

CHAPTER 1: Introduction

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) was founded in 1884 with Alexander Graham Bell and Thomas Edison among its charter members. Today, the IEEE serves over 360,000 members who are geographically organized into 10 Regions, over 300 Sections, and more than 1,400 Student Branches, 385 Student Branch Chapters of technical societies and 60 Women in Engineering Student Branch Affinity groups worldwide. A Student Branch further falls under the auspices of the local Section. Over 60,000 Student members worldwide make up 13% of the membership of the IEEE and are essential to the continued growth and vitality of the IEEE. Over 50% of the current IEEE members joined as students. Not only is the IEEE the world's largest technical and professional society, it is also publishes 30% of the electrical engineering and computer science literature in the world.

The IEEE's worldwide membership is geographically divided into ten Regions. These regions are further subdivided into Sections that serve as the centers of activity for professional engineers at the local level. Your Student Branch further falls under the auspices of your local Section.

This workbook is designed to guide you in your activities at the Student Branch level. It covers Branch Administration, Branch Operations, Membership, Fundraising, Professional Awareness Activities, and Time Management. It is meant to be a reference tool and should be made available to everyone who is interested.

It is our intention to update this workbook annually and to distribute it at the IEEE Regional Student Branch Leadership Workshops. If you have any comments or ideas on how to improve this workbook, please forward them to the IEEE Student Services Department (mailto: student-services@ieee.org, your Regional Student Representative (RSR) or your Regional Student Activities Chair (RSAC) whose addresses can be found in Appendix A.

IEEE Organization

To provide services for members, IEEE depends not only on a well-trained staff but also on thousands of dedicated volunteers, including Student Branch officers and faculty counselors, Section officers, Region Student Activities Chair and the Regional Student Representative

Diagrams in the following pages illustrate the IEEE volunteer and staff organizations and the organization of the Regional Activities Board (RAB). The Student Activities Committee, including the Student Services staff supporting Student Branches, Student Branch Chapters and Student Branch Affinity groups, as well as the faculty counselors and student officers, are under the purview of RAB and the Regional Activities Department.

STUDENT ACTIVITIES COMMITTEE CHARTER

4.13 RAB Student Activities Committee

A. GENERAL

The RAB Student Activities Committee (RAB SAC) is a standing committee, which reports to the Regional Activities Board. The Committee shall report to RAB through the RAB Vice Chair – Student Activities.

B. SCOPE

To provide undergraduate and graduate students who have an interest in the IEEE Designated Fields or related professions with opportunities for educational, technical and professional development, emphasizing the value of continuing IEEE membership.

C. FUNCTIONS

1. To Provide recommendations on overall policy and procedures regarding the IEEE Student Program, Student Services and other activities, and Student members in accordance with the IEEE Bylaws and Policy Manual.
2. To continuously improve the quality of student membership activities, benefits and services.
3. To make current and prospective IEEE Student members aware of the nature and responsibilities of the engineering profession and to provide and promote opportunities for educational, technical and professional development.
4. To represent within IEEE the interests and concerns of students worldwide and facilitate interaction between Student Branches and IEEE organizational units.
5. To promote networking and the importance of relationship building to students.
6. To increase synergy between IEEE/RAB/SAC, GOLD Committees and IEEE Societies to promote the value of continued membership in IEEE after graduation.
7. To foster and support Student Branch development and outreach to prospective student members.
8. To provide vehicle for efficient communication of SAC activities to the individual region committees.

D. COMPOSITION

The RAB Student Activities Committee shall have up to 38 voting members and 2 non-voting members as follows:

Voting Members:

- ◆ RAB Vice Chair – Student Activities, who shall be Chair
- ◆ Vice-Chair and Branch Leadership Training Subcommittee Chair (Appointed by RAB VC – Student Activities)
- ◆ Past Chair
- ◆ Student Professional Awareness Activities (SPAA) Subcommittee Chair (Appointed by RAB VC – Student Activities)
- ◆ Ten Regional Student Activities Committee (RSAC) Chairs from Regions 1-10 (Appointed by Region Directors)

- ◆ Ten Regional Student Representatives (RSR) from Regions 1-10 (Appointed by Region Directors)
- ◆ Up to Six Industrial Representatives (Appointed by the Vice Chair – Student Activities)
- ◆ Branch Chapter Representative (Appointed by the Vice Chair – Student Activities in consultation with the TAB Chair)
- ◆ Branch Chapter Student Representative (Appointed by the Vice Chair – Student Activities in consultation with the TAB Chair)
- ◆ IEEE Potentials Editor (Publications, Products & Services Board Liaison) (Appointed by the Vice Chair – Student Activities and the RAB Chair)
- ◆ IEEE Potentials Student Editor (Appointed by the Vice Chair – Student Activities and the RAB Chair)
- ◆ Technical Activities Board Representative (Appointed by the TAB Chair)
- ◆ IEEE-USA SPAC Committee Chair
- ◆ GOLD Committee Representative (Appointed by the GOLD Chair)
- ◆ RAB Chair (ex officio)

Non-Voting Members

- ◆ RAB Secretary (ex officio)
- ◆ Manager-Student Services shall serve as Secretary, without vote

Corresponding Members – may serve as appropriate by appointment of committee chair

E. VACANCIES

In the event of the incapacity of the Chair, the most recent Past Chair available shall serve as Acting Chair until such time as the RAB Assembly elects a successor. The Acting Chair shall notify RAB in a timely manner and continue to serve until further directed by RAB. In the event of the absence of the Chair, the most recent Past Chair available shall serve as Acting Chair or, if none, the voting members of the Committee present, from amongst their own, shall select someone to so serve.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Student, Member, Senior Member or Fellow grade.

G. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. All committee members serve by appointment for a one-year term, with reappointment permissible. All references to committee appointments are listed in Section D- Composition.
2. The Committee Chair shall serve a one-year term, with reappointment permissible for up to two additional one-year terms.
3. Other members shall serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Vice Chair or RAB Chair, in connection with specific projects as may arise.

H. MEETINGS

1. A meeting shall occur at the call of the eChair.
2. Electronic mail and teleconference may be utilized for the transaction of business and for the conduct of interim meetings.
3. A quorum shall be a majority of the voting members of the Committee. Voting shall be by

majority vote with the Chair voting when his or her vote would make a difference in the outcome.

I. COMMITTEES/SUB-COMMITTEES/AD HOC COMMITTEES

The Committee Chair may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such Ad Hoc Committees must be a member of the Student Activities Committee and shall be appointed by the Student Activities Committee Chair. Reporting to the committee shall be the following standing Subcommittees:

- ◆ Regional Student Representative (RSR) Steering Subcommittee - Comprised of the 10 Regional Student Representatives. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services and activities concerning SAC functions emphasizing the point of view of the RSRs.
- ◆ Regional Student Activities Chair (RSAC) Steering Subcommittee - Comprised of the 10 Regional Student Activities Chairs. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services and activities concerning SAC functions emphasizing the point of view of the RSACs.
- ◆ Awards and Recognition Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, content and issues regarding IEEE student awards and recognition programs.
- ◆ Branch Leadership Training Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing relevancy, content and policy issues regarding the Student Branch Leadership Training program.
- ◆ Student Professional Awareness Activities Subcommittee - The function of this committee is to provide recommendations for SAC approval of motions addressing relevancy, content and policy issues regarding the Student Professional Awareness programs and to coordinate, approve and fund, as needed, student professional awareness activities, including technical awareness, with emphasis on Regions 7-10.
- ◆ Potentials Magazine Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing content, relevancy and policy issues concerning the Potentials magazine.
- ◆ Electronic Communications Subcommittee - The function of this subcommittee is to facilitate SAC in fulfilling its functions, as stated in the SAC charter, in the most effective way possible via electronic communications. This subcommittee will also provide recommendations on content, policy and procedures and services associated with the IEEE web site contest and the IEEE Student Concourse.

J. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Provision shall be made in the RAB/Regional Activities Budget for expenses incurred in the work of the Committee. The RAB Vice Chair – Student Activities will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.
2. Funding shall be provided to the SAC Chair for attendance at the two SAC meetings annually, and RAB meetings.
3. Funding shall be provided to the Past Chair, Vice-Chair, SPAA Chair and GOLD Representative for attendance at the two SAC meetings annually.
4. The Regional Activities Department shall provide administrative support for the Committee.

K. REPORTS

A brief report, outlining the business transacted, will be transmitted to RAB by the Chair at each RAB and RAB Operating Committee meeting.

L. CHANGES TO CHARTER

Changes to this Charter must be approved by the Regional Activities Board (RAB).

CHAPTER 2: Branch Administration

The key to running a successful Student Branch is in the administration. Enthusiasm and energy alone are not enough. What is required is a team effort where everyone contributes equally. There are several key positions in your branch administration. They consist of the Branch Officers (Chair, Vice-Chair, Treasurer, Secretary), the Branch Counselor (or Faculty Advisor), a Branch Mentor, and the sub-committee Chairs. While each has somewhat different duties, it is important that you work together as a team. All officers should promote the benefits of IEEE membership to fellow students.

The responsibility for administering Branch operations lies with your Student Branch Executive Committee. The Executive Committee should consist of all the Branch Officers, sub-committee Chairs, your Branch Counselor, and your Branch Mentor. You may also want to include class representatives or other positions should the opportunity arise. The key to an efficient and fun Executive Committee lies in regular meetings and good communications. Each member of the Executive Committee should be aware of the overall objectives for the year, as well as specific duties for upcoming events. Duplication or omission of duties arising from a lack of communications is demoralizing and leads to headaches and frustrations.

