management on-campus program have been placed with such companies as IBM, Intel, i2 Technologies, Accenture, and Ernst & Young. The most common student employers include Lockheed Martin, Pratt & Whitney, Motorola, Harris Corporation, United Space Alliance, Siemens Westinghouse, Boeing, General Electric, NASA, and Raytheon.



The University of Florida is a major, public, comprehensive, land-grant, research university and has the fifth largest student enrollment in the nation. The state's oldest, largest and most comprehensive university, UF is among the nation's most academically diverse public universities, and has a long history of established programs in international education, research and service. UF recently celebrated its 150 year anniversary through a year-long series of events and programs.

In 1985, UF became one of only 17 public, land-grant universities to be a member of the Association of American Universities (AAU), the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. No other higher education institution in Florida is a member of the AAU. UF offers more programs on a single campus than all but a few U.S. universities. UF has 21 colleges and schools and more than 100 research, service and education centers, bureaus and institutes. A recent incoming undergraduate class had an average GPA of 3.92 and average SAT scores of 1300. UF ranks first among public institutions in attracting National Achievement Scholars and National Merit Scholars.

UF has a 2,000-acre campus and more than 900 buildings (including 170 with classrooms and laboratories). The northeast corner of campus is listed as a Historic District on the National Register of Historic Places. A few of the many outstanding campus facilities include the Florida Museum of Natural History, the Center for the Performing Arts, the Harn Museum of Art, University Art Galleries, the UF Brain Institute, one public television, one public radio and two commercial radio stations.

The university has approximately 226,000 alumni in all 50 states and 130 foreign countries. Outside the university, alumni have formed 100 Gator Clubs throughout the country and in five foreign countries. UF graduates have gone on to perform outstanding service to the state and nation through careers in both government and industry.



Century Tower



The OEM program is part of the Industrial & Systems Engineering Department in the College of Engineering at the University of Florida. Provided below is some introductory information about both the department and the college.

The Department of Industrial & Systems Engineering

ISE at UF covers a broad spectrum, from basic research aimed at the better understanding of industrial and social systems to the application of new methods and techniques that improve system performance. The ISE program is based on a sound foundation of operations research, probability and statistics, decision sciences, computing techniques and modern engineering concepts. The industrial and systems engineer (ISE) also applies problem-solving techniques in almost every kind of organization. There are ISE's in banks, hospitals, government at all levels, transportation, construction, processing, social service, electronics, facilities design, manufacturing and warehousing. Hundreds of thousands of ISE's are engaged in these and other activities worldwide.

Department research programs attract top international scholars who are recognized experts in optimization, stochastic processes, production control, location theory, simulation and manufacturing systems. ISE faculty have received 11 College of Engineering Teacher of the Year Awards, and several have recently won awards for research in diverse areas such as location theory, global optimization and energy management.

The undergraduate and graduate teaching programs are widely recognized, and score well in the annual US News and World Report rankings. For the undergraduate program, the department recently placed 12th among public universities and 16th among all ISE departments in the country. For the graduate program, it was ranked 10th overall. Enrollments continue to increase significantly at all levels.

The College of Engineering

UF's engineering school is the oldest and largest in Florida. Members of the engineering faculty collaborate with their colleagues in other disciplines, including chemistry, dentistry, forest resources, geography, geology, mathematics, medicine, physics, psychology, speech and zoology. The curricula of the College of Engineering are planned to produce skilled engineers and to provide each student with a broad range of degree and career choices.

The College of Engineering is the largest professional school, the second largest of all the colleges, and one of the three largest research units at the University of Florida. Recent rankings placed it 14th nationally in the number of master's degrees awarded and 14th nationally in engineering research expenditures, currently with more than \$92 million. The college ranked 15th in graduate engineering programs in American public institutions.



Prerequisite coursework

Knowledge of calculus, matrix methods, computer programming, probability and statistics.

Technical bachelor's degree

Baccalaureate degree from a regionally accredited university in Engineering, Computer Science, Mathematics, Statistics, Physics, Quantitative Management or a similar field.

Acceptable grades

A GPA of 3.0 or higher in the final two years of undergraduate study (including all coursework completed after the first 60 semester hours or the first 90 quarter hours). Grades in the prerequisite coursework shown above are particularly important. For applicants who fall short of this requirement, exceptions can sometimes be made when the rest of the application is strong. Contact us for a preliminary review of your eligibility (oemprogram@ise.ufl.edu or 352.392.0928).

Work experience

Two years of full-time, professional work experience (or equivalent) is preferred. Exceptions can sometimes be made when the rest of the application is strong. Contact us for a preliminary review of your eligibility (oemprogram@ise.ufl.edu or 352.392.0928).

GRE

The GRE is required unless you have already completed an approved advanced degree program (e.g., master's or doctoral degree) from a regionally accredited institution. See www.gre.org for testing sites and registration procedures.

The following are our GRE score requirements:

- A combined verbal and quantitative score of at least 1,000
- A quantitative score of at least 550
- A verbal score of at least 320
- The analytical writing section is required and will be a component of the admissions decision. The expectation is a score of at least 4.0, although some flexibility may be extended when the rest of the application is strong.

Please see the enclosed application booklet for a complete list of application instructions.

OEM Student Profile

Based on time of enrollment

32	Average age
24-55	Age range (typical)
8 years	Amount of work experience (average)
16%	Prior advanced degree (master's, etc.)
91%	OEM retention rate*
13%	Students who get an MBA degree also

*The student success rate is very high. When students withdraw from the program, it is almost always because of impacts from career or family obligations, not because of academic reasons.

If you would like to receive occasional OEM Program updates and announcements by email, please contact us (oemprogram@ise.ufl.edu) and ask to be added to our email distribution list.

Fall 2007		Fall 2008	
ESI 6314 Deterministic Methods in Operations Research	Introduction to deterministic decision-making models and their solutions with modern computer packages. Emphasis on modeling realistic business situations and analyzing computer outputs to arrive at optimum decisions.	EIN 6227 Quality Management and Engineering	Philosophy of process improvement and methodology for applying team problem solving to manufacturing and service industries. Application of the basic statistical quality tools; business process reengineering; process analysis; benchmarking.
	4 credits		3 credits
MAN 5245 Organizational Behavior	The fundamental forces affecting human behavior and the management of personnel in organizations. Organizational environment as a determinant of structure.	MAR 5805 Marketing Management	The role of general managers in implementing marketing strategies for goods and services, including high technology products. Key marketing concepts and tools and their application to specific marketing problems.
	3 credits		3 credits
Spring 2008		Spring 2009	
ESI 6321 Applied Probability Methods in Engineering	The power of probability and statistics to model complex business decisions. Includes regression techniques, experimental design, and statistical quality control.	EIN 6905 Master's Project	In-depth analysis of an engineering management problem under faculty supervision. Problem background and development. Preparation of a project report, using all methods and tools of coursework. Can be an individual or team project, normally based in the student's enterprise.
	3 credits		4 credits
ACG 5065 Financial and Managerial Accounting	Financial reporting and statement analysis including techniques, cash flow, and impact of accounting principles. Management control systems: planning, budgeting, reporting, analysis, and performance evaluations.	MAN 6721 Business Policy	Integrating and applying the various functional and support areas of business administration. Addresses realistic situations with an integrative approach to business strategies and decision making in a dynamic environment.
	3 credits		3 credits
Summer 2008		Total Credits in Program	32
ESI 6323 Models for Supply Chain Management	Analysis of multi-echelon distribution systems. Integrated transportation and inventory systems. The role of information in supply chains.		
	3 credits		
FIN 5405 Business Financial Management	Interpretation and use of capital market information. Application of modern financial methods to practical problems. The effect of the international/national economic climate, its current status, and future trends on business decisions.		
	3 credits		

In the spirit of continuous improvement and in order to maximize the educational experience, we often review the curriculum and may implement an update in order to keep pace with industrial and technology trends.



