



GRADUATE ELECTEE PACKET CHECKLIST Fall 2017 Edition

Make sure your packet has all of the following items:

1. Calendar of Events, Officer Information
2. Electee Requirements Checklist
3. Graduate Electee Advisor Form
4. Exemplary Character Survey and Interview Information
5. Service Project Descriptions
6. Minors on Campus Policy & Ann Arbor Public Schools Volunteer Certification Form
7. Tau Beta Pi Trivia

If you are missing something, stop by the office (1226 EECS) or visit the website (tbp.engin.umich.edu).

Office Hours - Fall 2017

Please come visit us at our office hours located in the bullpen (1226 EECS). We can answer any questions and help you with your electee exam.

Time	Monday	Tuesday	Wednesday	Thursday
9:00-10:00	Eshita Khera	–	Ciara	–
10:30-11:30	–	Brianna	Rachel	Angelo
11:30-12:00	Michael and Ryan	–	Kevin	–
12:00 - 12:30	Michael and Ryan	Ilkka	Kevin	–
12:30-1:00	Michael and Ryan	Ilkka	–	–
1:00-1:30	Michael and Ryan	–	–	–
1:30-2:30	Benjamin	Jeeho	Greg	Alexa
2:30-3:30	Joanna	–	Katelyn	–
3:30 - 4:30	Elvhin	–	–	Keenan
7:00 - 8:00	–	–	David	–

Information Sheet - Fall 2017

Tau Beta Pi MI-G

Important Dates

September

12	First General	6:30 pm	1013 DOW
19	Career Fair		
26	New Initiatives I	6:30 pm	1013 DOW

October

3	Second General	6:30 pm	1013 DOW
11-14	Convention	-	Dearborn, MI
17	New Initiatives II	6:30 pm	1013 DOW
30	Third General	6:30 pm	1013 DOW

November

14	Fourth General	6:30 pm	1013 DOW
21	New Initiatives III	6:30 pm	1013 DOW
28	Elections	6:30 pm	1013 DOW

December

5	Fifth General	6:30 pm	1013 DOW
9	Initiation	4:00 pm	1500 EECS
9	Banquet	6:00 pm	Campus Inn
12	New Initiatives IV	6:30 pm	1013 DOW

* Deadline to complete all electee requirements

Officers

President
 Vice President
 Grad Student Vice President
 Secretary
 Treasurer
 External Vice President
 External Vice President
 Convention Arrangements

Chapter Development
 Historian
 Publicity Officer
 Membership Officer

Service Coordinator
 K-12 Outreach Officer
 K-12 Outreach Officer
 Campus Outreach Officer
 Professional Development
 Activities Officer

Executive Committee

Joanna Ciatti
 Greg Willett
 Ciara Caldwell
 Elvhin Encarnacion
 Angelo Vozza
 Ben Cohen
 Brianna Lax
 Eshita Khera

Chapter Team

Ilkka Kovanen
 Keenan Harvis
 Katelyn Kaniewski
 Jeeho Lee

Events Team

David Martel
 Ryan Miller
 Micheal Panagos
 Alexa Cichon
 Kevin Greenman
 Rachel Fenberg

tbp.president
 tbp.vicepresident
 tbp.gradvicepresident
 tbp.secretary
 tbp.treasurer
 careerfair
 careerfair
 tbp.chapterdevelopment
 tbp.historian
 tbp.publicity
 tbp.membership
 tbp.service
 tbp.k12outreach
 tbp.k12outreach
 tbp.campusoutreach
 tbp-corporate
 tbp.activities

Advisors

tbp-advisors@umich.edu

Paul Kominsky	AERO	paulko	Chief Advisor
Pritpaul Mahal	EECS	prtipaul	Alumnus Advisor
Kyle Lady	EECS	kylelady	Alumnus Advisor
Michael Benson	EECS	mlbenson	Graduate Student Advisor
Gunseli Onder	CHE	gunseli	Graduate Student Advisor

General Information

TBP Office

1226 EECS
 (734) 615-4187

Email

tbp.officers@umich.edu

Website

tbp.engin.umich.edu





GRADUATE ELECTEE REQUIREMENTS – Fall 2017

The following is a chronological list of the requirements involved in the TBP electee process. Please note the dates of the meetings and requirements on your calendar.