2.1 Student Branch Officers

The Officers of your Student Branch are the Chair, Vice-Chair, Treasurer, and Secretary. Each Officer has specific duties, but it is, once again, very important that you work together as a team. While the Student Branch Chair is the Executive Officer of the Branch, he/she is not the "boss" with the others being his/her subordinates.

2.1.1 Chair

As the executive officer of the Branch, the Chair is the key to effective student leadership. As Chair, you are responsible for the overall management of all Branch affairs and a key motivator. To be effective, you must learn and use the skillful art of delegating responsibility to your officers and to certain selected members as required by the size and range of activity of your branch. This Leadership Training Workbook is a useful resource for developing these skills. Other helpful information is available on the IEEE Student Concourse web site at www.ieee.org/students

Specific Duties:

1. Preside at all meetings of the Branch.
2. Hold regular meetings of the Branch Executive Committee and serve as chair.
3. Appoint program, publicity and membership committee chairs promptly.
4. Prepare the required reports for IEEE Student Services.
 - Annual Plan – 1 November or two months after the academic year begins
 - Annual Report – 1 May or six months after the academic year begins
5. Arrange for the election of Officers on a calendar year basis and report to IEEE.
6. Ensure smooth transition of information and materials to newly elected officers and arrange orderly transfer of Branch records.
7. Work with and coordinate some activities with Section and Region officers.
8. Communicate frequently with other officers.

2.1.2 Vice-Chair

The Vice Chair frequently oversees committee responsibilities and always shares the workload of the Chair. Since you are an important member of the Executive Committee, you can do much to motivate Branch Activity.

Suggested Duties:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Arrange for refreshments at Branch meetings.
4. Assist the Chair in following up on assigned committee responsibilities.
5. Perform all functions of the chair in his/her absence or upon request.

2.1.3 Secretary

The Secretary maintains all Branch records and supplies for the Branch.

Specific duties:

1. Submit to IEEE Student Services the Newly Elected Officers Form.
2. Keep detailed records of each Branch meeting.
3. Maintain stationery and other IEEE forms and supplies as required by the Branch.
4. Maintain Branch membership roster and committee assignments list.
5. Be responsible for all Branch correspondence.
6. Post a calendar of events.
7. Assist Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.
8. Arrange for an orderly transfer of all Branch records to the incoming secretary.

2.1.4 Treasurer

The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible.

Specific duties:

1. Maintain the appropriate Branch accounts.
2. Prepare an annual budget and submit the annual plan of activities to IEEE Student Services by 1 November or two months after the academic year begins.
3. Prepare the final Financial Statement and submit the annual report of activities to IEEE Student Services by 1 May or six months after the academic year begins.
4. Oversee all fund-raising efforts, working with Branch Chair and Counselor.
5. Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.

2.2 Student Branch Counselor

The Branch Counselor is a University or College faculty member, an active IEEE member, who serves as an advisor to the Branch and its student Officers. As the Officers usually change annually, and sometimes more often, the Counselor lends a very important sense of continuity to Branch affairs. As such, the Branch Counselor is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the local Section Chair, upon the recommendation of the Student members of the Branch and the consultation of the Regional Student Activities Chair (RSAC), and serves with the approval of the Department Head. The appointment (or re-appointment) is normally for two years. In addition to a vibrant and good working rapport with the Student Officers, the Counselor should be in frequent contact with the Section Student Activities Chair (Section SAC). He or she should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Specific duties:

1. Ensure that information from IEEE Headquarters is transmitted to the student officers.
2. Attend Executive Committee meetings and assist Branch Committees.
3. Participate in regional Student Activities Committee meetings.
4. Consult with Section Student Activities Committee (SAC), Regional SAC Chair or Regional Director about Branch Activities or problems.
5. Promote the online application for all new student applications and the online renewal.
6. Foster good relations with the local section and encourage students to establish regular liaison with the Section SAC Chair.
7. Establish industrial contacts for Branch programs and activities in conjunction with the Branch Mentor.
8. Promote student awareness of awards, contests and benefits of membership.
9. Interest other faculty members in the activities of the Branch.

2.3 Branch Mentor

To maximize the interaction between IEEE Student Branches and the local Sections. Student Branch Mentors should be appointed. Frequent communication between students and Section members is important to help students become an active part of IEEE while a Student member and, as a result, will maintain their membership after graduation.

A Branch Mentor is a Section member not associated with the university who is appointed by the local Section, in consultation with the Student Branch members, to serve a specific IEEE Student Branch. It is anticipated that each Branch Mentor will be a member of both the Section Student Activities Committee and the Student Branch Executive Committee. He or she will provide guidance, serve as a liaison between the Student members and the Section, and encourage new graduates from the branch to maintain their membership and stay involved in IEEE activities.

Branch Mentors:

- Meet with the Student Branch regularly
- Participate in the Section Student Activities Committee
- Assist Student Branches in developing programs
- Provide a bridge between the Student Branch and local Section
- Work with the Student Branch officers, the Counselor and the Section Student Activities Committee

Program Benefits:

- Increase interaction between Student Branches and local Sections
- Complement the efforts of existing Branch and Section student activities
- Improve retention of recently graduated members
- Provide Student Members an additional view of IEEE and its many activities and benefits
- Improve student/faculty/industry cooperation
- Increase young member participation in Section activities

If your Branch would like to participate in this program, and would like some help in finding a Branch Mentor, you should contact your local Section Chair. Branch Mentor appointments should be registered with IEEE Student Services.

2.4 Student Branch Operating Committees

It is quite seldom that any event you plan will attract all the members from your Branch. Instead, you must plan a varied program, based on a cross-section of interest. Having different operating committees can help you achieve this goal of a balanced, broad-reaching program of activities. By having several subcommittees, you can also involve more of your members in the planning and leadership of many activities. A Branch with many active members is one that will have a successful program of activities; a Branch where only a few are involved will soon find itself tired and unenthusiastic.

Before you decide to form a new committee, you must determine precisely what function the committee is to serve and what steps must be taken to achieve the prescribed goals. Since a committee is only as productive as its leadership, it is essential that your committee chair either have the necessary organizational and leadership abilities, or be given the time to develop those abilities. There are many successful engineers in industry now who will attest to the fact that their IEEE Student Branch was the first place they were given a chance to develop their leadership skills. Do not worry if your volunteers are unsure of what to do at first. Guide them along, give them some time, and they will develop the skills they need.

You should keep in mind that not all committees may exist every year. Some years, you may have an abundance of volunteers and more activities than historically normal. Other years, you may find students unwilling to volunteer their time. If you have lots of committees and a large program, that's great. You should then try to focus your efforts on trying to maintain this new level of participation. If, however, you find a lack of volunteers and a very small program, don't be too discouraged. Do the best to run a scaled-down program. While it may seem to you that your effort is in vain, don't forget that at the same time, you are developing your own organizational and leadership skills.

Once again, depending on the size of your Branch, the number of committees will vary. In a small Branch, many of the duties may be assumed by the Executive Committee, or you may find that every member is an active member. Some key committees are:

- Program Committee – responsible for planning and running your Branch's program of activities for the year. A program of meaningful activities (both technical and social) can help increase your membership and participation.
- Publicity Committee – responsible for advertising all Branch activities. This may also involve public relations with non-engineering faculties and the general public.
- Membership Committee – responsible for planning, organizing, and carrying out Branch recruitment. Each member of this committee should have a thorough knowledge of membership benefits, Branch programs, and be able to answer questions such as "Why should I join the IEEE?".
- Finance Committee – responsible for helping the Treasurer plan fundraising activities.
- Nominating Committee – responsible for setting the election guidelines and dates prior to the annual election of Officers. This committee must ensure that all candidates are Student members in good standing at the time of their declaration, and should pay careful attention to why an individual is running.

Remember that planning and organizing activities is excellent project management experience. The professional marketplace places premiums on these skills.

CHAPTER 3: Branch Operations

Effective Student Branch Operations comes from knowing how to develop a varied and interesting program of activities for your Student members, using the vast resources at your disposal, and informing students of the many awards and scholarships that the IEEE sponsors. The intent of this section is to provide you with some ideas on how to revitalize your Branch if it has been inactive, or how to provide new services to your members if your Branch is alive and well.

3.1 Branch Program

In planning your activities (or Branch program) for the year, it is important to keep in mind that you must design a varied and interesting schedule of events. It doesn't matter whether your Branch has ten members or 200 members – students will not give up their precious free time to attend boring meetings or work on disorganized projects.

Experience throughout the years has shown that it is impossible to satisfy the interest of all Student members with just one type of activity. Some students join solely for the technical benefits, others for the social benefits, and still others for a combination of both. One way to come up with an interesting list of activities is to have a brainstorming session with your Executive Committee. Have each person take a different point of view and compile a list of events. You can then discuss this list in greater detail and decide which projects would be worthwhile to undertake. Keep the list generated during the brainstorming session, as ideas might be useful during the year.

When choosing an event, you should ask yourself several questions to evaluate the potential of that event. Among the things you should consider are:

- Will this event attract new members?
- Is the event actually feasible? Do you have the resources to carry it through? (e.g. time, people, funding)
- How will it satisfy the needs of existing members?
- Does it meet a specific need of your Branch?
- Will you need to undertake a fundraising effort to hold this event?

Once you have decided on a program of activities for the year, you need to find the people to help you organize these activities. By having a varied program, you can involve members that are not on your Executive Committee. These team efforts give each member the chance for some leadership experience. By delegating the responsibility and authority, you not only reduce the workload for yourself, you also give the other members a chance to actively participate and improve their skills. The more people you get involved in planning and organizing events, the more people you will have attending those events. If your Branch is viewed as being "elitist", you will quickly find that members don't have the time to help, and your Branch will gradually become inactive. You should take every opportunity to involve as many members (and even non-members) as possible.

