ETA KAPPA NU -

THETA TAU CHAPTER

OUTSTANDING CHAPTER AWARD APPLICATION

AND

2010 ANNUAL REPORT

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To whom it may concern,

Hello, my name is Michael Ehlert. I'm the current president of the Theta Tau chapter of Eta Kappa Nu. I have been with the organization as a leader since my induction in March 2009. From that time, our chapter has been actively trying to improve in all of the areas that we have struggled with in the past. Our main goal for the previous year has been stabilizing the chapter. Far too much information is lost over the course of time due to poor transitions between officers. Furthermore, organizations on our particular campus suffer from rapid expansions and contractions due to the nature of the commuting life style. We hope to provide a steadier involvement in our organization, long after the current officers and myself step away from leadership positions.

In addition to working towards stabilizing the chapter, we have succeeded in representing ourselves as students and leaders on campus interested in the improvement of our department and providing service to fellow students in the way of seminars, social events, and cost-free tutoring.

Enclosed in this series of documents is the progress that we have been able to document over the past year. We have succeeded in creating a self-sufficient tutoring committee, nearly braking our all time record for initiations, fully revamping our website, hosting the 2009 HKN Student Leadership National Conference, revising our Bylaws to be in accordance with the national constitution, and much more.

Based on the growth and involvement of our chapter in the past year, I believe the Theta Tau chapter deserves full consideration for Outstanding Chapter Award. Please understand that this application could never fully describe the amount of hours that we have put in to improving our chapter, but it is without a doubt the best way we can describe it in a reasonable length.

Sincerely,

Michael Ehlert
Eta Kappa Nu – Theta Tau chapter
President

ETA KAPPA NU
Electrical and Computer Engineering Honor Society

Instructions for the 2009-10 ANNUAL CHAPTER REPORT And the OUTSTANDING CHAPTER AWARD

All chapters are required to submit their Annual Chapter Report to HKN headquarters to document their activities. The report is also used for determining the recipients of the Outstanding Chapter Award (OCA). With metrics geared to chapter size, all chapters judged to have exemplary programs can win the OCA.

Information Needed in the Annual Chapter Report *(see attached form)*

Your report should cover all your activities, induction success, and chapter statistics for the school year, broken out as follows:

1. ***Very Important:*** **Chapter Size** -- Number of members attending school at the beginning of each semester.

2. ***Very Important:*** **Person-Hours (p-h)** -- The level of effort for each activity, expressed in person-hours (#persons x hours). Sample person-hour calculation for, say, tutoring:

   2 sessions/wk x 3 hrs/session x 4 members/session x 10 wks/semester x 2 semesters = 480 per-hrs.

3. **Activity Description** – The scope, breadth, and depth of each activity, and who benefited from it.

4. **Induction Rate** – Number of students invited to join HKN, and the number you inducted. Number of ECE faculty not already in HKN that were inducted. The New Member Requisition Form MUST have been filed with HQ for inductees to be considered members of HKN.

5. **IRS Reporting** – Chapters whose Employee Identification Number (EIN) is part of HKN's group exemption must file either the IRS 990 (for gross receipts more than $25,000) or IRS 990N (for gross receipts less than $25,000.) This report is due October 15 for the previous fiscal year (July 1 – June 30). A copy of the confirmation email from the IRS must be sent to HQ. Insert the date submitted in the appropriate box (990 or 990N). If the chapter's EIN does not fall under HKN's group exemption, leave these fields blank.

Submit a Detailed Report or use the attached Annual Report Short Form

Chapters wishing to submit a brief annual report can use the attached *Annual Chapter Report Short Form*. To ensure consideration for an OCA, submit this same information in a more complete and detailed form. Detailed reports should be submitted in paper format, plus an electronic version for posting on our website (*.doc* or *.pdf*). Short Form-only reports can be in paper format. All reports can be in color and of any length.

How the Data and Information will be used and evaluated for the OCA

After reading all the reports, HKN headquarters forwards them to the OCA Committee, which determines the chapters most deserving of commendation for their activities.

In judging a chapter programs, activities of service carry the most weight. Level of effort, in the form of average activity hours per member (ratio of total person-hours to chapter size), can be directly compared to previous winners of the OCA and judged accordingly. Additional weight will be given for above average induction rates, as will participation in HKN Second Century Projects. Chapters meeting these criteria will be viewed as serious contenders for the OCA.

Your chances of winning an Outstanding Chapter Award have never been better. Take pride in your chapter by submitting a report that touts your accomplishments.

445 Hoes Lane • Piscataway, New Jersey 08854 • Phone: +1 800 406 2590 • Fax: +1 732 465 5808

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Electrical and Computer Engineering Honor Society

ANNUAL CHAPTER REPORT SHORT FORM

Theta Tau Chapter — University of Michigan - Dearborn

Chapter Name — Institution Name

4901 Evergreen Road Dearborn, MI 48128

Chapter Address

Michael Ehlert — Oct. 14, 2010

Submitted by — Date

OFFICERS AND DATA

Officers	FALL SEMESTER SEP. – DEC. 2009		WINTER SEMESTER JAN. – APR. 2010	
President	**Justin Jones**		**Kirit Patel (position assumed by Michael Ehlert in late WINTER 2010)**	
Vice President	**Kirit Patel**		**Michael Ehlert**	
Treasurer	**Hassan Tfaily**		**Ziad Yousif**	
Recording Secretary	**Bonnie Willyard (preceded by Noah Sharkus in SUMMER 2009)**		**Bonnie Willyard**	
Corresponding Secretary	**Bashar Alnarraie (preceded by Nahush Joshi in SUMMER 2009)**		**Bashar Alnarraie**	
HKN Web Correspondent	**Michael Ehlert**		**Steve Brettschneider**	
Faculty Advisor	**Dr. Malayappan Shridhar**		**Dr. Malayappan Shridhar**	
Chapter Statistics				
IMPORTANT – Chapter Size: No. of members currently at school at *beginning* of the semester	**~20**		**~30**	
No. of ECE students invited to join HKN	Undergrad: **~40**	Grad: **0**	Undergrad: **42**	Grad: **93**
No. of students inducted	Undergrad: **12**	Grad: **0**	Undergrad: **15**	Grad: **6**
No. of ECE faculty *not* already in HKN	**~11**		**~11**	
No. of faculty Inducted	**0**		**0**	
IRS Reporting for Chapters who are part of the HKN Group Exemption: Fiscal year July 1, 2009 – June 30, 2010	Chapter had more than $25,000 in gross receipts and filed IRS form 990	Date Submitted: N/A	Chapter had less than $25,000 in gross receipts and filed IRS form 990N	Date Submitted: **08 / 26 / 2010**

ETA KAPPA NU
Electrical and Computer Engineering Honor Society

PROGRAM OF ACTIVITIES and PERSON-HOURS *… continue on additional sheets…*

ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, WINTER, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
Planned and hosted 2009 HKN National Student Leadership Conference.	520	FALL	Organized, planned, and hosted the 2009 HKN National Student Leadership Conference. Goal of activity was to bring students together from around the nation to our university, and host an event which covered technical and leadership aspects evenly.
Created a tutoring committee.	310	WINTER	Began a tutoring committee to help students in the ECE department achieve higher standards and grades. Goal of the activity was to assist students in core ECE classes as well as mathematics/calculus. We hope to continue the program for many semesters to come.
2010 Winter BBQ.	70	WINTER	Sponsored and hosted a barbeque open to all students and faculty on campus. Provided free food while informing attendees about HKN. Goal of the activity was to spread our name across the campus, bring students outside, and encourage networking between students. Since our university doesn't have an active campus life (we're a commuter campus), we hoped to make this a bi-annual tradition for HKN and expand it to include other organizations such as IEEE and possibly Tau Beta Pi.
Near record initiation and held a joint honor society banquet.	160	WINTER	Initiated a near record number of students from our university. The only other year that exceeded the Winter 2010 inductions was in the 1985 when the chapter was still a growing chapter (our chapter was formed in 1981). We also held a collaborative banquet with Tau Beta Pi and Pi Tau Sigma after our respective initiations.
Revised our chapter's Bylaws.	80	WINTER	Amended our chapter's Bylaws for the first time since the creation of our chapter in 1981. There was a previously unknown loop hole in the Bylaws, which allowed people with lower GPAs to be eligible to join. We fixed this loop hole and fixed portions of the Bylaws that conflicted with the HKN Constitution.

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IEEE

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ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, WINTER, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
Increased advertising efforts.	20	WINTER	Increased our advertising efforts campus-wide by creating a tri-fold, pamphlet, and showcase explicitly for advertising HKN.
Redesigned website.	20	WINTER	Launched new and improved website. The goal of this activity was to make our organization more transparent and increase the number of available resources on the website.
Created an officer database.	40	WINTER	In addition to creating instruction manuals and a new website, we created an officer database. The goal of this activity was to have one central location of all of our digital records. This includes past financial summaries, the new officer instruction manuals, past forms we've sent to headquarters, information and forms used for initiating new members, and more.
Created an initiation packet for potential members.	30	WINTER	In order to streamline the initiation process, and avoid spreading requirements throughout the internet, we've created an invitation package for the upcoming FALL term. It includes our chapter's requirements for joining, and any forms or material that needs to be filled out by an initiate. In theory, the initiate can put this packet in a folder along with a check and submit it at one time.
Began creating a member index.	50	BOTH	We began creating a membership index to keep track of member details. Our goal was to create a list of members so we could know which members are active, which members have graduated, which members are faculty, etc.
HKN New Officer Bowling Night	20	FALL	In order for the new officers to become more acquainted, the officers held a teambuilding bowling event.
Honor Code Meeting	20	WINTER	Met with the chair of the ECE department to discuss concerns with the Honor Code. Gave suggestions to help prevent cheating.
General Body Meetings and Officer Meetings	100	BOTH	Held numerous general body meetings throughout the semester and weekly officer meetings.

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ACTIVITY NAME	PERSON-HOURS FOR SCHOOL YEAR	FALL, WINTER, or BOTH	DESCRIPTION AND GOAL OF ACTIVITY
Began creating instruction manuals for officers.	60	BOTH	We began to create instruction manuals for officers in order to ease the transition between different officers. In the past, if multiple officers graduated, it was very difficult to find out the responsibilities of running our own chapter. The procedures for obtaining a list of eligible initiates, who to speak to in order to gain access to the web resources, and other small details were lost over time. By creating an officer manual, which is updated every semester, we hope to never miss a beat due to a lack of information or miscommunication.

Annual Chapter Reports are due by Oct. 15, 2010, for the 2009-10 school year and should be sent to:

HKN Headquarters
445 Hoes Lane
Piscataway, NJ 08854 USA

Fax: +1 732 465 5808
Email: info@hkn.org

General Body Meetings

In the 2009-2010 academic year, the Theta Tau chapter of Eta Kappa Nu held on average three to four general body meetings per semester. We made it a habit to open these meetings to all current members, faculty, initiates, and anyone else interested in the happenings of our chapter. In the fall semester, the general body meetings were a good place to learn more about our progress on planning the National Conference. Specifically, we asked for input regarding the plans for the conference and asked the active members of the chapter for suggestions related to the conference.

Another goal of our general body meetings is to recruit potential members. We invited faculty, and specifically our faculty advisor, to give a brief presentation on the benefits of joining HKN in order to persuade new initiates to join. In order to encourage attendance, we offer free food and drinks at general body meetings too. We want to encourage full participation from our members and one way to do that is provide refreshments. It does not cost us much money, and we see a much higher turnout at meetings.

During general body meetings, we also proposed future goals and ideas that the organization should consider pursuing. For example, we would take a vote on certain ideas such as forming temporary volunteer committees or even creating an award to be given out based on volunteer efforts. These meetings also gave new members a chance to meet fellow members from different induction classes. Furthermore, we wanted to find ways for new members to get involved in the organization. We encouraged them to run for officer positions in the future and suggested current activities that they could participate in.

In the winter term, we voted to create four temporary committees of volunteers to be headed by a chairperson. The proposed committees included a tutoring committee, a fund-raising

committee, an events committee, and a recruiting committee. We used the general body meetings as a channel to promote these committees and gather volunteers. Of those committees, the tutoring committee showed the most promise in the long run.

Officer Meetings

In general, we held officer meetings on a weekly basis throughout the past year. The meetings were required for officers to attend and recommended to other members to attend. We were happy to see regular members attending because it showed dedication on their part to our chapter. In fact, a few of those members went on to become an officer in the following year, so the officers meetings helped ease the transition into those positions.

A great deal of the officer meetings were used for planning many of our club's activities. We were able to thoroughly discus our goals for the events and organize volunteers to proctor the events. Moreover, the officer meetings were used for planning that did not require the whole membership to be in attendance. For example, one major goal we had during the winter semester was to revise and update our chapter's bylaws. Much of the debate and discussion dealing with the changes to the bylaws was done during officers meetings.

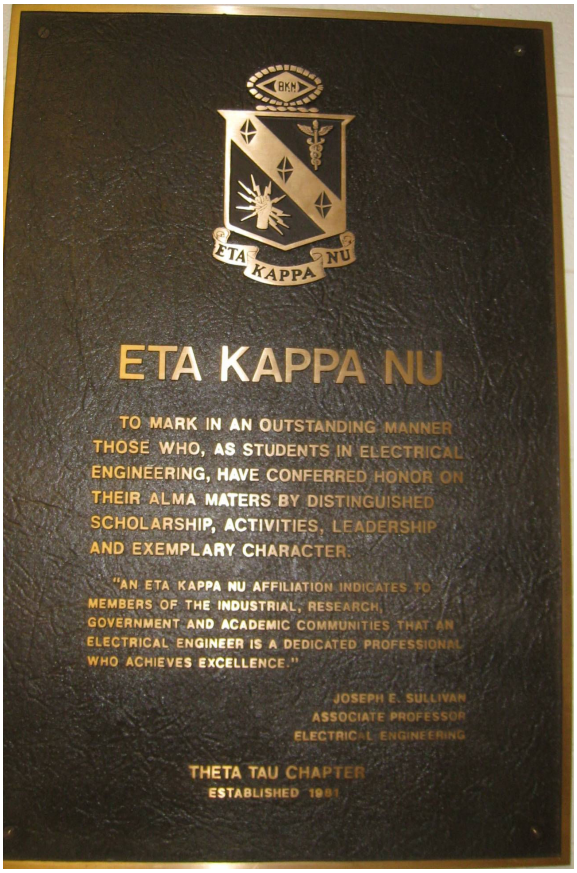
However, the officer meetings primarily acted as a way to effectively communicate with other members on a regular basis. It was a way to update the president and vice president on the progress of the other officers. Several bookkeeping and other mundane tasks that aren't of any interest to the general body would usually be taken care of during officer meetings. Also, the general body meetings would be planned during this time.

Increasing Campus-wide Advertising

In order to better inform students and faculty at the University of Michigan – Dearborn about Eta Kappa Nu, we have drastically increased the advertising coverage of our chapter on campus. By increasing the recognition of our organization, we hope to increase initiation rates in upcoming semesters and also encourage students to strive for higher grades (and thus earn an invitation to HKN). We aim for students and faculty to know about Eta Kappa Nu before being invited to join. Here are a few ways we have achieved this goal:

First, we obtained a new showcase that previous semesters of officers did not have access to. Then, we spent time updating the showcase to include a sample pair of cords, stoles, and pins. This showcase is our main mode of advertisement, and is effective in gaining the attention of students and faculty primarily due to its high-profile location and decoration. It is also paired with a large Eta Kappa Nu plaque, which notes the year our chapter was founded. The showcase now includes information about the organization, requirements for joining, benefits of membership, the names of the students being invited to join HKN in a given semester, and the names of our chapter's officers. We have also listed contact information for those looking to learn more about the organization or ask any questions they may have about HKN. We continue to update the showcase with upcoming Eta Kappa Nu events, such as the HKN Programming Challenges and our CAN seminar that we will be hosting this semester.

Redesigned HKN Showcase



HKN - Theta Tau Chapter Plaque (next to showcase)

Second, we have created a new form of advertising in the way of a tri-fold. The tri-fold is used to advertise Eta Kappa Nu during campus events. It includes much of the same information as the showcase, but it is portable. We hope to get the most usage out of the tri-fold by using it for multiple semesters. The tri-fold was used at the campus open house, HKN barbeque, initiation meetings, and other Eta Kappa Nu sponsored events.

New HKN Theta Tau chapter tri-fold

Finally, we created a general purpose pamphlet to pass out to students and faculty at our events. We recognized that we were missing out on a great opportunity for advertisement, especially during events where students have to wait in line (such as a barbeque). Since students come from all over campus to attend the barbecue, they often stand in line for food and pass by the tri-fold without reading it. Therefore, we can have volunteers passing out the newly created pamphlets in order to increase awareness of HKN's involvement in the event. The pamphlet includes a brief history of Eta Kappa Nu, the requirements for joining, benefits of membership, and a list of prominent Eta Kappa Nu members. More than 100 of these fliers were passed out at the last Eta Kappa Nu barbecue as well as during the initiation meetings.

PROMINENT HKN MEMBERS

- Larry Page, founder of Google
- Eric Schmidt, CEO of Google
- Amar Bose, Inventor of Bose Speakers
- David Filo, founder of Yahoo!
- Henry Samueli, Founder of Broadcom
- HKN members are on board of directors at many top tech companies including google, IBM, Yahoo!, Motorola,

Hybrid Vehicle Demo — 2009 National Conference.

