



Tau Beta Pi

The Engineering Honor Society

Michigan Gamma Chapter
First Actives Meeting

20 September, 2022

HAPPY TBPITUESDAY

First Actives Meeting Agenda:

- **Officer Updates** - learn about what's happening this semester and how you can get involved
- **Good Interviewing Practices** - preparation for interviewing electees (virtually!)
- **Sign-In Code**



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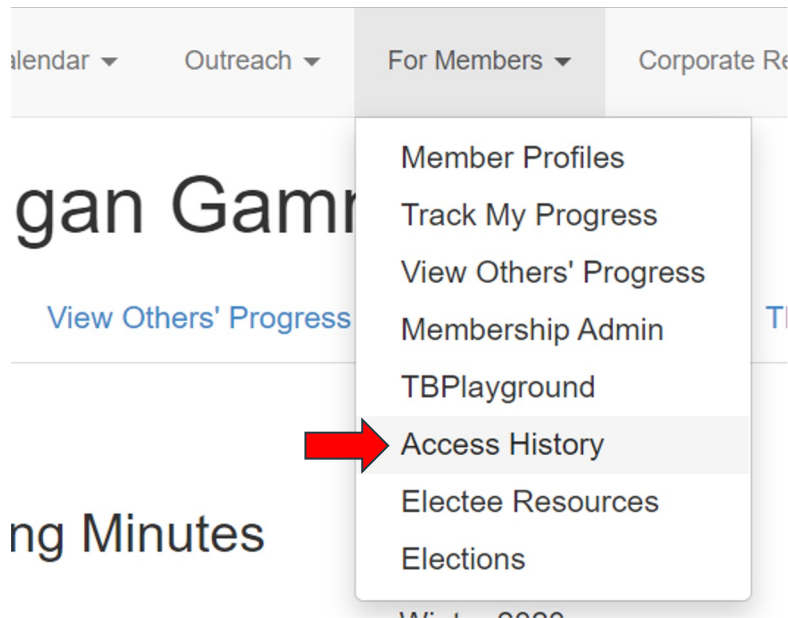
HAPPY TBPITUESDAY



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First Actives Meeting Agenda:

- Access these slides after the meeting!



History/Report Management

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<https://tbp.engin.umich.edu>



Officer Updates

EXECUTIVE TEAM UPDATES



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President - Zachary

- Welcome Back!
- If you are here in person, please **sign up for the in person event on the website! Likewise with for virtual attendees.** This will help us know who was here in person if we need that in the future.
- In person attendees - please do not also join the zoom call! This will help us avoid audio issues and double counting votes

EXECUTIVE TEAM



Tau Beta Pi
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President - Zachary

- **Fill a chair position!**

- <https://tbpmi.ga/chair-app>
- Professional Development
- Apparel
- Campus Outreach
- Banquet Arrangements
- Merit Badge Day
- Mentorship
- Diversity, Equity, & Inclusion
- & more!
- Great way to earn leadership credit!



Join us at officer
meetings! Now
on the website

EXECUTIVE TEAM

President - Zachary



- **Sign up to be a project lead**
 - <https://tbpmi.ga/plead-app>
 - Another great way to earn leadership credit!



Steps for running an event:

Step 1: Come up with an idea (most difficult step)

Step 2: Set a date and time

Step 3: Plan out the logistics and invite

TBPeople

Step 4: Show up to the event

EXECUTIVE TEAM



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The Engineering Honor Society

Vice President(s) - Ben & Varun

- ALL INTERVIEWS WILL BE CONDUCTED IN PERSON, or VIRTUALLY upon special request
- Undergraduate candidate interviews:
 - Dates
 - October 12th, 13th, 14th: 9 am-6 pm
- Graduate candidate interview dates:
 - Dates
 - October 12th, 13th, 14th: 6 pm-9 pm

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- Materials, Zoom links, and sign-ups are up on the website, so check it out if you haven't!
- **Interview requirements for actives will be provided in an email as well**
- **Actives must complete at least 1 interview to earn DA/PA status**
- All interviews count towards service hours!
- Would you all like "How to Conduct and Interview Online" training event? Please indicate at <https://tbpmi.ga/interview-prep-survey>

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Vice President(s) - Ben & Varun

- Sign up to be an electee team leader!
 - <https://tbpmi.ga/electeeteamlead-app> -->
 - Will earn you a **leadership credit** AND you get to introduce electees to the chapter AND get Leadership Credit for DA/PA and FREE FOOD!
- Sign up to be The Graduate Student Activities Chair(s)!
 - Graduate actives sign up using [this form](#) ->
 - Will earn you a **leadership credit!**
- Give us feedback on your electing process!
 - <https://tbpmi.ga/electee-feedback>
 - No matter when you elected!^^



EXECUTIVE TEAM

External Vice Presidents - John & Riley

- Thanks to all those who came and/or volunteered at Career Fair!