Depending on the size of your Branch, you may have a Program Committee that takes care of all the events, or a collection of sub-committees for each event. Either way, if you approach the tasks with the following attitude, you will improve the chances of your program being a success:

- Always approach the program as a professional, everyone's time is precious;
- Establish a reasonable timeline and stick to it;
- Keep everyone who is involved up-to-date with written or oral reports. If someone feels left out, he or she is less likely to contribute;
- Whenever possible, utilize the special talents of all your Student members in the committee;
- Remember to have fun while you are doing things.

The following is a list of some activities that Student Branches have undertaken in past years. You can also refer to the Student Concourse web site at www.ieee.org/students for up-to-date information on Branch Programs.

- Schedule speakers on technical or professional subjects;
- Enter design competitions (e.g., Micromouse, Region Hardware Competition);
- Hold Student Professional Awareness Conferences (S-PACs);
- Hold Student Professional Awareness Ventures (S-PAVes);
- Design a Student Branch web site and enter the Web site contest;
- Organize field trips to Industry;
- Give tutorials to junior students;
- Organize sales of lab kits, lab manuals, solved past exams;
- Raise funds for charity or Student Branch projects;
- Participate in IEEE conferences;
- Publish a Student Branch newsletter;
- Participate in Engineering awareness programs;
- Visit other Student Branches;
- Host an annual "Welcome Back" or "End of School" picnic.

3.1.1 Branch Planning

To ensure the success of any Branch program, careful planning is crucial. First, look at the big picture. Assess the state of your Branch; identify major goals and objectives for the year; identify activities that will allow you to meet these goals and objectives. For each activity, develop an Action Plan.

An excellent method to generate ideas and to crystallize details for activities is brainstorming. Everyone participates and all ideas are considered valid. After all the ideas are listed, rank them to determine the best ones for a particular event. This evaluation process must include a consideration of Branch goals, resources and constraints. To arrive at a final plan may involve an iterative process. Once you decide on a plan, implement it. Use the annual plan of activities to outline ideas.

3.1.2 Branch Planning Workshop

Break into groups of six with no two people from the same school. Choose a representative for each group who will clearly and concisely discuss the ideas generated by the group. When dealing with these scenarios, develop a set of goals for the Branch and create an Action Plan, including timelines with milestones.

You may want to repeat these exercises with your Executive Committee when you return to your respective schools.

Branch Planning Scenario 1

Apathetic University has its share of problems. Ellen, an enthusiastic member accepted the job of Branch Chair (nobody wanted it anyway!), but:

There are only 11 members (her friends in 4th year)

Nobody else seems to know what an IEEE Student Branch is, including the recently appointed Branch Counselor, a new faculty member

Ellen knows that the Branch is close to probation.

SHE NEEDS YOUR HELP!!

Branch Planning Scenario 2

At the University of Life, the seniors seem to slap together an Executive Committee every September. There is a big EE class in this school and the Student Branch Counselor is enthusiastic but busy. The sophomores and juniors even think IEEE is for the seniors only.

WHAT SHOULD THE BRANCH DO?

3.1.2 Reporting Requirements

To help you plan your activities for the year, and to help the Executives in the years following you, the IEEE has designed two forms that you should complete each year. The *Annual Plan of Activities* will help you to coordinate the timing and type of activities you hold. To encourage you to submit this plan, the IEEE provides an incentive allotment of \$100.00 if your Branch has 50 or more members or \$50.00 if your Branch has less than 50 members. Copies of this form should be sent to *IEEE Student Services*, the local Section Student Activities Chair, your Regional SAC Chair (RSAC) and your Regional Student Representative (RSR). The due date for filing this report is **1st November** or two months after academic year begins.

The *Annual Report of Activities* is an important tool you can use to evaluate the success of your program. It also serves as a valuable historical document to aid future Executives in their planning. The submission of this report also requires detailed financial statements, so it is important that the Student Branch Treasurer is involved in the preparation of the report. Once again, to encourage you to complete this form and meet IEEE Bylaw requirements, the IEEE provides an incentive rebate of \$2.00 per Student member at your Branch (based on membership statistics as of 31 December the previous year). Copies of this report should be sent to *IEEE Student Services*, the local Section Student Activities Chair, the Regional SAC Chair (RSAC), and your Regional Student Representative (RSR). The due date for filing this report is **1st May** or six months after the academic year begins.

Also important, though not from a financial point of view, is to send in the *Newly Elected Student Officer Reporting Form* soon after holding elections. The IEEE volunteers and staff will not be able to help unless they know the current Branch leadership.

Admittedly, the incentive rebates are to get your activities started. However, the point of filling out these reports is not to receive the rebates. You should be completing these reports to evaluate the success of your program and to provide some continuity for future years and to meet IEEE Bylaw requirements. IEEE does require that Student Branches report their activities and maintain a minimum of ten Student members.

3.1.3 The IEEE Student Branch Calendar

A useful tool in planning, and in keeping your Student members up to date is to publish a Student Branch Calendar. You can post a monthly calendar on the student bulletin board, web site or on the door of your Branch office. The calendar should be kept current by the Student Branch Secretary, and should list all the award deadlines. Table 3.1 contains a sample calendar that lists key dates that you should keep in mind. This calendar can also be found on the Student Concourse web site at www.ieee.org/students.

Sample Student Branch Calendar

September 1 IEEE membership full-year dues cycle begins. 1 September through 28 February, full-year prices are in effect for all new applications. Supplies of membership brochures for the current year are sent to all Student Branch Counselors. Branch officers assume official duties. Start membership drives.

Deadline for IEEE Power Engineering Society Student Prize Paper Award in Honor of T. Burke Hayes.

30 IEEE sends renewal notices to all current members. You should remind these members of the benefits of membership and encourage all of them to renew their membership. Renewal www.ieee.org/renewal
Join www.ieee.org/join myIEEE www.ieee.org/myieee

October Promote IEEE membership to new and existing members. Start plans for fall by submitting the annual plan.

15 Deadline for Student Branch Centers of Excellence proposals.
Deadline for Motorola/IEEE Components, Packaging and Manufacturing Technology Society Graduate Fellowship for Research on Electronic Packaging.

November 1 Annual Plan of Activities due to Student Services (required).
Deadline for IEEE Microwave, Theory and Techniques Society Graduate Fellowships.

December 15 Incentive allotment checks sent to Student Branches who filed an Annual Plan on time.

All Student applications received by IEEE Headquarters qualify towards the \$2.00 per Student Branch member rebate.

Deadline for Student Branch Centers of Excellence proposals.

- 31 Student Branch rebate is based on year-end membership.
Deadline for the Student Branch Library Subscription orders.

January 10 Complete membership lists sent to Student Branch Counselors as of 31 December.

Deadline for IEEE Neural Networks Council Summer Research Grant.

- 31** Deadline for IEEE Regional Student Paper Contest in Region 9 (Latin America) and Region 10 (Asia, Pacific). Awarded annually.
- *31 Deadline for Larry K. Wilson Regional Student Activities Award nominations (Regions 1-6 and 9).

Second renewal notice sent to members who have not yet paid their dues.
Renew online at www.ieee.org/renewal

February *1 Deadline for IEEE Life Members' Fellowship in Electrical History.
Awarded annually.

Deadline for the IEEE Regional Exemplary Student Branch Award (Regions 1-3,5,6,8-10). Awarded annually.

- 15 Deadline for entries in the Regional Student Paper Competition in Region 3 (Southeastern US).

Spring promotional materials sent to Branch Counselors.

- *28 Deadline for IEEE Outstanding Counselor and Advisor Award nominations to IEEE Student Services.

Deadline for RAB Larry K. Wilson Regional Student Activities Award nominations in Region 10 (Asia, Pacific).

IEEE members in all Regions 1-10 who have not renewed their membership dues for the current year are designated as in arrears.

- March**
- 1 IEEE membership half-year dues cycle begins. 1 March through 15 August all new members pay half price for IEEE and technical society memberships. Promote half-year IEEE and society memberships during second membership drive. All half-year applications must reach IEEE with payment by 16 August.
 - *1 Deadline for nominations for the Exemplary Student Branch Award in Region 4 (Central US).
 - *31 Deadline for RAB Larry K. Wilson Regional Student Activities Award nominations in Region 7 (Canada) and 8 (Europe, Middle East, Africa).
Deadline for Regional Student Paper contest in Region 5 (Southwestern US).
Inform IEEE Student Services of Outstanding Student Award recipient (allow four weeks for preparation of certificate). Each Branch may order up to one certificate annually for every 100 Branch members or fraction thereof. If your Branch has 102 members, you can order two outstanding student certificates at no charge. The order must be placed by the Branch Counselor or Branch Chair.
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- April**
- 1 Deadline for IEEE Regional Student Paper Contest in Region 2 (Eastern US). Awarded annually.
 - 1 Deadline for IEEE Student Branch web site Contest entries to Regional Student Activities Chairs (RSACs).
Hold Branch elections and notify IEEE Student Services of new Counselor and officers for the next academic year. Use appropriate form to report new officers and allow for smooth transition of information and materials to new officers.
Prepare information for Annual Report of Activities.
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- May**
- 1 Deadline for submission of Annual Report of Activities (required).
 - *15 Deadline for Richard E. Merwin IEEE Computer Society Scholarship.
Deadline for the Regional Exemplary Student Branch Award and Regional Student Paper Contest in Region 7 (Canada).

