



## Graduate Electee Requirements — Fall 2024

### Tau Beta Pi, MI-G

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The following is a detailed list of the requirements involved in the TBP electee process. Later in this packet you will also find a quick checklist that summarizes the important deadlines mentioned here. Please note the dates of the meeting and requirements on your calendar.

**Create a Profile on the website by Sept 16:** In order to successfully elect in to TBP, you must first create a profile on the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)), as it will allow you to sign up for events, receive important notifications, and track your progress throughout the semester. More step-by-step information on navigating the website will be provided to you via email, but briefly, you can 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.

#### I. REQUIRED MEETINGS

**Attend all the General Meetings (5), Elections (1) and Initiation (1).** All meetings (except Initiation) will begin at 6:30 pm (check the INFORMATION SHEET section of this packet for dates and venue). If you are unable to attend one or more of the General Meetings, please inform the Graduate Vice President, look over a copy of the meeting agenda at [tbp.engin.umich.edu](http://tbp.engin.umich.edu), and make up for the missed meeting by completing an extra hour of service, social, or professional development. Attendance at Elections **cannot** be made up by extra hours, so if you cannot make it, please contact the Graduate Vice President. **Attendance at Initiation is required by the national organization to become a member of Tau Beta Pi. If you have an unavoidable conflict, please inform the Graduate Vice President ASAP!** Though not required, you are welcome (and encouraged) to attend New Initiatives Meetings—these meetings will count towards service hours.

#### II. TEN SERVICE HOURS

**Complete at least TEN\* hours of service projects before Dec 3.** Service events are scheduled via the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)), and signing up is a commitment to go! Hours will only be provided after attendance at the event is confirmed. If you are unable to attend an event you have signed up for, you must drop your sign-up at least 24 hours in advance. We recommend making sure the website accurately displays what you have completed. If not, please contact the website officer ([tbp.website@umich.edu](mailto:tbp.website@umich.edu)).

**\*At least FIVE of these service hours must be completed before Oct 29.**

#### III. TWO SOCIAL EVENTS

**Complete at least TWO\* social events before Dec 3.** Social events include Happy Hours, ice cream socials, hikes, and game nights to name a few. **At least ONE of these socials MUST be a Grad Social.** The Graduate Vice President, Graduate Student Activities Chair(s), and others will be scheduling a number of Grad Socials this semester, possibly including movie nights and lunch/dinner outings. If you have an idea for a Grad event, please contact the Graduate Vice President.

**\*At least ONE of these social events must be completed before Oct 29.**

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#### IV. TWO GRADUATE ELECTEE TEAM ACTIVITIES

**Attend at least TWO\* Graduate Electee Team Activities before Dec 3.** These activities will aim to serve as a peer mentor group for the electees, providing opportunities to interact with each other and other graduates active in TBP. The Graduate Vice President will be scheduling a number of Grad Electee Team Activities this semester with the Grad Electee Team Lead(s). More information on the schedule of these meetings will be provided later.

#### V. CHARACTER QUESTIONNAIRE & INTERVIEW

**These tasks need to be completed by Sept 16 at 11:59 pm.**

- (a) **Complete the online electee questionnaire regarding exemplary character.**

The electee questionnaire can be found under Electee Resources on the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)).

- (b) **Upload a copy of your resume.**

Your resume needs to be submitted to your website profile.

- (c) **Sign up for ONE in-person interview on the website.**

The in-person interview is designed to be a low pressure interaction with an active member that lasts about 25 minutes and starts no later than 5 minutes after the start time. **Interviews will be held between Sept 18 and Sept 20 so please ensure that you sign up for a slot by Sept 16.**

More information on the Electee Questionnaire and Interview can be found in the CHARACTER EVALUATION section of this packet.

#### VI. FORMS & PAPERWORK

- (a) **Submit the following completed forms before Sept 16:**

i. Graduate Electee Advisor Form (copy included in this packet)

ii. Online Graduate Education Form (OGEF)

(<http://tbp.engin.umich.edu/members/electees/submit.education.form>)

If you are a PhD student, but will also be receiving a Master's degree along the way (check with your program's Graduate Coordinator!), please circle "Master's" in the "Graduate Electee Advisor Form" and list both Master's and PhD under the Degrees section of the OGEF.

- (b) **Complete the Youth Protection Training by Sept 17, 2024.** Please see the "MINORS ON CAMPUS POLICY" section of this packet for more details.

#### VII. MEMBERSHIP DUES

**Pay the membership fee of \$100 to the Treasurer (Alex Li) before Dec 3.**

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 lifelong membership, etc. You can turn it in at a meeting or to Alex Li during office hours via cheques (made out to Tau Beta Pi), cash, or virtual wallets. Payment is preferred via Venmo or PayPal. Additional information will be provided by the Treasurer later. **If the fee poses a significant financial burden, please reach out to the Graduate Vice President for more information.**

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Remember, this is only what you *have* to do — there are no limits on what you can do! In the end, TBP is what you make of it — the more you give, the more you get out of it!