- __ 1. **Attend First General*** (September 12, 2017 , 6:30pm in 1013 Dow).
Complete and turn in student information form.
- __ 2. **Log into tbp.engin.umich.edu, create an account, and start signing up for events.**
If you are unable to sign up for events, please let us know. Use the "Event List" link under the "Calendar" Menu to sign up for events and the "Track my Progress" link under the "Membership" menu to keep an eye on which requirements you have completed.
- __ 3. **Make sure that the following are completed within the dates (September 13 - October 18)**
 - __ a. Sign up for a 30-minute interview (<https://tbp.engin.umich.edu/calendar/event.list/>)
 - __ b. Complete the Electee Questionnaire prior to your interview (https://tbp.engin.umich.edu/members/electees/electee_groups/)
- __ 4. **Attend Second General*** (October 3, 2017 , 6:30pm in 1013 Dow).
- __ 5. **Make sure the following forms are completed before October 3, 2017 .**
Turn in all physical forms at Second General or to any officer at office hours.
Office hours schedule at: (tbp.engin.umich.edu/calendar).
 - __ a. Signed graduate advisor form
 - __ b. Graduate Educational History Form (http://tbp.engin.umich.edu/members/electees/submit_education_form)
 - __ c. Turn in the AAPS Administrative and Human Resources Services Volunteer Certification Form (optional but highly encouraged)
 - __ d. Complete the online Youth Protection Training offered by the Boy Scouts of America
Offered at the end of Second General or online (tinyurl.com/TBP-boyscoutstraining); If completed online, you must email David Martel (tbp.service@umich.edu) a copy of your certificate to receive credit.
- __ 6. **Attend interview with a Graduate Student Officer or Advisor** (scheduled September 13 - October 18).
Grad Vice President Ciara Caldwell will arrange graduate interviews separately from undergraduate interviews. (See Requirement 3)
- __ 7. **Complete Catalog Card Online** (Will receive email from secretary)
- __ 8. **Attend Third General*** (October 30, 2017 , 6:30pm in 1013 Dow).
- __ 9. **Attend Fourth General*** (November 14, 2017 , 6:30pm in 1013 Dow).
- __ 10. **Membership fee of \$90 to treasurer Angelo Vozza (tbp.treasurer@umich.edu) before 5 December.**
This is a one-time fee to be a member of Tau Beta Pi that pays for electee supplies, the banquet, your bent, certificates, your lifetime membership, etc. You can turn it in at a meeting or to Angelo Vozza at his office hours. Checks should be made out to Tau Beta Pi. Cash may be submitted in an envelope with your name on it.

__ 11. **Complete at least ten* hours of service projects before December 5, 2017 .**

__ a. **At least 50% of these service hours completed before November 7, 2017 .**

Events are scheduled via the website (tbp.engin.umich.edu). Signing up is a commitment to go! You must un-sign up at least 24 hours in advance or you will need to complete an extra service hour. We recommend making sure the website (under the "Track my Progress" tab) accurately displays what you have completed. If not, please contact the website chair (tbp.website@umich.edu).

__ 12. **Attend at least TWO TBP social events before December 5, 2017 .** Socials include Happy Hours, ice cream/game nights, sports, Rock 'n' Bowls, Engineering Futures, and many more.

__ 13. **Attend at least ONE Grad Electee Group Activity before December 5, 2017 .** The Graduate Student Vice President and others will be scheduling a number of Grad Activities this semester, possibly including movie nights, a TG at Buffalo Wild Wings, and many more. If you have an idea for a Grad event, please contact her at (tbp.gradvicepresident@umich.edu).

__ 14. **Attend Elections*** (November 28, 2017 , 6:30pm in 1013 Dow). Staying to the end of elections counts for **extra service hours** (the total number depends upon the length of elections).

__ 15. **Attend Fifth General*** (December 5, 2017 , 6:30pm in 1013 Dow).

__ 16. **Attend Initiation** (December 9, 2017 @ 4:00pm in 1500 EECS) and **Banquet** (December 9, 2017 @ 6:00pm). **All requirements above must be completed by December 5, 2017 to be eligible for initiation!** Attendance at Initiation is required by the national organization to become a member of Tau Beta Pi. If you have an unavoidable conflict, talk to us ASAP.

Remember, this is only what you *have* to do — there are no limits on what you can do!