Deadline for IEEE Engineering in Medicine and Biology Society Student Paper Contest.
Deadline for IEEE Industry Applications Society Myron Zucker Undergraduate Design Award.
Deadline for IEEE Nuclear and Plasma Sciences Society Graduate Award.
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June	*1	Deadline for IEEE Engineering in Medicine and Biology Society Undergraduate Student Design Competition.
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August	15	Branch Rebate checks sent to Branch Counselors if Annual Report was received in May.
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Provide assistance to your Student Branch and incoming officers::

Arrange for the transfer of Branch records to new officers.

Formulate the Branch program for the upcoming academic year and record information on the Annual Plan form.

Arrange for new committees to meeting.

Help next year's officers by organizing Student Branch records.

* Denotes an award deadline.

3.2 Branch Resources

There are a number of resources available to help you plan and implement your program of activities. Local agencies such as the Association of Professional Engineers or the Chamber of Commerce can help you find technical and non-technical speakers. Local industry may also be willing to provide speakers and tours of their facilities. Finally, the network of IEEE volunteers is your biggest asset. A partial list of available resources follows:

1. IEEE Computer Society Distinguished Visitors Program. The Computer Society has established a list of more than 50 distinguished speakers who are funded to speak at Student Branches. A list of speakers may be obtained by writing the:

IEEE Computer Society
Headquarters Office
1730 Massachusetts Avenue, N.W.
Washington, D.C. 20036-1992
2. Distinguished Visitors Program sponsored by other IEEE Societies. Information and a list of these speakers is on the web at . This list is continually updated as more societies and speakers join the program.
3. Faculty members on campus, including those in other engineering departments, law, business, medicine, can also provide interesting speakers.
4. The Section Student Activities Chair can provide you with help in finding speakers, arranging tours, organizing a Student Paper Competition, and finding financial support.
5. Your Branch Counselor and Branch Mentor can provide you with help in finding speakers, arranging tours, and finding financial support at the Section or Region level.
6. For information on IEEE resources, grants, scholarships, and awards that the IEEE sponsors, you can visit the Student Concourse web site at www.ieee.org/students or www.ieee.org/scholarships.
7. The IEEE Program Resource Guide is available from Student Services. This booklet gives ideas on audio-visual materials, distinguished lecture contacts, IEEE Videoconferences, and Program suggestions.

3.2.1 IEEE Web site and Web accounts

One of the fastest ways to find out information on the IEEE is the web site (www.ieee.org). A variety of resources are available using the search engine on the site. Since more and more services are being offered via the Internet, each IEEE member should have an IEEE web account at www.ieee.org/web/accounts. Please report your Branch email address and web site url. This information will be added to the list of all Student Branches on the Student Concourse web site. By reporting your Branch email address to IEEE Student Services (student-services@ieee.org), you will also be added to the Regional email lists for Student Branches. We will be using email as a way to communicate with Student Branch officers in the future.

3.2.2 IEEE Student Branch Library Subscription

One resource that is a significant benefit to Student members is an in-house library of all IEEE magazines. All Student Branches can order the Branch Magazine Package for US \$550.00 in 2002. Customer Service will process all orders.

2004 IEEE Student Branch Magazine Package

The Student Branch magazine package includes subscriptions to all 33 IEEE magazines for one low price! For IEEE Student Branches only! For just US \$550.00 Student Branches will have access to the wealth of information available in IEEE publications.

- Aerospace and Electronic Systems Magazine
- Annals of the History of Computing
- Antennas and Propagation Magazine
- Circuits and Devices Magazine
- Circuits and Systems Magazine
- Communications Magazine
- Computing in Science and Engineering Magazine
- Computer Applications in Power Magazine
- Computer Graphics and Applications Magazine
- Computer Magazine
- Control Systems Magazine
- Design and Test of Computers Magazine
- Electrical Insulation Magazine
- Engineering in Medicine and Biology Magazine
- Engineering Management Review
- Industry Applications Magazine
- Intelligent Systems Magazine
- Internet Computing Magazine
- Instrumentation and Measurement Magazine
- IT Professional Magazine
- Micro Magazine
- Microwave Magazine
- Multimedia Magazine
- Network: The Magazine of Global Information Exchange
- Personal Communications Magazine
- Potentials Magazine
- Power Engineering Review
- Robotics and Automation Magazine
- Signal Processing Magazine
- Software Magazine
- Spectrum Magazine
- Technology and Society Magazine

The purchase of the 2004 Student Branch Magazine Package for US \$550 (US dollars) entitles the Student Branch to purchase up to eight (8) additional non-magazine periodicals at the Student member subscription rate. A Student Branch can customize the magazine package by ordering transactions and journals of interest to students.

To order, Student Branches should send their request and payment to IEEE Student Services for the package – pub ID: 500-459 for \$550.00 US dollars – for the magazine package and the additional amount for up to eight additional non-magazine publications.

The price for each available periodical is included on the attached list. You may pay for your 2000 subscription via: check made payable to the IEEE (payable on a bank in the USA), bank drafts or money orders (payable on a bank in the USA), Unesco coupons, or credit card (American Express, Visa, MasterCard, Diner’s Club, and EuroCard). Please mail or fax your order with payment to the following address in order to take advantage of this special program. Be sure to include your school code and the correct mailing address in your order. Orders should be sent to:

IEEE Student Services
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331 USA
Fax: +1 732 463 3657
Phone: +1 732 562 5392

3.3 Student Awards

Among the benefits of being an IEEE Student member are the many awards and scholarships for which students are eligible. One of your duties in providing a well-rounded program to your Branch members is to ensure that they are informed of the opportunities available to them. This document contains information about some of the standard IEEE student awards. Most regions sponsor specific awards, and details of these awards, are administered on a regional basis. Additional details may be available as an appendix to this document. Information on all IEEE awards is available from IEEE Student Services and your RSAC.

3.3.1 Student Paper Competition

The IEEE administers an Institute-wide undergraduate Student Paper Contest. The arrangements, rules, and policies governing the contest come from the Regional Student Activities Committee Chair (RSAC). Each January, an extensive package of information is sent out to each Student Branch. However, the main details will be repeated here for your convenience.

The purpose of the IEEE Student Paper Competition is to offer student members the opportunity to exercise and improve both written and verbal communication skills. As we move toward a global community, effective communication skills are becoming increasingly important. Whether you go into advanced studies, research and design engineering, sales, or management, you will be required to write reports and give presentations. Skills that you develop and use now will give you an edge when you enter the working world.

Only papers from undergraduate Student members are eligible to be entered into the contest. Non-members may enter only if a completed membership application (**including full payment of dues**) is received at the time of entry. All other entries must be rejected. It is not fair to members in good standing if someone enters and "promises to join" if they win. The Branch Chair and Branch Counselor must ensure that only valid entries are accepted. IEEE Student Services can verify IEEE memberships.

Papers entered should cover technical, engineering, management, or societal aspects of subjects reasonably within or related to areas with which the IEEE is concerned. The paper can be one written for a course project or work term report or can be one written specifically for the contest. It is not necessary to write a special paper for the contest. However, it is expected that some effort will be required to ensure that the paper meets the necessary guidelines.

Details of the paper contest differ from Region to Region. Cash awards for the top three papers in each Regional Contest are provided by the IEEE Life Member's Committee. In 2001, the awards increased to:

First place	US \$800
Second place	US \$500
Third place	US \$200

Detailed rules are available from your RSAC and are generally distributed several months prior to the contest.

3.3.2 IEEE Regional Exemplary Student Branch Award, Regional Outstanding Student Branch Award and RAB Outstanding Student Branch Award

The purpose of this award is to encourage, through public recognition, exemplary Student Branch operation. By providing a list of documentation filed throughout the school year, the Student Branch demonstrates its exemplary operations. There is no limit to the number of awards given, i.e., all Branches in a Region are eligible. However, the Branch must conform to IEEE Bylaws, have an active program, and show how it supports IEEE goals. The Branch nomination must be submitted by an officer of the Branch by completing the information lists on the Exemplary Student Branch Award Nomination Form. A completed form should be sent to the Regional Student Activities Chair. For more information on this award, you can visit the Student Concourse web site at www.ieee.org/scholarships. Selected Exemplary Student Branches will receive a customized certificate. From the winners of the Regional Exemplary Branch Award, the Region will select one Regional Outstanding Student Branch Award recipient. The ten IEEE Regions submit their Regional Outstanding Student Branch Award recipients to Student Services to compete for the RAB Outstanding Student Branch Award annually. From the ten Regions, one Student Branch will be selected to receive the RAB Outstanding Student Branch Award, a certificate and a US \$1,000 cash award.

3.3.3 Outstanding Student Branch Counselor and Chapter Advisor Award

In 1979, the IEEE Outstanding Branch Counselor and Advisor Award was established to recognize the important contributions of the faculty Counselor or Advisor. Since then, over 200 IEEE Counselors and Advisors have been recognized for their vital efforts on behalf of the IEEE, its Student members, recent graduates, and student activities.

This award is sponsored by the Regional Activities Board and the Technical Activities Board of the IEEE. Each year, up to ten outstanding Counselors and Advisors (one per Region) will receive a cash award in recognition of their contributions. Winners will be those who, through their work as Counselors and Advisors, exemplify the IEEE's commitment to the educational, personal, professional, and technical development of students in IEEE related fields on interest. Award recipients receive a US \$500 cash award and a personalized certificate. The Student Branch submitting the winning nomination(s) also receives a US \$200 cash award.

To nominate your Branch Counselor or Branch Chapter Advisor for this award, you must submit an essay (not to exceed 1500 words) on why you feel he/she has earned the qualifications of "Outstanding Branch Counselor and Advisor" for the academic year. Each November, your Branch will receive a mailing from IEEE Headquarters that provides more details on this award and includes a nomination form. If you need some information before that time, you can contact *IEEE Student Services*. The nomination deadline for this award is **28 February**.

