



GRADUATE ELECTEE REQUIREMENTS – Winter 2021

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 meetings and requirements on your calendar.

Create a Profile: In order to begin electing, you must first create a profile on the TBP Michigan Gamma website tbp.engin.umich.edu, as it will allow you to sign-up for events, receive important notifications, and track your progress throughout the semester. Step-by-step information on navigating the website will be provided during the First Grad Electee Team Meeting (see item IV), 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 (3), Elections (1) and Initiation (1). All meetings will begin at 6:30pm (check INFORMATION SHEET section of this packet for dates and venues). 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’s agenda at tbp.engin.umich.edu, and make up for the missed meeting by completing one extra hour of service, social or professional development. Attendance at Elections can only be made up by an extra service hour, 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 Initiative Meetings - these meetings can count towards service hours.

II. FIVE SERVICE HOURS

Complete at least FIVE* hours of service projects before April 13, 2021. Service events are scheduled via the website (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 un-sign up at least 24 hours in advance. 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).

***At least THREE of these service hours must be completed before March 24, 2021**

III. SOCIAL EVENTS

Complete at least a combination of social events or Graduate Electee Team Activities that add up THREE* before April 13, 2021. Socials in the past have included Happy Hours, ice cream/game nights, sports, Rock ‘n’ Bowls, Engineering Futures, and many more. **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, lunch/dinner outings, and many more. 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 March 24, 2021**

IV. GRAD ELECTEE TEAM ACTIVITIES

Attend at least a combination of Graduate Electee Team Activities or social events that add up to THREE* before April 13, 2021. 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 Student Vice President will be scheduling five Grad Electee Team Activities this semester. More information on the schedule of these meetings will be provided later.

***The first Grad Electee Team Meeting, scheduled for February 19th 2021 (Friday), 7:00PM is REQUIRED for all graduate electees, and will cover the basics of navigating the TBP website.**

V. CHARACTER QUESTIONNAIRE & INTERVIEW

(i) Complete the online electee questionnaire regarding exemplary character, (ii) upload a copy of your résumé, & (iii) sign up for ONE in-person interview on the website before February 14th at 11:59pm. The electee questionnaire can be found under Electee Resources on the website (tbp.engin.umich.edu). Your resume should be submitted to your website profile. The virtual interview is designed to be a low-pressure interaction with the electee that last about 30 minutes. **Interviews will be held on February 15th through February 19th.** Detailed information on the Electee Questionnaire and Interview can be found in the CHARACTER EVALUATION section of this packet.

VI. MENTORSHIP

Participate in the active-electee mentorship program The goals of this program are to develop connections between active TBP members and electees, provide insight into the electing process, and offer academic and career guidance. Watch for an email from the mentorship coordinators with further instructions about program requirements and a survey for pairing you with a mentor.

VII. FORMS & PAPERWORK

i. Submit the following completed forms before February 23, 2021 :

(a) Graduate Electee Advisor Form* (copy included in packet)

(b) Online Graduate Education Form* (http://tbp.engin.umich.edu/members/electees/submit_education_form)

*If you are a PhD student but will be receiving a Masters degree along the way (check with you program's Graduate Coordinator!), please circle "Masters" in Form (a), & in Form (b) list both Masters and PhD under the "Degrees" section. **If you will NOT be receiving a Masters degree along the way of you PhD, please email the Graduate Vice President.**

ii. Complete the Youth Protection Training by February 23, 2021 . Please see the "MINORS ON CAMPUS POLICY" section of this packet for more details.

iii. Complete the Catalog Card online before March 2, 2021 . More details will be provided by the Secretary (William Chung) later.

VIII. MEMBERSHIP DUES

Pay the membership fee of \$100 to the Treasurer (Eric Lian) before April 13, 2021 .

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 Eric Lian at his office hours. Checks should be made out to "Tau Beta Pi Michigan Gamma". You may also pay in cash by placing it in an ENVELOPE with your NAME on it. An electronic payment method will also be an option (more details to come). If this fee poses a significant financial burden, please reach out to the Graduate Vice President for more information about a fee waiver as soon as possible

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!



GRADUATE ELECTEE CHECKLIST – Winter 2021

Use this quick checklist to stay organized with all the requirements and deadlines for the TBP electing process!

Done?	Date Due	Requirements
_____	Feb 9, Tuesday	First General Meeting**
_____		Create profile on website
_____		Sign-up for interview
_____	Feb 14, Sunday	Submit online electee questionnaire
_____	Feb 15-19	Complete interview
_____	Feb 19, Friday	First grad electee team meeting**
_____	Feb 23, Tuesday	Second General Meeting**
_____		Submit AAPS, Advisor, and OGEF forms
_____		Youth Protection Training
_____	March 2, Tuesday	Second Actives [DON'T ATTEND!]
_____		One grad electee team meeting
_____		1 service hours total (recommended)
_____		Complete catalog card
_____	March 24, Wednesday	Third Actives [DON'T ATTEND!]
_____		3 service hours total (required)
_____		1 social event total (recommended)
_____	March 30, Tuesday	Third General Meeting**
_____	April 13, Tuesday	Fourth General Meeting**
_____		Complete 5 service hours total
_____		Complete one grad social
_____		Complete 3 grad electee meetings or socials
_____		Pay \$100 dues to Treasurer
_____	April 6, Tuesday	Elections**
_____	April 17, Saturday	Initiation***

****indicates REQUIRED MEETING.** If you cannot attend a meeting, please inform the Graduate Vice President, you can make up for the missed general meeting by completing one extra hour of service, social or professional development. Elections can be made up only by an extra service hour.

*****indicates MANDATORY EVENT.** This requirement CANNOT be made up, please inform the Graduate Vice President as soon as possible if you are unable to attend initiation.