History

- Eta Kappa Nu (HKN) was founded at the university of Illinois, Urbana-Champaign in 1904 by Maurice Carr.
- There are now 200 chapters at universities across the U.S. and we are currently expanding into Canada.
- There are about 300,000 members nationwide.
- The University of Michigan—Dearborn (Theta Tau) Chapter was founded on April 18th, 1981.
- HKN members serve the community, university, and department in various activities.
- As of September 1, 2010: HKN officially merged with the Institute for Electrical and Electronics Engineers (IEEE).

ETA KAPPA NU

HKN

EST. 1981

Honoring excellence in electrical and computer engineering by recognizing the leaders of today and tomorrow.

Website:
HKN.UMD.UMICH.EDU

Email:
HKN.UMD@GMAIL.COM

New Advertising Pamphlet (Right Panel = Front Cover, Middle Panel = Back Cover)

WHAT HKN CAN DO FOR YOU

2009 National Conference Hosted by Theta Tau Chapter of Eta Kappa Nu

1) **Academic Accomplishment**

Ensure that your exceptional academic accomplishment and strong character is publicly recognized by the entire ECE industry.

2) **Networking Opportunities**

Gain numerous networking opportunities by joining an organization that has members in leading roles with corporations, government and universities.

3) **Access To Key Positions**

Possess greater access to key positions and rapid career advancement as all of these organizations seek HKN members.

4) **Long-Term Relationships**

Build a network of long-term relationships that will aid your career with HKN students who will become your friends and professional colleagues.

5) **Receive Advice**

Know most of your department's faculty members on a personal level and interact with them on HKN projects as well as receive advice on your future.

6) **Résumé Enhancer**

Use your HKN membership as a résumé enhancer when seeking a position or applying for graduate school. Employers prefer to hire HKN members with their leadership, interpersonal and teamwork skills.

7) **HKN Activities**

Participate in HKN activities, which enable development of vital professional skills such as leadership, communications, and teamwork through practical hands-on experience.

8) **"HKN Only" Opportunities**

Access opportunities that exist purely for HKN Members to broaden knowledge, increase understanding and perfect professional skills through HKN Student Chapter Projects.

RECOGNITION

Ensure that your exceptional academic accomplishments and strong character are recognized by the entire ECE industry. Being an HKN member makes you stand out as a high achiever in our field. Graduating HKN members also have the opportunity to wear the HKN cords and stoles at graduation.

Who is Eligible?

- **Top 1/4 of ECE juniors**
- **Top 1/3 of ECE seniors**
- **All Graduate Students**
- **ECE Faculty**
- **Professionals who have made a significant contribution to ECE.**

New Advertising Pamphlet Inside

Since the creation of these new forms of advertisement, we have dramatically increased the awareness of HKN. On campus, HKN and IEEE are almost equally known in the ECE department and it has allowed us to gain greater support from our faculty members.

Winter 2010 Barbecue

In the Winter 2010 semester, the Theta Tau chapter hosted a barbecue open to all students and staff. Our goal for the event was to bring awareness to our chapter and to encourage the involvement of our members in social activities on campus. In the past, our chapter has noticed that many of the electrical and computer engineering students were entirely unaware that there was an honor society dedicated to the ECE field. Some eligible students were rather surprised when they received our letters of invitation. We wanted to explore other avenues of promoting Eta Kappa Nu in a social setting.

In the early preparations for the event, there was talk of doing a barbecue or a movie night. After a general body meeting, we concluded that a daytime barbecue was the best direction to accomplish our goals. After all, most students are present on campus during the day, since we are a commuter campus. Also, a movie night would require us to go through the proper channels to obtain the rights to show the film in "public".

The two officers in charge of the event split their duties evenly; one was focused on acquiring the food supplies and the other officer was responsible for finding funding for the event. As with many events on our campus, organizations can get receive from the Student Organization Activities Council (SOAC) by hosting an event that is open to everyone. After the food and funding were secured, we had to organize our members who volunteered to help during the event.

During the day of the barbecue the officers were able to talk with many students in the electrical and computer engineering department. We were able to spread the word about Eta Kappa Nu and why students should consider joining. The members and officers gave out our newly created pamphlets, which made their way around campus, attracting more students to the

event. The event succeeded the most by allowing our officers to speak with freshmen and sophomores about the organization. In the past, freshmen and sophomores had little knowledge of HKN, if any. By making them aware of Eta Kappa Nu, they were excited about becoming a junior or senior and having the possibility of joining.

2010 Winter BBQ – Future member Steve Werner learning about Eta Kappa Nu

This barbecue attempted to get our members and the campus as a whole more active at school. However, this is very difficult because our university is purely a commuter campus. This fact did not stop several members from actively participating in the barbecue. They were critical to the success of this barbecue. We even succeeded in persuading a few "undecided" engineering majors to switch to electrical or computer engineering.

Due to the great success of the Winter 2010 barbeque, we hope to make this a bi-annual event. In fact, the Theta Tau chapter co-sponsored and even larger BBQ in the Fall 2010

semester, which involved IEEE, the Society of Women Engineers, and other engineering organizations. Looking towards the future, we do not see any problems continuing to offer a campus-wide barbeque each and every semester.

Eta Kappa Nu's volunteer griller, Fadie Ghraib, serves food with a smile

Near-Record Initiation

This past winter semester we were able to recruit twenty-two new members into the Theta Tau chapter of Eta Kappa Nu. This is just three students short of our all-time record of inducting twenty-five students in 1985. We accomplished this feat by drastically changing our initiation planning, as well as extending invitations to graduate students. Furthermore, we sent out a personalized letter from our faculty advisor urging the students to take advantage of the opportunity.

HKN Winter 2010 Induction - Theta Tau Inductees and Officers

One way we were able to increase the number of students who accept their invitation to HKN was by learning from our mistakes in the fall semester. Since the National Conference was being held at our university and we had a group of all new officers, there was not enough focus placed on inductions. First of all, graduate students were left out of the fall semester inductions

by mistake. Furthermore, invitations were made by email instead of letter and there was not enough attention paid to each invitee. In the winter semester, we improved in these areas in addition to increasing the amount of time that went into planning and the number of events we held to get the invitees involved.

In the winter semester, we made significant improvements over the initiation process in the fall. We sent out personalized letters to each invitee, which included a written letter from our faculty advisor urging students to take advantage of the opportunity that was presented to them. Additionally, we made ourselves available to give one-on-one information to those who were unable to attend the two large informational meetings we held at the beginning of the semester for all eligible students. For those that attended the two larger meetings, we had two HKN professors give a small speech about what being an HKN member meant to them. Those encouraging words hopefully increased their opinion of the organization and led them to seriously consider becoming a member.

Newly inducted members having a discussion before the banquet

The most drastic change in our initiation process, however, was holding a joint banquet between three different honor societies; Eta Kappa Nu, Tau Beta Pi, and Pi Tau Sigma. All three organizations held their respective initiation ceremonies on the same day, but separately. Eta Kappa Nu and Pi Tau Sigma held their own initiations at the same time, but in different rooms since there was no chance for an overlap in membership. Afterwards, Tau Beta Pi held its initiation, since it is possible to be both a member in HKN and TBP (or TBP and PTS). This was also convenient for students joining both organizations because they could prepare for one day of inductions versus two.

HKN, TBP, and PTS inductees enjoying dessert

One of the biggest advantages to a joint banquet was cost savings. By having one joint banquet instead of three smaller banquets, we were able to save a considerable amount of money spent on room reservations and food for all three organizations. Furthermore, it was easier to schedule and reserve three rooms on the same day than on three separate days. In a way, this cut down on competition between the three organizations. Another benefit to having a co-hosted

banquet was the multi-disciplinary atmosphere made the event more entertaining. A great time was had by all attendants as they intermingled with different majors.

Another new idea that we had this semester was to give away free T-shirts to commemorate such a large and successful banquet. HKN took on the responsibility of designing and ordering roughly 50 shirts that were given out during the event for free. The shirts were very popular and were seen worn on campus on a regular basis after the event. The idea was great for advertising and came at no cost to the organization, since the expense was covered completely by the university.

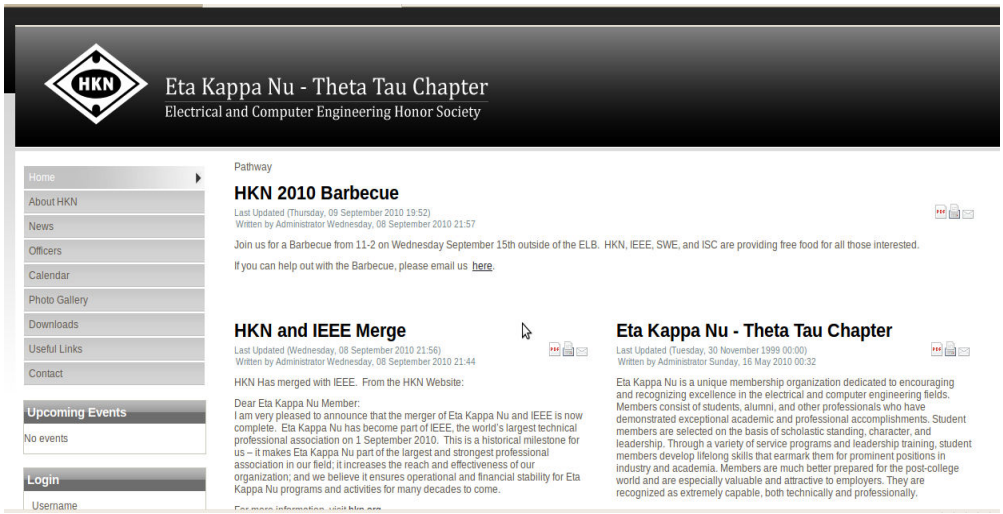
Initiation T-shirt Design

As a result of these changes we were able to induct 7 out of an eligible 93 Graduate students, and 15 out of 43 eligible undergraduate students. We plan to expand on the successful ideas from the past year in the following semesters. Our next goal is to steadily increase the initiation rates of graduate students and begin to induct more faculty members in the near future.

Website Redesign

This year we decided to completely revamp our website. Our goal was not only to make it more functional and useful to both officers and general members, but to also make it much more aesthetically appealing. With a more Web 2.0 feel to the website, we would be able to convince members to check the website more frequently and be more up to date on upcoming Eta Kappa Nu – Theta Tau events. Not only will members visit more frequently, but we hope to assist the future officers in organization. We want to provide more stability to future officers by making a cumulative officer database and forum available, which will contain as much information as possible about how the organization was ran in the past.

The website is based on the popular (and free) "Joomla", which is a free and open source content management system for publishing content on the web. It should provide a semi-future-proof web portal for forthcoming officers. It features several easy to use administration panels, which can be used by even non-tech savvy web admins. Of course, future Web Correspondents can completely remove the Joomla setup, just as the WordPress site was removed before this site. We have made it a priority to archive past websites, so future officers can peek into the past.



HKN - Theta Tau Website Homepage

The website has two main areas that can be traversed: an area for the general public and a separate area for officers. In the general user areas there are sections that include: About HKN, News, Officers, Calendar, Photo Gallery, Downloads, Useful Links, and Contact.

About HKN:

The "About HKN" section is primarily used to inform inquisitive visitors what the Theta Tau chapter of Eta Kappa Nu stands for. We describe our mission and purpose, provide information about our chapter's foundation, describe who is eligible to join, and give an overview of the membership selection process.

News:

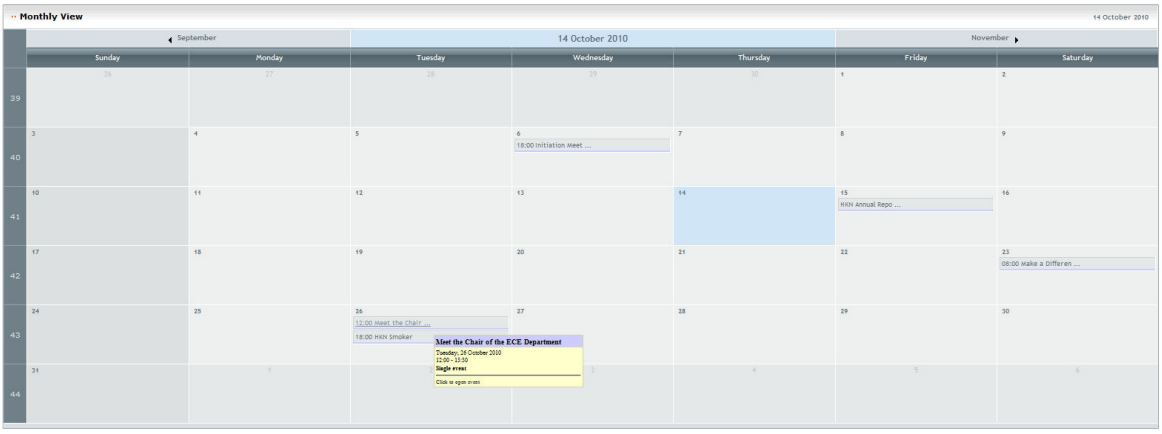
This section is primarily used to announce anything new to our chapter, HKN and IEEE, or the industry in general. The posts can range from advertisements for HKN sponsored events, a congratulatory post welcoming the new inductees, and HKN/IEEE merger news. Campus events, such as the Welcome Week Barbecue, are also mentioned in this section.

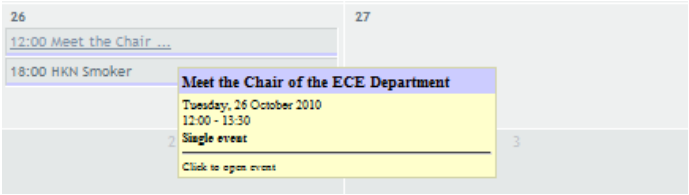
Officers:

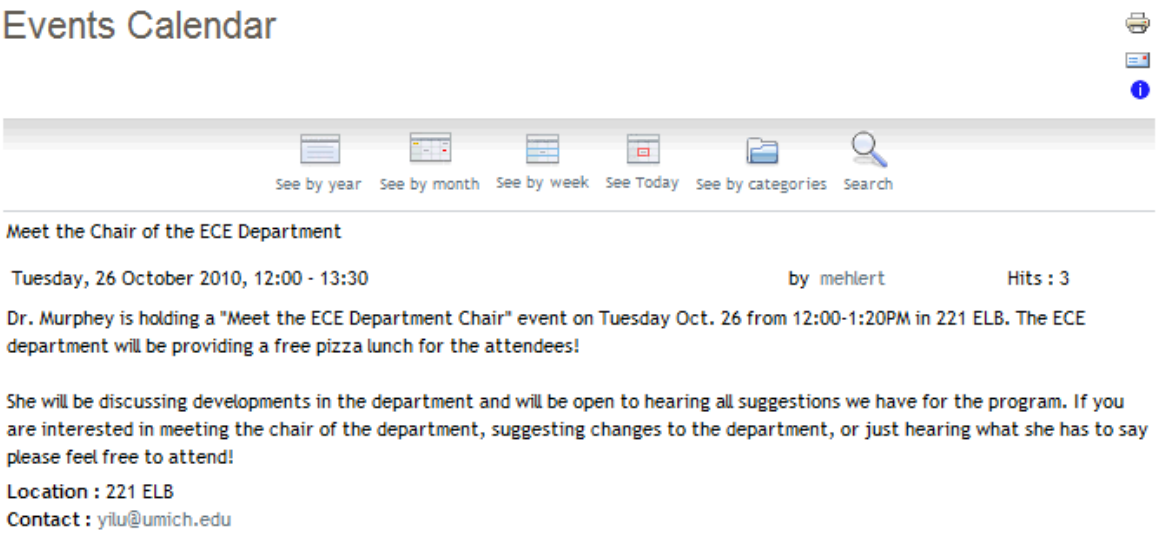
The Officers section is used to list who the current presiding officers are as well as our advisors. This list is also cumulative, so visitors can view previous officers' names too. The list has links to the officers' email addresses if we have them on record, so the officers can be easily contacted if need be.

Calendar:

This section is a Joomla Based, self-updating, web calendar application. In it we list the dates and times of all Meetings we plan on holding during one semester. In addition to that we also list all HKN sponsored/run events as well as Important Dates (National Convention, seminars, etc.)







Theta Tau Website Calendar—the visitor may click an event to see more details

Photo Gallery:

The “Photo Gallery” is where we host all the images that are taken during our events. Some of the folders that are included are National Conference (hosted by our chapter in 2009) and the Winter 2010 BBQ.