3.3.4 Larry K. Wilson Regional Student Activities Award

The purpose of this award is to recognize annually, in each Region of the IEEE, the student most responsible for an extraordinary accomplishment associated with student activities. The value of a pattern of dedicated, ongoing service to a Branch is certainly recognized. However, this award is designed to reward a particular event or product of IEEE activities. The student most responsible for a worthy accomplishment may be nominated by a Branch Counselor, Section Chair, or Section SAC Chair. The nominator(s) shall complete a nomination form and forward it to the Regional Student Activities Chair (RSAC). Nominees must be Student members of the IEEE at the time of the accomplishment. The incumbent Regional Student Representative (RSR) is ineligible.

The nominations will be judged by a committee appointed by the Regional Director or his/her designee (RSAC). This regional committee will be responsible for establishing guidelines for judging, while maintaining fairness, objectivity, and high standards. Student nominees will be judged primarily on the impact of their accomplishment on the quality of student activities within the Region and the IEEE as a whole. If no nominations of sufficient stature are made, no award will be given for that year. Only one award per region will be presented each year.

This award consists of a plaque and three years free membership in the IEEE. Presentation of the award will be arranged by the Regional Director at an appropriate Regional occasion. The results will also be published Institute-wide at the earliest opportunity. A detailed package, including a nomination form, is sent to Student Branches in November. The deadline varies per region and is on the Student Concourse web site at www.ieee.org/scholarships. If you need more information, you can contact IEEE Student Services or your RSAC. This award is sponsored by the Regional Activities Board (RAB) of the IEEE.

3.3.5 AT&T Labs Student Enterprise Award

AT&T Labs through the AT&T Foundation has agreed to provide the IEEE with \$5,000 in annual funding until 2001 to support this program. The objective of the competition is to provide the opportunity for IEEE Student members to work with others on an engineering project, while simultaneously strengthening IEEE Student Branch programs. Topics may be of a technical or non-technical nature ranging from research on state-of-the-art technology to community service programs. A Student Branch can be awarded up to \$1,000 to conduct and complete the project.

Rules

- Each Student Branch may submit only one proposal a year.
- Proposals must be in English.
- Goals must be stated in the proposal and evidence must be given to indicate that a number of Branch members will be involved.
- Proposals are to be a **maximum** of six pages in length.
- Five legibly reproduced copies of the proposal must be sent to the IEEE Student Services Department and must be postmarked by 15 November.
- Winning Branches are required to submit brief progress reports as requested in addition to an interim and a final report.

Proposals are evaluated by a subcommittee of the Student Activities Committee. The judges carefully consider each proposal and score it on the basis of the following judging criteria.

- Report Appraisal 30 points
Statement of Problem/Project
Statement of Proposed Solution
Arrangement and Clarity
- Prior Thought and Research 20 points
Research Done
References
- Subject Appraisal 20 points
Usefulness and Practicality
Feasibility and Accomplishments
- Benefits of Proposal 30 points
Potential for Student Involvement
Contribution to Student Professional Development

If you have any questions, please contact: IEEE Student Services, Phone: +1 732 562 5527/5392, Email: student-services@ieee.org

3.3.6 Student Branch Web site contest

All IEEE Student Branches and Branch Chapters are eligible for the Web site contest. Each Student Branch may enter at most one Web site, regardless of the number of Branch Chapters present. To enter your Branch, simply send an email message to your Regional Student Activities Committee Chair (RSAC), Regional Student Representative (RSR) and to the Contest Administrator with the subject "IEEE Student Branch Web Site Contest." The current rules and guidelines are on the web

<http://www.ieee.org/portal/pages/membership/students/programs/websitecontest.html>

Judging is based on the six judging criteria outlined below. The sum of the point totals for the six categories will be 100 points. If required, tie-breaking will be at the discretion of the contest administrator using comments provided by the judges. All appeals and questions should be directed to the contest administrator. The decision of the contest administrator is final.

Each region will select a regional jury that will decide the regional winner(s) to be forwarded to SAC for judging in the international contest. Based on the judging criteria, SAC will give international awards as listed below,

First place - US \$1,000.00
Second place - US \$750.00
Third place - US \$500.00
Runner-Up - US \$250.00 each

A customized award certificate will also be provided.

Strive to make your pages first, then make them different!

For Student Branches wanting or needing web hosting space, please visit the IEEE Entity Web Hosting site at <http://ewh.ieee.org> Be sure to follow the [IEEE Master Brand](#) guidelines, because they are part of the judging criteria for the contest.

Contest Deadlines

I: Branches submit their URLs no later than 15 March to their Region. **Some of the Regions may require you to submit your entries earlier.** Please contact your RSAC for exact date of entry for your region.

II: Each regional judging panel sends regional selections to the SAC judging panel in the finals based on the following formula:

A Region that has greater than 10 entries but less than 20 can submit 2 entries in the finals

A Region that has greater than 20 entries can submit 3 entries in the finals

III: SAC awards will be announced by May.

3.3.7 Computer Society Richard E. Merwin Scholarship

Each year, the IEEE Computer Society offers up to four scholarships of \$3,000 to recognize and reward students who are active leaders in their Student Branch Chapter. The award amount is for one academic year (9 months) and is paid in three quarterly installments (September, January, and April). Graduate students, juniors, and seniors in electrical engineering, computer engineering, computer science, or a well-defined computer related field of engineering, who are *active members of the Computer Society Student Branch Chapter at their school* are eligible to apply. There is no restriction on the receipt of other awards or scholarships in conjunction with receiving this scholarship. However, the applicant must be enrolled as a full-time student (as defined by his or her academic institution) during the course of the award, and must have a minimum GPA of 2.5 out of 4.0, or equivalent, for *all undergraduate course work*.

To receive a current copy of the application form, you should contact the IEEE Computer Society:

IEEE Computer Society
Headquarters Office
1730 Massachusetts Avenue, N.W.
Washington, D.C. 20036-1992

The judging for this award is carried out by a broad-based panel of active Computer Society members. The primary factors considered are involvement in Chapter activities (worth 40%), academic achievement (worth 30%), a letter of evaluation by the Branch Chapter Advisor (worth 20%), and involvement in other extracurricular activities at your school (worth 10%). An official copy of your transcript must accompany your application form. As a condition of the award, each winner must submit a brief statement outlining his or her accomplishments, especially those relating to Branch Chapter activities, during the course of the award. The application deadline for this award is generally around **15 MAY**. However you should contact the Computer Society for the exact date.

3.3.8 Charles LeGeyt Fortescue Fellowship

The Charles LeGeyt Fortescue Fellowship provides for a one-year \$24,000 award to a full-time post-graduate student in the field of electrical engineering, studying at an engineering school of recognized standing located in the United States and Canada. The fellowship, administered by the IEEE, was established in 1939 as a memorial to Charles Fortescue in recognition of his valuable contribution to the electrical power industry. To this end, the Westinghouse Electric Corporation, with which Dr. Fortescue was associated throughout his professional career, set up a trust fund to provide graduate fellowships in electrical engineering. The fellowship will be awarded only to beginning graduate students, and GRE scores are required. The deadline for this award is generally **15 January** every other year. For more information, contact:

The Secretary of the Fellowship Committee
IEEE Awards Board
445 Hoes Lane/P.O. Box 1331

Piscataway, NJ 08855-1331
Tel: +1 732 562 3839

3.3.9 IEEE Life Member's Committee Fellowship In Electrical History

The IEEE fellowship in Electrical History provides for \$8,500 and up to \$2,000 additional for tuition and fees for one year of full-time graduate work in the history of electrical engineering and technology at a college or university of recognized standing. Identification and description of a research project of value is an important part of the application procedure. The fellowship is made possible by a grant from the IEEE Life Member's Committee Fund and is awarded by the IEEE History Committee. The deadline for this award is generally **1 February**. For more information, including an application form, contact:

Director
IEEE History Center
Rutgers The State University
39 Union Street
New Brunswick, NJ 08903-5062
Tel: +1 732 932 1066

3.3.10 Regional Activities Board Certificate Awards

The Regional Activities Board (RAB) presents certificates to recognize membership growth and outstanding contributions to Student Branches.

- **Student Branch Membership Growth Award**
Annually, one Student Branch per Region is selected. The greatest level growth, automatically calculated by RAB, is based on a composite rating considering the highest percentage of increase in membership and highest number increase in membership relative to other Student Branches within each Region.
- **Outstanding Student Certificate**
Each Student Branch may award one certificate for each 100 Student Branch members, or fraction thereof, to recognize outstanding contributions to Student Branch or Branch Chapter activities.
- **Student Branch Support Certificate**
RAB staff will issue a certificate upon request from Student Branch or Branch Chapter representatives to recognize contributions by student officers or counselors.
- **Outstanding Design Award Certificate**
Upon request, each Student Branch may request an award certificate(s) for its "Outstanding Design Project Team". Award determinations are made by the IEEE Counselor and the Design instructor.

CHAPTER 4: Membership

Attracting new members is an opportunity and challenge for most Student Branches. Student membership has continued to grow in the U. S. and Canada at a steady, but not overwhelming rate. While student membership in Europe, Middle East, Asia and the Pacific countries has grown dramatically over the past several years. Student Branches have natural attrition, through graduation and to members letting their membership lapse and retention of Student members while in school and after graduation. It is the responsibility of the Student Branch Membership Committee to distribute accurate information about the benefits associated with IEEE membership. Take a moment to reflect on why you joined the IEEE and why you have remained a member. Not surprisingly, the more active you are in the IEEE as a Student member, the more likely you are to remain an IEEE member throughout your career. Over 53% of current members, joined IEEE as students.