Class of 2009

(Unless otherwise indicated, class meeting times are from 8:00am-5:00pm with a one hour break for lunch and periodic breaks throughout the day.)

A. Orientation/First Class Weekend

The first session will be held on the UF campus in Gainesville and will include orientation events as well as the first 8 hours of class. All other class meetings will be held off campus in Orlando, Florida.

Friday, August 17, 2007 (12:00pm-5:00pm)

Saturday, August 18, 2007 (9:00am-5:00pm)

Sunday, August 19, 2007 (8:00am-1:00pm)

B. Class Meeting Dates

Fall Semester 2007

September 8-9, 2007

October 6-7, 2007

November 3-4, 2007

December 8, 2007

Spring Semester 2008

December 9, 2007

January 12-13, 2008

February 16-17, 2008

March 15-16, 2008

April 19, 2008

Summer Semester 2008

April 20, 2008

May 17-18, 2008

June 7-8, 2008

July 5-6, 2008

August 2, 2008

Fall Semester 2008

August 3, 2008

September 6-7, 2008

October 4-5, 2008

November 8-9, 2008

December 6, 2008

Spring Semester 2009

December 7, 2008

January 10-11, 2009

February 7-8, 2009

March 14-15, 2009

April 18-19, 2009

C. Graduation Ceremony

May 2, 2009 (tentative)



Location

The location of the program beginning in August 2007 will be Orlando, Fla.

Fees

The total program fee for the five-semester program is \$27,520. This amount covers all course fees, student fees and administrative fees. The cost per credit hour is \$860. Each semester's fees are payable at the beginning of the semester. Payment due dates correspond to the University's fee payment schedule. Fees may be paid via check or credit card (Visa, Mastercard, or American Express), and, in some cases, third party billing may be an option. A \$500 partial prepayment of the fall 2007 fees will be due prior to enrollment in the program.

The above price does not cover expenses associated with textbooks, transportation, lodging, or computer hardware (the program requires that students have unrestricted access to a personal computer that meets the most updated specifications, as described on our website).

Please note that the 20-month program spans three calendar years, which is advantageous in cases where students are participating in employer-sponsored educational assistance plans that have maximum amounts payable within a single calendar year.

Payment Schedule

Fall 2007	7 credits	\$6,020	
Spring 2008	6 credits	\$5,160	
Summer 2008	6 credits	\$5,160	
Fall 2008	6 credits	\$5,160	
Spring 2009	7 credits	\$6,020	
			<hr/>
			\$27,520 Total Program Fees



Stephen Kwaku Asare

ACG 5065, Financial and Managerial Accounting
Associate Professor of Accounting (Deloitte Honor Roll Faculty Fellow)
PhD, University of Arizona, 1989; JD (Cum Laude), University of Florida
2006; MBA, Baylor University, 1985; BSc (First Class Honors), University
of Ghana, 1982; CFE, Association of Certified Fraud Examiners, 1996;
Florida Bar (admitted 2006)

Professor Asare's research, which focuses on understanding and improving auditors' decisions, has appeared in the leading accounting and psychology journals, and has been funded by the AICPA and KPMG Peat Marwick Research foundation. He is the current editor of the Journal of Accounting Literature. He is also interested in improving governance in transitional democracies. His monograph on the use of criminal law to uphold the Fiduciary Role of Public Officers has been published by the Ghana Center for Democratic Development.

Honors and Awards: Cook Teaching Award for Excellence and Innovation in Teaching, 2003 and 1997; University of Florida Fisher School of Accounting Undergraduate Teacher of the Year, 1999; University of Florida College of Business Undergraduate Teacher of the Year, 1993.

D. Jack Elzinga

EIN 6227, Quality Management and Engineering
Professor of Industrial & Systems Engineering
Ph. D., Northwestern University, 1968; M.S., Northwestern University,
1965; B.S., University of Washington, 1960

Professor Elzinga served on the faculty of the Johns Hopkins University. He joined the University of Florida as Chair of Industrial & Systems Engineering, serving in that capacity for 18 years. He established the Engineering Management program and its outreach version. His recent research is concentrated in business process reengineering and quantitative decision making. He is the co-editor of *Business Process Engineering; the State of the Art*, Kluwer, 1999. Professor Elzinga was visiting professor at CERAM (France) and visiting mathematician, U.S. Bureau of Health Manpower. He worked for the Shell Development Company as a chemical engineer.

Honors and Awards: Best Paper, American Society of Engineering Education, 1998

Joseph P. Geunes

ESI 6323, Models for Supply Chain Management
Associate Professor and Associate Chair of Industrial & Systems Engineering
Director, Outreach Engineering Management Program
Ph.D., Pennsylvania State University, 1999; MBA, Pennsylvania State
University, 1993; B.S., Drexel University (Magna Cum Laude), 1990

Professor Geunes's research interests lie in manufacturing and logistics systems analysis and design, including distribution systems that support the efficient delivery of product variety and value. At the University of Florida, he has taught Supply Chain Management and Analysis and Production & Inventory Control.

From 1990 to 1992 Dr. Geunes worked for AT&T as a Network Development Project Manager managing the phases of design, development, testing and deployment of 800 services offering new technologies to major business customers. He also worked for Bell of Pennsylvania, Metropolitan Edison, and McNeil Consumer Products Company, and is currently the associate editor of *Decision Sciences*.

Editorial Boards: *Decision Sciences*, *Production and Operations Management*, *International Journal of Inventory Research*

Honors and Awards: University of Florida ISE Department's Outstanding Faculty Member, 1998-1999, 1999-2000 and 2003-2004

John Kraft

MAN 6721, Business Policy
Professor of Finance and Real Estate
Dean of the College of Business
Director, Center for Econometrics & Decision Sciences
Ph.D., 1971; M.A. University of Pittsburgh, 1970; B.S., St. Bonaventure
University, 1966

Professor Kraft has been Dean at the University of Florida since 1990. He was Dean at Arizona State University from 1986 to 1990. Professor Kraft was a Brookings Institution Economic Policy Fellow from 1970 to 1973. In addition, he has held positions at several federal agencies such as the Department of Energy, Department of Housing and Urban Affairs, Department of Interior, Price Commission, and National Science Foundation. A member of the Board of Directors of Beta Gamma Sigma, Professor Kraft has also served on the Board of Directors of Citibank of Arizona, Greyhound Financial Corporation (a subsidiary of the Greyhound-Dial Corporation), and Kroy, Inc.

