

Choose your own adventure in the Picker Engineering Program

I want to...

Take a technical depth course at UMass or another domestic institution

- Get a syllabus for the course
- Check with the registrar to ensure that Smith will grant credit for the course, submit the Smith [Petition for Transfer Credit Form](#)
- Complete the “non-standard technical depth” departmental supplement
- Discuss both with your advisor and get their signature
- Submit the form and syllabus to the engineering office for evaluation
- If approved, sign up for the class
- Make sure the course credits transfer and appear on your transcript

Take a technical depth course from a department at Smith that is not engineering

- Get a syllabus for the course
- Complete the “non-standard technical depth” departmental supplement
- Discuss both with your advisor and get their signature
- Submit the form and syllabus to the engineering office for evaluation
- If approved, sign up for the class

Take a core required engineering course (e.g., EGR 270, EGR 220) at UMass or another domestic institution

Review the required content for the Picker Engineering course

- Review the required content for the Picker Engineering course
- Get a syllabus for the course at the other institution
- Check with the registrar to ensure that Smith will grant credit for the course, submit the Smith [Petition for Transfer Credit Form](#)
- Complete the “petition to transfer credit” departmental supplement
- Discuss both with your advisor and get their signature
- Submit the form and syllabus to the engineering office for evaluation for review by the Assessment Committee
- If the departmental Assessment Committee approves, sign up for the class
- Make sure the course credits transfer and appear on your transcript

Take a required math or science course (e.g., MTH 112, SDS 220, CSC 111) at UMass or some other US institution

- Get a syllabus for the course at the other institution
- Complete the “petition to transfer credit” departmental supplement
- Discuss both with your advisor and get their signature

- Contact the Department Chair of the appropriate department (Math, Computer Science, etc.) and ask the Chair to sign the form if they believe the proposed course is a reasonable substitute.
- Submit the form and syllabus to the engineering office for evaluation for evaluation
- Submit the Smith [Petition for Transfer Credit Form](#)
- If approved, sign up for the class
- Make sure the course credits transfer and appear on your transcript

Use evidence that did not come from a Picker Engineering course for my book of evidence

- Complete the appropriate Performance Indicator cover sheet available on the on the Program's webpage and in the Book of Evidence Room.
- An artifact from another Smith department must have the grade on it and will be evaluated by the Picker Engineering Assessment Committee.
- An artifact from an internship or similar experience must come with a signature from the supervisor and will subsequently be evaluated by an engineering faculty member on the Assessment Committee.
- An artifact from a study abroad/away course is required to be version that has the grade from the abroad/away faculty on it and will be evaluated by the Academic Adviser who approved the course.

Count special studies as a technical depth course:

EGR 400 Special Studies is a self-designed course with faculty oversight. Upper-level students interested in registering for a special studies course should develop a proposal in consultation with a faculty member who has agreed to supervise the project. Registration for special studies requires the approval of the instructor and department chair. Submit an approved Undergraduate Special Studies Application to the registrar's office by the end of the fifth day of classes. A special studies form must be typed and printed for signatures before submitting to the registrar's office.

- Special studies work requires formal approval to be substituted for course work as a student's technical depth credit.
- No more than 4 credits of special studies may count toward the technical depth requirement.
- Complete the "non-standard technical depth" departmental supplement. Identify two or three relevant ABET outcomes that would be supported through the special studies. To do this one would work with the faculty member sponsoring the special studies and identify the deliverables (evidence) for achieving these outcomes.
- Meet with your faculty adviser to discuss and document how your special studies work helps you achieve your educational objectives. In the documenting of this you will want to give your adviser some signed record regarding how your special studies enables you to meet your educational objective in a manner that cannot be achieved via the course work available to you.

- Obtain the approval of your adviser and the director of your special studies work
- Submit the signed “non-standard technical depth” departmental supplement along with a copy of your Undergraduate Special Studies Application to the program’s Assistant Director before the end of the add/drop period.
- The request will be taken to the faculty for approval at the earliest possible time in the semester.

Take a summer course at an international institution

- Get your coursework approved in advance by the [Office for International Study](#) for courses abroad.
- Based on the type of course you wish to take (“**technical depth course**”, “**core engineering course**”, or “**math or science course**”) complete the steps outlined in this document.

Study abroad during the academic year

- Speak with your academic advisor about your interest in studying abroad.
- Consult with the [Office of International Study](#)
- Attend the Engineering JYA presentation offered each fall semester
- Refer to the Picker Engineering online JYA resources for information regarding deadlines and required forms

Notes:

Program forms are available on the Picker Engineering Program’s webpage and in the Engineering Office.