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EVENTS TEAM

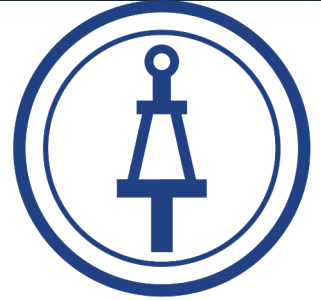
Service Coordinator - Jed



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- Apply for Chair and Project Lead positions!
 - Help plan/execute a variety of service and PD events!
 - Good introduction to TBP leadership roles (chair/officer)
 - Reach out to tbp.service@umich.edu if interested
- Chair/Project Lead Signups
- Professional/Service/Social Events in the works!
- Monday, 9/26: 11am-12:30pm: Project Lead/Chair brunch!
 - Learn about being a chair/lead and network with others!
 - Brainstorm ideas!
 - Eat hot chip.

EVENTS TEAM



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K-12 Outreach - Jessy, Tara

- Your Youth Protection Training May Need Renewal
 - Required for all K-12 Outreach events - expires every 2 years
 - BSA training can be completed online: tbpmi.ga/ypt
 - Upload certificate at: tbpmi.ga/ypt-confirm
- University Background Checks
 - Expire every 3 years - tbpmi.ga/opt-in
- Upcoming events will be posted soon!

EVENTS TEAM



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Activities - Colin

- Cantina Night
 - Friday, September 23rd
- Reach out if you have any ideas!
 - New events are always welcomed
- Sign up to be a project lead!
 - Easier than you think



EVENTS TEAM



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Professional Development - Ansh

Lots of info sessions in the works this semester, keep an eye out on the website and in weekly emails for them. We have one scheduled for this Thursday!

There are topic-based and workshop style events, including:

- Resume Workshops
- Preparing for Interviews

If you have any ideas for other professional topics, **sign up to be a project lead!**

EVENTS TEAM



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Professional Development - Ansh

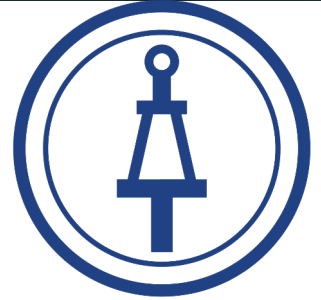
Please update your resumes for Convention and for the MI-Gamma resume book!

- On the TBP Website when editing your profile:
<https://tbp.engin.umich.edu/>
- TBP National Convention:
<https://www.tbp.org/resumes/home.cfm?15995387>



You can update your resume any time at the respective links.

EVENTS TEAM



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Campus Outreach - Kevin

- Sign up to be a Tutor!
 - Great way to earn service hours (we already have lots of people requesting to be tutored!)
- Other events like Breakfast Parties, etc. will be scheduled soon. Planning to start first week in October!
- Sign up to be a Campus Outreach Chair!
 - <https://tbpmi.ga/chair-app>
 - Would help run Breakfast Parties and assist in other CO operations

1-1 tutoring:

<http://tbpmi.ga/tbptutoring>



CHAPTER TEAM



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Chapter Development - Matt

New Initiatives I is in a week!

- 9/27, 6:30 - 7:30pm
- In-person and virtual attendance options
- Topics: Outsourcing website and TBP endowment fund

We're looking for a DEI Committee chair...

- <https://tbpmi.ga/chair-app>
- Facilitate DEI Committee meetings

... and DEI Committee members!

- <https://tbpmi.ga/dei>
- Plan and organize fun DEI oriented events
 - TBP Interchapter Bowling
 - Bullpen Jeopardy
 - SASE Boba Social
- Time commitment: 1-2 hours per week
- Earn a leadership credit!

CHAPTER TEAM



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Membership - Alex

- **Active Status Requirements**

- Attend 2 voting meetings (2nd Actives, 3rd Actives, or elections)
- 2 hours of TBP-sponsored service
- 1 social/PD event

CHAPTER TEAM



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Membership - Alex

- **DA/PA Requirements**
 - Obtain a leadership credit
 - Conduct 1 electee interview
 - Attend 5 meetings (3 voting meetings)
 - Service hours TBD
 - 2 social/PD events
- What's cool about DA/PA?
 - Bragging rights.
 - Gifts. Remote options include \$30 DA and \$70 PA reimbursements