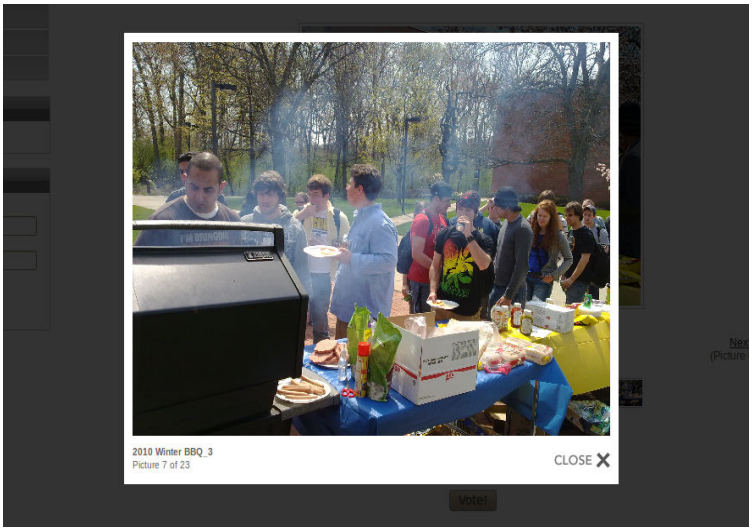


Photo Gallery Example

Downloads:

The “Downloads” section is used to host all of the documents and forms which members or initiates might find useful. For example, the Bylaws and Constitution now have a digital copy available for download. Also, initiates may find necessary material here such as the initiation packet or even material that would help with their electee exam. We also post meeting minutes throughout the semester, so members who missed the meetings can still be aware of what is happening in the chapter. Not to mention, recruitment materials can be found in this section too.

Useful Links / Contacts:

These two sections are used as a jumping point to other relevant websites that our visitors may be interested in. Those sites include the national HKN website, the University of Michigan—Dearborn homepage, our IEEE student branch website, and more. There is also a section for users to contact us personally through our chapter e-mail account (HKN.umd@gmail.com).

Officer's Section:

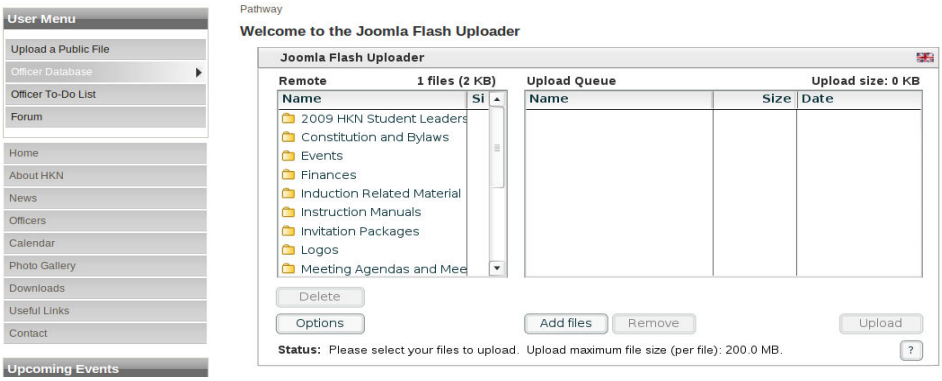
Although general visitors have a plethora of resources available to them on the website's front-end, we find that the most useful tools are accessible by our officers. To gain access to the officer's section an officer must have a password and username created by the Web Correspondent. The officer's area contains three sub-headings: Officer Database, Officer To-Do list, and Forum.

Officer To-Do List:

This list is maintained by the current president and vice president as a way to keep track of tasks delegated to other officers. This is carried over from semester-to-semester. By having this section the president and vice president can make sure that all officers are aware of what they have to do at any given time and can keep track of what has or has not been completed. In the future, this section will be largely be replaced by the forum. However, this section could then be a list of future goals of the outgoing officers.

Officer Database:

As described in another section of the packet, the officer database is intended to make the transition from one officer class to another seamless. All important information and documentation is hosted on our website and when a new group of officers take over they will have access to all the information immediately. This ensures that they will be able to get caught up and start planning events immediately without a need for a prolonged grace period; whereas in the past, they would have wandered around aimlessly looking for information, which is now provided in a central location.



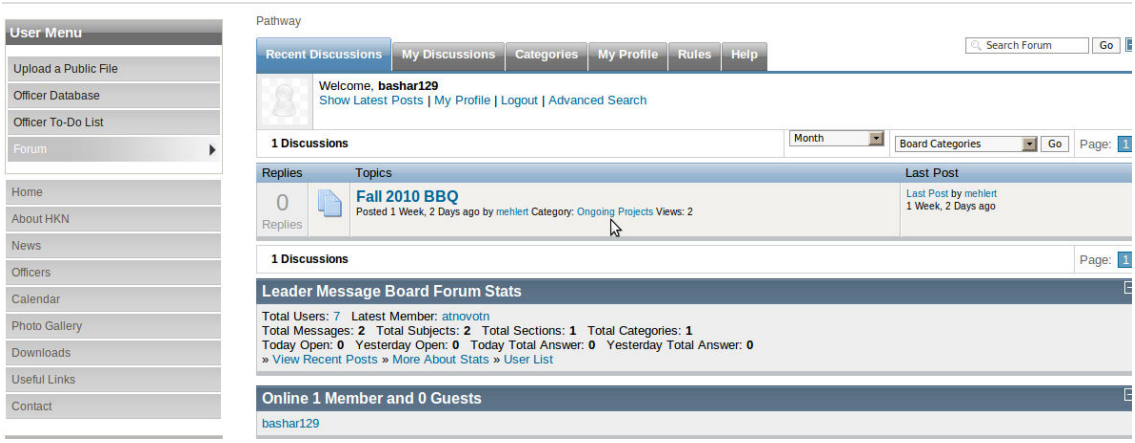
The Officer Database web portal features an upload and download capability

This seamless transition of information between officer groups means that even in several years from now there will be an accurate record finances, induction records and the process behind it, and more.

Forum:

The forum is an area of discussion amongst anyone registered on our website. They do not necessarily have to be the officers in Theta Tau. However, the officers do have the option to make threads that are only visible by the officers. As it pertains to the officers, this section is

used for event planning and organization. Ideas can be bounced around among the members to ensure things are handled in the best possible way. Opposed to emailing people back and forth, with many several emails being copied, the members can now keep track of the progress of the event through this set of threads.



HKN - Theta Tau Chapter Website Forum

The addition of this new website design means a drastic increase in productivity among the officers. In the past it was a hassle trying to coordinate information for events and maintain information for new officers to utilize. This new website allows us to plan more efficiently, while keeping more thorough records on all activities and events.

HKN Officers Bowling Night

The HKN Officers Bowling Night was used as a teambuilding event for the new officers. It was a way for the new officers to become acquainted since the majority of the officers did not know each other personally before being elected. Especially since five of the six officers were newly inducted.

The event was held at a local bowling alley where the officers could pay a flat fee and bowl as many games as possible for the rest of the night. During the course of the night, the officers had the chance to get to know each other through a variety of different games such a glow & bowl, trick shots, and a game which was played in teams (where one officer bowled for half of the frame and the other officer picked up the spare).

The event was a major success because it did not require much time to plan, the new officers began to feel more comfortable with each other, and it was an enjoyable break from planning the national conference.

It is much easier for a group of people to work together if they are able to be friendly with one another. We plan to hold similar events in the near future, which will be open to the general body, the initiates, and the officers of course. A sort of "meet the officers of HKN" event will unite the active members and officers, and hopefully make the initiates feel more at ease about joining the organization.

Officer Instruction Manuals

Possibly the greatest priority of the Theta Tau chapter over the past year has been promoting future stability of the organization. The chapter can only be as stable as the officers running the organization, which we painfully found out last year. Earlier in 2009, the Theta Tau chapter possibly hit an all time low in experienced officers when every official officer of the chapter graduated at one time. The events coordinator from the previous semester assumed the role of president, and the other five officers were members newly inducted within that month. The past officers had graduated and moved on, but did not take the time to give us the benefit of their past experiences or any instructions before leaving. This left the chapter's new leadership in quite the predicament.

As the new officers, we had to learn how to run the organization on our own. After scouring the internet for information, we had a rough understanding of how the organization was run based on national expectations. Although that information was useful, it did not provide insight on how our specific chapter was run. We had no idea who to contact on campus for room reservations and other basic services, let alone what our responsibilities were as a chapter. The Fall 2009 semester was a particularly difficult semester for the brand new set of officers to take over because we were responsible for hosting the national conference.

When the winter semester arrived, we had at least three to four very dedicated officers ready to promote positive changes in the organization, and we intended to ensure that future officers would not suffer the same pitfall that we experienced. We wanted to guarantee that no matter how many officers graduated in the future, the chapter will be able to continue operations without any down time. Therefore, we were determined to create a main resource that each officer could access with the details needed to effectively perform as an officer. In its simplest

form, a set of instructions would be provided to future officers and any member that requests the information (as long as it does not contain any critical data, such as a password). Theoretically, people with no prior knowledge of the internal workings of the organization could run the chapter with the use of our instruction manuals.

The way we approached the task was very simple. Over the following semesters, the officers would be keeping track of major tasks that would likely be repeated in the future. He or she could then make note of the resources available and the steps involved in completing the task. Information in the instruction manuals included details on how to run the chapter locally, dates concerning national deadlines, and friendly advice from previous officers. For example, one basic assignment that the new treasurer and president have to complete each semester is filling out a form at our university. Therefore, in both the president's and the treasurer's instruction manuals one would find instructions on where to find the form, how to fill it out, and where to turn it in. The manuals will continue to expand in the future, specifically to contain an example forms filled.

Since the advent of the officer instruction manuals, we have had quite a few new officers take up a position unfamiliar to them. The difference this time is the new officers can make the most of a compact reference guide exclusive to the position. Officers no longer have to struggle to find out information that should have been readily available in the first place. Also, it serves as a reminder of responsibilities each position holds.

The general body really benefits the most from the creation of these manuals. The presence of our instruction manuals at a minimum acts as a safety net for the future. If the chapter loses an entire group of officers again without notice, then at least the new officers will have the fountain of knowledge readily available. However, since the officers have all the

information they need at their fingertips as soon as they are elected, they can begin working immediately on chapter duties. There is no time wasted researching the position and there is no need to “reinvent the wheel” so to speak. The new officers can simply get down to business and focus on improving the chapter rather than thinking about what may have been done in the past.

The following ten pages are the first edition of the Vice President’s instruction manual. They are included to show the commitment to excellence and desire to help future HKN members and officers alike:

HKN VICE PRESIDENT
INSTRUCTION MANUAL

University of Michigan – Dearborn

Theta Tau Chapter

1st REVISION (by Michael Ehlert, *Winter 2010*, 1st copy of manual)

2nd REVISION (by TBA…, *terms served*, revisions made)

Vice President National Duties:

The Vice President assists the President in developing plans for the year. The Vice President assumes the duties of the President in his/her absence. He/she should take responsibility for the details of the programs for meetings, such as securing speakers and seeing that the arrangements for meetings are in place. The Vice President is often placed in charge of all pledge activities. The Vice President should take charge of the preparation of the room for the Induction Ritual, secure the necessary equipment, and see that all is in readiness beforehand. The Vice President shall perform any other duties that may be delegated to him/her by the President.

Vice President Local Duties:

The primary duties of the Vice President are overseeing pledge activities and assisting the president with his duties, including keeping the other officers on task:

- Officially in charge of all pledge activities and final decisions concerning the recruiting tasks
- Secure list of eligible invitees (top 25% of ECE juniors, top 33% of ECE seniors, all ECE graduate students). He or she should also get mailing labels and envelopes for the invitations.
- Compare invitee list to current member list (narrow invitee list down to non-members)
- Create invitation letter and secure a letter from the faculty advisor encouraging people to join
- Send new pledge information form to HKN headquarters once letters have been sent
- Make preparations for induction ceremony including updating the induction ceremony script
- Keep corresponding secretary in the loop for forms such as new member requisition form and notice of election of officer forms
- Make sure everything is in order for meetings
- Discuss with president meeting agendas
- Help the president delegate tasks and keep the other officers on task throughout the semester
- Keep track of progress of initiates (interested in joining, money received, service hours completed, test completed)
- Print list of invited people to put in showcase
- Coordinate with treasurer for recruiting events and money received from initiates

THE FOLLOWING PAGES ARE FOR THE

FOR NEW VICE PRESIDENT'S EYES ONLY

Steps/Notes for New Vice Presidents:

1. Make Yourself Familiar With How the Organization Should Run and Review HKN Online Resources

There is a lot of information to keep track of on how HKN should run. Documents must be sent in to headquarters on time, certain tasks should be done every semester, and although it may not be your duty to complete the task, it is your duty (as well as the president's) to make sure that tasks are done on a timely basis. Therefore, you should do your homework and read up about on how the organization works.

A. The best resource for information about the organization is the national website: www.hkn.org, or our website: hkn.umd.umich.edu.
B. In particular, review the national duties of officers at: http://hkn.org/admin/duties_of_officers.html.
C. Documents and forms can be found at http://hkn.org/admin/documents.html.
D. Specifically look at the information provided at: http://hkn.org/admin/index.html.
E. Review our chapter's bylaws. If a digital copy of our chapter's bylaws is not available at this time, you should go to the SAO Office on the 2nd floor of the University Center and request a printed copy.

2. Develop Semester/Year Plan

In order for the chapter to operate efficiently, a well organized plan and agenda must be created. The vice president should first meet with the president, the chapter's faculty advisor, and possibly the head of the ECE department. A set of goals should be brainstormed before meeting with the other officers of the organization.

A. Exchange contact information with the other officers in the organization, and possibly with the faculty advisor and head of the ECE department.
B. The first order of business should be settling unfinished business from the previous term including any unpaid bills and making sure reports and paperwork from the previous term have been submitted.
C. Estimate when meetings will be held throughout the term, taking into account any breaks in the semester.
D. Brainstorm community service activities, social activities, fundraising activities, and consider who will take charge of those activities. Consider co-hosting guest speeches or additional events with other honor societies such as Tau Beta Pi.
E. Finally, contemplate any proposed changes to the chapter's bylaws. Always know the current bylaws before proposing changes to it.

3. Secure the List of Eligible Initiates (Optional or Delegated by President)

One of the main tasks that the vice president is responsible for is managing the recruitment of new members and the pledge process. This includes securing lists of eligible initiates, knowing the requirements for joining HKN, and other relevant tasks.

A. Securing the grades of the junior and senior students who are eligible for membership is an important duty of the president. In the event that this task is presented to you (or you take the initiative to do this task yourself), this can be done either personally or through the appropriate faculty representative. The prospective member list must be accurate. You should be able to request this information through the Student Activities Office on the 2nd floor of the University Center.
B. You should request three lists: The first list should be the top 25% of juniors majoring in electrical and computer engineering. The second list should be the top 33% of seniors majoring in electrical and computer engineering. The third list should be all of the graduate students majoring in electrical and computer engineering.
C. You should also request excel files of the information to make contacting the initiates easier. Additionally, you should request mailing labels for the initiates sorted by ZIP code (since the mailing costs are cheaper when the letters are sorted by ZIP code).
D. The lists should contain the addresses, phone numbers, email addresses, and all pertinent information for contacting the eligible initiates.
E. The president, or in this case the vice president, should also determine faculty members that are not members of HKN.
F. A list of eligible initiates should be printed and posted in the HKN showcase(s) throughout the ELB. The only thing included on the list should be the initiate's name and student classification (junior, senior, or graduate student).

<u>Note:</u> Care must be taken to honor all confidences that are required in reviewing this information. No use should be made of such lists other than the one for which they are intended.

4. Invite the Eligible Students to the Organization

Once the list of eligible initiates has been obtained, the vice president is responsible for most of the pledge activities including inviting eligible students to HKN.

A. After the list of eligible students has been obtained, certain preparations should be made before contacting them. One or two informal, informational meetings should be arranged. These meetings are used to encourage students to join the organization and answer any questions they may have. Determine a time and place for the meetings.
B. Usually the corresponding secretary is in charge of this duty, however, you may be able to reserve rooms through: http://www.umd.umich.edu/uc_roomreservations/
C. Next, write an invitation letter to send to the initiates. There should be a sample letter from past semesters available to you through our website. You may also check www.hkn.org for a sample letter. It should be a letter of congratulations and give a brief overview of the organization and what it stands for. The letter should also mention the time and place of the informal initiate meetings.
D. Obtain an encouraging letter from the faculty advisor of the chapter and/or the head of the ECE department. This letter should be mailed with your invitation letter.
E. Obtain "University of Michigan – Dearborn, College of Engineering and Computer Science" envelopes from either the ECE department or the Dean's office. The Dean's office has a larger budget, so it would be easier to get envelopes from their office. It may also be easier to ask for the envelopes in conjunction with Tau Beta Pi.

5. Conduct the Informational Initiate Meeting

The informational meeting should be primarily conducted by the president and vice president, but remain informal. Encourage other officers and current members to attend and tell a short story of their involvement in the organization. Sample invitation letters, recruiting flyers, recruiting powerpoints, and other material can be found at: http://hkn.org/admin/documents.html

A. Ensure that there is food and drinks at the meeting to encourage attendance. The treasurer should be able to reimburse the person who purchases the food, drinks, plates, napkins, cups, etc.
B. The meeting should congratulate the initiates on their achievements, mention notable HKN members (such as Larry Page, co-founder of Google, who was an HKN president at the University of Michigan Ann Arbor), and emphasize the benefits of joining Eta Kappa Nu.
C. Emphasize the potential for growth by joining HKN. Developing leadership skills, developing communication skills, making personal connections with the top ECE students, etc. Joining HKN helps build a resume, but members should focus on improving themselves and their community/department.

6. Familiarize Yourself With the Pledge Activities

The vice president should know the requirements for joining HKN and keep track of pledge progress.