H. Edwin Romeijn

ESI 6321, Applied Probability Methods in Engineering
Professor and Graduate Coordinator of Industrial & Systems Engineering
Ph.D., Erasmus University Rotterdam (The Netherlands), 1992; M.S.,
Erasmus University Rotterdam, 1988

Professor Romeijn's research and teaching interests are in the areas of stochastic modeling and optimization theory, with applications to supply chain management and financial engineering. At the University of Florida, he has taught Stochastic Modeling and Analysis, Operations Research 1, and Decision Support Systems for Industrial and Systems Engineers.

From 1993 to 1999 Professor Romeijn was a faculty member of the Department of Decision and Information Sciences at Erasmus University Rotterdam, The Netherlands. In addition, he has held visiting positions at The University of Michigan, Columbia University, and Ecole des Mines de Nantes (France).

Editorial Board: *Journal of Global Optimization*, *International Journal of Inventory Research*

Honors and Awards: NATO Science Fellowship (1992-1993); Best Master's Thesis in Statistics and Operations Research, Netherlands Society for Statistics and Operations Research (1988)



Alan G. Sawyer

MAR 5805, Marketing Management
Professor of Marketing

Ph.D., Stanford University, 1971; M.B.A., Northeastern University, 1968;
B.A., University of Maine, 1965

Professor Sawyer has served on the faculty of Ohio State University, the University of Massachusetts, and the State University of New York at Buffalo. He served as Chair of UF's Marketing Department for 10 years (1984-1994), a position he returned to in 2000. Professor Sawyer has published research and taught in the areas of marketing management, advertising, promotion, pricing and research methods. He has served as a marketing and research consultant to many businesses, public agencies, and law firms.

Editorial Boards: *Journal of Consumer Research*; *Journal of Marketing Research*; *Marketing Letters*

Honors and Awards: The Ohio State University Dean's Research Professor, 1980; Outstanding Researcher Award, 1983; Finalist, Journal of Consumer Research, Most Impactful Article, 1991-93; Professorial Excellence Award, 1997

J. Cole Smith

ESI 6314, Deterministic Methods in Operations Research
Associate Professor of Industrial & Systems Engineering

Ph.D., Virginia Polytechnic Institute and State University, 2000; B.S.,
Clemson University (Summa Cum Laude), 1996

Dr. Smith's research interests include combinatorial optimization, especially mathematical programming and dynamic programming. He is a recipient of a Young Investigator Award funded by the Office of Naval Research, and has also been funded on grants from the Defense Advanced Research Projects Agency, and the Air Force Office of Scientific Research.

From 2000 to 2005, Dr. Smith was an Assistant Professor at the University of Arizona, and spent the summer of 2003 working at the National Security Agency (NSA). His role with the NSA enabled him to consult on several problems of interest in improving national security – a line of research that has continued in the years since then. Dr. Smith has also worked on projects in conjunction with AMD, Intel, Lockheed-Martin, and the Federal Aviation Administration, in addition to his government-sponsored research.

Editorial Boards: *Journal of Global Optimization*, *Networks*, *Optimization Letters*, *Journal of Problem Solving*

Honors and Awards: Young Investigator Award by the Office of Naval Research (2002), First place, 2001 IIE Pritsker Doctoral Dissertation Award

T. Craig Tapley

FIN 5405, Business Financial Management
Lecturer of Finance

D.B.A., Indiana University, 1980; M.B.A., Dartmouth, 1976; B.S. Trinity
College (Hartford), 1972

Professor Tapley teaches in corporate finance and long-run financial strategy in the graduate and undergraduate curriculum. He has taught in a number of the college's external programs. Professor Tapley has served as a visiting professor at Indiana University and as a bank examiner for the Federal Reserve Bank of Boston. He is a member of numerous committees at the state, university and college levels.

Editorial Boards: *NACADA Journal of the National Academic Advising Association*; *Journal of Corporate Finance*, 1987-89

Honors and Awards: Teacher of the Year for the Finance, Insurance, and Real Estate Dept., 1985-86 and 1986-87

Henri L. Tosi, Jr.

MAN 5245, Organizational Behavior
McGriff Professor of Management

Ph.D., 1964; M.B.A., 1962; B.S., 1958, The Ohio State University

Professor Tosi was a faculty member at Michigan State University and has been a visiting professor at several universities, including Cornell and S.D.A. Bocconi (Milan, Italy). He has served as the Chair of the Management Department at the University of Florida. He is the author/co-author of several books on organizational behavior and has published many articles in the field. His current research focuses on the development of a model of organizational performance.

Editorial Boards: *Administrative Science Quarterly*, *Academy of Management Review*, *Business Topics*, *Journal of Business Research*, *Svillupo Ed Organizzazione*

Honors and Awards: Fulbright Grant, 1988; Fellow, Academy of Management; Professional Excellence Award, 1996



I selected the OEM program because of the strong engineering component coupled with a management emphasis, and it delivered. The best thing about OEM is that it's a program especially for managers of industrial processes. For a technical manager, that makes it more than an MBA. An added bonus is the close interaction with engineers from the best companies in the state. We still keep in touch, talking over problems and exchanging ideas - a welcome long-term benefit.

Monica Manolas, OEM 1998

VP, Operations and HR; Concrete Pipe Div., CSR Rinker (Miami)

The OEM program is great. It has a perfect mix of classes and excellent instructors from both the business and engineering sides. OEM was a perfect transition into the business side of engineering, and gave me a better understanding of the business aspects of my company. Following OEM, I completed a 12-month MBA program at UF. The OEM program was the bridge I needed to make this possible.

Steve O'Flarity, OEM 1998

Flight Test Director; Pratt & Whitney (West Palm Beach)

The OEM program was exactly what I was looking for when I decided to go back to school. I felt it was a better option than a pure MBA program because of its technical content, and the one-weekend-a-month schedule fit in better with my busy lifestyle. The professors are world class and the content provides an excellent balance of business and engineering topics. Also, the opportunity to work with other engineers in the area on group projects led to insights and contacts that I will value forever. Without it, I feel I would not have been able to move on to the position that I have today.

Tom Goodwin, OEM 2000

Distribution Center Operations Manager; Motorola Inc. (Harvard, IL)

I always wanted to get my master's, but opportunities for engineering higher education are pretty limited. Then I heard about the OEM program. It's just fantastic. It's a visionary approach to learning. The professors were all top notch. The work is challenging, too. It is stretching me, both personally and professionally. The chance to network with other engineers is a big benefit. It is the next step in the career of any engineer who wants to be in management.

Tom Morgan, OEM 2000

1985 UF Mechanical Engineering Graduate

I've recently accepted a position with an international pharmaceutical company, an opportunity which would never have arisen without a Master's degree. My new employer was very specifically impressed with my OEM degree -- they liked the combination of technical and business training. I am convinced it positioned me into the senior level position I was offered.