Every prospective member should be informed about the basics associated with membership. All Student members receive:

- **IEEE Spectrum**, an award-winning publication. With a monthly circulation of over 360,000, Spectrum is the world's most widely read electrical and electronics magazine. It contains timely articles on the status of the profession, careers and education, applications of state-of-the-art technology, and various historical and tutorial issues. IEEE Spectrum online is also available to all members.
- **IEEE POTENTIALS**, a publication geared towards Student members. Six issues per year, this bi-monthly magazine covers career issues, technical topics, Student Branch activities, and subjects of general interest to Student members and young professionals. For students in the U.S. and Canada, the print version of Potentials is included with dues. All other students have an option to subscribe. All IEEE members have online access to this publication for technology's innovators through IEEE Xplore.
- **The Institute**, a bi-monthly newsletter supplement to Spectrum. This newsletter informs the IEEE membership about IEEE activities affecting its members and the profession. Print and online for all members.
- Access myEEE, the member portal at <http://www.ieee.org/myieee>. Find out about your subscriptions, member benefit updates and local Section and chapter updates
- A substantial discount on IEEE Society publications. Students can join the Computer Society, Communications Society, Engineering in Medicine and Biology Society, or Power Engineering - any other of the 39 technical societies at approximately 50% off the normal member rate. The principal advances in the various fields are reported in the technical periodicals of the IEEE Societies. You should take note that some societies, e.g., the Power Engineering Society, offer students the chance to join their society at **no cost** for the first year.

- IEEE email alias, web account and access to online publications and subscriptions.
All local Section newsletters, membership card, awards and scholarships.

You should also try to find ways to add value to their membership at the Student Branch level. For every event you hold, there should be a member price and a non-member price. This way, by participating in more events, students get more value for their money. Through activities that your Branch hosts, students may have the chance to learn about professional development skills, make personal contacts with Section members in industry, and personally grow by actively participating.

When someone asks you that obvious question, "Why should I join?" you should be able to look at your own experience and give him/her some reasons why you joined. When people ask you why they should join, what they really want to know is why you joined and what you have gained.

When you are recruiting new members, it is important to consider other faculties and departments beyond electrical or computer engineering. Students in engineering physics, engineering science, biomedical engineering, computer science, science, physics, mathematics, information technology or information science can all benefit from IEEE benefits, products and services. The professional, technical, and social activities that a Branch can offer them transcend the boundaries of faculties or departments. The IEEE designated fields are listed on the web at <http://www.ieee.org/designatedfields>

4.1 Workshop Exercises

Break into groups of six with no two people from the same school. Choose a representative for each group who will clearly and concisely discuss the ideas generated by your group. When dealing with these situations, answer as many questions as you can in the time given – this is not a test!

You may want to repeat these exercises with your Membership Subcommittee when you return to your respective schools.

Question 1:

Why did you join the IEEE and why did you become active in the IEEE?

Question 2:

Why do some students decide not to renew their IEEE membership?

Question 3:

How would you persuade a student to renew his or her membership after it has lapsed?

Question 4:

How would you attract first-year students to join IEEE?

Question 5:

How would you persuade students in other departments, such as Computer Science, Information Technology, Biomedical Engineering or other departments to join IEEE?

CHAPTER 5: Fundraising

One of the more important aspects of running an IEEE Student Branch is fundraising. As discussed in Section 2.4, fundraising falls under the responsibility of the Finance Committee. The rebate and allotment funds issued by IEEE Headquarters in return for submission of your Branch Plan and Annual Report will, in most cases, only start as a basis for operation funds for your Branch. Funds are needed to hold activities to help your Branch be more than a collection of people who subscribe to the same technical magazines. Some of the largest Student Branches run this risk and have to work hard to have an active, valuable program. It is important to encourage students to join the IEEE for more than the technical journals and to give them opportunities to participate and help organize Branch activities. It only takes one group of officers to change that in your Student Branch. Successful fundraising efforts will generate money for your Branch, allowing your Branch to host more events. Believe it or not, an active program of events (both technical and social) will lead to more members and more money. More importantly, however, the events that fundraising will allow you to hold, will help your Branch develop a meaningful identity.

In his article, "Running a Successful Student Branch", that appeared in IEEE Potentials magazine, Dr. Gerald Karam gives some tips and the different demands for the timing of money:

1. *Operating money* – for items that require payment on a continual basis;
2. *Seed money* – money up front for activities that will at least break even;
3. *Subsidy money* – for projects in which the charges to members are below cost;
4. *Capital money* – for things to buy.

When planning your fundraisers, you should take these four demands into consideration. Quite often, a particularly successful fundraiser will allow you to hold an immediate event and allocate the remaining funds towards future endeavors.

There are many different ways to raise funds. It is important to realize that a project that works for one Student Branch, may not work for another branch. Some suggestions for fundraising are sponsoring a vending machine in your engineering building, selling lab manuals and class notes, and selling engineering paraphernalia or preparing a resume book or database of the IEEE members for recruiter visits on campus. While you may not find all those ideas useful at your particular Branch, they can help you think of other ideas that will work.

Not all fundraisers have to be targeted at engineering and computer science students. For example, if your Engineering or Computer Science department has good computer equipment, you might be able to raise money by helping students in other departments spruce up their term papers and reports (e.g., adding color to the cover page, scanning in pictures). Providing tutorial services on computer lab software is also a good idea. Remember that some professionals pay top dollar to have an hour of instruction on word-processing, spreadsheet, or database software.

When planning your fundraising project, it is important to ensure that your actions are professional and represent the image of engineering in a positive way. For example, if you decide to sell silk-screened T-shirts, the image on the shirt should not be offensive in any way. You must also be very careful that the

media you use to advertise the event is not offensive in any way. This is often trickier than you think: at a recent IEEE Canada Operating Committee meeting, one of the members took a slight offense to a project called "Spend a Day with an Engineer"; this IEEE member's background was in computer science. Of course, gender and racial bias will not be tolerated.

Purchase IEEE T-shirts, pens or other merchandise and resell them to your co-members.

Prepare a resume book and sell it to local industry or on-campus recruiters.

Sell coffee, doughnuts, sandwiches, ice cream, and soda in the IEEE room or student-faculty lounge.

Construct electronic devices such as power supplies to sell to students at school.

Conduct a raffle. Computer equipment, cameras, or stereo equipment are popular giveaways. Sometimes items will be donated by retailers for the publicity alone.

Operate a parts bin. Ask recent graduates to donate or sell parts

IEEE Sections should support Student Branch programs. Ask your Section SAC Chairman for assistance in running a meeting or for financial aid for Branch projects.

Apply to the Student Government Association or the Engineering or other Department for Student Branch support.

Apply for listing in the Alumni fund roster.

Request donations for Branch projects from industry. Consult your Section Chair or Section Student Activities Chair for assistance.

Sponsor movies, pizza parties or other social programs and charge admission.

Hold an auction or flea market of used or surplus electronic equipment.

Run a football/basketball concession or booth.

Park cars for football and/or basketball games.

Hold an IEEE car wash.

Obtain some old file cabinets, put locks on them, and rent them out to students for equipment and book storage.

Install a vending machine with proceeds going to the Branch.

5.1 Workshop Exercises

Break into groups of six with no two people from the same school. Choose a representative for each group who will clearly and concisely discuss the ideas generated by your group. When dealing with these situations, answer as many questions as you can in the time given – this is not a test! Try to consider the different demands on money, short term and long term goals, and whether your idea sounds good to a lot of people or only to you. For example, hosting a peanut butter pizza night is not exactly the ideal fundraiser.

You may want to repeat these exercises with your Fundraising Committee when you return to your respective schools.

Question 1:

It is the beginning of the year and you have very little money, if any, to hold an IEEE event. You would like to hold something soon before the assignments and labs start to bog everyone down. How would you go about simultaneously raising money and planning an event in less than two weeks?

Question 2:

You want to hold a huge IEEE event at the end of the term; you have four months to prepare. How would you raise funds and what guidelines would you follow?

At what point should you have 50% of the funds needed? 100% of the funds needed?

Question 3:

What are some types of fundraising that your Branch could initiate, which may not provide benefits immediately, but that will result in funds for future Executive Committees?

Question 4:

Often companies are a good source of funds. How could an IEEE event be used to advertise or sponsor a company in return? How can you establish a good relationship with a firm so you are not stepping on anyone's toes?

Suggested Ideas in Response to Questions:

Question 1:

Often you can get a free speaker and have the event itself be a money raiser or break even occasion, or perhaps lure the speaker with the promise of potential customers. For example, invite a representative from a department store to give a talk on how to dress for interviews and distribute 10% off coupons to those in attendance. This provides an incentive for your members to shop at their store. Often engineering students have one of their parents working in a scientific or technical field. Approach one of these students if his/her parents live in the area and ask if his/her mother or father would be interested in giving a talk on engineering related field. Perhaps some engineer or scientist you worked with during a work term would be willing to do a free talk. It is important to remember that you should provide some incentive for the speaker, perhaps take them out to dinner before the event. This cost is rather small.

Question 2:

Question 3:

Question 4:

- Make sure your branch keeps a list of past company sponsors and a contact name for each as well as the past events they have sponsored and have refused to sponsor. This is important so that you don't step on anyone's toes.
- Make sure the company's name appears on all posters or printouts concerning the event.
- Host events that require the use of a company product in some way.
- Send a thank you letter to the contact person in the company and to appropriate executives in the company acknowledging your appreciation for the participation of your contact person. A little politics never hurts.