CHAPTER TEAM



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Publicity - Penny

- Photo Competition coming soon! Start taking pictures now from events!
 - $\frac{1}{4}$ social hour credit per valid submission (1.5 hrs max)
 - Prizes TBD
- Stickers!
 - We're looking for any talented artists out there who want to help us design some TBP stickers
 - A form for design submissions is coming soon, or reach out directly to me with ideas
- Questions, comments, or suggestions?
 - tbp.publicity@umich.edu
 - Slack @Penelope Springel

CHAPTER TEAM

Historian - Daniel



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- First 3 issues of the Cornerstone are now available, those in-person make sure you grab your copy and those joining us online can find it on tbp.engin.umich.edu at “Publications” > “The Cornerstone”
- Send me stuff about interesting (or not that interesting) topics for “1 minute reads”! tbpmi.ga/cstone-contrib
- Send me any pictures from, or articles about, events, to include in the Alumni Newsletter!

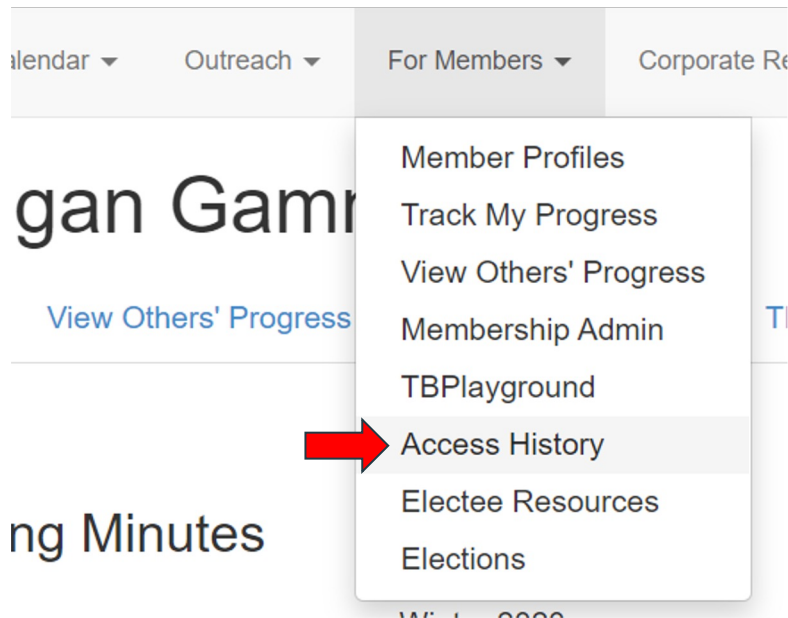
SLIDES ARE ON THE WEBSITE



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Good Interviewing Practices

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Vice President(s) - Ben & Varun

- Interview Overview (25 min interviews/30 min time slot)
 - Before
 - Review electee's response and get case study ready
 - 0-10 mins
 - Introductions - get to know them, first section of electee questionnaire
 - 10-25 mins
 - Short answer/long essay from electee questionnaire, other questions related to character
 - After
 - **Fill out evaluation form**

GOOD INTERVIEWING PRACTICES



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Interview structure

1. Sign up for the interview on the website (beforehand)
2. Read the electee questionnaire responses (beforehand)
3. Meet the electee, introduce yourselves
4. Chit-chat for a bit, get to know each other
5. Talk about electee questionnaire responses (website)
6. Fill out the evaluation form (website, post-interview)

GOOD INTERVIEWING PRACTICES



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Interview Prep

- Interview materials will be provided before the interview
- Attire is business casual for you, business formal for electees
- More info and a reminder coming out before the interview
 - Includes instructions for navigating the website

GOOD INTERVIEWING PRACTICES



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Interview tips

Friendliness and gentle questioning/encouragement is effective!

- Be nice to the electee and remind them that the interview isn't supposed to be scary.

Don't get caught up on sticking to the "schedule"

- Focus on learning about the electee, not following the outline.

Provide the correct materials to the electee

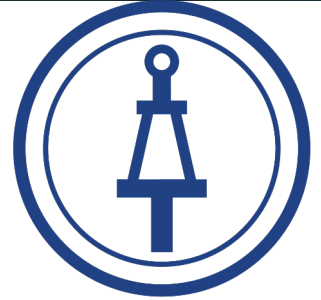
- There are interviewer and electee versions of each!

Stay professional

- We are an honor society, after all.

GOOD INTERVIEWING PRACTICES

Interview Tips



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FILL OUT THE EVALUATION FORM

Thank you!!

GOOD INTERVIEWING PRACTICES

Interview Tips



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I will email you all of this information and the necessary materials for conducting interviews soon.

SIGN UP TO BE AN INTERVIEWER ON THE EVENTS PAGE OF THE TBP WEBSITE

SIGN IN CODE



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TBinPerson

It's nice to see many of you back in person! Don't forget to sign into the correct LOCATION on the website