Scott McMillen, OEM 2002

Research & Development; Wyeth BioPharma (Dublin, Ireland)

The OEM program provides a good balance of the technical aspect of engineering with the business side of industry. This program has allowed me to obtain new opportunities and has opened doors for me to advance in my career. The material taught is very practical and provided me with important tools for my job.

Bernard Hill, OEM 2003

Senior Scientist; Clorox Services Co. (Pleasanton, CA)

The OEM Program has provided me with so much! I've learned things that are directly and immediately applicable to my job; my boss is constantly ping-pong me about what I've learned in OEM and asking me how I think it can best be

used in our department. I've developed the skills required to excel at my current position or to move on to larger responsibilities, and I've made friendships that I'm certain will last a lifetime. And best of all, I'm a Gator! I went into the program with great expectations, and have benefited even more than I could have imagined.

Karen Beauchamp, OEM 2004

Systems Analysis, Computer Sciences Raytheon (Patrick Air Force Base)

I have taught in many management education programs in my career, including in the Sloan School at MIT. UF's OEM program is as good as any I have seen for the technical manager. The weekend class format is effective for presenting material in depth, and we have email and a website to maintain contact with the students between classes. The responsiveness of the students makes it very enjoyable for me.

Donald W. Hearn

Professor and Chair, Industrial & Systems Engineering

One thing I've enjoyed is how the format of the OEM program fosters close personal bonds within the class. The intense weekend format has been likened to "military reserve duty without the uniforms," and through this shared experience, classmates develop friendships and connections that will last long after graduation. Students in the program enjoy the opportunity to exchange experiences from their jobs, expanding their knowledge of the varied ways that business works. Graduates leave the program with a unique cohesiveness and a strong network that advances lifelong learning.

D. Jack Elzinga

Professor, Industrial & Systems Engineering

The Outreach Engineering Management program is UF's first off-campus management program for technical professionals in Florida. It is an excellent opportunity for those who want to work while pursuing a master's degree that combines engineering and business studies. The program course work will enhance the skills needed by anyone seeking a technical management career. A real benefit is that program graduates receive University of Florida degrees, which are highly desirable for advancement in Florida's industries.

John Kraft

Professor and Dean, UF Warrington College of Business

The students are very interested in the psychological approach to the way people work together in groups. This is something they haven't studied in a systematic way before. They do have a common sense approach to it, and I try to give them a theoretical framework for their ideas. It is interesting for me because the students bring real experience in this area to flush out the theory. I like working with these students.

Henry Tosi

Professor, Management

It is a pleasure teaching finance to a class that consists of such highly motivated and technically capable working professionals. Because of their strong quantitative backgrounds, they can quickly grasp the underlying mathematics that form the basis for all corporate finance. As a result, I find that we are able to spend more time on the concepts that apply to real world situations and problems that they are facing in their current jobs. There is no question that this is an extremely demanding program, but it is always great to work with students who are dedicated, energetic, self-starters, team players, high achievers, and up for any challenge.

Craig Tapley

Lecturer, Finance



How old is the program?

The Engineering Management program was established on campus in fall 1991, and the outreach version began in 1996. The first outreach class graduated in May 1998.

What degree will I earn upon completion of this program?

You will receive an engineering degree—more specifically, a Master of Science degree in Industrial and Systems Engineering with an Engineering Management track.

When will this program be offered?

A new program will begin each fall.

What are the class meeting times for the program?

Classes meet on Saturdays and Sundays one weekend per month. Classes typically begin at 8:00am and last until around 5:00pm each day, with a one hour break for lunch and periodic short breaks throughout the day.

Can the OEM program help with lodging needs?

Our office has negotiated agreements with several local hotels and can provide contact and pricing information to applicants who need to make lodging arrangements.

How does this program differ from an MBA?

The OEM Program allows you to acquire important management techniques while developing new engineering skills applicable to management functions. Although you will earn an engineering degree, the program provides you with the MBA core curriculum and qualifies you to apply for one of UF's shortened MBA programs, available in both weekend and Internet formats. A recently instituted concurrent degree program awards an MBA with only one more year of classes.

Can I transfer graduate credits to be counted for completion of this degree?

No. There will be no transfer credits allowed for completion of this program. Due to the unique nature of this program, it is essential that all course work be taken sequentially and in conjunction with the entire enrollment population.

How does this program differ from the on-campus program?

The program has the same curriculum content.

Tell me about the Graduate Record Exam (GRE).

All applicants must take the GRE unless they have already successfully completed an approved master's degree program. The General Test, which contains the verbal, quantitative, and analytical writing portions of the exam, is required; the Engineering Subject Exam is not. The verbal and quantitative portions of the GRE are emphasized for admissions purposes, and a minimum combined score of 1,000 is required. The analytical writing portion is also important for admission to technical programs such as OEM. Therefore, applicants should take that portion as well. The GRE is administered by computer at Prometric Testing Centers (many are located inside Sylvan Learning Centers). To register, visit the GRE website (www.gre.org) or call (800) 473- 2255. The Educational Testing Service (ETS) maintains scores for five (5) years. If you have previously taken the GRE but cannot obtain an official score from ETS, contact the OEM office for other options. Other standardized tests, such as the GMAT, cannot be substituted.

Should I wait until my application is complete before I submit it for admission to the program?

No. Submit portions of your application as you finish them. Since transcripts, GRE scores, and the application are all coming from different sources, it is good to have part of your application on file so that you can be partially evaluated, and the admissions process can be underway.

What about transcripts?

Send two official transcripts from each college, university or professional school you have attended, even if you were not a degree candidate. If you graduated from UF, you do not need to have your UF transcripts sent to us. Please indicate on your application that you are a UF graduate and we can access your records. If, however, you have attended other universities since your graduation date, even if you were not a degree candidate, you will need to have transcripts from those institutions forwarded to us.

Can I go through the regular University of Florida commencement ceremony?

Yes. You have the same status as any University of Florida graduate.

Does the program require that students have a computer?

A personal computer is an integral part of the educational experience at UF. Computers will be used for communicating with faculty, staff and other students. See Web site for more details.

What types of opportunities are available for graduates of the program?

There are excellent career opportunities for graduates of this program. Engineering Management is the most popular Master's degree option from ISE. Our on-campus graduates have consistently been placed with companies such as Intel, Motorola, IBM, Accenture, and Ernst & Young. OEM students have full access to the University's Career Resource Center, which maintains close connections with nearly all corporate employers of technical graduates.

Can my coursework in this program be used to satisfy the continuing education requirement for licensed Professional Engineers in Florida?

Yes. The OEM Program is an approved continuing education provider. Our provider number is EXP 00109. Each hour of classroom instruction is equal to one professional development hour (PDH). More information about the Florida Board of Professional Engineers continuing education requirement is available at <http://www.fbpe.org/education/index.php>

How is the price of the program determined?

The program is self-supporting, so program fees are based on the costs of providing instruction. Fees are prorated by credit hour and are due at the beginning of each semester.

When are fees due?

There is a \$500 partial prepayment of the first semester fees due prior to enrollment in this program. Each semester fees are due at the beginning of the semester.

