



## GRADUATE ELECTEE PACKET CHECKLIST

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. Project Descriptions

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

# Information Sheet - Winter 2014

Tau Beta Pi MI-G

## Important Dates

<b>January</b>			
14	First Actives	6:30 pm	1013 Dow
21	First General	6:30 pm	1013 Dow
28	Second General	6:30 pm	1013 Dow
<b>February</b>			
4	New Initiatives	6:30 pm	1013 Dow
4, 5, 6, 7	Interviews	By Appointment	TBA
11	Second Actives	6:30 pm	1013 Dow
18	Third General	6:30 pm	1013 Dow
25	New Initiatives	6:30 pm	1013 Dow
<b>March</b>			
11	Fourth General	6:30 pm	1013 Dow
18	Third Actives	6:30 pm	1013 Dow
25	New Initiatives	6:30 pm	1013 Dow
<b>April</b>			
1	Elections	6:30 pm	1013 Dow
8	Fifth General	6:30 pm	1013 Dow
12	Initiation	4:00 pm	1109 FXB
12	Banquet	6:00 pm	Campus Inn
15	New Initiatives	6:30 pm	1013 Dow
22	New Initiatives	6:30 pm	1013 Dow



## Officers

President	Natalie Eyke	neyke
Vice President	Ki-Joo Sung	sungkj
Secretary	Ariel Rose	akrose
Treasurer	Jason Cassell	jasocass
External Vice President	Cameron McBride	camcbri
External Vice President	Alyssa Woo	wooa
Website Officer	Lee Sin Lim	leesin
Service Coordinator	Scott Cooper	smcoop
Corporate Relations Officer	Leo Devota	lpdevot
Activities Officer	Michael Angileri	mangi
Grad Coordinator	Michael Benson	mlbenson
New Initiatives Officer	Kelsey Hockstad	kelshock
K-12 Outreach Officer	Laura Kruger	krulaura
K-12 Outreach Officer	Sara Rusignuolo	srus
Campus Outreach Officer	Josh Kempfer	jkempfer
Intersociety Officer	Mike MacFarlane	macfarmi
Membership Officer	Kevin Collao	kcollao
Operations Officer	Tae-Hyung Kang	taekang
Publicity Officer	Alex Waselewski	waselewa
Historian	Sylvia Domanico	domansyl

## Advisors

Paul Kominsky	AERO	paulko	Chief Advisor
Pritpaul Mahal	EECS	pritpaul	Alumnus Advisor
Andy Boucher	NERS	yanders	Grad Student Advisor
Mike Hand	EECS	mikehand	Grad Student Advisor
Kyle Lady	EECS	kylelady	Grad Student Advisor
Elson Liu	EECS	eyliu	Grad Student Advisor
Sarang Supekar	ME	supekar	Grad Student Advisor
Ryan Chen	IOE	ryanchen	Undergrad Student Advisor

## General Information

### TBP Office

1226 EECS  
(734) 615-4187

### Email

tbp.officers@umich.edu

### Website

tbp.engin.umich.edu



## GRADUATE ELECTEE REQUIREMENTS – Winter 2014

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\*** (21 January, 6:30pm in 1013 Dow).  
Complete and turn in student information form.
2. **Log into [tbp.engin.umich.edu](http://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. **Attend Second General\*** (28 January, 6:30pm in 1013 Dow).  
Complete and turn in catalog card provided at meeting. If you cannot make the meeting, come to the TBP office (1226 EECS) to fill out the catalog card.
4. **Make sure the following forms are completed before 7 February.**  
Turn in all physical forms at Second General or to any officer at office hours.  
Office hours schedule at: <http://tbp.engin.umich.edu/calendar/>.
  - a. Signed graduate advisor form
  - b. Catalog card handwritten form
  - c. Catalog card online form (link will be provided via email)
5. **Attend interview with Grad Coordinator** (scheduled 4-7 February).  
Grad Coordinator Michael Benson (mlbenson) will arrange graduate interview times this week separately from undergrad interviews. No essays or résumés are necessary for grad electees.
6. **Attend Third General\*** (18 February, 6:30pm in 1013 Dow).
7. **Attend Fourth General\*** (11 March, 6:30pm in 1013 Dow).
8. **Membership fee of \$90 to treasurer Jason Cassell ([tbp.treasurer@umich.edu](mailto:tbp.treasurer@umich.edu) before 8 April.**  
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 Jason Cassell at his office hours.
9. **Complete at least ten\* hours of service projects before 8 April.**
  - a. **At least 50% of these service hours completed before 11 March.**

Events are scheduled via the website ([tbp.engin.umich.edu](http://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. Soon after each service project is completed, a participant survey will open on the website. Once you complete this survey, the system will provide you with service credits.

You can use the following form to document your service hours. 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 Lee Sin Lim ([tbp.website@umich.edu](mailto:tbp.website@umich.edu)).

Service Project	# of Hours	Date	Project Leader username*	Survey Completed Online?
Total hours =		≥ Hours needed = 8 + # missed meetings = (    )		

\*In case you need to contact them.

- \_\_ 10. **Attend at least TWO TBP social events before 8 April.** Socials include Happy Hours, ice cream/game nights, sports, Rock 'n' Bowls, Engineering Futures, and many more.
- \_\_ 11. **Attend at least ONE Grad Electee Group Activity before 8 April.** Graduate Coordinator Michael Benson will be scheduling a number of Grad Electee Group Activities this semester including movie nights, a TG at Buffalo Wild Wings, and many more. If you have an idea for a Grad event, please contact him at (tbp.gradcoordinator@umich.edu)
- \_\_ 12. **Attend Elections\*** (1 April, 6:30pm in 1013 Dow). Staying to the end of elections counts for **2 of your required service hours.**
- \_\_ 13. **Attend Fifth General\*** (8 April, 6:30pm in 1013 Dow). All requirements above must be completed by the time of this meeting!
- \_\_ 14. **Attend Initiation** (12 April, 4:00pm in 1109 FXB) and **Banquet** (12 April 5:30pm at the Campus Inn). 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 coordinator, Michael Benson (mlbenson / tbp.gradcoordinator@umich.edu)
- Obtain an agenda for the missed meeting (on tbp.engin.umich.edu).
- **Make up the meeting with one extra hour of service.**



To: Michael Benson  
Tau Beta Pi Michigan Gamma Graduate Coordinator  
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 (April 12th, 2014) at least 15 course or research credits towards degree. I also certify that the above named graduate student is in good academic standing with the College of Engineering. Based upon the student's academic performance, I recommend his/her induction into Tau Beta Pi Engineering Honor Society.

\_\_\_\_\_  
(Advisor's Signature)

Return this form to Michael Benson, MI-G Chapter Graduate Coordinator, at 1226 EECS before 7 February, 2014.