CHAPTER 6: Student Professional Awareness Activities

Through our schooling, we all receive a good grounding in the technical aspects of the field we have chosen. However, to be a good engineer or technologist today requires more than just technical proficiency. We must be able to communicate effectively, be aware of our responsibility to society, and be technical experts. To help students explore the "non-technical" aspects of their chosen career; the IEEE has developed two programs that supplement the technical education gained through school:

- Student Professional Awareness Conferences (S-PACs)

Introduced in 1979, S-PACs is student-organized conferences that focus on the transfer of "non-technical" knowledge from successful professionals to students. An S-PAC is a one-half day or full day conference at which speakers discuss their experiences related to professional awareness issues of concern to IEEE student members and young engineers and technologists.

- Student Professional Awareness Ventures (S-PAVes)

Introduced in 1993, the S-PAVe is a complimentary program to the S-PACs. It allows for activities of any nature, except those that duplicate an S-PAC. Whereas an S-PAC does not exceed one day, an S-PAVe can span days, weeks, or even months. However, it should not exceed one school quarter or semester.

6.1 Professional Awareness Issues

In general, all Professional Awareness issues can be classified into one of six categories. When planning an S-PAC or an S-PAVe, you should try to cover a few of these categories.

A. Career development and maintenance (*Career Growth*)

- How do I get my Professional Engineer license?
- Can a graduate degree help advance my career? Should I get an MSEE or M.B.A. or other degrees?
- How do I continue my education while I am working?
- Can engineers make effective managers? If so, when should I start considering a change?
- What if I don't want to go into management? How do I remain a technical specialist?
- Trade secrets, patents, copyrights...who owns the intellectual property rights to inventions I develop at work? What about inventions on my own time while I am working for a company?

B. The realities of getting a job and the working environment (*Working*)

- If I don't get a job when companies come to my school and recruit, how do I go about looking for one after I graduate?
- How can I find a summer job that will relate to what I'm studying?

- Where can I go to improve my resume writing skills?
- Where can I go to learn how to improve my interviewing skills?
- When looking for a job, should I consider a large company, a small company, a consulting firm?
- What about after I get some experience? How do I start my own company? How do I go about finding clients?
- What about short-term contract work to gain some experience?
- Where can I go to find a more experienced working professional to act as my mentor and/or role model?

C. Ethical standards and conduct (*Professional Ethics and Societal Responsibility*)

- What standard do I apply to my dealings with colleagues, other employees, clients, and the public?
- What should I do if my personal or professional integrity is in conflict with my company's policies?
- When is it o.k. to "blow the whistle" on others?
- What happens if I get sued over something I designed?
- What if I get asked to be an "expert witness" in a court case?
- What is the relationship between technology and society?
- What can be done to raise the public's awareness of the engineering profession?

D. Personal management skill development (*Self-Management*)

- How can I learn to manage my time for now and for the future?
- Where can I learn about financial planning skills?
- Do I need to carry professional liability insurance? How much do I need to carry?
- When should I start planning for my future? Pensions? Investments?
- I can't seem to keep the meetings that I chair on track. Where do I learn some meeting management skills?

E. Our role in shaping and building public policy (*The Engineer and Public Policy*)

- What is involved in interacting with government and regulatory agencies?
- Where can I learn about legislation that affects me?
- How come "non-technical" people are making the rules that restrict what I can do?
- What can I do to get involved in influencing or changing public policy?
- What about running for office?

F. The function of professional societies, such as the IEEE, in your career and your profession
(Role of the Professional Society)

- What is the benefit of volunteer activities?
- What do I personally get out of being involved in the IEEE?
- Will active involvement in professional societies provide me with experience that I would not normally get from my job? If so, how can this help me?

6.2 Student Professional Awareness Conferences (S-PACs)

S-PACs are planned, organized, and implemented by IEEE Student Branches. Presenting an S-PAC allows students to gain valuable management experience and self-confidence. The initial suggestion for an S-PAC may come from the students themselves or from other IEEE members (e.g., a professor or a Section representative). IEEE volunteers can provide experienced counsel and encouragement, but the students bear the full responsibility for all aspects of the S-PAC.

Electrical engineering and technology students are the primary participants in S-PACs, although students in other engineering disciplines may be invited. Students at nearby schools also may be invited to participate, in order to ensure a larger audience. S-PACs permit students to learn from the varied experience of successful professionals. Furthermore, they have the potential to increase student membership and encourage ongoing participation in the IEEE.

The Student Branch should establish a tentative date for its S-PAC (lead time of six months is recommended) and appoint a Planning Committee of six to ten people. The Planning Committee is responsible for organizing the program, obtaining financial support, making meeting arrangements, finding the speakers, and promoting the S-PAC.

Successful S-PAC programs usually include two or three speakers and a discussion panel. The Planning Committee should contact the Regional S-PAC Coordinator who can provide valuable counseling regarding program content and speaker selection.

The Planning Committee should estimate the costs involved and identify income sources. Financial contributions may come from the Student Branch treasury, the school, local industry, and the local IEEE Section, Council, or Region.

IEEE normally reimburses the travel and accommodation expenses of the speakers, if you cannot find local speakers. In Regions 1-6, these funds come from the USAB/SPAC. Elsewhere they may come from your Region. Your branch may also apply for additional S-PAC funds through RAB/SAC/SPAA. Your request for this subsidy must be accompanied by the Budget Planning Worksheet at least six weeks before your S-PAC date.

6.3 Student Professional Awareness Ventures (S-PAVes)

The IEEE RAB/SAC Subcommittee on Student Professional Awareness Activities (RAB/SAC/SPAA) provides funds for S-PAVes in Regions 7-10, while the IEEE United States Activities Board/Student Professional Awareness Committee (USAB/SPAC) administers the program for Regions 1-6. **These ventures can be of any nature except those that duplicate the S-PAC program, for which there is separate funding.**

Your venture must address the goals of the S-PAVe program, which are:

1. To *develop* prototype activities or materials that would enhance the awareness of IEEE Student Members to issues concerned with professionalism. You may select topics from the summary of issues in Section 6.1, or propose new topics that deal with non-technical issues.
2. To *increase* IEEE Student Membership, with a particular focus on non-graduating students (i.e. first, second, or third year undergraduates, new graduate students)
3. To *provide* new services for the Student Branch Membership
4. To *enable* IEEE Student Branches to gain experience in project planning and organization.

Your proposed venture may lead to an activity that spans days, weeks or months, but should not generally exceed one school semester. It may involve one or more IEEE Student Branches (in fact, we encourage IEEE Student Branches to work together).

6.4 S-PAC and S-PAVe References

The section on Student Professional Awareness Activities was compiled from a number of IEEE documents. Should you need more information or additional copies of any guide or worksheet, you can contact:

Regions 1-6:

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6.5 Workshop Exercise

Break into groups of six, with as many participants from one school as possible. For example, your group of six might be comprised of two students and a Branch Counselor from School A, two students from School B, and a Branch Counselor from School C. You should jot down ideas for either an S-PAC or an S-PAVe. Try to be as specific as possible. Decide on a format, what type of speakers if an S-PAC, or what type of activity if an S-PAVe. Determine whom you would approach for funding, and if you have time, draft out a rough budget.

CHAPTER 7: Time Management

Time management is a skill that we all wish we could master. I'm sure you know several people who always complain about a lack of time yet never seem to accomplish anything. I'm sure we also know others who always seem to have lots of free time yet seem to accomplish everything. Most of us are somewhere in the middle. If we didn't complain about a lack of time, especially during midterms and finals, we wouldn't be students – and engineering and technology students at that. Learning how to manage your time effectively will not only help you in your studies, it will make your involvement in the IEEE more productive and more fun.

Perhaps Seneca (4 BC - 65 AD), a Roman statesman, author, and Stoic philosopher said it best when he said:

"We all of us complain of the shortness of time and yet have much more than we know what to do with. We are always complaining that the days are few, and acting as though there would be no end to them."

7.1 Step 1 – Taking Stock

It seems that all the time management books and articles begin with the same premise. Before you can decide how you are going to spend your time, you have to discover how you are already spending it. You need to sit down and take stock of what your daily routine is. Some books advocate keeping a journal for one week and jotting down what you did in one-half hour intervals. Others suggest that you sit down at the end of a day and write down everything you did, including how long you spent doing each thing. There is no right or wrong answer. However you decide to do it, you need to find out where your time goes. You may be surprised to learn where your time goes. The one-hour break between classes in the morning, or the two-hour lunch that you scheduled – where does all that time go?

After you have discovered where your time goes, you need to spend some time analyzing why it goes where it does. If you find yourself spending all your breaks in the coffee shop or arcade, you need to ask yourself why. Do you hang out there to chat with all your friends? Do you find that time of "relaxing" helps you cope with the stress of school? Whatever the case may be, you need to decide if you are satisfied with how you spend your time. Ask yourself the tough questions and be honest with yourself. If you find you don't have the time to accomplish everything you want, yet you are satisfied with how you spend your time, something is wrong. Either your goals are too lofty or you aren't being honest with yourself. A part of this honesty search is to document how much time you "waste" each day. How many hours each evening are you diverted from studying by surfing the Internet, watching television or some other diversion? How many of those telephone calls are really important?