*If you must miss a meeting (due to class, travel, etc.):

- Email Graduate Student Vice President, Ciara Caldwell (tbp.gradvicepresident@umich.edu) in advance of the meeting that you will miss
- Obtain an agenda for the missed meeting (on tbp.engin.umich.edu).
- **Make up the meeting with one extra hour of service.**



To: Ciara Caldwell
Graduate Student Vice President
Tau Beta Pi – Michigan Gamma
1226 EECS

From: _____
(Advisor's Name)

Re: Tau Beta Pi Candidacy of

(Applicant's Name)

I certify that the above named graduate student in Engineering at the University of Michigan has completed or will complete prior to induction (December 9, 2017) at least 50% of his/her

Master's Ph.D. (please circle one)

degree requirements including both coursework and research. Based upon the student's academic performance, I recommend his/her induction into Tau Beta Pi – The Engineering Honor Society.

(Advisor's Signature)

Return this form to Ciara Caldwell , MI-G Graduate Student Vice President, at 1226 EECS before October 3, 2017 .



Character Evaluation - Fall 2017

Tau Beta Pi MI-G

Exemplary character is one of the requisites for membership in Tau Beta Pi. In addition to being active members of the engineering community, Tau Beta Pi members must meet the **highest standards of moral character**. Our chapter will assess your character through written essays and an interview.

Electee Interview Questionnaire:

The first component of the character assessment in Tau Beta Pi is the Electee Interview Questionnaire. You will be required to complete a questionnaire with a couple fun questions, four short answer questions, and one essay question. Please note that this questionnaire (and a copy of your résumé) are due by **October 3, 2017** by submitting them through the website. The questionnaire can be found under Members → Electee Resources while your résumé should be submitted to your website profile. Submit your **questionnaire and résumé** by **October 3, 2017**.

Some of the short answer will provide you with the opportunity to share a part of your personality with us. Others will ask for your opinion on topics related to academic integrity. While not a direct question on character, these question will allow us to better understand you, your thinking, and grasp your personal character.

As an organization that stresses the importance of exemplary character in our electees and our active members, the essay is a **crucial** part of character assessment. This (one page) essay is a rather open-ended assignment, and we encourage you to get creative with your description. Nevertheless, exemplary character is not an arbitrary concept, and we are looking for specific evidence that you know what this important quality means. Tau Beta Pi members should meet the highest standard of moral character. The quotes on the following page may help inspire you on the subject of exemplary character, but don't limit yourself to those ideas.

The questionnaire can be found and completed under **Members** → **Electee Resources at tbp.engin.umich.edu**. Be ready to discuss your answers during your interviews.

Interviews:

The interview is the most important part of character assessment. Interviews will be held **September 13 - October 18** in EECS 1222. Each interview should last about 25 minutes and starts no later than 5 minutes after the scheduled start time (to allow for travel from classes). Dress is casual — you don't need to wear a suit. Electees can be denied membership on the basis of a negative interview, so take the process seriously. Interviewers will review the résumé and the answers to the Electee Interview Questionnaire you submitted by **October 3, 2017**. Sign up for a graduate electee interview on the website (tbp.engin.umich.edu).

Interview Dates: **September 13 - October 18**

Location: **1222 EECS**

Requirements: **Dress is casual**

Sign up for a graduate electee interview under "**Events**" at tbp.engin.umich.edu.

Submit your questionnaire answers under **Members** → **Electee Resources at tbp.engin.umich.edu** and your résumé to your **website profile** by October 3, 2017.

The interview information will be re-addressed before Second General. However, if you have any questions or scheduling issues, please contact the Vice President (tbp.gradvicepresident@umich.edu).

Quotes about Character

“Character, not circumstance, makes the person.”

– Booker T. Washington, American educator and civil rights activist (1856-1915)

“Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.”

– Abraham Lincoln, 16th U.S. president (1809-1865)

“It is with trifles, and when he is off guard, that a man best reveals his character.”

– Arthur Schopenhauer, German philosopher (1788-1860)

“Weakness of attitude becomes weakness of character.”

– Albert Einstein, Swiss-American mathematician and physicist (1879-1955)

“Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved.”

– Helen Keller, American author, activist and lecturer (1880-1968)

“When the character of a man is not clear to you, look at his friends.”

– Japanese Proverb

“The right way is not always the popular and easy way. Standing for right when it is unpopular is a true test of moral character.”

– Margaret Chase Smith, American Senator (1897-1995)

“The best index to a person’s character is (a) how he treats people who can’t do him any good, and (b) how he treats people who can’t fight back.”