A. Determine the requirements for joining our chapter of HKN other than being top of the class. The President and Vice President should decide on the pledge duties early in the semester before invitations are sent out (reading the Bylaws, completing an exam, completing service hours, and getting faculty signatures are good ideas).
B. Our members are proud of our commitment to the organization. Paying dues/fees is not enough to join HKN. That being said, the induction ceremony is a very important part of becoming a member of HKN. It stresses the importance of ethics, honesty, and truth. It also emphasizes self-improvement and social obligation. It is an absolute requirement to attend the induction ceremony. You must inform headquarters of those initiates who did not attend if certificates have already been ordered.
C. You may want to create a spreadsheet to keep track of the progress of the initiates. Whether or not a check has been received, an electee exam has been received, if a person is interested or not, etc.

7. Plan and Execute the Induction Ceremony and Banquet

The vice president is in charge of the induction ceremony and banquet as well.

A. A date a time should be selected for the induction/banquet that allows enough time for there to be at least one general body meeting before the induction ceremony and one general body meeting after the induction ceremony. This allows initiates to attend a meeting before becoming a member and also allows them to participate in the officer election after becoming a member.
B. The vice president of HKN should contact Tau Beta Pi (honor society for all engineering disciplines) and possibly Pi Tau Sigma (honor society for mechanical engineers) for a joint banquet ceremony. The Tau Beta Pi and Eta Kappa Nu induction ceremonies must **NOT** overlap. It is possible that a person be an initiate to both organizations.
C. Preparations must be made for the induction ceremony including the revision of the induction ceremony script. The current script is located in the office, but should also be in the officer downloads page of our website. The induction script gives more detail about the ceremony itself. Special attention should be made to preserve the ceremony's integrity.
D. It is customary to invite ECE faculty to the banquet ceremony and the faculty advisor of HKN should say a few words before dinner.

E. Initiates may bring friends and family to the banquet, but it is up to the vice president, treasurer, and president to determine if there will be an additional charge per guest.

F. Note that if you would like to distribute certificates at the ceremony, all paperwork and dues must be submitted at least 3 weeks prior to the ceremony to allow time for printing and shipping. This is likely unreasonable, unless you only hold an induction ceremony once per year. Otherwise, the certificates will not be ready until after the induction ceremony.

Note: If the banquet is being held at the University Center, it is likely that you will have to use their caterers for the event. If the banquet is open to everyone at the university, you may be able to obtain SOAC money (each organization has $1500 from June of one year to June of the next to spend). See someone at the Student Activities Office for more details and the necessary forms. The banquet may be open to everyone, but the induction ceremony is only open to the presiding officers and the initiates.

Note: Please read the induction ceremony script for more details. The script includes set up information and the outline for the ceremony.

8. Notes Concerning Documents and Forms

Pay close attention to deadlines and forms that should be met by either the president or the corresponding secretary.

A. The New Pledge Information Form should be sent to headquarters after the pledge invitations have been received by the eligible invitees.
B. The New Member Requisition Form should be sent after the induction ceremony and the initiates become members. Note that $40 per initiate must go to headquarters along with this form. After this form is received, the certificates will be printed and likely mailed to the university. Our mailbox is located on the 2nd floor of the University Center along with all of the other student organizations'.
C. The Notice of Election of Officers Form should be sent to headquarters after new officers have been elected.

Note: A form must be filled out to obtain a key to the office. This is also handled by the corresponding secretary. Our office is room number 1311 EC (Engineering Complex). It is recommended that a minimal number of keys are assigned. For example, the president, vice president, and treasurer should have a key. Keys should be returned to Campus Safety after serving a term unless the officer is reelected to a term and the president/vice president allow him or her to keep it.

9. Miscellaneous Notes

These are other duties or advice that should not be overlooked.

A. Do not limit yourself to the tasks outlined above—You will get the most out of your position by involving yourself with everything in the organization. Think of ways to make the organization better.
B. Communication between officers is crucial. Meet with the president often and hold regular officer meetings. Part of the vice president's job is helping the president keep the other officers on task.
C. As students, we all have responsibilities in the class room. There might be some officers who take a full-time co-op too. However, we cannot neglect our positions. Along with the president, it is the vice president's duty to make sure that an officer is putting in enough effort. If the president and vice president agree that a person is not suited for the job, the disciplinary process outlined in the bylaws should be followed.
D. Our primary email address for our chapter of HKN is hkn.umd@gmail.com, we also have hkn@engin.umd.umich.edu *(note that hkn@umd.umich.edu is Dr. Herbert Kaufman's email address).*
E. You should assist the president in creating an agenda for the meetings. The vice president should complete tasks delegated by the president.
F. Finally, you should assist the president in delegating tasks to other officers, but be careful not to overstep your bounds.

10. Committee Notes

A. It is optional to have committees involved in our chapter of HKN, but it is very beneficial. Several committees can lighten the work load for the officers. For example, a recruiting committee chair can organize personal calls to invitees, help with the induction ceremony arrangements, etc.
B. Ideas for committees include: tutoring, fund raising, recruiting, events, (community) service, etc. These types of committees encourage involvement and can increase the productivity of the honor society.
C. In general, committees can be created and dissolved by the president.

Notes about revising/maintaining this document:

1. Maintain two copies of the document (e.g., .doc and .pdf formats).
2. Make previous copies available (i.e., make previous revisions accessible to future officers, these manuals should be archived).

Many of the tasks outlined in this manual may overlap with other officers' duties, especially in future semesters when the instruction manuals have matured. However, it is the President and Vice President's duties to manage the organization together.

This position requires proper planning and motivation. Team work and communication skills are vital too. If you have any questions talk to the previous vice president. Good luck and enjoy the position!

Chapter Office Organization and Inventory

During this past summer, our officers took the initiative to clean and organize the chapter's office. Our office is shared with Tau Beta Pi, the Engineering Honor Society, and Pi Tau Sigma, the Mechanical Engineering Honor Society; and it was an unorganized collection of all three organizations' material. Our primary goal of this task was to ensure that our officers are accountable for our assets in the future, as well as rediscovering resources that past officers may have left behind.

Our first priority was to separate the material that belongs to Eta Kappa Nu from the material that belongs to TBP or PTS. In our shared office, there are three filing cabinets with an assortment of papers, pictures, books, and other somewhat random items. In fact, we found a copy of a 1986 edition of the IEEE Potentials or Spectrum magazine. We filtered through the mounds of paper and eventually we were left with a pile of materials to return to the IEEE student chapter, and we were also able to separate our assets from TBP's and PTS's resources. Within our filing cabinets, we found a small treasure trove of lost pictures and fliers from past events. Among the greatest asset we rediscovered was a large banner that was made specifically for our chapter.

Another long term goal we are progressing towards is making the materials we found in the office available online. We held on to at least one copy of each document so it could be scanned to our officer database. The documents contained information such as previous officers' names, previous events held on campus, and other potentially useful data. We are also looking into contacting former officers to see if they would like to become an alumni advisor to our chapter. Also, the pictures we found gave us insight into past traditions such as the initiation room setup (including the banner we found in the office) and past events such as students vs faculty volleyball.

Finally, the last priority we had during the organization and inventory of the office is enumeration the assets we have in the office that are valuable. In previous semesters, officers never kept an exact count of pins or cords and stoles. We tallied the number of pins, cords, stoles, shirts, multimeters, and other miscellaneous electronics supplies that we have for sale. This inventory was recorded and made available for officers to access online. As items are distributed or sold, the change in inventory is recorded and initialed by the responsible officer.

We hope that by keeping a detailed track of how our assets are being distributed, we can discourage theft and encourage transparency in the organization. For future sales, say T-shirts that we buy in bulk, this strategy can ensure that we reduce the number of unaccounted for sales and make it easier to purchase new products in a timely fashion. This should also improve our efficiency as we look towards the future efficient and more able to host seminars and events.

The newly rediscovered banner of the Theta Tau chapter

Membership Index

Over the past two semesters, we have noticed a difficulty in keeping track of current members. Furthermore, there has been trouble keeping track of "active" members for chapter voting purposes. For this reason, we have decided to create a detailed member index in order to make this task easier for future officers.

There are several goals we hope to accomplish by completing this member index. One problem that we have consistently encountered in the past is determining who is already a member of HKN. For example, when we receive a list of eligible students we have to filter out who is already a member of HKN before sending out invitations. Another goal we have in mind for the index is accumulating an accurate email list and graduation dates of members, in order to decide who should still be receiving email. Finally, we hope to keep in touch with members who have graduated and are willing to give back to the organization (either by speaking at events, planning tours at their respective companies, obtaining co-op or full employment opportunities for current members, etc.).

The first step we took towards accomplishing our goals was obtaining a list of all members inducted into the Theta Tau chapter of Eta Kappa Nu. We easily accomplished this by contacting Melissa Swartz from HKN headquarters. She provided us a complete history of our past inductees, including the initiation dates. We then contacted several offices at our university to obtain contact info for these individuals. This proved to be a difficult task; handing out people's personal information is an understandably touchy subject. We contacted the Engineering Advising Office, the University of Michigan – Dearborn Enrollment Office, the Student Activities Office, Alumni Relations Office, and HKN headquarters to inquire if it is

possible to obtain this information. In our e-mail we stated what we intended to do with this information:

> Our primary goal is to contact HKN members about upcoming meetings or events. We'd like alumni who are still in the area to stay active members if they'd like.
>
> What we'll do is take the contact list and send out one email. The email will give the member a brief summary of what we plan on doing this semester. However, we want the focus of the email to be an **opt-in or opt-out**, in case they wish to receiver no further emails from our chapter.
>
> As of right now, we have a very unorganized contact list from previous officers. There are people on the list who are not HKN members, we have people who may not even attend this university, etc. We want a legitimate list of contacts (current and past) to work with.
>
> For current students who don't know the current officers, we'd like to let them know that HKN will be becoming more active than it has been in the past few years. We want to let past students know that we are taking pride in the organization and benefiting our community.
>
> It will be the person's choice whether or not to receive further emails. If they say they don't want to receive our emails, then we can take them off the email list (but we'd still like to keep their contact information on record). Some alumni will be more helpful than others. They may attend meetings/social events and even offer us valuable contacts into the industry.
>
> After we hear back from them (opting in or out), we will probably ask them a few questions like where they work and asking them if their employer would be interested in hiring HKN interns or co-ops.
>
> We already have a list of all Theta Tau chapter members of HKN going back to 1981 and we would like some aid in getting (not necessarily all) their email addresses.
>
> Bashar Alnarraie
> Corresponding Secretary
> Eta Kappa Nu – Theta Tau Chapter

Unfortunately, no one was has been able to divulge this information. As an indirect method, we have used our university's Zimbra Web-mail directory to find email addresses. By searching each individuals name we were able to manually find email addresses. However, the "Zmail" system is a relatively new email system. Thus, only students who were enrolled in a class with the past twelve months were found in the system. Regardless, it gave us a good starting point from which to build on.

Another avenue that we are trying to pursue information through is our Alumni Relations Office. Although the director would not give us contact info of HKN alumni, he was willing to send out a mass email on our organizations behalf to all applicable graduates. With this email, we can hear back from alumni if they are interested in giving back to the chapter.

We are proud that we have made much progress at this task. We hope in the future to expand the information we have and, hopefully, create a user base of dedicated alumni who are willing to give back to the organization. This list will be passed down to the next group of officers and we hope it is kept up to date every semester.

Revised Chapter Bylaws

In this past year, the Theta Tau chapter of Eta Kappa Nu revised its Bylaws for the first time since the formation of our chapter in 1981. A couple of semesters had passed since the completely new group of officers took control of the Theta Tau Chapter without much information to work with. Most of the Fall semester had been dedicated to planning and hosting the 2009 HKN Student Leadership Conference. However, after the conference's successful conclusion, the new officers began to wonder about the specific details of the chapter's history and rules that govern it. In the winter semester, we requested a copy of our Bylaws from the university to learn more. We were shocked to find, what appeared to be, a copy of the original Bylaws from our chapter's formation in 1981. The new vice president took the time to review the Bylaws in detail and proposed that we update them based on what he read.

The new vice president found a few major flaws in the Bylaws, such as a previously unknown loop hole, which allowed people with lower GPAs to be eligible to join. In other words, the original set of Bylaws defined the top 1/3 of seniors to be anyone with a 3.0 or higher and the top 1/4 of juniors to be anyone with a 3.2 or higher. Therefore, it could be justified that we invite students that are not technically the top third of seniors or top quarter of juniors using the lenient definition in the Bylaws. This loop hole probably existed in the early years of the chapter due to the limited ability to obtain an accurate list of invitees in the past. However, the Article VII *Section 3* of the national constitution of Eta Kappa Nu specifically states:

> Juniors who have a cumulative scholastic rank in the upper quarter of their electrical or computer engineering class may be elected. A junior means any enrolled student in an accredited course in electrical or computer engineering who has completed one-half of the scholastic requirements for the bachelor's degree.
>
> Seniors who have a cumulative scholastic rank in the upper third of their electrical or computer engineering class may be elected. A senior means any enrolled student in an accredited course in electrical or computer engineering who has completed three-fourths of the scholastic requirements for the bachelor's degree.

Furthermore, the national constitution Article IV *Section 11* says:

> Bylaws adopted by a College Chapter for its government shall not conflict with the Constitution. Such Bylaws and all changes thereto, must be approved by each member of The Executive Council. In the event of enactment of any future amendments to the Constitution, with which the chapter Bylaws may become in conflict, such conflicting Bylaws shall thereby become void.

It is now possible to get an accurate list of eligible students digitally; therefore, there was an urgent need to, at a minimum, revise that section of our Bylaws which defined the top third and top quarter of students with a GPA cutoff.

Not only were the controversial sections removed from the Bylaws, but new sections were added as a way to guide new officers. For example, we mentioned a few responsibilities that each officer has based on his/her position. Also, important information such as a tax form reminder is included: "Chapters that receive less than $25,000 in gross receipts must file an e-postcard with the IRS stating the contact information for the chapter and confirming that the chapter has not earned more than $25,000. This is the Treasurer's responsibility and must be completed annually by November 1 online."

The new Bylaws were drafted by the Vice President; several meetings were held by the officers in order to come to a consensus on certain clauses before proposing the new Bylaws to the general body via email. The email contained the newly drafted Bylaws along with the original Bylaws and was distributed to all of the members along with the time, date, and location of the meeting in order to approve the changes.

The meeting to approve/disapprove the Bylaws had a great turnout, with most of the active members in attendance. The changes were approved by an overwhelming majority and signed by the officers. The Bylaws were given to the university and shortly thereafter were approved. Finally, the Bylaws were also sent to headquarters and we are awaiting confirmation from the joint HKN-IEEE board.

Looking towards the future, we want the chapter to be more stable and the officers to be held more accountable. We hope to have at least one officer per year scrutinize the current Bylaws and ensure that the Bylaws: 1. Do not conflict with the national constitution, and 2. Are being observed by the officers in charge.

The new Bylaws (still pending approval through the new HKN-IEEE headquarters) can be seen in its entirety on the following pages:

BYLAWS

OF

ETA KAPPA NU ASSOCIATION

THETA TAU CHAPTER

University of Michigan – Dearborn

Revised April 7th, 2010

BYLAWS OF THE ETA KAPPA NU ASSOCIATION
THETA TAU CHAPTER

ARTICLE I – Chapter Charter

Section 1.01: The name of this chapter is the Theta Tau chapter of the Eta Kappa Nu Association.

Section 1.02: This chapter is located at the University of Michigan – Dearborn, Dearborn, MI.

ARTICLE II - Chapter Bylaws

Section 2.01: These Bylaws shall be the official governing document of the Theta Tau chapter of Eta Kappa Nu and are subject to the Constitution and Bylaws of the Eta Kappa Nu Association and to future changes in those documents.

Section 2.02: Original chapter bylaws must be approved by a 2/3 majority vote of all student chapter Charter members, approval from any required university organization, and approval by the HKN Executive Council.

Section 2.03: Amendment of these chapter bylaws must be approved by 2/3 majority vote of all active chapter members. The amended Chapter Bylaws will become effective upon:

a.) The required Chapter vote.
b.) Receipt of approval from any required university organization.
c.) Approval by the HKN Executive Council.

Section 2.04: Active Membership – active membership constitutes:

a.) Newly inducted members (for the remainder of the semester).
b.) For a member to retain active status, he or she must attend at least two (2) meetings each Fall semester and two (2) meetings each Winter semester.

Section 2.05: The rules governing this organization for conducting business shall be, in order of precedence:

a.) The Constitution of the Eta Kappa Nu Association
b.) The Bylaws of the Eta Kappa Nu Association
c.) The Bylaws of the Theta Tau chapter of Eta Kappa Nu

ARTICLE III - Chapter Emblem, Colors, and Insignia

Section 3.01: The official emblem of the chapter shall be the Wheatstone Bridge.

Section 3.02: The official colors of the chapter shall be navy-blue and scarlet.

Section 3.03: The official graduation insignia for the chapter shall be the Eta Kappa Nu Honor Stole or Honor Cord.

ARTICLE IV - Objectives

Section 4.01: To uphold the purposes and ideals of the Eta Kappa Nu Association as set forth in the Association's Constitution and Bylaws.

Section 4.02: To promote and encourage excellence in electrical and computer engineering education for the betterment of fellow students, the ECE department, the College of Engineering and the public at large.

Section 4.03: To promote and encourage among the students of the University of Michigan - Dearborn, a desire for higher scholastic standing and greater knowledge in the studies prescribed in the electrical and computer engineering curriculum.