How can I get help to pay for the program?

Many corporations will reimburse for part or all of the program fees. Check with your Human Resources office. This program also qualifies for higher education loans (see below). The Lifetime Learning tax credit may also offer federal income tax relief.

Where can I get information about various loan options?

U.S. Dept. of Education studentaid.ed.gov
www.ed.gov
1-800-433-3243

FinAid www.finaid.org/loans/privategrad.phtml
UF Student Financial Affairs www.sfa.ufl.edu

Are other UF engineering graduate degree programs available for working professionals?

Yes. Various graduate engineering courses and degree options are available via electronic delivery through UF's EDGE (Electronic Delivery of Graduate Engineering) program (www.oEEP.eng.ufl.edu).

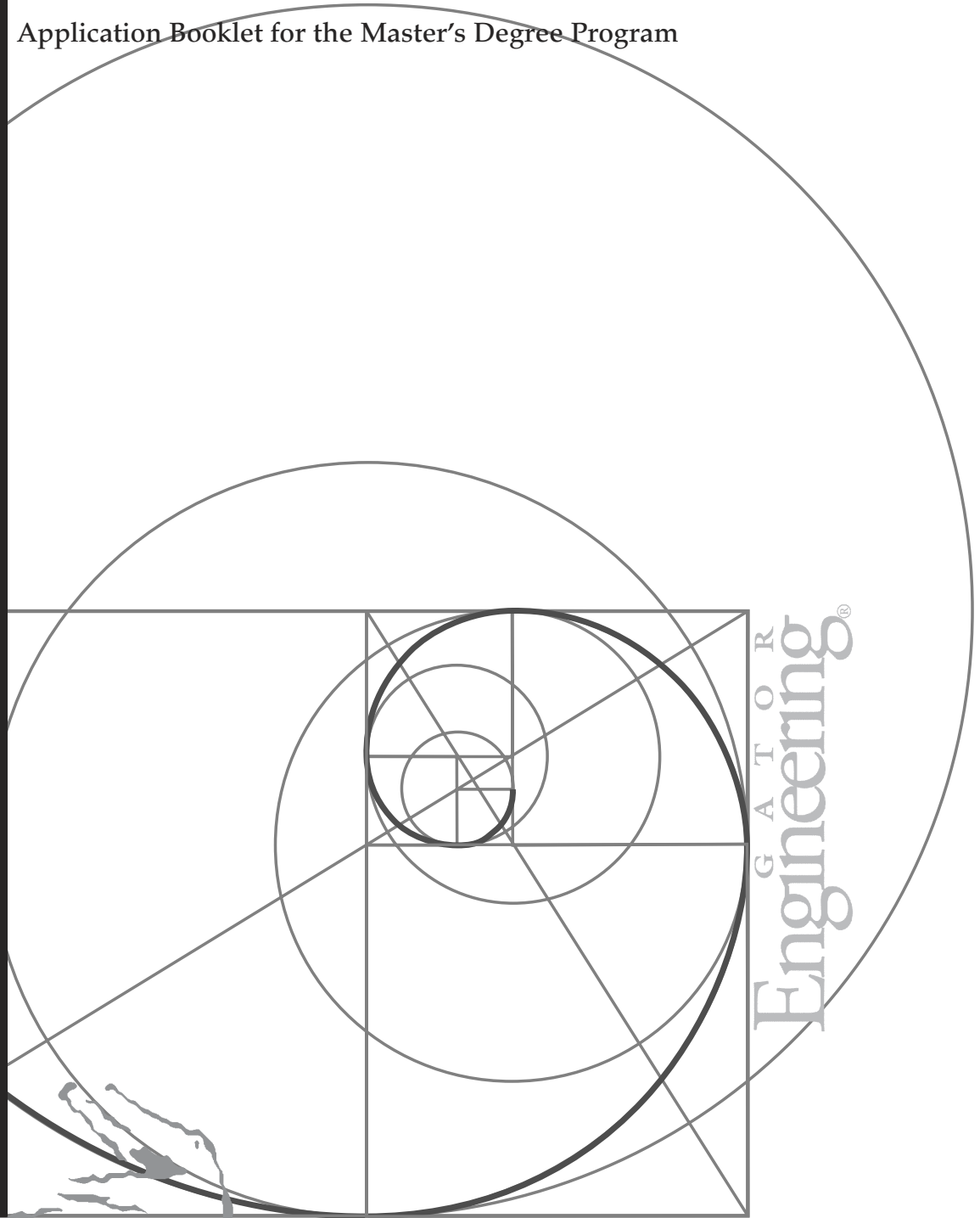


OUTREACH Engineering Management



UNIVERSITY OF
FLORIDA

Application Booklet for the Master's Degree Program



GATOR
Engineering®

Phone: 1.800.321.0199

352.392.0928

Fax: 352.392.6291

E-mail: engrman@ise.ufl.edu

URL: www.ise.ufl.edu/oemp

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Outreach Engineering
Management Program
University of Florida
303 Weil Hall, P. O. Box 116595
Gainesville, FL 32611

Phone: 1.800.321.0199
352.392.0928
Fax: 352.392.6291
E-mail: engrman@ise.ufl.edu
URL: www.ise.ufl.edu/oemp





There is no application deadline for the Outreach Engineering Management Program. We encourage early submission of application materials, since we make admissions decisions on a rolling basis as materials are received. You do not have to wait for all materials to be complete to begin sending a portion of your application portfolio. We will begin processing individual items as they arrive.

Please forward all application materials to the following address:

Outreach Engineering Management Program
University of Florida
303 Weil Hall, P. O. Box 116595
Gainesville, FL 32611

Applications must include all of the following components in order to be considered complete:

Application Form. Please fill out the application form in its entirety and attach a check or money order for \$30 made payable to the University of Florida. This fee is non-refundable.

Self-Reported GPA Computation Form. Please complete and enclose this worksheet based on the grades you achieved for your baccalaureate degree. Enter the computed GPA in the appropriate location on the Application Form. This calculation will be verified by the University. An accurate self-reported GPA will help to expedite the processing of your application.

Residency Form. All applicants must complete this form, regardless of residency status, but it does not affect the amount of program fees.

Statement of Purpose. Please describe your goals for the program and the qualifications that you believe will make you successful. Guidelines for composing the Statement of Purpose are included in the application booklet.

Two Recommendation Forms. These forms must be completed by someone in a position to assess your ability to succeed in the program. If they are not completed by a direct supervisor or client, then they should be completed by someone at your most recent job, or a former professor who can objectively evaluate your career progress and leadership qualities. After your recommender completes the form, he or she should enclose it in an envelope, seal it, and sign the envelope flap to ensure confidentiality. The sealed envelope should then be returned to you for inclusion in your application package.

Official Academic Transcripts. Send two official transcripts from each college, university, or professional school which you have attended **even if you did not earn a degree**. Please request that the transcripts be sent to the same address as the rest of your application materials. University of Florida transcripts do not need to be sent to us. If your transcript does not reflect a degree that you earned from that institution, you will be required to provide us with an official diploma or degree statement for degree verification purposes.

