

## **A Note to Master's and PhD Graduate Students with Assistantships**

1. As part of your professional training as a Research or Teaching Assistant and in order to increase your breadth of knowledge, you are required to take *ME 597 – ME Graduate Seminar* course (zero credit) in all semesters. As a requirement for this course, you need to attend at least 10 seminars each semester, of which a minimum of 7 should be from ME. The remaining 3 can be in a related area at another department in the campus or at West Lafayette. At the end of each semester, the attendance will be counted (using the attendance form available at the website) and you will be assigned a grade of Satisfactory or Unsatisfactory based on your attendance that semester.
2. Attendance in Thesis Defense, Internship, and *ME 597 Project* presentations is mandatory, but will not be included in the count above.
3. You need to fill out the attendance form available for this course (see the attached form) and have it signed by an attending faculty in the seminar to obtain proper credit for your attendance.

Name of Student: \_\_\_\_\_

Type of Assistantship: TA / RA

Advisor: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

No.	Speaker	Title	Dept.	Venue/Date	Signature of an Attending Faculty
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