Section 4.04: To foster a spirit of respect and cooperation with the faculty of the University of Michigan - Dearborn.

Section 4.05: To cooperate with and support the activities of the local student branch of the Institute of Electrical and Electronics Engineers.

Section 4.06: To cooperate with the other honor societies on the campus.

Section 4.07: To cooperate with other chapters of Eta Kappa Nu.

ARTICLE V - Chapter Office, Records, and Trustees

Section 5.01: The records of the chapter which include chapter correspondence, membership signature book, financial records, chapter meeting minutes and other records deemed important (including these Bylaws and the Constitution) shall be located in our office in room 1311 HPEC (Engineering Complex).

Section 5.02: The trustee committee for the chapter shall consist of the ECE faculty at the University of Michigan - Dearborn. The Faculty Advisor(s) of the chapter shall chair this committee. Upon the resignation of, or incapacity of said chair, the committee shall elect its chair from its membership.

Section 5.03: Should the chapter become inactive, the trustee committee shall:

a.) Be custodian of all funds, records, and paraphernalia of the chapter.
b.) Have full power to act and vote for the chapter during the period of inactivity exactly as if the chapter was in active participation.
c.) Have full power, with the approval of the HKN Executive Director, to reorganize and reactivate the chapter when it deems the time is appropriate.

ARTICLE VI - Membership Eligibility and Qualification

Individuals are eligible for consideration for membership in the Theta Tau chapter of Eta Kappa Nu if they are of unimpeachable character, have the ability to make use of the knowledge and the information acquired, have the capacity and willingness for hard work, and have a genial nature and ability to work in harmony with all types of people -- **and** meet the academic qualifications for membership as specified below:

Section 6.01: Undergraduate Junior: Any enrolled student who has completed one-half of the scholastic requirements for the bachelor's degree in electrical or computer engineering, and has a cumulative ranking in the upper quarter of their class.

Section 6.02: Undergraduate Senior: Any enrolled student who has completed three-fourths of the scholastic requirements for the bachelor's degree in electrical or computer engineering, and has a cumulative ranking in the upper third of their class.

Section 6.03: Graduate Students: Graduate students may be nominated to membership by any member of Eta Kappa Nu, provided they have completed the equivalent of one semester of full-time study at the University of Michigan – Dearborn and that such study is related to an advanced degree in electrical or computer engineering.

Section 6.04: Faculty: All faculty members shall be eligible for membership by virtue of their faculty position.

Section 6.05: Professional Member: Any electrical or computer engineer who has done significant meritorious work in the electrical or computer engineering profession or allied pursuits. He or she must also have written approval and endorsement of the chapter faculty advisor and the head of the ECE department.

ARTICLE VII - Member Election

Section 7.01: Eligible candidates shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with the Eta Kappa Nu organization and requirements for membership, and to better acquaint the current members with the prospective members.

Section 7.02: At the discretion of the membership, each candidate shall be interviewed before the election meeting. Such interviews shall be held at a time that is convenient to both the candidate and the members. The purpose of the interview is to acquaint the members with the candidate and it must be conducted in a dignified and serious manner, conforming to the ideals and aims of the Association.

Section 7.03: Eligible students shall be elected to pledging candidates on the basis of the following three considerations:

a.) Scholastic Rank in Electrical and Computer Engineering class.
b.) Extra-curricular activities and/or outside work.
c.) Personality and character, without regard to sex, race, religion, or political belief.

Section 7.06: Names and information for all candidates to be inducted shall be sent to HKN headquarters a minimum of three weeks prior to the induction date to enable membership certificates to be prepared for the initiation ceremony.

MEMBERSHIP IN ETA KAPPA NU IS ONLY VALID WHEN ASSOCIATION FEES HAVE BEEN RECEIVED AND RECORDED BY HEADQUARTERS' STAFF AND ALL ACCURATE INDIVIDUAL INFORMATION HAS BEEN ENTERED IN THE ASSOCIATION'S DATABASE.

Section 7.07: The formal induction shall proceed according to the Induction Ritual of the Association as shown on the Eta Kappa Nu Website. To become a member of Eta Kappa Nu, an inductee MUST

attend an induction ceremony. Eta Kappa Nu headquarters must be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony.

ARTICLE IX – Chapter Officer Duties

In addition to the national duties of the officers, the following duties should be fulfilled:

Section 8.01: The duties of the President shall be:

a.) Preside over all regular meetings of the chapter.
b.) Preside over Executive Board meetings.
c.) Call special meetings at any time or within two weeks upon request of five active members.
d.) Oversee all committees.
e.) Any other reasonable responsibilities usually accorded to this position.

Section 8.02: The duties of the Vice-President shall be:

a.) Assume the duties of the President in the event the President is unable to perform normal duties.
b.) Responsible for organizing and executing the induction ceremony.
c.) Responsible for submitting nominations for association-wide awards.
d.) Perform any other tasks as requested by the President.

Section 8.03: The duties of the Corresponding Secretary shall be:

a.) Handle all correspondence of the chapter, except that pertaining to the Treasurer or Bridge (Web) Correspondent's office.
b.) Certify and transmit mail convention results to headquarters.
c.) File new member requisition forms with headquarters.

d.) File notices of officer elections with headquarters.
e.) Handle all special correspondence with headquarters, other Eta Kappa Nu chapters, and other campus societies and organizations.
f.) Notify headquarters in the event of change of Faculty Advisor.

Section 8.04: The duties of the Recording Secretary shall be:

a.) Keep a record of all meetings, including taking roll call.
b.) Issue notices and publicize all meetings and event.
c.) Maintain an accurate record of all undergraduate and graduate members of the chapter.

Section 8.05: The duties of the Treasurer shall be:

a.) Administer all chapter bank accounts and funds.
b.) Collect all dues and other income and deposit funds.
c.) Pay all bills; make other payments as authorized.
d.) Prepare and present a financial status report at each regular chapter meeting.

Section 8.06: The duties of the Bridge (Web) Correspondent shall be:

a.) Submit appropriate chapter information, publicity, and photos for the chapter page on the www.HKN.org.
b.) Maintain all related chapter web resources, including (but not limited to) the website.
c.) Act as the chapter's Historian.

ARTICLE IX – Chapter Officer Elections

Section 9.01: Chapter officers shall be elected once every semester. Officers shall be elected in a separate meeting following initiation. This

meeting may occur during a general body meeting if announced prior to the meeting.

Section 9.02: All newly elected officers shall take office at the conclusion of the semester. Elections are to be held to allow sufficient time to ensure a smooth transition of officers. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers.

Section 9.03: The Chapter officers for the Chapter shall be President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Bridge (Web) Correspondent, elected in the order listed.

Section 9.04: Nominations may be made from the floor at the election. The election shall be conducted by secret ballot. If no majority is received in the ballot, a second ballot shall be held between the leading candidates. This process shall continue until a majority is reached.

Section 9.05: If the active membership of the chapter is small, any two offices may be combined, or one individual may be elected to two offices. In addition to the specific duties listed below, each officer must perform any additional duties as delegated by the President.

Section 9.06: Any vacancy in the offices of the Chapter shall be filled at the first regular meeting after the vacancy occurs, and when possible, before the vacancy occurs. The interim officer shall hold office until the following election.

Section 9.07: The position of "Friend of Theta Tau" may be appointed to any non-member who wishes to become active participant in the Theta Tau chapter provided:

a.) The individual receives a two-thirds (2/3) majority vote of the active members present at the election meeting.

ARTICLE X - Faculty Advisor(s) and Alumnus Advisor(s)

Section 10.01: The Chapter shall have at least one Faculty Advisor who shall serve as liaison between the chapter and the college.

a.) The Faculty Advisor(s) shall be a member of Eta Kappa Nu, a current member of the ECE faculty, and appointed by the officers of the Theta Tau Chapter by a four-fifths (4/5) majority decision.
b.) The Faculty Advisor is invited to all chapter general meetings, special meetings, executive meetings, and special events.
c.) The Faculty Advisor shall help guide the officers and the chapter.

Section 10.02: The Faculty Advisor should refer to the "Eta Kappa Nu Reference Guide For College Chapter Faculty Advisor" for the Organization's expectations of him or her.

Section 10.03: The Chapter shall have at least one Alumnus who shall provide insight into how the organization was ran in the past and give advice to the officers of the Theta Tau chapter.

a.) The Alumnus Advisor(s) shall be a member of Eta Kappa Nu and appointed by the officers of the Theta Tau Chapter by a four-fifths (4/5) majority decision.
b.) The Alumnus Advisor is invited to all chapter general meetings, special meetings, executive meetings, and special events.

Section 10.04: Additional advisors may be added at the discretion of the Executive Board by a four-fifths (4/5) majority decision.

ARTICLE XI - Executive Board

Section 11.01: The Executive Board shall consist of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Bridge (Web) Correspondent, the Faculty

Advisor(s), and any elected advisor(s).

Section 11.02: The Executive Board shall have the power to make decisions affecting the day-to-day operation of the chapter between regularly scheduled chapter meetings.

Section 11.03: The Executive Board shall serve as a planning committee for activities throughout the semester and shall propose the initial agendas for the regular or special chapter meetings.

Section 11.04: A quorum for transaction of business at an Executive Board meeting shall be 2/3.

Section 11.05: The Faculty Advisor(s) and elected Advisor(s) must be invited to all Executive Board meetings, but are not required to attend.

Section 11.06: Decisions of the Executive Board may be overturned by a 3/4 majority vote of the chapter.

ARTICLE XII - Committees

Section 12.01: Committee membership shall be on a volunteer basis by each chapter member.

Section 12.02: Committees shall be formed and preserved on an as needed basis.

Section 12.03: In addition to the suggested committees specified below, the chapter president shall appoint such other committees as he or she deems necessary (with the approval of the Executive Board), or as deemed necessary, by the chapter.

Section 12.04: Committee chairs shall be appointed by Executive Board **OR** elected by the majority of the general body.

Section 12.05: Pledge (Recruiting) Committee - the Vice President shall be the chair of the pledge committee and he or she may appoint a co-

a.) Operates the pledging procedure in a dignified and serious manner.
b.) Arranges the proceedings of the induction of each group of inductees as prescribed by the constitution and ritual of the Eta Kappa Nu association.
c.) Arranges any other social affairs that may be held, including orientation receptions.
d.) Records the progress of electees in relation to their assigned projects.

Section 12.06: Tutoring Committee

a.) Organizes tutoring schedules and coordinates member signups for tutoring hours.
b.) Approaches faculty to assess demand for tutoring.

Section 12.07: Fundraising Committee - The treasurer shall serve as chair of the fundraising committee and he or she may appoint a co-chair.

a.) Identifies and implements Eta Kappa Nu chapter fundraising activities.
b.) Approaches local businesses to solicit donations for fundraising efforts (monetary donations or donated supplies).

Section 12.08: Activities and Service Committee

a.) Arranges guest speakers and seminars to be sponsored by the chapter.
b.) Organizes social events to be sponsored by the chapter.
c.) Identifies and presents service opportunities to chapter members that may include departmental, university, and community service projects.

ARTICLE XIII - Chapter Meetings

Section 13.01: A quorum for the legal transaction of chapter business shall consist of at least two-thirds (2/3) of the active members of the chapter. Student members pursuing a cooperative

program, or those who are off the campus on an industrial assignment at the time of a meeting, shall not be counted in the total membership for the purpose of determining a quorum.

Section 13.02: A minimum of three (3) general body meetings shall be held each semester (Fall and Winter). In addition to the general body meetings, a minimum of two (2) electee meetings shall be held. These meetings shall be independent of the induction ceremony and banquet.

Section 13.03: An officer election meeting must be held once per semester, and must be held after the induction ceremony of that semester. This meeting may be held in conjunction with a general body meeting.

Section 13.04: The chapter president may call a special meeting at any time, and shall be required to call a special meeting within two weeks upon request of five (5) active members or the faculty advisor.

Section 13.05: Except as provided in these Bylaws, all questions of order shall be decided by the Executive Board.

Section 13.06: The meeting procedure shall be:

a.) Roll Call (record attendance)
b.) Reading of minutes of previous meeting
c.) Officer Reports
d.) Committee Reports
e.) Old Unfinished Business
f.) New Business
g.) Election of Officers (if declared in advance)
h.) Appointment of Committees (if needed)
i.) Announcements and discussion
j.) Adjournment

ARTICLE XIV - Dues, Fees, and Assessments

Section 14.01: Initiate duties/activities shall be Determined by the Vice President (and Pledge/Recruiting Committee if applicable) on a semester basis. Suggested pledge activities include, but are not limited to:

a.) Pledge quiz related to the Bylaws/Constitution/History of Eta Kappa Nu or the Theta Tau chapter of Eta Kappa Nu.
b.) Community service hours.
c.) Volunteer hours for Theta Tau chapter sponsored activities.

Section 14.02: The local induction fee shall be eighty dollars ($80.00). This fee shall be equal to the local fee during the previous semester, unless the chapter has voted to amend this section of the Bylaws.

ARTICLE XV: Special Note Regarding IRS Requirements and Finances

Section 15.01: If the chapter receives more than $25,000 in total revenue in any given fiscal year, special tax forms must be filed. Eta Kappa Nu headquarters must be contacted whenever the chapter anticipates that revenues will exceed $25,000 during a fiscal year.

Section 15.02: Chapters that receive less than $25,000 in gross receipts must file an e-postcard with the IRS stating the contact information for the chapter and confirming that the chapter has not earned more than $25,000. This is the Treasurer's responsibility and must be completed annually by November 1 online.

Section 15.03: IRS section 509(a)(2) regulations restricts Eta Kappa Nu chapters from holding large investments. The IRS restricts the amount of income a chapter may earn from interest and dividends on investments to less than one-

third of the total chapter income. Eta Kappa Nu headquarters must be contacted if the chapter expects to receive over one-third of its annual revenue from interest and dividends.

Section 15.04: All income received from Grants and Contributions is restricted for use for charitable purposes as defined by the IRS for projects promoting excellence in electrical and computer engineering education. No portion of these funds may be used for food, social events, or other non-charitable chapter activities. Eta Kappa Nu headquarters should be contacted for specific guidance if needed. Strict accounting must be followed for any monies received from Grants and Contributions.

Section 15.05: The property of this chapter is irrevocably dedicated to charitable purposes and no part of the net income or assets of this chapter shall ever inure to the benefit of any officer or member thereof or to the benefit of any private person, or any organization not 501(c)(3) qualified by the IRS.

Section 15.06: For tax deductions, the Tax ID number for Theta Tau chapter shall be used. This Tax ID number is 36-3381083.

Section 15.07: The fiscal year for reporting revenue and expenses shall be July 1 through June 30.

ARTICLE XVI - Discipline

Section 16.01: In the event that disciplinary actions need to be taken against a member or officer, an appropriate punishment shall be determined by the Executive Board, as deemed necessary. The punishment should be agreed on by a two-thirds (2/3) majority of the Executive Board.

The above Bylaws for the Theta Tau chapter of Eta Kappa Nu were certified at a special meeting on:

_____
Date (MM/DD/YYYY)

We hereby attest that a 2/3 majority of active members were present and in favor of the above Bylaws.

_____	_____
President	Vice President
_____	_____
Corresponding Secretary	Recording Secretary
_____	_____
Treasurer	Bridge Correspondent

As per ARTICLE II, Section 2.03:

The amended Chapter Bylaws will become effective upon:

a.) The required Chapter vote (completed).
b.) Receipt of approval from any required university organization.
c.) Approval by the HKN Executive Council.

Initiation Packet

One problem that we have faced in the past is how overwhelming the initiating process was for inductees. During the informational meetings the initiates would receive several documents at once, each serving a different purpose. Furthermore, they would have been instructed to complete certain tasks (such as service hours). All of which must be returned to us before an unknown induction day. Often times this resulted in errors where the documents were filled out incorrectly, the documents were turned in separately throughout the semester, and tasks were not completed on time.

For this upcoming semester we decided to streamline the process by making a single, professional packet that will cover all the tasks required to be completed by each inductee. Each individual will be responsible for completing all of their respective tasks and we hope that the end result will be a faster, less hectic, initiation process.

When designing the packet, the first step we took was creating the basic outline of what each student should receive. We wanted to begin with statements by the officers and the faculty advisor congratulating the student on being eligible, and wishing them luck in the initiation process. Then, we wanted to give the students information to consider regarding why they should join HKN. After that is arguably the most important page of the packet: the "HKN Initiation Requirements Checklist". This page clearly outlines all the tasks and documents initiates must complete before initiation day. The checklist should be used by the initiate to keep track of his or her progress. The requirements checklist is then followed by the documents that each initiate needs to fill out. In our previous initiation process, these documents would be completely separate hand-outs and would be likely follow a different format from each other. For this packet

we created a new simple template that we applied to all the forms, giving the document a more professional look.

We also made several alterations to our “Signature Page”. Previously, we only required two faculty signatures. We have expanded this to include the ECE department head, our faculty advisor, and also fellow initiates. We believe that in order to join HKN, one must demonstrate a willingness to communicate, and should be proactive and motivate when contacting faculty members. Unfortunately, many students are shy and will find excuses not to talk to the faculty. We want to help students overcome their fears and help prepare them for a work atmosphere. The requirement for fellow initiate signatures is just a way to get the initiates talking to each other, creating friendships, and opening networking opportunities.