Official GRE Score Report. The University of Florida requires the Graduate Record Examination (GRE) for admission to graduate programs in Engineering. GMAT or other similar tests cannot substitute for the GRE. More information about this computer-based test is available online (www.gre.org) or by calling 1-800-GRE CALL (1-800-473-2255). If you have taken the GRE in the past five years, the Education Testing Service can provide us with the official scores upon your request. If you took the GRE more than five years ago, contact the OEM office for other options. Applicants who have already completed an approved advanced degree program are not required to submit GRE scores.

Résumé. Please enclose a current résumé detailing your work experience and qualifications.

Current Photo. Please enclose a current passport-style photo; alternatively, digital images saved in JPEG format can be emailed (engrman@ise.ufl.edu). If you are admitted, your photo will be used to create an official student i.d. card, and will be included in a class picture book.

Interview. After each of the above materials are received and processed, a personal interview or a telephone interview with an admissions representative may be required. If so, we will contact you to arrange a convenient time.

The following application items may also be required for international students:

Official TOEFL score report. If English is not your native language and if you have not been enrolled for one year or longer at an institution in an English-speaking country, the Test of English as a Foreign Language (TOEFL) is required. Residents of US territories and protectorates must submit TOEFL scores.

Affidavit of Fiscal Responsibility. If you will require a visa or change of visa to enroll in this program, you will need to complete a University of Florida international student application and an Affidavit of Fiscal Responsibility. Please contact us to request these materials.

Original certified English translations of your transcripts and diploma or degree statement. If your official academic transcripts and diploma or Certification Statement of Degree Confirmation is not in English, then you will be required to provide us with an original certified English translation of these documents.



Degree: Master of Science, Industrial and Systems Engineering
 Concentration: Engineering Management
 Term of Enrollment: Fall _____

Outreach Engineering Management Program
 Department of Industrial & Systems Engineering
 303 Weil Hall, P. O. Box 116595
 Gainesville, FL 32611
 Phone: (800) 321-0199 or (352) 392-0928
 Fax: (352) 392-6291
 Email: engrman@ise.ufl.edu
 Web Site: <http://www.ise.ufl.edu/oemp>

Application Fee: \$30
 Attach \$30 check or money order (US currency only)
 made payable to University of Florida

Name: Last/ Family		First	Middle/Maiden	Social Security Number:	UFID: _____ - _____	
Permanent Address: Street & Number		All correspondence from the Office of Admission will be mailed to this address.			Fee: _____	
Current Address: Street & Number		City	State	Zip	A-A _____	
Phone Number: () - () -	Work Phone Number: () - () -	E-mail Address:	Date of Birth: ____/____/____ Month Day Year		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Cell Phone: () - () -	Fax Number: () - () -	Have you ever attended UF? ___Yes ___No Are you currently enrolled at UF? ___Yes ___No				

Race/National Origin (please check one):
 American Indian or Native Alaskan Asian or Pacific Islander Black (not of Hispanic origin)
 Hispanic White
 The University of Florida is a recipient of federal dollars and is required by the federal government to solicit certain demographic information to meet federal reporting requirements. Applicants are requested to provide this information voluntarily. This information will not be utilized in a discriminatory manner.

Nation of Citizenship: <input type="checkbox"/> United States: <input type="checkbox"/> Other: _____	Place of Birth: _____ City State	Non-U.S. citizens only: Are you a permanent resident alien? <input type="checkbox"/> Yes; attach a copy of both sides of your permanent resident alien card. <input type="checkbox"/> No; what visa do you presently hold? _____
--	--	--

List all colleges or universities attended. Include the University of Florida if you have ever registered for a course.
 Other names that may appear on your transcripts: _____
 You must send official transcripts from each institution you attended (other than the University of Florida), even if you did not receive a degree.

For Office Use only	Institution- include city and state	Dates of Attendance		List all Degrees and Dates			
		From Month Year	To Month Year	Degree	Earned	Will Earn	Month/ Year

Important: Use the enclosed worksheet to calculate your self-reported GPA. Enter the result here: _____

Highest degree earned prior to the anticipated term of enrollment:
 ___Bachelor's ___Master's ___Specialist ___Engineer ___Doctorate ___other _____
(list)

TEST SCORES *Official documentation will be necessary for verification of all test scores.*

All applicants are required to take the Graduate Records Examination (GRE) unless they have already successfully completed an approved advanced degree program. Contact the OEM Office for more details.

GRE: Date taken or to be taken: _____ Scores: Verbal _____ Quantitative _____ Analytical/ Analytical Writing _____

If English is not your native language and if you have not been enrolled for one year or longer at an institution in an English-speaking country, the Test of English as a Foreign Language (TOEFL) is required. Residents of US territories and protectorates must submit TOEFL scores.

TOEFL: Date taken or to be taken: _____ Test score: _____
Other Tests: Test of Spoken English (TSE) _____ Date: _____ Specify other: _____

Activities and Locations: Indicate how you spent or how you plan to spend all time, while not attending a university or college, until enrollment at the University of Florida. Use additional paper, if necessary.

Position	Location-- include city and state	From	To
		/ - /	
		/ - /	
		/ - /	

References: List below the references whom you will ask to complete a recommendation form on your behalf. At least two recommendation forms are required.

Name and Position	Department / Institution	E-mail Address	Telephone

Failure to answer these questions will delay processing of your application. If your answer of the following questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this form. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings.

Yes No Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?

Yes No Have you ever been charged with a violation of the law which resulted in, or if still pending, could result in, probation, community service, a jail sentence, the revocation or suspension of your driver's license (including traffic violations which have resulted in a fine of \$200 or more)?

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

I will abide by the university's regulations concerning application deadlines and admission requirements. I certify that the information given in this application is complete and accurate and I understand that false or fraudulent statements within this application or residence statement may result in denial of admission, disciplinary action and invalidation of credits or degrees earned at the university. If admitted, I hereby agree to abide by the policies of the Florida Board of Education and the rules and regulations of the university. Should any of the information I have given change prior to my entry to the university, I shall notify the Office of Admission immediately.

Applicant's Signature

Date

Name: _____
 (Please print)

Social Security Number: _____

Applicants for graduate study at the University of Florida are required to compute their college-level junior and senior year grade point average, unless their institution uses a non-traditional grading system. This GPA will be verified by the university. An accurate self-reported GPA will help to expedite the processing of your application.

Please use these guidelines:

- Junior and senior level study refers specifically to all course work taken after the term during which you earned 60 semester hours or 90 quarter hours. Typically, these courses are taken in the third and fourth years of study. This course work continues until you graduate with a baccalaureate degree.
- If you apply to graduate school before you have graduated, your calculation of grade point average (GPA) would continue up to but not include the current term of enrollment. The current term is considered a term in progress.
- This GPA calculation includes all course work completed. Do not include courses that were dropped or courses that do not award letter grades (e.g., satisfactory/unsatisfactory grades). However, if you have repeated a course, both grades must be included.
- When the GPA is computed, the result is truncated after the first decimal place.