– Abigail Van Buren, American columnist (1918-2013)



Service Project Descriptions - Fall 2017

Tau Beta Pi MI-G

The following projects and descriptions are examples of some of the service projects that our chapter has carried out in the past. Because the actual list of service projects that will be done this semester will likely change over the course of the semester, we cannot provide you with a definitive calendar of service projects. However, this list should give you a good sense of the different types of service projects that we undertake. If you see an event you'd like to participate in that hasn't been scheduled, you may also take the lead on it yourself. If you are interested please contact Service Chair David Martel (tbp.service@umich.edu); it is never too early to start getting involved in leadership! Note that the list below is only a taste of the service projects we have carried out. To view a more complete list follow this link: goo.gl/FO0Ik0.

Adopt-A-Highway: MDOT created Adopt-A-Highway in 1990 to improve the beauty of our highway roadsides with community help. With the help of 6-12 TBP members, we clean a stretch of Fuller Road near North Campus.

Arb Restoration: If you like the outdoors, this project is for you! We help to keep the Nichols Arboretum the beautiful place it is by clearing out dead trees, picking up litter, and performing assorted groundskeeping tasks. Previous projects have included maintenance and re-routing of the stream that runs through it, planting, and various other types of light outdoor work.

Book Swap: TBP organizes this COE-wide event to help students buy and sell used books. First, students can bring in their used books and set their asking price. Next, other students stop by to peruse our selection and purchase used books. Project leaders should ideally be in Ann Arbor a week or two before school starts to set this up.

Botanical Gardens: The University of Michigan has its very own Matthaei Botanical Gardens that houses exotic plants from around the world. Volunteer opportunities range from planting/maintaining the gardens to administrative work.

Cancer Center: The U-M Comprehensive Cancer Center provides its patients diagnostic, treatment, and support services in a collaborative environment. Past projects include putting together patient information packets for clinics and preparing Valentine bags of homemade cards and candy for patients.

Cub Scout Day: Cub Scout Day is an activity hosted by TBP that allows local Cub Scouts to come to campus and earn their Engineering Pin. Activities include an electronics module, a bridge module, a catapult module, and the most exciting part: designing a landing craft for an egg drop! Volunteering activities may include helping the Scouts during the modules, leading a module, set up and clean up, and more.

Detroit Partnership Pen Pals: TBP pairs with the Detroit Partnership and the Society of Physics Students to provide pen pal mentors for 80 second through eighth grade students at Michigan Technical Academy in Detroit. The project entails writing one detailed letter each month and attending a brief orientation to make a meaningful impact on the life of a Detroit student. Young people need mentors, and even though you might sometimes be nerdy and awkward, you also might be exactly the sort of person who can inspire them.

Diag Clean-up: Work with fellow TBP members to help clean the North or Central campus Diag and its surrounding areas.

Food Gatherers Soup Kitchen: Food Gatherers help prepare a warm meal, serve it, and clean up afterwards at the Delonis Center in Ann Arbor, which temporarily houses approximately 90 homeless people and serves regular meals to the community that have trouble making ends meet. This project directly benefits certain members of the Ann Arbor community that need food. As this is a popular project, project leaders should aim to set up four events a semester (monthly).

Food Gatherers Warehouse: Food Gatherers collects surplus food from businesses around the community to alleviate hunger. Volunteers are needed to help out at Food Gatherers' warehouse with activities including cleaning the warehouse and sorting and packaging food.

Habitat for Humanity: Habitat for Humanity seeks to eliminate poverty housing and homelessness and has built more than 300,000 houses around the world. This is a great hands-on activity where we help build a local house for a family in need. NO experience is necessary. Experienced builders will help you and tell you exactly what to do.

Hands-On Museum: The Ann Arbor Hands-On Museum aims to inspire people to discover the wonder of science, math and technology. Have fun with kids while learning cool science facts! Past events include helping children make their own microbes, exploring unique musical instruments, and celebrating DNA day.

Leslie Science Center: The Leslie Science and Nature Center, situated on 50 acres of fields, woods and prairie in the heart of Ann Arbor, focuses on the public education of science and conservation. It has nature trails, a Critter House, and a solar-powered Nature House. Help them prepare for one of their biggest activities - Animal Haunts! Volunteers are needed for clearing trails, creating a maze in the prairie, carving pumpkins, etc.