This upcoming semester will also feature a revamped exam that focuses on how the organization is ran. The previous exam questions were out of date and did not have a serious tone. We recreated the exam and removed or added questions accordingly. The new focus of the exam is to compel students to reference the HKN Constitution and Theta Tau Bylaws before becoming a member. This reinforces the idea that members should be able to challenge their leaders, especially in a situation where the officers are not leading the organization appropriately. In other words, knowledge is power.

A last minute addition to the packet, which will be implemented in Fall 2010, is holding a special event to put members on the spot to answer questions. In fact, this event was inspired by our local Tau Beta Pi chapter’s event called “The Smoker”. The initiates do not know what the event consists of until they arrive. This tests their ability to think on the spot, and the event also acts as a way to get to know each other. It is similar to a group interview, where one person is being questioned in front of the others. The questions can be personal, technical, or even comical

in nature. Of course, the members can refuse to answer a question if it makes them feel uneasy, but most of the time the questions are semi-technical, so this is not an issue. There is very little pressure during this event, except for those who have a fear of speaking in front of a group, which this event is geared to help them confront.

The following pages are the first edition of the newly branded “Initiation Packet”. It will be put into use for the first time in the Fall 2009 semester and should prove to be useful for many semesters to come:

Eta Kappa Nu – Theta Tau Chapter

FALL 2010 INITIATION PACKET

Name: _____ Date: _____

OFFICER STATEMENT

Congratulations! You are one of the very few Electrical and Computer Engineering students eligible to join Eta Kappa Nu! Do not let the greek letters fool you; we are neither a fraternity nor a sorority. Eta Kappa Nu (HKN) is a prestigious, nationally recognized, Electrical and Computer Engineering Honor Society. The fact that you were invited to join HKN proves that you have shown exemplary achievement thus far in your academic career. We hope that you take this invitation seriously and we wish you the best of luck in completing your initiation materials.

Best Wishes, Eta Kappa Nu - Theta Tau Chapter Officers

Michael Ehlert President	Bashar Alnarraie Vice President	Steven Brettschneider Corresponding Secretary
Erica Zyback Recording Secretary	Andrew Novotny Treasurer	Joshua Vallender Bridge/Web Correspondent

FACULTY STATEMENT

Dear invitee,

In my capacity as faculty advisor to Eta Kappa Nu, I am making a strong plea to you to accept the invitation and be a part of one of the most active honor societies for electrical and computer engineers. When I was invited to join HKN back in 1987, I was delighted and accepted the invitation and went through the induction ceremony. I will be frank and say it outright: it was an honor to be invited and I have since cherished my association with HKN over the last 23 years.

We have a very active group of officers trying to make our chapter one of the best in the country and you can help by accepting the invitation and putting your effort to make our chapter the most dynamic and forward looking unit.

M. Shridhar
Professor, Electrical and Computer Engineering
Associate Provost, Academic Affairs

WHY JOIN HKN?

1: Recognition

Ensure that your exceptional academic accomplishments and strong character are recognized by the entire ECE industry. Being an HKN member makes you stand out as a high achiever in our field. Graduating HKN members also have the opportunity to wear the HKN cords and stoles at graduation.

2: Networking Opportunities

Access numerous networking opportunities by joining an organization that has members in leading roles of corporations, government and universities. Join the ranks of people such as Co-founder of Apple Computer Inc. **Steve Wozniak** (aka "The Woz"), Co-founder of Intel Corporation **Gordon E. Moore**, Co-founder of Google Inc. **Larry Page** (former president of HKN at University of Michigan-Ann Arbor), and more!

3: Gain Access to Key Positions

Possess greater access to key positions and rapid career advancement as most organizations actively seek HKN members. Fellow HKN members can recommend co-op and internship opportunities in the ECE field too!

4: Long-term Relationships

Build a network of long-term relationships that will aid your career with HKN students who will become your friends and professional colleagues. Have fun at barbeques and social events while developing bonds that can last a lifetime!

5: Receive Advice

Get to know our department's faculty members on a personal level. Cooperate with them on HKN projects as well as receive valuable advice for your future. Meanwhile, receive advice about classes, professors, and life from students who have been where you are now.

6: Résumé Enhancer

Use your HKN membership as a résumé enhancer when seeking a position or applying for graduate school. Employers prefer to hire HKN members for their leadership, interpersonal and teamwork skills. HKN membership separates two otherwise equally qualified students allowing a company's hiring manager to make the right decision.

7: Help Our Community

Participate in events or programs to help the ECE Department, fellow students, and the entire community. Brainstorm new ways to help others or volunteer your time through an established service.

8: HKN Activities

Have fun at social events such as barbeques, HKN vs. TBP events, and HKN/IEEE Buffalo Wild Wing Night! Participate in HKN activities, which enable the development of vital professional skills such as leadership, communication skills, and teamwork through practical hands-on experience.

9: "HKN Only" Opportunities

Eta Kappa Nu holds annual student conventions, which are open to all members. These exist to gather the country's best ECE students together in one place to share ideas and meet new people. This allows HKN members to broaden knowledge, increase understanding and perfect professional skills through HKN Student Chapter Projects and networking.

10: Leadership Skills

Develop leadership skills to prepare for high track professional careers. Participate in HKN events and attend HKN meetings. Propose new ideas to the officers and take charge of the new program. Lead HKN Student Chapter Projects and get involved! Run for office or become a dedicated member!

HKN Initiation Requirements Checklist

- Attend an informational meeting or speak to one of the current officers.

  Date: _____ Officer Signature: _____

- Complete at least 2 hours of service, such as participating in a bake sale, offering your services for tutoring (coordinated by the tutoring committee), or think of your own way to help the community or department (approved by President or Vice President).

  Event: _____ Coordinator/Officer Signature: _____

  Hours: _____

- Fill out the Membership Application Form (see sheet 6)

- Pay a one-time $80 membership fee. This fee covers the cost of your certificate, the banquet dinner, a membership pin, and a two year subscription to the Bridge Magazine.

  Please make checks made payable to University of Michigan - Dearborn (Eta Kappa Nu).

- Complete the initiate signature page (see sheet 7).

  You must acquire the signature of our Faculty Advisor, the head of the ECE department, one other ECE professor, an HKN officer, and a fellow initiate.

- Fill out an initiate exam (See sheets 8-12) and attend the smoker on Tuesday, October 26th at 6pm (room is TBD).

- Attend the induction ceremony and banquet on 11-20-2010.

- **Graduate Students ONLY:** Obtain recommendation letter from the head of the ECE department.

Please turn all initiation materials in to any HKN officer or slip it under our office door (1311 EC). You can email Vice President Bashar Alnarraie at abashar@umich.edu to confirm it was received.

Membership Application Form

Name (As you want to appear on certificate): _____

Address: _____

Phone Number: _____

E-mail:_____

Birth Date: _____ **Expected Graduation Date:** _____

Check One: Graduate: _____ **Senior:** _____ **Junior:** _____

Check One: EE: _____ **CE:** _____ **Dual:** _____

Employment (EE/CE Related Only):

_____

_____

Other Organizational Affiliations and Positions:

_____

_____

_____

Signature: _____ **Date:** _____

HKN Initiate Signature Page

Name of the initiate (print): _____

1. **Name of Faculty Advisor (print):** _____

   Faculty Advisor Signature: _____

2. **Name of ECE Department Head (print):** _____

   ECE Department Head Signature: _____

3. **Name of ECE Professor (print):** _____

   ECE Professor Signature: _____

4. **Name of Fellow Initiate (print)**: _____

   Fellow Initiate Signature: _____

5. **Name of Fellow Initiate (print)**: _____

   Fellow Initiate Signature: _____

HKN ELECTEE EXAM

Tip: Make sure to have the HKN Constitution as well as the Theta Tau Bylaws available when answering some of these questions. Both are available at hkn.umd.umich.edu

1. What are the letter symbols that ETA KAPPA NU uses?

2. What is the first and last name of our founding father?

3. What date was ETA KAPPA NU established and where?

4. A) What is the diamond shaped object above the shield?

   B) How is it related to the three diagonal diamonds?

5. Why is the CADEUCEUS on the shield?

6. Name our Faculty Advisor.

7. What is the significance of Jupiter holding the lightning bolts on our emblem?

8. Name the six officers of ETA KAPPA NU and state their positions:

9. What is the name of our chapter of HKN?

10. What year was our chapter of ETA KAPPA NU established at the University of Michigan-Dearborn?

11. In your opinion, what was the most significant technological advancement of the last 100 years? Explain.

12. If you could change one thing about the College of Engineering, what would that be? Describe how you would do this?

13. Describe the duties of the “Corresponding Secretary” Officer Position.

14. In order to conduct Chapter Business, how many active members of the chapter must be present in order to form a quorum?

15. Which two people must give approval for a non-student to be eligible for induction into ETA KAPPA NU?

16. Describe the duties of the Recording Secretary as described by our chapter bylaws:

17. Divide 30 by half and add 10. What do you get?

18. Why do you want to join HKN?

19. What are the academic qualifications for an undergraduate junior to become an HKN member? Undergraduate senior?

20. Eligible students are elected to pledging candidates on the basis of what three considerations?

21. What are the four suggested committees?

22. How many general body meetings are held each semester?

23. What other on/off campus activities/organizations are you involved in?

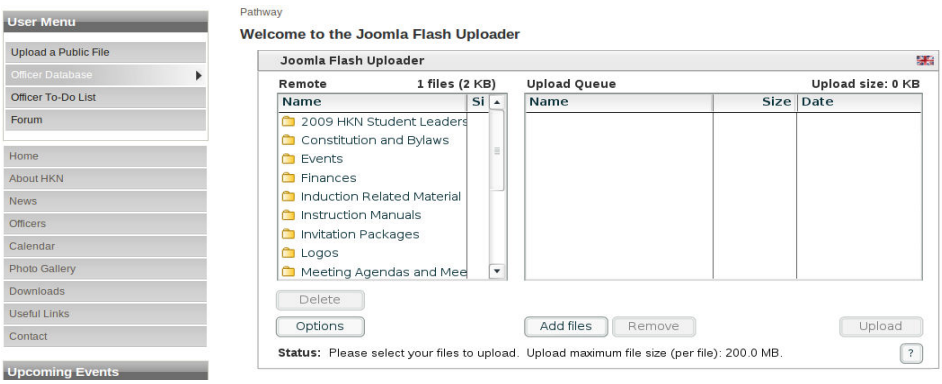
24. What abilities/qualities/skills do you possess that you believe will be an asset to Eta Kappa Nu – Theta Tau Chapter?

25. How often are officer elections held? What are the requirements for running for office and what are the rules for holding an election?

Officer Database

The Officer Database is a brand new addition to the website and the chapter. The goal of this database is to have one central location for all of our digital records. This includes past financial summaries, the new officer instruction manuals, past forms we have sent to headquarters, information and forms used for initiating new members, and more. The idea behind this is that the officers unavoidably collect a number of documents throughout the semester, and in previous semesters these were never held onto. However, future officers could greatly benefit from these past resources.

At the very least, these documents would serve as a reference for what tasks need to be completed. For example, the IRS 990N form that is due on an annual basis can be a confusing process for such a simple form. The form would be much simpler to fill out if future officers had a past copy of the form. Completed paperwork such as the New Membership Requisition form is available too.



The Officer Database web portal features an upload and download capability

Furthermore, we keep detailed financial records available in the data base. We were able to request past financial summaries separated by fiscal year from the Student Activities Office on campus. These records include all credits and debits associated with our account.

PG	Jnl Date	Jnl ID	Transaction Description	Reference	Account		Account Description	Amount	Vchr	Customer/Merchant/Vendor	Pcard Holder/SUB Uniquename
2006/2007							Beginning Balance	2,298.14			
C939951	09/21/2006	CRD0103024	T-SHIRT SALES	CRD	414170	Revenue	Agency Fund Deposit	1,000.00			
C939951	10/20/2006	0001994285	TRF FUNDS-Reg Stdt Conf	FR 403344	414200		Agency Trsf In (offset 624	430.00			
C939951	01/22/2007	CRD0103010	DUES/T-SHIRTS	CRD	414170		Agency Fund Deposit	1,012.00			
C939951	04/02/2007	CRD0103068	T-SHIRT SALES	CRD	414170		Agency Fund Deposit	100.00			
C939951	04/09/2007	CRD0103011	DUES	CRD	414170		Agency Fund Deposit	760.00			
							Revenue	3302			
C939951	07/14/2006	DBU8416JUV	SEMARSON	J27	815560	Expense	Misc Supplies and Other	148.40			
C939951	07/20/2006	DCP8421JUV	ETA KAPPA NU	J28/77008	814930		Memberships & Dues	400.00			
C939951	09/18/2006	DCP8416JUV	CHRIS SEMANSON	K66/79032	814584		Clothing and Apparel	400.00			
C939951	09/18/2006	DCP8416JUV	PARK ATHLETIC SUPPLY	K65/79031	814584		Clothing and Apparel	836.80			
C939951	09/26/2006	DCP8419JUV	ETA KAPPA NU	K83/79148	814930		Memberships & Dues	560.00			
C939951	09/30/2006	0001987129	T-shirts	C939957	816010		Agency Fund Allocations	-800.00			
C939951	10/09/2006	DBU8424JUV	C SEMANSON	L72	815560		Misc Supplies and Other	44.00			
C939951	10/09/2006	DBU8424JUV	C SEMANSON	L73	815560		Misc Supplies and Other	71.00			
C939951	10/11/2006	DCP8425JUV	CHRIS SEMANSON	L83/79962	814584		Clothing and Apparel	882.65			
C939951	10/16/2006	DBU8426JUV	YASMENA HUSSEIN	L85	815560		Misc Supplies and Other	51.00			
C939951	10/19/2006	SUB1994164	8494	939951 ETA K	815650		Copy Center Service	1.30	S1953821	UM DEARBORN SAO GRAPH	
C939951	11/22/2006	SUB2013286	Service Unit Billings	SUB	815020		Postage/Mailing	27.93			
C939951	01/31/2007	0002045829	Banquet	TO C939957	816010		Agency Fund Allocations	940.00			
C939951	03/19/2007	DCP8429JUV	COREY RADLEY	T66-85079	815560		Misc Supplies and Other	495.00			
C939951	03/19/2007	DCP8429JUV	COREY RADLEY	T67-85078	815560		Misc Supplies and Other	182.50			
C939951	03/29/2007	SUB2069544	Service Unit Billings	SUB	815020		Postage/Mailing	64.83			
C939951	06/12/2007	0002105081	Banquet expenses	TO C939957	816010		Agency Fund Allocations	300.00			
							Expense	4605.41			
C939951							Org Net Change	-1303.41			
							Org Current Balance	994.73			

2006-2007 Fiscal Year financial summary, included in the Finances section of the Officer Database

Other additions to the Officer Database are a collection of logos (the university's official logos, Eta Kappa Nu logos, etc.), our chapter's official letterhead, a copy of our chapter's Bylaws and the national Constitution, the officer instruction manuals, and folders dedicated to past events that we have sponsored. Not to mention, everything related to inductions are stored here. This includes the invitation letters, list of invitees, recruiting material, and more.

Currently, the Officer Database is an extension of the website. However, in the future we will consider storing the database on our own computer/server within the office. Nevertheless, the Officer Database should add to the stability we are working towards as a chapter.

Academic Honor Code Meeting

In the winter semester, officers from Eta Kappa Nu and IEEE met with the chair of the ECE department to discuss concerns with the Academic Honor Code in our department. The meeting began with the head of the ECE department mentioning how seriously the university takes the Academic Honor Code. As officers an honor society, which recognizes the importance of integrity, we agreed that cheating should be prevented in any way possible.

The goal of this meeting was not to "snitch" on fellow students, but remind students that the Academic Honor Code should not be taken lightly. The faculty subsequently disclosed to the students in their classes that cheating of any kind will not be tolerated for the sake of all students' well-being. It has been said that cheating only hurts the cheater, but it affects those around him or her too. By passing cheaters through to graduation, it makes the entire university look bad when the cheater cannot perform well in the industry. Not to mention, the cheaters have proven that they are not opposed to unethical behaviors.

During the meeting, the chair of the ECE department inquired how the ECE faculty could more effectively discourage cheating in the classes. As students, we were able to give her a different perspective on how cheating most likely occurs in classes and how to prevent it. We suggested that the professor should be present at all times during exams and actively looking for cheaters. We also mentioned that having an additional exam proctor there would be useful for walking up and down the rows of students. In addition, proctors should be checking the ground and chairs next to students for any books left open or notes that are visible. Students should also be seated with enough space in between them during exams.

Furthermore, we offered to provide our services as exam proctors if needed in the future. If there is an upcoming exam, the professor can request that an HKN member or officer help

proctor the exam. The professor can even request that an HKN member or officer proctor make-up exams or timed projects.

Later in the meeting, the head of the ECE department inquired as to how students may cheat outside of exams. We were able to provide insight on areas for improvement. For example, programming assignments are an area where the Academic Honor Code should be easily enforced, but is not always inspected as closely as it should. Additionally, labs for classes in which the lecturing professors are not present provide an opening for unethical opportunity to show itself.