Converting quarter hours to semester hours:

- If all hours were earned at institutions using only quarter hours, you do not have to convert to semester hours but may use quarter system credit hours to complete the calculation.
- Do not combine quarter credit hours with semester credit hours; instead, convert quarter hours to semester hours using the following equations:

1 quarter hour = 2/3 semester hour or, 3 quarter hours = 2 semester hours

For example: 24 quarter hours \times 2/3 = 16 semester hours.

Grade and Grade Values:

A = 4	C+ = 2.5	D = 1
B+ = 3.5	C = 2	F = 0 (failing grade)
B = 3	D+ = 1.5	I = 0 (incomplete)

Sample:					Use this form to calculate your Junior - Senior Year GPA				
Grade	Credit Hours		Grade Value		Grade Points	Grade	Number of Credit Hours	Multiply by	Number of Grade Points
A (or A+, A-)	15	x	4.0	=	60	A (or A+, A-)		x 4 =	
B+ (or AB)	8	x	3.5	=	28	B+ (or AB)		x 3.5 =	
B (or B-)		x	3.0	=		B (or B-)		x 3 =	
C+ (or BC)		x	2.5	=		C+ (or BC)		x 2.5 =	
C (or C-)	7	x	2.0	=	14	C (or C-)		x 2 =	
D+ (or CD)		x	1.5	=		D+ (or CD)		x 1.5 =	
D (or D-)		x	1.0	=		D (or D-)		x 1 =	
F (or I)	3	x	0	=	0	F (or I)		x 0 =	
	33				102	Totals			
Grade points		=	102	=	3.0	$\frac{\text{Total grade points}}{\text{Total credit hours}} = \frac{\quad}{\quad} = \text{Result}$			
Credit hours		=	33						

Enter the result on the application form. If your undergraduate institution uses a non-traditional grading system, enter N/A.

RESIDENCY CLASSIFICATION

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Department of Homeland Security. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and the Florida Board of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

Non-Florida Residents

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency classification.

Signature (in ink)

Date

Florida Residents

This section must be completed in full if you claim Florida residency for tuition purposes.

ATTACH COPIES (IF ANY) OF DOCUMENTATION REQUIRED

- A notarized copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.
 Dependent: a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.
 Independent: a person who provides more than 50% of his/her own support.
- A copy of marriage certificate is required in all cases of spouse claiming partner's residency.
- A. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- B. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- C. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 months. (Required: Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency).
- D. I am married to a person who has maintained legal residence in Florida for at least 12 months. I now have established legal residence and intend to make Florida my permanent home. (Required: Copy of marriage certificate, claimant's voter registration, driver's license, and vehicle registration).
- E. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- F. According to the Department of Homeland Security, I am a permanent resident alien or other legal alien granted indefinite stay and I have maintained a domicile in Florida for at least 12 months. (Required: INS documentation and proof of Florida residency status).
- G. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am the member's spouse or dependent child. (Required: Copy of military orders or DD2058 showing home of record).
- H. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education or I am the employee's spouse or dependent child. (Required: Copy of employment verification).
- I. I am part of the Latin American/Caribbean scholarship program. (Required: Copy of scholarship papers).
- J. I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 240.551, 1009.98, F.S.).
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student's spouse or dependent child. (Required: Copy of marriage certificate or proof of dependency).
- L. I am a Southern Regional Education Board's Academic Common Market graduate student (Required: Certification letter from state coordinator).
- M. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- N. I am a McKnight Fellowship recipient. (Required: Verification from graduate studies).

Person claiming residency must complete this section in full.

- Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested in some cases.

PLEASE PRINT:

1. Name of Student: _____ 2. Social Security Number: _____ - _____ - _____
 3. Name of person claiming Florida residency: _____ 4. Claimant's relationship to student: _____
 5. Claimant's permanent legal address: _____
Street / P.O. Number / Apartment Number

6. (_____) _____
Claimant's telephone number City State Zip

7. Date claimant began establishing legal Florida residence and domicile: ____/____/____
 8. Claimant's voter registration State: _____ Number: _____ County: _____ Issue Date: ____/____/____
 9. Claimant's driver's license State: _____ Number: _____ Issue Date: ____/____/____
 10. Claimant's vehicle registration State: _____ Tag Number: _____ Issue Date: ____/____/____
 11. Non-U.S. citizen only. Resident alien number: _____ Issue Date: ____/____/____

(Copy of both sides of card required)

I do hereby swear or affirm that the above named student meets all the requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to Rule 6C-6.001, F.A.C.

Signature (in ink) of person claiming Florida residency as listed on Item #3 above

Date



STATEMENT OF PURPOSE – GUIDELINES

Please type your statement on a separate piece of paper, and include your name and social security number. In writing your Statement of Purpose, please address the following topics:

- Why did you select the University of Florida and the OEM Program of the Department of Industrial and Systems Engineering?
- Which personal qualities best support your success in the OEM Program and your subsequent career?
- Describe a position that would be ideal for you after you complete the OEM Program.



RECOMMENDATION FORM

DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING
UNIVERSITY OF FLORIDA

To the Applicant: This form should be given to a direct supervisor under whom you have worked or to a former professor who is able to comment on your qualifications for graduate study. When completed, it should be returned to you and sealed by the recommender in the envelope provided for inclusion in your application package. Type or print the first four lines yourself.

Your Name: _____

Your Address: _____

Recommender (name and position): _____

Should you be admitted to the University of Florida, you would have the right as a student to review your permanent record, including this recommendation form on file with the University. Some persons prefer not to complete recommendation forms, however, unless they can be assured of confidentiality of their comments. It is our opinion that comments provided on a confidential basis are likely to be of more help to us in judging important characteristics such as originality, independence and creative capability. Therefore, the University of Florida is affording you the opportunity to waive your right of subsequent access to this reference statement. In any event, your application for admission will be given full consideration based on all the information accumulated in your application file, including this form, regardless of your decision of waiving your right of future review.

I do _____ I do not _____ waive my right of subsequent access to this recommendation form

To the recommender: Please rate the applicant with others of the same age, experience and academic level. It is important to the candidate that you give a percentage rating here as well as a verbal evaluation on the back of this form. Please complete this form and place it and any attachments in the provided envelope addressed to the applicant. Seal the envelope, sign the back flap to ensure confidentiality, and return it to the applicant.

	Lower Third	Middle Third	Upper Third	Upper 10%	Top ___%*	Not able to judge
Competence in Chosen Field_____						
Motivation Plus Diligence_____						
Creativity_____						
Native Intellectual Ability_____						
Communication Skills_____						
Time Management Skills_____						
Integrity_____						
Emotional Maturity_____						

*If you rank the candidate higher than the upper 10%, indicate the specific % which applies in the top ___% column.

Please provide further evaluation of the applicant's suitability as a graduate student in the Engineering Management program.



RECOMMENDATION FORM

DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING
UNIVERSITY OF FLORIDA

To the Applicant: This form should be given to a direct supervisor under whom you have worked or to a former professor who is able to comment on your qualifications for graduate study. When completed, it should be returned to you and sealed by the recommender in the envelope provided for inclusion in your application package. Type or print the first four lines yourself.