7.2 Step 2 – Deciding Your Goals

Now that you have discovered where all your time goes, you have to decide what you really want to do with your time. Perhaps you don't need to spend all that time in the coffee shop. Maybe you find that time would be better spent in the library or outdoors. When you set goals for what you want to accomplish, you need to keep four rules in mind:

- **Be specific** – if you are having trouble with your electro-magnetics course, it is not good enough to say that you will spend more time reading the text and solving practice problems. You need to say, "I will spend an extra 5 hours each week reading the textbook and doing practice problems." You can even be more specific and decide when you are going to spend those extra 5 hours.
- **Be realistic** – don't set goals for yourself that are unattainable. Clearly, deciding that you are going to spend an extra 5 hours each night on electromagnetic is not a realistic goal. You should decide *what* you want to do, *when* you are going to do it, and *how* you are going to do it. You might say, "I will spend my one hour break, starting at 10:30 AM each weekday, on reading the electromagnetic text and solving practice problems." Suddenly, the time you used to spend in the coffee shop is now being spent on achieving one of your goals.
- **Be positive** – instead of looking at your new goals as trying to "kick bad habits" or to "stop wasting time", try to put a positive tone to your goals. Don't say to yourself, "If I don't spend the extra time on electromagnetic, I will fail the course." Rephrase it in a more positive way or attach some sort of reward to the goal. Let's say you have some money saved up and have been thinking about buying a Personal Digital Assistant. Think of the extra time you spend on electromagnetic as "working" for your PDA. If you get an 'A', then you will buy an Apple Newton. If you get a 'B', then you will buy the Casio product, et cetera. If you turn your goals into positive goals, you will be more likely to succeed.
- **Be flexible** – don't make your goals so rigid that you set yourself up to fail. Build in some allowances for unforeseen events. Let's say that one-day at 10:25 AM you are on your way to the library to spend your one-hour on electromagnetic. You run into a friend who would like to know something about the IEEE and asks you to join her for coffee. Do you turn her down because you have set this time aside for electromagnetic? Of course not! OK, perhaps not. You need to have a contingency plan in case something comes up and you can't spend the time you set aside. You might want to add to your goal of spending one hour each weekday the contingency that "If by Friday night I haven't spent the 5 extra hours on electromagnetic, then I will get up at 9:00 AM on Saturday morning and finish it." What dedication!

You know you are on the right track when it's uphill all the way.

— Tanner

7.3 Step 3 – Organizing Your Day

Now that you have selected your goals, you need to organize how you spend your time each day. The first thing you need to do is buy (or make) a DayTimer or similar organizing book. You may think that only business people are important enough to use such tools. That's the biggest misconception I have ever heard. If it weren't for a DayTimer (which I got for free from the Student Society at my school), I never would have made it through my undergraduate program. I used that DayTimer to list all my lectures, tutorials, labs, and seminars, and to prioritize my assignments. Although it may seem a little pompous to say "I'll have to check my DayTimer" when someone asks you about your schedule, I guarantee that they will respect you for that. An organized person is one who gets things accomplished. They know that and you know that too.

The second tool you can use is a daily "To Do" list which you can keep in your organizing book or as a separate list. This list contains the things you need to accomplish during that day, in the order of importance. Believe me, there is almost nothing sweeter than crossing off the last thing on a long "To Do" list. Sometimes, you may find that you can't finish everything on your list. That's fine, just transfer it to the list for the next day. However, you shouldn't get into the habit of simply moving things from one list to another. I believe it was Mark Twain who said, "Why put off 'till tomorrow that which can be put off 'till the day after tomorrow?" Getting into the habit of putting things off will almost guarantee that you don't meet your goals. Mark Twain might have been a good writer, but he surely had no sense of time management skills.

Establish a priority order for your list and visualize yourself achieving each goal. To assist in this process, ensure that your goals are specific and measurable. Certain items have bigger payoffs for you than others. Make sure you get your most important (not merely the most urgent) items done each day. Many people work on the most important items first but as long as you get the most important (for you) items done each day, any order is fine. A good approach is to work on your most important items at the time of day when you are at your peak. In all cases, select a general time frame for completion and attack goals with enthusiasm.

If you find that you are having trouble getting started on your "To Do" list, then rearrange the order of your list. Try to do an easy task first. You will find that accomplishing something small will give you the motivation to tackle a larger task. For instance, when I have a large software program to write, I try to break it down into many small modules. Then I tackle the easiest modules first, leaving the complicated parts for the end. I find this not only helps me to finish the program; it helps me to finish the program on time. When I try to tackle the tough parts first, I quite often get discouraged and eventually give up. But, when I start with the easy parts first, I am reluctant to give up because by the time I get to the hard parts, the program is 90% complete. Then, I am willing to spend the extra effort to ensure the program is finished, otherwise the time I spent on the first 90% of the program will be a total waste.

If you don't know where you're going, any plan will work.

— Peter Drucker

7.4 Step 4 – Learning to Delegate

You will find throughout the course of the year that if you don't learn to delegate, you won't have enough time for all the projects you undertake. The first thing you need to realize is that IEEE activities are a team effort. Not only does doing things in a team take less time – it's also more fun. In a well-run Student Branch, everyone works together as a team. Although each person may have a different task, different level of authority, or different level of responsibility, everyone is working towards the same goal. Everyone wants to see a successful conclusion to each project.

Delegating isn't giving all the menial and boring tasks to others. In fact, you may find that as the Student Branch Chair, you are left with all the menial tasks. If that happens, don't get too upset. Try to think of yourself as a member of the team; the other students will appreciate that. When you are delegating, try to keep these things in mind:

- Always ask for help. If you assume that someone is always there to do your bidding, you will quickly find yourself doing everything. The other members of your Executive Committee will appreciate the fact that you asked them to help out and didn't demand that they help out.
- Give the persons all the information, resources and support they need to complete the task. You should make yourself available to answer questions and find more help if needed. If you get asked a question you can't answer, don't just dismiss it. Spend some time with them and try to find the answer together. At the same time, obtain a commitment from the persons to complete the tasks assigned.
- Be sure to clearly define the purpose of the delegated work and the results you expect to see. You should also set a reasonable timeline for completing the task, keeping in mind that people have other things to do. However, it is always important to set deadlines.
- When you delegate the work, also delegate the authority and responsibility. For example, if someone volunteers to design some posters for an S-PAC you are planning, give that person all the creative freedom. Give him or her the authority and responsibility for selecting (or designing) something that is suitable. Let your volunteer know what you expect and trust him or her from that point on.
- If you feel a job is being done poorly or incorrectly, don't criticize. Schedule review sessions and provide some training, if necessary. Do your best to help out and encourage. A discouraged volunteer is one that may get the job done but will never volunteer to help out again. Try to find out what the problems or barriers are and see if you can't break down these barriers together.
- Always give praise for a job well done. You should never forget to credit the people who helped out. If you listen to someone who has won a medal or award, he or she will usually have a long list of people to thank. You should develop the same attitude. Every project is a team effort and all team members deserve to be recognized for their efforts.

7.5 Project Management

You may find project management skills useful for major Branch undertakings. If you are planning an S-PAC or an S-PAVe, organizing a major fundraising drive, or any other large project, it may run more smoothly if you appoint a project manager. In industry today, every firm has a project management department. There are software programs available that can help you keep tasks on track and on schedule. The concept of a timeline or Gantt chart can also be useful for planning purposes and for charting your progress. You may find some good books on project management in your library. As an alternative, you could have someone from industry come to your Student Branch and give a talk on project management. Remember that skills you develop at the Student Branch can play a positive role when you are looking for and find a job.

7.6 Further Reading

If you would like to do some more reading on time management, there are many good books in the library that you can reference.

Bittel, Lester R., *Right on Time! The Complete Guide for Time-Pressured Managers*, McGraw-Hill, New York, 1991.

Covey, Steve R., Merrill, A. Roger, and Merrill, Rebecca R., *First Things First*, Simon & Shuster, New York, 1994.

Davenport, Rita, *Making Time, Making Money*, St. Martin's Press, 1982.

Mayer, Jeffrey J., *If you haven't got the time to do it right, when will you find the time to do it over?*, Fireside, New York, 1990.

McRae, Bradley C., *Practical Time Management*, Self-Counsel Press, Vancouver, B.C. 1992.

7.7 Workshop Exercises

Exercise 1: How are you with estimating time?

Respond to each of the following events by writing down the month and year in which you think they occurred. Do not ask anyone else to help and don't look anything up

1. The first landing of a man on the moon: _____
2. Marconi's experiment on Signal Hill (sending the first transatlantic signal): _____
3. The Japanese attack on Pearl Harbour: _____
4. The maiden flight of the space shuttle Columbia: _____

Interpretation of Exercise 1:

When it comes to the way people view time, there are two types of people in this world. We will call them Type A and Type B.

- Type A people hold the view that there are many important things to be do, that time is limited, and that there may not be time to finish everything.
- Type B people hold the view that time is unlimited so there is no need to worry or to rush to get things done.

If you found yourself estimating that the five events took place more recently than they actually did, then you could be categorized as Type A. If, however, you found yourself thinking these events took place long before they actually did, you could be categorized as Type B.

Answers to Exercise 1:

(1) July 1969 (2) Dec. 1901 (3) Dec. 1941 (4) April 1981

Exercise 2: Taking Stock

Fill out the following schedule for your busiest day of the week. Mark in all your classes, tutorials, labs, job commitments, etc. Don't forget that you have to eat and sleep.

07:00	
07:30	
08:00	
08:30	
09:00	
09:30	
10:00	
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22:30	

Exercise 3: First Things First

It is easy for the important but non-urgent things in your life to get pushed aside by the day-to-day urgent items. Many students delay reading their text (important to understand the material and meet educational goals) and do other less important activities early in a course. Only when a test comes along to bring urgency does the material get examined.

1. List the roles you have presently. (Student, IEEE Branch Chair, etc.) Try to keep your list to 4 or 5 roles.
2. For each role you have listed, list the important items you should do next week in each of these roles.

Role: _____

Role: _____

Role: _____

Role: _____

Role: _____

Role: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
Noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							

- For each of these items, block out some time on the week's calendar to work on this item or at least list the day that you will work on the item.