HKN Tutoring Committee

Members of Eta Kappa Nu, the National Honor Society of Electrical and Computer Engineers, are dedicated to encouraging and recognizing excellence in the Electrical and Computer Engineering fields. As such, it is within that realm that its members need to encourage fellow students to perform at their peak and assist them in that endeavor. The University of Michigan—Dearborn chapter, Theta Tau, has initiated a program to allow its members, who have demonstrated exceptional academic prowess, to help the general engineering student body with its educational needs. Through an agreement with the university's Student Academic Support Services, Eta Kappa Nu has been given the opportunity to develop a partnership with the university and include its members in the university's pool of tutors. This opportunity entrusts HKN with the responsibility of handling any and all of the university's Electrical and Computer Engineering tutoring needs. By bolstering the educational process, HKN can ensure a steady influx of new members for years to come. The tutoring committee is one way of achieving this goal.

To assist tutors and committee staff in maintaining and improving this service the following documents have been assembled:

- [HKNTCF-00001] Tutor Signup
- [HKNTCF-00010] Becoming A Tutor
- [HKNTCF-00011] Tutoring Committee Outline
- [HKNTCF-00101b] Tutoring Stats Tracker backup
- [HKNTCF-00111] Tutor Request Form

The follow page contains a description of each tutoring committee resource, and is succeeded by the documents themselves.

[HKNTCF-00001] Tutor Signup
This document is to be dispersed at General Body Meetings where committee members can encourage HKN members to participate in this program. It is important to mention that tutors are the ambassadors of HKN and they represent the character demanded by the organization. As tutors they are to uphold the honor code and make every effort to give students the tools they need to succeed and not simply get them through another assignment.

[HKNTCF-00010] Becoming A Tutor
This document serves as a welcome letter to incoming tutors and provides them with a general overview about the program. The prerequisites of tutoring are outlined. The procedure they must follow to become an official university tutor is presented in a step-by-step format. This document also contains an explanation of other roles they can play in the chapter. As tutoring committee members it is their responsibility to participate in events that encourage furthering education in the Electrical and Computer Engineering fields. Tutors can organize academic seminars and group study/review sessions back by the support of the Electrical and Computer Engineering Department.

[HKNTCF-00011] Tutoring Committee Outline
The Tutoring Committee Outline provides a broad overview of the aspirations of the program. It outlines while not dictating the activities that the program wishes to provide. Here, the committee's commitment is identified. This document explains the goals of the committee and future plans. Also included is a basic outline of the management and procedural guidelines for officiating the committee.

[HKNTCF-00101b] Tutoring Stats Tracker_backup
Statistics are important to the tutoring committee as they serve a way for the program to adapt to the needs of the students. This document is a representation of the data collection tool the committee has implemented online. Tutors upon completing each session are to fill out the form online and a spreadsheet is logged with their statistics. The log provides a way to visualize the trends in the tutoring program and can be used to model a more efficient process. Another outcome of the data collected by tutors is the availability of insight they have into the overall needs of the student body. Using data collected by tutors, the committee can tailor seminars to fill gaps in the college's curriculum.

[HKNTCF-00111] Tutor Request Form
The program will not prove to be successful if no one uses it. Therefore a cover sheet for the university's tutor request form was drawn up. These sheets are made available to students at various locations around the engineering building. This document directs student to the Student Success Center's Academic Assistance Office located across campus as well as informs student about information regarding Eta Kappa Nu.

TUTORING COMMITTEE
ETA KAPPA NU - THETA TAU CHAPTER
UNIVERSITY OF MICHIGAN - DEARBORN

FALL 2010

HKN Tutor Signup

Name	E-mail

Becoming a HKN Tutor

Welcome to the Eta Kappa Nu's Tutoring Committee!

Members of Eta Kappa Nu, the National Honor Society of Electrical and Computer Engineers, are dedicated to encouraging and recognizing excellence in the Electrical and Computer Engineering fields. As such, it is within that realm that its members need to encourage fellow students to perform at their peak and assist them in that endeavor. The University of Michigan—Dearborn chapter, Theta Tau, has initiated a program to allow its members, who have demonstrated exceptional academic prowess, to help the general engineering student body with its educational needs. Through an agreement with the university's Student Academic Support Services, Eta Kappa Nu has been given the opportunity to develop a partnership with the university and include its members in the university's pool of tutors. This opportunity entrusts HKN with the responsibility of handling any and all of the university's Electrical and Computer Engineering tutoring needs.

As an HKN tutor you recognize the importance of fostering the knowledge of your peers. You understand that an intelligent student body creates a rewarding academic environment. As a member of the HKN Tutoring Committee you are now a part of our chapter's effort to generate just that kind of environment here at the University of Michigan - Dearborn.

REQUIRMENTS:

1. Membership in the Theta Tau chapter of Eta Kappa Nu

PROCEDURE:

The following steps outline the procedure you must take in order to register as a tutor with HKN and the University.

A. Contact the current HKN Tutoring Committee chair expressing your interest in the program.
B. Visit the Student Success Center located on the 2nd floor of the University Center (at the front of the building all the way at the end of the hallway).
   - Bring the following:
     - Current Resume
     - Unofficial copy of your transcript
       - You can tutor any course as long as you received a B or Better.
   - Prepare to fill out an application for employment by the university.
C. Notify the current HKN Tutoring Committee chair of the completion of your registration.

Once you are registered you will be added to a pool of tutors that will be made available to engineering students free of charge. You however, will be paid for your service by the Student Success Center at a rate determined by that office.

ADDITIONAL OPPORTUNITIES:

As a member of the Theta Tau Chapter's Tutoring Committee you have the opportunity to collaborate, plan, and preform seminars open to the student body during the semester. These seminars will focus on areas of interest in Electrical and Computer Engineering such as: C/C++/MATLAB/ASM programming, Circuit Analysis, Software Paradigms, Analog and Digital Signals Analysis, Digital Logic, and so on. It is possible that the topics of these seminars will be determined by statistics gathered by you and your fellow tutors based on the needs discovered in your tutoring sessions.

It is important to take an active role in the Tutoring Committee so that we in the Theta Tau chapter of Eta Kappa Nu can demonstrate our dedication to encouraging and recognizing excellence in the electrical and computer engineering fields. It is our goal to strengthen the quality of engineers produced by the University of Michigan - Dearborn.

HKN Tutoring Committee Outline

INDEX

1. Commitment
2. Goal
3. Forecast of Plans
4. Tutor Management/Procedures

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1. Commitment

Members of Eta Kappa Nu, the National Honor Society of Electrical and Computer Engineers, are dedicated to encouraging and recognizing excellence in the Electrical and Computer Engineering fields. As such, it is within that realm that its members need to encourage fellow students to perform at their peak and assist them in that endeavor. The University of Michigan—Dearborn chapter, Theta Tau, has initiated a program to allow its members, who have demonstrated exceptional academic prowess, to help the general engineering student body with its educational needs. Through an agreement with the university's Student Academic Support Services, Eta Kappa Nu has been given the opportunity to develop a partnership with the university and include its members in the university's pool of tutors. This opportunity entrusts HKN with the responsibility of handling any and all of the university's Electrical and Computer Engineering tutoring needs.

2. Goal

The goal of the HKN tutoring committee is to provide students in Electrical and Computer Engineering an avenue to seek educational assistance.

3. Plans

a. Free one-on-one tutoring with a registered HKN tutor
   i. Set up by Student Support Services and ECE office
      - Student just fills out form with ECE office

b. Free Group study/review sessions
   i. Students can request a review with their classmates before a test
      - HKN must be given sufficient time to prepare

c. Free Refresher Seminars
   i. Programming seminars
   ii. "Big Picture" seminars

d. Contact Professors
   i. Make them aware of program
   ii. Get exam schedule
   iii. Have representative visit on first week of class

4. Tutor Management/Procedures
   a. Roster
      <see spread sheet: HKN_Tutors.xls>
   b. Procedure
      i. Apply with Student Support Services
         - Resume
         - Application
         - Unofficial Transcript
      ii. Check-in
         - After each tutoring session send an e-mail to the tutoring committee chair with the following information:
            * Tutors name
            * Date of session
            * Subject tutored

            NOTE: Do not include students name, that is confidential. These stats are just to track active tutors and which classes need most tutoring.

TUTORING COMMITTEE FALL 2010
ETA KAPPA NU - THETA TAU CHAPTER
UNIVERSITY OF MICHIGAN - DEARBORN

HKN TUTOR RESPONSIBILITY

Welcome to the Eta Kappa Nu's Tutoring Committee!

Members of Eta Kappa Nu, the national honor society of electrical and computer engineers, are dedicated to encouraging and recognizing excellence in the electrical and computer engineering fields. As such, it is within that realm that members need to encourage and assist other students to perform at the peak of their skills. The University of Michigan - Dearborn chapter, Theta Tau, has installed a program to allow its members who have demonstrated exceptional academic prowess to help the general engineering student body in their educational needs. Through an agreement with the university's Student Support Services, Eta Kappa Nu has been given the opportunity to be included within the university's tutoring pool. This opportunity entrusts HKN with the responsibility of handling any and all of the university's Electrical and Computer Engineering tutoring needs.

As a HKN tutor you recognize the importance of fostering knowledge in your peers. You understand that an intelligent student body creates a rewarding academic environment. As a member of the HKN Tutoring Committee you are now a part of our chapter's effort to generate just that kind of environment here at the University of Michigan - Dearborn.

Responsibility:
As a HKN tutor you are charged with the responsibility of accurately and timely serving the needs of your students. It is expected of you to keep your knowledge of your assigned classes current. You are required to honor the scheduled times that are agreed upon between the Student Support Services, your student, and yourself. If you are unable to meet at the scheduled time you are responsible to notify your student and reschedule your appointment or follow the proper procedures to reassign another tutor.

After each tutoring session please fill out form HKNTCF-00101 providing the following information: It will be available on the website or by emailing the Tutoring Committee Chair.

* Tutors name
* Date of session
* Hours tutored
* Subject tutored

NOTE: Do not include student's name; that is confidential.
These stats are just to track active tutors and which classes need the most tutoring.

Tutor's Name (print)_____

Tutor's Signature_____ Date _____

HKNTCF-00100

Timestamp	Date :	Tutor's First Name	Hours Tutored :	Subject Tutored :	Points of Interest :	Tutor's Last Name

HKN Tutoring Statistics Tracker

Date of session: _____

Tutor's name: _____

Hours tutored: _____

Subject tutored: _____

Points of Interest: _____

(Warning: Do not take note of student's name!)

Tutor Request Form

Eta Kappa Nu (HKN), the Electrical and Computer Engineering Honor Society, has coordinated an effort with the University of Michigan - Dearborn's Student Success Center to provide a free-of-charge tutoring service.

Return the attached form to:

Student Success Center
Tutoring Services
2170 University Center
313-593-5340
FAX: 313-593-3390

This office is located on the 2nd floor of the U.C. facing the parking lot.

For information regarding the Student Success Center contact:

Perry V. Boyd II
2170 University Center
313-593-5425
perryii@umd.umich.edu

or for any questions please email:

hkn.umd@gmail.com

visit HKN at http://hkn.umd.umich.edu
for information about your honor society!

2009 HKN National Student Leadership Conference Planning

The Theta Tau chapter of Eta Kappa Nu hosted the HKN national 2009 Student Leadership Conference last Fall. This event took the most time and effort of anything we've done at our chapter. We spent most of the summer and fall leading up to the conference planning it and making the necessary arrangements to make it the most successful event this chapter of HKN has seen.

The main goals of the conference:

1. Provide relevant technical information in the EE/CE field to the attendees.
2. Have students develop networking and teambuilding skills throughout the conference.
3. Share our experiences as chapter leaders with fellow chapters of HKN.
4. Collaborate with other chapters and build relationships outside of our campus.
5. Spread the word about HKN around our campus. Use the conference as a highlight during membership recruiting.

Hosting the event was more difficult than could have been imagined. The officers that volunteered our chapter to host the event had graduated right before the start of the summer semester. They had not made any prior arrangements for the conference before leaving, nor did they give us any information to work with. Therein lies the biggest obstacle we had to overcome. As the group of brand new officers (which were inducted in March 2009), we had to learn how to run the chapter while concurrently trying to organize a national conference. Furthermore, the one task that we thought the previous officers had completed, booking the rooms for the conference, was not set in stone.

When we went to verify the reservation for the dates of the conference, the rooms were already booked by another external organization. After this realization, we determined that the best solution to this problem was to politely request that the conference be moved back to early November. With headquarters' approval, we were able postpone the conference for about two to

three weeks while we acquired the necessary accommodations for the event. Although the section of the building we reserved had a kitchen that was under construction, it was easily still the most equipped structure on our campus to host the event. In the meantime, our web correspondent added a section to our chapter's website which featured an interactive map of the building. There was an overview of the building, and you could click on a specific room to see a picture from that room's perspective.

After reserving the building for the event, we focused on finding a local hotel to provide a group discount. We had been investigating the nearby hotels for quite some time; in fact, our vice president's family owned a set of hotels in the metro area. We had some fantastic rates near the city of Dearborn, but they were a bit out of the way and transportation would have been an unexpected expense and inconvenience. Therefore, after working with HKN headquarters' liaison, Melissa Swartz, we were able to secure a much nicer hotel block at the Hyatt, which also solved the problem of transportation. The hotel was less than one mile away from the event; in fact, it was practically right across the street.

While handling the business of transportation and lodging, we were focusing on planning events for the conference and securing speakers for the events. Our Web Correspondent offered to contact the management of the Henry Ford Estate, a historical museum/site, which sits adjacent to our university. He was able to procure a free tour of the site, so the officers could evaluate its technical value to the conference. The officers decided that the Henry Ford Estate, although rich in culture and history, would not be an appropriate fit for the conference. Thus, the idea was pocketed in case of an emergency.

Meanwhile, our treasurer was establishing a theme for the team building event of the conference. He knew of a professor who instructs a business class for engineers, which makes use of a low-cost teambuilding exercise. The teambuilding exercise is based on the Mouse Trap

game, which then incorporates the ideas of working together efficiently, the benefits of accurately estimating results, and a bit of engineering to choose which aspects of the board to improve (in order to maximize the gain). The event consisted of running through several iterations of the game, making estimations of the productivity of the setup as we went along. After each iteration of the game and a round of estimations, Dr. Hank Lenox provided insight into the lessons that the exercise should be providing. For example, if productivity is overestimated, then obviously there will be a lack of supply. If the estimates were too conservative, then overproduction became a problem. Thus, the cost of storing the surplus goods will outweigh the costs of building new goods.

Another event we had planned for the conference, but never left the ground, was a Career Fair, which would be hosted alongside the conference. We had been in discussions with the university, the College of Engineering and Computer Science's Co-op Office, and companies in the region in order to launch a career fair that would be geared towards electrical and computer engineers. We had created a series of packages and informational flyers that were sent to the companies in the region, but the economy in the area had still not recovered. Also, the sponsorship forms experienced a similar lackluster response from companies who said that they had already allocated their funds to charities and non-profits for the year. However, we were able to ascertain funds from the University of Michigan-Dearborn.

Another disappointing obstacle we encountered was planning another interactive event for the conference. The project would have involved building autonomous robots, which would traverse a track without human interference. It could have been a major highlight of the conference and the idea was geared towards the theme of the conference. Chapters could have brought their own parts to modify the basic robot parts we provided, and each chapter would have been graded based performance. We were in the process of ordering parts for the event, but

the professors in charge of the track notified us that the track could not be taken across campus for the event. Furthermore, if we could not bring the track to the event, we would have had to worry about bringing the participants to the track, which would have easily wasted 30 minutes or more in travel. Also, the parts were very costly (approximately $1400 for the raw materials alone).

One of the tracks that would have been used for the robotics competition

In the end, we substituted the robot event for "Dominoes for Engineers". The event consisted of building individual devices, which would have to be incorporated with other individual's designs. Attendees were provided with photo-resistive transistors, LEDs, and other electrical components in order to make the standard device. The device was to illuminate an LED if it sensed light in the vicinity. It required students to make efficient use of time/space/resources

and consider each other's designs. After every student had built their own device, the students were broken into two teams. They would have to organize themselves in such a way that their device would provide the light source for the next team member's device. Thus, one team member would light the first device with a flash light, which would subsequently light the following devices. Teams were graded on creativity, the distance that their cumulative devices' light traveled, and their ability to work under pressure.

Although teamwork was a major consideration for the conference, we also wanted to provide a balanced panel of speakers throughout the day. We recruited professionals who could speak on behalf of the green energy movement and hybrid electric vehicles. For example, there was a plug-in hybrid electric vehicle (PHEV) display featuring the Saturn Vue PHEV. Nick Thorne, a Eta Kappa Nu alum of our university, spoke on behalf of Ford Motor Company's Sync program. Haukur Asgeirsson gave a lecture based on smart power grid technologies and intelligent charging of hybrid vehicles. Sherif Marakby, another Ford professional, discussed the ideas behind the gasoline/electric hybrid transmission and the thoughts behind charging the batteries of a hybrid-electric vehicle using regenerative braking technology. Not to mention the efficiency of using electric power while cruise control is engaged or during stop and go traffic.

Finally, we focused on the collaboration between chapters of Eta Kappa Nu. The Chapter Panel Discussion was the main highlight of inter-chapter collaboration. Every chapter was given a set of questions used to stimulate sharing of each chapter's experiences. Information was exchanged about events that each chapter held throughout the year, how to raise funds, how to keep members participating in events, and other similar topics. The best ideas at each table were presented to the entire room at the end of the discussion.