Your Name: _____

Your Address: _____

Recommender (name and position): _____

Should you be admitted to the University of Florida, you would have the right as a student to review your permanent record, including this recommendation form on file with the University. Some persons prefer not to complete recommendation forms, however, unless they can be assured of confidentiality of their comments. It is our opinion that comments provided on a confidential basis are likely to be of more help to us in judging important characteristics such as originality, independence and creative capability. Therefore, the University of Florida is affording you the opportunity to waive your right of subsequent access to this reference statement. In any event, your application for admission will be given full consideration based on all the information accumulated in your application file, including this form, regardless of your decision of waiving your right of future review.

I do _____ I do not _____ waive my right of subsequent access to this recommendation form

To the recommender: Please rate the applicant with others of the same age, experience and academic level. It is important to the candidate that you give a percentage rating here as well as a verbal evaluation on the back of this form. Please complete this form and place it and any attachments in the provided envelope addressed to the applicant. Seal the envelope, sign the back flap to ensure confidentiality, and return it to the applicant.

	Lower Third	Middle Third	Upper Third	Upper 10%	Top ___%*	Not able to judge
Competence in Chosen Field						
Motivation Plus Diligence						
Creativity						
Native Intellectual Ability						
Communication Skills						
Time Management Skills						
Integrity						
Emotional Maturity						

*If you rank the candidate higher than the upper 10%, indicate the specific % which applies in the top ___% column.

Please provide further evaluation of the applicant's suitability as a graduate student in the Engineering Management program.



Before you mail your application package, please review this checklist. This is for your convenience only. It is not necessary to submit this form to us. Please note that you do not have to wait for all materials to be complete to begin sending a portion of your application portfolio. We will begin processing individual items as they arrive. We have provided you with a large pre-addressed envelope for submitting your materials to us.

Date Completed

- _____ Enclose the completed Application Form.
- _____ Enclose a check or money order made payable to the University of Florida.
The application fee is \$30 and is non-refundable.
- _____ Complete and enclose the Self-Reported GPA Computation Form. Please also enter your computed result on the application form where indicated.
- _____ Complete and submit the Residency Form.
- _____ Submit Statement of Purpose.
- _____ Submit two Recommendation Forms sealed in envelopes.
- _____ Request that two official transcripts be sent to us from each institution you attended, whether or not you earned a degree. University of Florida transcripts do not need to be sent to us. If your transcript does not reflect a degree that you earned from that institution, you will be required to produce an official diploma or degree statement for degree verification purposes.
- _____ Submit an official GRE score report. If you have completed an approved advanced degree program, the GRE is not required.
- _____ Enclose a current résumé.
- _____ Include a current passport-style photo or email an appropriate JPEG file (to engrman@ise.ufl.edu).
- _____ Make copies for your records.
- _____ Send application materials to:

**Outreach Engineering Management Program
University of Florida
303 Weil Hall, P. O. Box 116595
Gainesville, FL 32611**

The following items also may be required of international students. Please contact the OEM Program office or visit the OEM web site for details.

- _____ Submit an official TOEFL score report (if required).
- _____ Submit an Affidavit of Fiscal Responsibility (if required).
- _____ Submit **original certified** English translations of your transcripts and diploma or Certification Statement of Degree Confirmation (if official documents were not originally in English).



Information about Federal Student Loans:

Most OEM applicants are eligible for federal student loans, which do not impose the same income limitations characteristic of many other types of financial aid programs. The first step in the process of applying for federally sponsored student loans is filling out a Free Application for Federal Student Aid (FAFSA) form. This form is used for all types of federal student aid, including loans. When completing the FAFSA, please note that the institution code for the University of Florida is 001535. The FAFSA form is available for online completion at:

www.fafsa.ed.gov/

The University of Florida's Student Financial Aid Office receives and analyzes the data which applicants input on the FAFSA in order to arrive at an award amount.

Resources:

For general information about financial assistance for University of Florida students:

University of Florida
Office of Student Financial Affairs
P. O. Box 114025
S-107 Criser Hall
Gainesville, FL 32611
(352) 392-1275
www.ufsa.ufl.edu/sfa

For free scholarship searches, Title IV codes, U.S. Government Info, Aid Calculators, and special interest aid:

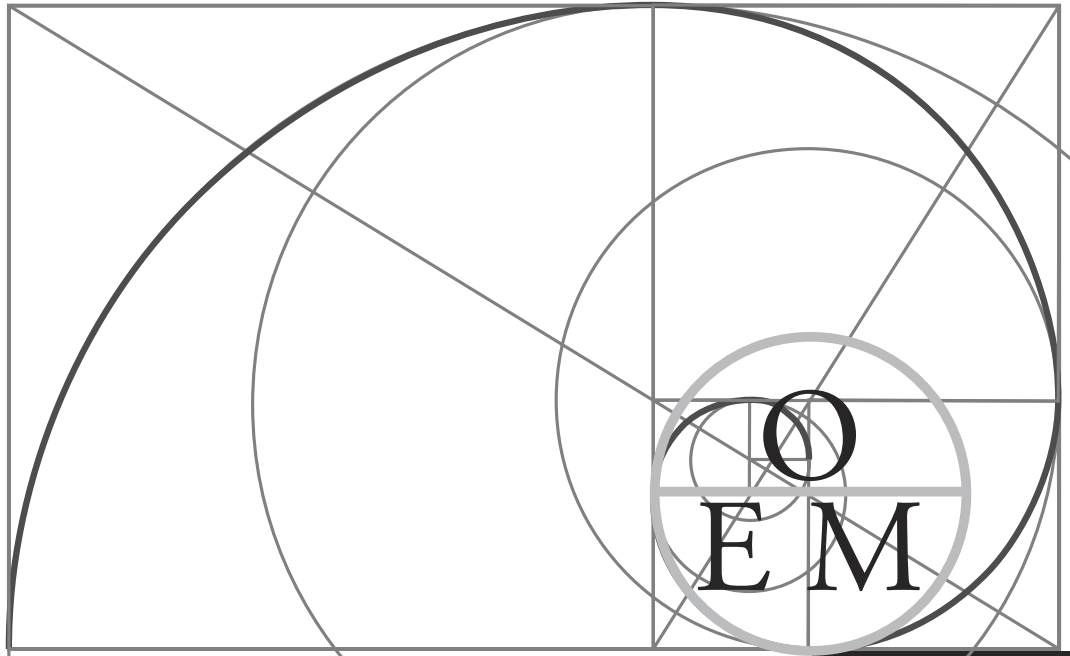
US Department of Education
(800) 433-3243
studentaid.ed.gov

Florida Department of Education:

www.floridastudentfinancialaid.org/osfahomepg.htm

For more information about private loans and other types of aid:

www.finaid.org/loans/privategrad.phtml
www.alternativestudentloan.com/
www.financialaidofficer.com/



OUTREACH
Engineering
Management



Outreach Engineering
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Phone: 1-800-321-0199
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URL: www.ise.ufl.edu/oemp

G A T O R
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