Recycle Ann Arbor: Recycle Ann Arbor's ReUse takes donations of reusable material such as furniture, housewares, and lumber, and then resells them to the public or donates to other non-profit organizations. Volunteers are needed to maintain the center; tasks include sorting materials, making displays, cleaning, and some outdoor work.

Sequoia Place: TBP has paired up with HKN go to a local retirement home (Sequoia Place) on alternating weeks to help the residents with technical support for 2 hours (Word, GMail, stereos, etc).

U of M Environmental Health Department: This department is dedicated to managing the local environment at U of M. This project typically consists of clearing invasive plant species from the North Campus woods.

Washtenaw Science Fair: The 53rd Annual Southeast Michigan Science Fair is sponsored by the University of Michigan and Washtenaw Community College in cooperation with public and private schools in the five county regions. Projects are submitted by students from grades 6 through 12. Volunteers will judge a set number of science fair projects. Dinner is provided! Transportation will be arranged for those who need it.



Forms for Working with Minors - Fall 2017

Tau Beta Pi MI-G

The University of Michigan, Ann Arbor Public Schools, and the Boy Scouts of America require anyone volunteering with children to complete background checks. This means that in order for anyone to volunteer and interact in any way with youth at TBP Events, he or she must complete a background check form. The form is attached to this sheet. Please fill out the form and turn it in to the Service Coordinator, David Martel (tbp.service@umich.edu) as soon as possible. You can also turn it in during Second General, at the TBP office (1226 EECS), or at your interview. **You must turn them in by October 3, 2017 in order to volunteer with youth at MindSET or Cub Scout Day.** If you are unable or unwilling to complete the form and submit to the background check, participation at K-12 events will be limited to roles that ensure non-interaction with youth.

The University of Michigan requires that all individuals volunteering with minors also complete training. To fulfill this training requirement, Tau Beta Pi is requiring members to complete Youth Protection Training, offered through the Boy Scouts of America. This training will be offered in-person at the end of the Second General meeting (register on the website), and can also be completed online. The online version takes around 24 minutes to complete and can be found at myscouting.org. You will need to create an account before proceeding to take the training online, and after completing online training, you must save your certificate as a PDF document and send it to the Service Coordinator (tbp.service@umich.edu). **Participation in the in-person training or the submission of your PDF certificate, proving that you have completed the online training, should be completed by October 3, 2017.**

If you have any questions about the background check or training, or if you do not wish to complete the AAPS background check, please contact the Service Coordinator, David Martel (tbp.service@umich.edu).

To summarize, please have the following done by their respective due dates*:

- __ 1. Ann Arbor Public Schools background check due **October 3, 2017** to the TBP Service Coordinator or the TBP Office (1226 EECS).
- __ 2. Boys Scouts of America Youth Protection Training (YPT) in-person participation (with registration) or online training certificate due **October 3, 2017** to the TBP Service Coordinator (tbp.service@umich.edu).

*If you miss any of these deadlines but wish to participate in events involving youth, you may contact the TBP Service Coordinator to check if there is enough time to complete the background check prior to the event.

Graduate Electee Trivia - Fall 2017

Tau Beta Pi MI-G

INSTRUCTIONS:

This exam will cover the history and organization of Tau Beta Pi at a national level as well as the history and organization of our chapter, Michigan Gamma. This exam is not meant to be difficult, and you should not stress about it. **It is also not required to be completed by graduate students though it is strongly encouraged.** Please complete this exam and turn it in to the Graduate Student Vice President, Ciara Caldwell , or the TBP office (1226 EECS) by December 5, 2017 .

Name: _____ Uniqname: _____
(Please print)

1. When and where was Tau Beta Pi Engineering Honor Society founded?
2. Who was the founder of Tau Beta Pi?
3. Where is the national headquarters of TBP located?
4. With what other organization did TBP merge in 1974, and why?
5. What is the original Tau Beta Pi yell?
6. Where are the 3 brass bents (permanently mounted) located throughout campus?
EXTRA CREDIT: Where is the fourth?
7. What is the symbol of the TBP motto?
8. What are TBP's colors?

9. Talk with 10 graduate student members of the Michigan Gamma Chapter. For each member, list their department and ask them for two fun facts about themselves. Have each graduate student member sign next to their name and facts.

10. Get at least five signatures from Tau Beta Pi undergraduate actives from Michigan Gamma who are not officers. Have them draw a picture of their favorite outdoor activity next to their signature.