Another event used to encourage collaboration between chapters was HKN Jeopardy. There were a series of engineering or other related HKN questions presented in a Jeopardy style.

Not all questions were serious though; the event was also used to lighten the mood before dinner. Everyone had a good time due to the abundant humor throughout the event; whether it was a mistake in how a question was written, or the openly feuding OSU and U of M students.

Overall, the conference was a wonderful learning experience in both the planning and execution stages. The members and officers of the Theta Tau chapter were able to provide a friendly learning environment for the 2009 HKN National Conference. Although we were faced with adversity, we rose to the challenge and met it head on. We believe that we successfully accomplished all of the goals that we set out with in the beginning.

The following pages contain a summary sent out by HKN headquarters summarizing the conference, the forms we created for the conference, and as a final touch: a special collage of photographs taking during the conference.

ETA KAPPA NU

Electrical and Computer Engineering Honor Society

Theta Tau chapter at the University of Michigan, Dearborn hosts:

2009 Student Leadership Conference

"Driving Towards Tomorrow's Technology"

November 6-8, 2009

- Type or print all information clearly and completely
- Fill out 1 page per attendee from your chapter
- HQ must receive this form (e-mail info@hkn.org or fax: 1-800-406-2590) by Friday, October 23, 2009
- A resume CD of attendees will be available to conference sponsors. E-mail attendees' resumes in .doc or .pdf form to info@hkn.org by Friday, October 23, 2009 to be included.

Full Name: _____

Name as you would like it to appear on your badge: _____

School: _____ Chapter: _____

Email: _____ Phone/Cell Phone: _____

Are you an Officer? Yes / No If Yes, what is your title? _____

Faculty Advisor Name/Email: _____

Dietary restrictions? _____

Hotel reservation information:

Hyatt Regency Dearborn
600 Town Center Drive
Dearborn, Michigan, 48126-2793
Tel: +1-313-593-1234
Rate: $85.00/night

Reservations can be made until October 15, 2009 on a first-come-first-served basis until the room block is full.

Reservations can be made by calling central reservations at 1-800-233-1234 or using this private link: http://dearborn.hyatt.com/groupbooking/dttrdetak2009. If you book online through the Hyatt Web site or call central reservations, use the code: **G-ETAK**

ETA KAPPA NU *Electrical and Computer Engineering Honor Society*

University of Michigan Dearborn — Theta Tau chapter

University of Michigan - Dearborn
Department of Electrical and Computer Engineering
Executive Advisory Board of Theta Tau chapter, Eta Kappa Nu

October 9, 2009

Dear Employer:

It is with great pleasure that the Electrical and Computer Engineering Executive Advisory Board of Theta Tau chapter invites you to join the ETA KAPPA NU (HKN) Career Fair. HKN is the national electrical and computer engineering honor society and recognizes outstanding academic and leadership achievements by upperclassmen in these fields of interest. Your participation in the HKN Career Fair will target your recruiting efforts to the future leaders in the industry.

The Career Fair is co-located with the Eta Kappa Nu National Conference, entitled "Driving Towards Tomorrow's Technology" and hosted by Theta Tau chapter at the University of Michigan, Dearborn. It will take place Saturday, November 7, 2009. Attendance is projected to be high, with many of the top engineering schools nationwide represented. Last year's National Conference conducted in Carnegie Mellon University in Pittsburgh, Pennsylvania had nearly two-hundred students in attendance from around the country.

Another way to reach these top recruits is through sponsoring the conference. The scope of this national conference and career fair requires assistance from companies like yours. It is through generous contributions of our corporate partners that non-profit organizations, such as ours, can serve the community and our future engineering professionals.

This is a great opportunity for your company to promote itself amongst some of the best engineering students from across the nation. We hope to receive your response soon, and we hope that our career fair will host key companies in the engineering field, such as yours.

I look forward to your company's participation in this exciting event. Attached is the registration form and information relating to sponsorship. Please do not hesitate to contact me personally with any questions.

For more information and online registration forms please go to:
http://hkn.org/news/student_conferences.html
http://hkn.umd.umich.edu

Sincerely,

Kirit Patel
HKN Vice President – Theta Tau chapter
Email: kiritp@umd.umich.edu

ETA KAPPA NU *Electrical and Computer Engineering Honor Society*

University of Michigan-Dearborn —Theta Tau Chapter

HKN Career Fair Registration Form

Thank you for your interest in the HKN Career Fair! Please fill out the following form completely before submitting it. There are three methods for submitting your form: fax, mail, or email. If you would like to fax the form, please use F: 313-593-9967. If you would like to mail the form, send it to Eta Kappa Nu, 4901 Evergreen Rd, Dearborn, MI. 48128. If you would like to send an email, enter "Career Fair" as your subject line and send the saved form as an attachment to hkncareerfair@gmail.com.

Company Name:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Contact Name:

Contact Email Address:

Contact Phone Number:

Booths are available for a standard rate of $250. More information will be provided after registration.

Another way to reach these top recruits is through sponsoring the conference. The scope of this national conference and career fair requires assistance from companies like yours. It is through generous contributions of our corporate partners that non-profit organizations, such as ours, can serve the community and our future engineering professionals.

If you would like to sponsor the conference or the career fair, please review the following pages for sponsorship information:

If you have any questions please contact us at hkn.umd@gmail.com or contact the university co-op office by phone: (313) 593-5145

Thank you!

ETA KAPPA NU

Electrical and Computer Engineering Honor Society

Student Leadership Conference

Corporate Sponsorship Opportunities

Eta Kappa Nu (HKN), the electrical and computer engineering honor society, invites you to support the top electrical and computer engineering students as these future leaders gather to discuss leadership skills, career development and chapter management, among other timely topics. HKN, a 501(c)3 non profit organization, was founded in 1904 and inducts the top quarter of juniors, top third of seniors, graduate students, and distinguished professionals in electrical and computer engineering (ECE).

The 175 active HKN chapters across the United States are interested in forming closer relationships with industrial partners. University chapters focus on service to the department, the university, and the community, as well as the development of leadership skills necessary to succeed in the professional world.

Becoming an HKN Corporate Partner provides your company access to multiple chapters for recruiting the top ECE students while helping develop future industry leaders.

Why partner with Eta Kappa Nu?

- Increase visibility of your company to top candidates for employment and internships
- Network with HKN members at conference breaks to share insights about succeeding in the professional world
- Receive extensive corporate recognition at the conference, online and in printed materials
- Be recognized in *THE BRIDGE* magazine, the semi-annual publication of HKN, which is mailed to more than 25,000 students and professionals in ECE
- Receive direct access to recruiting outlets for HKN members

2009 Conference

November 6-8, 2009, University of Michigan Dearborn
Hosted by Theta Tau chapter

300 West Adams Street • Suite 1210 • Chicago, IL 60606-5114 • Phone: 1-800-406-2590 • Fax: 1-800-864-2051

ETA KAPPA NU

Electrical and Computer Engineering Honor Society

Student Leadership Conference

Corporate Sponsorship Opportunities

All Platinum, Gold, Silver, and Bronze sponsors are invited to send one corporate attendee to interact with HKN members on Saturday, November 7, 2009.

Platinum $3,500

- Web site recognition – link and logo on the conference page
- Elegant signage displayed throughout the conference
- Corporate collateral available to attendees
- Two free 60 day job postings on Experience, Inc., (a career database)
- Access to resume books provided by individual chapters
- Half page color ad in *THE BRIDGE* magazine spring 2010

Gold $2,500

- Web site recognition – link and logo on the conference page
- Elegant signage displayed throughout the conference
- Corporate Collateral available to attendees
- One free 60 day job posting on Experience, Inc., (a career database)
- Access to resume books provided by individual chapters

Silver $1,500

- Web site recognition – link and logo on the conference page
- Elegant signage displayed throughout the conference
- Corporate collateral available to attendees

Bronze $750

- Web site recognition – link and logo on the conference page
- Corporate collateral available to attendees

Tax deductible donation

Eta Kappa Nu is a 501(c)3 non-profit organization which accepts tax deductible donations. All corporate and member contributors will be acknowledged in *THE BRIDGE* magazine and on the HKN Web site.

Please contact Melissa Swartz at HKN Headquarters for sponsorship details. (Melissa@hkn.org, +1-800-406-2590) Visit www.hkn.org for information about the honor society and upcoming student leadership conference.

300 West Adams Street • Suite 1210 • Chicago, IL 60606-5114 • Phone: 1-800-406-2590 • Fax: 1-800-864-2051

ETA KAPPA NU

Electrical and Computer Engineering Honor Society

Eta Kappa Nu Demographics

- Founded in 1904 at the University of Illinois, Urbana-Champaign
- More than 250,000 members have been inducted
- Eligible members from electrical and computer engineering:
  - Juniors in the top quarter of their class
  - Seniors in the top third of their class
  - Graduate students
  - Faculty
  - Distinguished professionals
- 175 active chapters at universities across the United States
- Chapters perform service activities at the department, university, and community levels
- HKN works closely with other associations such as IEEE, Tau Beta Pi, and Experience, Inc., the career and alumni services center
- HKN is a 501(c)3 nonprofit organization
- *THE BRIDGE* magazine is published semiannually and reaches 25,000 student and professional members

Extensive Awards Program

- *Eminent Member designation*
  - Recognizes lifetime achievements and contributions to the fields of ECE and to society with the highest level of membership
- *Distinguished Service Award*
  - Recognizes an individual's outstanding lifetime contributions to the Eta Kappa Nu Association
- *Vladimir Karapetoff Outstanding Technical Achievement Award*
  - Recognizes an individual's career contributions through an invention, development, or discovery in the field of electrical or computer technology
- *C. Holmes MacDonald Outstanding Teaching Award*
  - Presented to an ECE professor who has demonstrated, early in his or her career, special dedication and creativity in his or her teaching responsibilities
- *Outstanding ECE Student Award*
  - Presented annually to a graduating senior who has demonstrated outstanding scholastic excellence and high moral character, coupled with exemplary service to classmates, university, community, and country
- *Outstanding Chapter Award*
  - Presented annually to chapters who have demonstrated active participation in the department, university, and community
- *Outstanding Young Electrical and Computer Engineer Award*
  - Presented to a young professional who has demonstrated outstanding capabilities and contributions early in his or her career

300 West Adams Street • Suite 1210 • Chicago, IL 60606-5114 • Phone: 1-800-406-2590 • Fax: 1-800-864-2051

Eta Kappa Nu Student Leadership Conference
November 6-8, 2009 University of Michigan, Dearborn

Company Name _____

URL Web Address (for Hyperlink) _____

Contact Name _____

Title _____

Address _____

City, State, Zip, Country _____

Phone _____ Fax _____

E-Mail _____

Sponsorship Opportunity

__ Platinum Sponsorship $3,500
__ Gold Sponsorship $2,500
__ Silver Sponsorship $1,500
__ Bronze Sponsorship $750
__ Tax Deductible Donation. . . . . $_____

One Corporate Representative will attend the conference? __ Yes __ No

Name _____

Title _____

E-Mail _____

Phone_____

Total Sponsorship Value: . . . . . $ _____

Signature_____ Date_____

All sponsorships are collected by the HKN Headquarters Office, not the local chapter.
Please fax the completed form indicating the sponsorship of your choice to +1-800-864-2051, Attention: Eta Kappa Nu Sponsorships.
Payment terms: Payment due in U.S. dollars upon receipt of invoice. All sponsorships are exclusive opportunities and assigned on a first-come, first-served basis. All monies paid to Eta Kappa Nu are non-refundable and non-transferable. In the event of a sponsorship cancellation, the sponsor is liable for the entire amount due as of date of cancellation.

300 West Adams Street, Suite 1210, Chicago, Illinois 60606-5114, USA
Phone: +1-800-406-2590 E-mail: *Melissa@hkn.org* Web: **www.hkn.org**

2009 HKN National Student Leadership Conference

Hosted by the Outstanding Theta Tau Chapter

Breakfast before the conference

Welcoming remarks from the HKN Board of Governors,

Eddie Pettis (Google Employee) and Evelyn Hirt (2010 IEEE-USA President)

Attentive crowd of attendees welcomes Ford Employee Nick Thorne

Eta Kappa Nu member, and University of Michigan - Dearborn alum,

Nick Thorne, gives a presentation of the Ford Sync simulator

Dr. Hank Lenox begins his preface to the team building exercise

HKN members for the University of Michigan-Ann Arbor pair up with HKN members from UCLA to brainstorm during team building exercise

Conference attendees hard at work improving the design of the board

Haukur Asgeirsson describes the discharging cycles of plug-in hybrid electric vehicles

Saturn Vue plug-in hybrid electric vehicle (PHEV) display

Eta Kappa Nu members from Drexel University inspecting the battery packs of the PHEV

University of Michigan-Ann Arbor students checking what's under the hood

That's not the gas cap! That's where you plug it in!

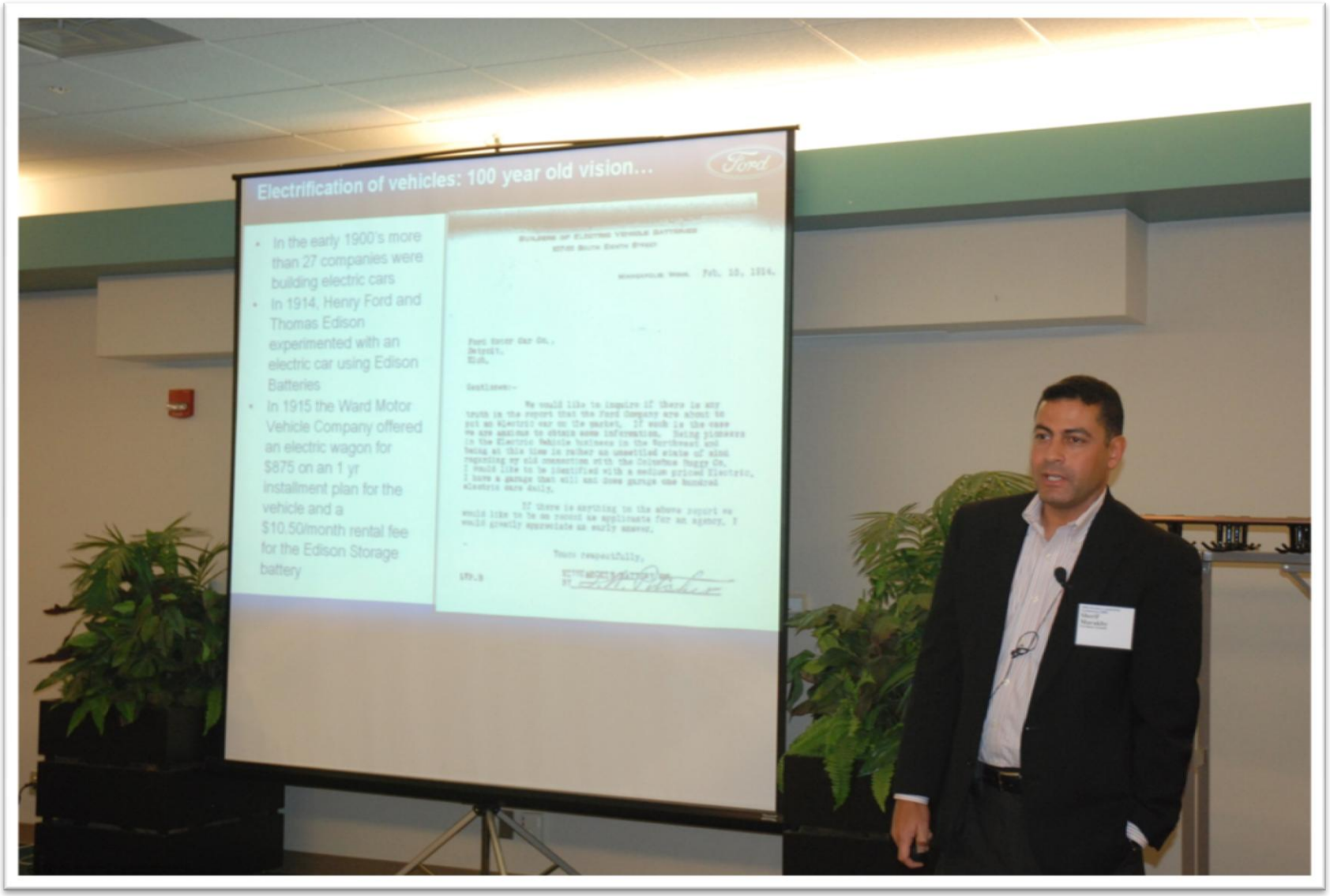
Lunch break!

Ohio State and U of M set aside their feud to grab a bite to eat

Eta Kappa Nu members collaborating during the Chapter Panel Discussion

Chapter Panel Discussion is more enjoyable than it sounds!

HKN member shares her suggestions



Sherif Marakby of Ford Motor Company explains the history of electrification

Students learn about the efficiency of a gas-electric hybrid transmission and regenerative braking

Melissa Swartz from HKN headquarters finds time to enjoy the conference throughout all of the organizational chaos

Purdue seems to be enjoying themselves during HKN Jeopardy too!

I'll take engineering for 50 points, Mr. Patel

Sorry! Wrong answer!

A truly phenomenal ending to the second day of the conference!

An outstanding national conference hosted by the Outstanding Chapter: the Theta Tau chapter!!