



# Student Handbook

Master of Engineering  
in Engineering Management (ME-EM)  
&  
Engineering Management (EM)  
Graduate Certificate  
on Coursera

2023 Fall 1 – 2024 Summer 2

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## Welcome

Welcome to the Lockheed Martin Coursera. We offer an ME in Engineering Management and an Engineering Management (EM). Our cutting-edge programs are designed for the twenty-first century learners on the internationally acclaimed [Coursera](#) learning platform. The ME-EM and EM Graduate Certificate programs are fully accredited and present three major innovations:

- x **Access.** The ME-EM program is designed to provide general access to graduate-level education. It seeks to educate the world. To this end it uses performance-based admissions rather than traditional admission requirements. Anyone who can do the work of a graduate-level Engineering Management degree is welcome to enroll in our degree and certificate programs.
- x **Curriculum.**

# Admissions

The ME-EM degree and EM Certificate use performance-

## Curriculum & Requirements

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Students may enroll in graduate certificates as either non-degree-seeking or degree-seeking students. A graduate certificate is a sequence of courses totaling 9 credit hours that has been approved by the Graduate School at CU Boulder. Students must earn a cumulative certificate GPA of 3.0 or higher to earn the certificate (no more than one credit of C+ can be applied toward certificate program requirements). The graduate certificate credential is conferred by the CU Boulder campus. Typically, a Pathway Specialization is the first sequence of courses in a prescribed CU Boulder graduate certificate. Degree-seeking students may stack the EM Certificate or other graduate certificates on Coursera from CU Boulder graduate engineering programs or the data science program as part of their work toward the 30-credit ME-EM.

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The required EM Certificate courses include:

- x EMEA 5021 Finance for Technical Managers: Product Costs (1 credit)
- x EMEA 5022 Finance for Technical Managers: Production Valuation (1 credit)
- x EMEA 5022 Finance for Technical Managers: Financial Forecasting (1 credit)
- x EMEA 5031 Project Management: Foundations and Initiation (1 credit)
- x EMEA 5032 Project Management: Project Planning and Execution (1 credit)
- x EMEA 5033 Project Management: Agile Project Management (1 credit)
- x EMEA 5051 Leading Oneself with Self Knowledge (1 credit)
- x EMEA 5052 Leading Oneself with Purpose and Meaning (1 credit)
- x EMEA 5053 Leading Oneself with Personal Excellence (1 credit)

### Master's Degree

The ME-EM requires a minimum of 30 credit hours of approved, degree-eligible graduate-level coursework and a minimum cumulative grade-point

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- o EMEA 5032: Project Planning and Execution
- o EMEA 5033: Agile Project Management
- x **Leading Oneself (3 credits)**
  - o EMEA 5051: Leading Oneself with Self-Knowledge
  - o EMEA 5052: Leading Oneself with Purpose and Meaning
  - o ~~SCIP PIA PROR~~

for-credit version, you will not receive a refund for the monthly subscription associated with the non-credit course. The monthly subscription fee is paid to Coursera, not to the University of Colorado Boulder.

### **For-Credit & CU Boulder Credentials**

A course is not considered credit-bearing until a student enrolls in the for-credit session of the course by paying CU Boulder tuition. Enrolling in the for-credit session enables access to additional credit-bearing content and proctored assessments.

For-credit CU Boulder courses on Coursera may include proctored assessments or use project-based assignments.

Individuals may take for-credit CU Boulder courses on Coursera as either non-degree-seeking students (in which case they do not seek admission to the ME-EM degree) or as degree-seeking students (in which case they have followed the steps above to enroll in the ME-EM degree).

### **Prerequisites & Assumed Background Knowledge**

There are no course prerequisites or corequisites for EMP courses on Coursera. Nevertheless, it is important that students are prepared for individual courses. Course descriptions will advise students of assumed incoming knowledge, and students are strongly encouraged to take course sequences in the order they are presented on the Coursera platform. Students are also encouraged to take a non-credit version in some form before moving to the for-credit version to test whether they can succeed, especially if they are unsure whether they have the background knowledge required for a course.

### **Courses & Credit Hours**

Each EMP course on Coursera is worth one credit hour. Individual courses in the Program have an anticipated completion timeline of between four and six weeks. The Program's credit hour system reflects its commitment to maintain a .dr



If a tuition payment does not process successfully, a financial hold is placed on the student's account and the student will be prevented from registering for future courses at CU Boulder until the outstanding amount is paid in full.

If a student enrolled in the ME-EM on Coursera program wishes to take courses on Main Campus or through Continuing Education, they must enroll separately (and apply if necessary) through the appropriate program and tuition will be charged separately for those courses.

The CU Employee Tuition Assistance Benefit cannot be applied towards the ME-EM on Coursera program.

### Student Fees

No standard campus fees shall be charged for this program. Students may be charged on an at-cost basis for such items as proctoring, credit card fees and Career & Alumni Services.

### Financial Aid

At this time, no financial aid will be administered for the ME-EM degree or EM Certificate programs.

## Calendar & Course Sessions

Non-credit course sessions are typically self-paced with assignment due dates programmed and updated by the Coursera platform.

For-credit sessions run in 8-week increments throughout the calendar year, so students have the ability to see an outline for credit complete coursework and any additional for-credit sessions, including graduate students. 55(e)-07(n(r)-62(Fo)- (l)06(le)-08(d in w(a)18( f)2









## Percentage of Completion

Concerns regarding the degree itself, and not having to do with a particular course, follow a different pathway. These should begin with the Graduate Advisor and then move accordingly:

- x Program Manager
- x Faculty Director
- x Graduate School Dean

In all cases, the program policy is to resolve student concerns at the lowest level possible, without escalation.

## Connectivity Issues

Students are responsible for ensuring that they have a stable exam environment when taking proctored assessments. Coursera and CU Boulder are not responsible for internet connectivity issues.

## Grade Appeals

The instructor of record has primary authority and responsibility in all aspects of evaluating student course performance and assigning grades.

If a student believes that a course grade is incorrect, the student should first contact the course facilitator or instructor of record. Failing resolution at this level, the student may make a formal, written grade appeal to the program faculty director.

The written grade appeal must document the basis for the appeal and should state the specific remedy desired by the student. The appeal should include the following:

- x The student's full name, email, phone number, and date
- x The course title, course number, section, instructor full name, and session start and end dates
- x The details of the case, including the steps taken to resolve and, if a specific test or homework is concerned, the nature of the problem
- x The student's desired outcome

The appeal must be submitted within 30 days of the conclusion of the course. [date 18 @003019A015](mailto:me-em@003019A015)

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