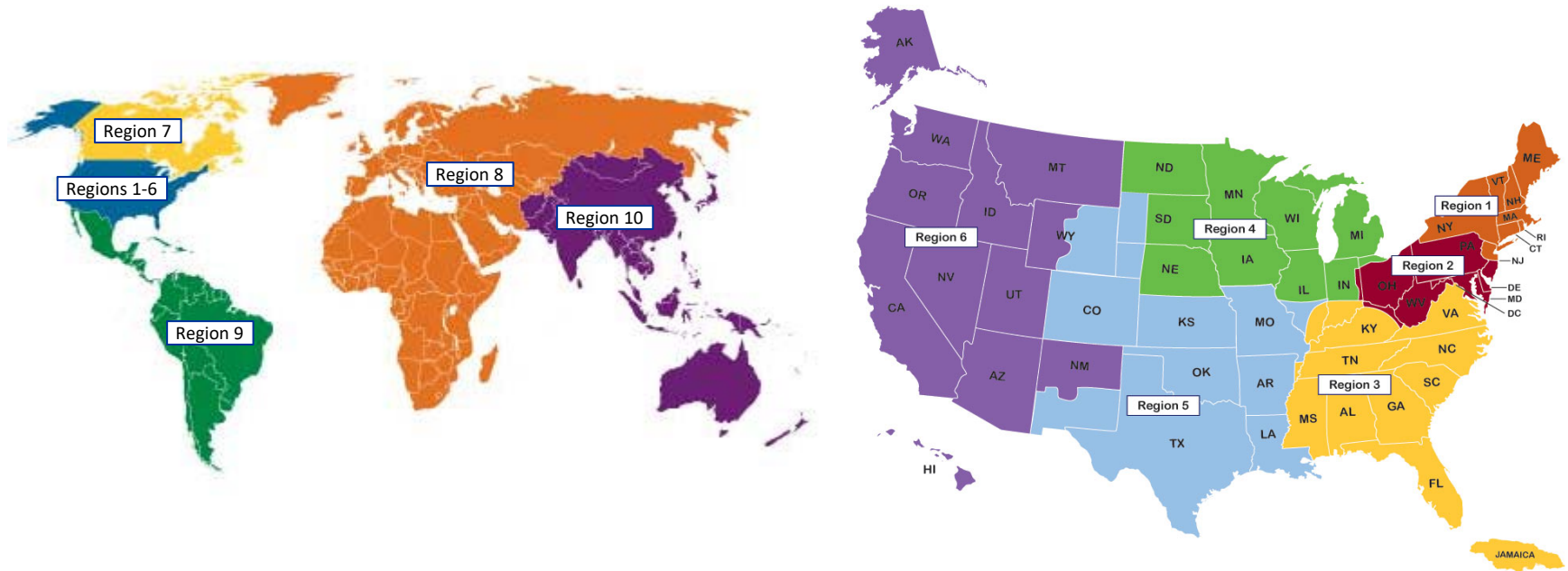


IEEE Region 3 Branch Counselors Meeting SoutheastCon 2015



Introductions

Region 3 Student Activities Chair

J. Patrick (Pat) Donohoe, Ph.D., P.E.

Professor and Paul B. Jacob Chair

Mississippi State University

Department of Electrical and Computer Engineering

Box 9571

Miss. State, MS 39762

Phone: 662-325-2180

E-mail: donohoe@ece.msstate.edu

p.donohohe@ieee.org

Introductions

- Name
- Student Branch
- How long have you been a branch counselor?



Region 3 Student Activities Committee

Pat Donohoe (R3 Student Activities Chair)

Mary Lynn Smith (R3 SPAC Chair)

Oceane Boulais (R3 Student Representative)

Regina Hannemann (Past R3 Student Activities Chair)

Rachel Wilson (R3 Student Activities Committee)

Victor Basantes (R3 Student Activities Committee)

Student Branch Resources – Branch Operations

- Design a varied and interesting schedule of events to engage current student members and recruit new student members.

General information for IEEE Student Members

<http://www.ieee.org/students>

(Benefits of membership, news and resources, student branch information, etc.)

Branch Leader News

http://www.ieee.org/membership_services/membership/students/leaders.html

(Leadership training info, SAMIEEE, contacts, etc.)

Student Awards and Other Opportunities

http://www.ieee.org/membership_services/membership/students/awards/index.html

(Student awards and competitions, scholarships, grants, fellowships, etc.)

Student Branch Resources – Branch Operations

IEEE Region 3 Website

<http://www.ewh.ieee.org/reg/3/>

(Region 3 EXCOM contacts; Region 3 Conferences and Events; Region 3 Sections, Councils, and Student Branches; Region 3 Newsletters; Region 3 Services; Other Region-specific student information)

- Awards Information (Larry K. Wilson Award, Outstanding Branch Counselor Award, IEEE Regional Exemplary Student Branch Award)
- Student Conference Manual
- Student Branch Training Manual
- Region 3 Student Branch Travel Policy
- Student Professional Awareness (SPAx) information and resources

IEEE SoutheastCon Events -Student Program

- **Student Branch Officers Meeting***
- **Branch Counselor Meeting***
- Hardware Competition
- **Student Paper Competition***
- Software Competition
- Ethics Competition
- Student Branch Website Competition
- T-Shirt Competition
- Texas Instruments Microcontroller Workshop

** Student branch travel reimbursement - per diem based on participation in these events*

IEEE Region 3 Student Branch Travel Policy

Mileage:

Each student branch will be reimbursed for the roundtrip mileage of one (1) vehicle at the mileage rate authorized by the IEEE Controller.

Per Diem (food/lodging/incidentals):

- (a.) Branch Chair at \$40/day, 2.5 days maximum, contingent on attendance at the Student Branch Officers meeting
- (b.) Branch Counselor at \$40/day, 2.5 days maximum, contingent on attendance at the Branch Counselors meeting
- (c.) Student Paper participant (one per branch) at \$40/day, 2.5 days maximum.

Online Student Branch Travel Expense Reimbursement Form

<http://goo.gl/forms/UlL1saZBuA>

- Online form link is provided on the IEEE Region 3 Students Facebook page <https://www.facebook.com/IEEEStudentsRegion3>
- Link will be e-mailed to all participants of the Student Branch Leadership Training meeting and the Branch Counselor Training meeting.
- E-mail RSAC if you do not receive the online form link.

Online Student Branch Travel Expense Reimbursement Form

What information is needed to fill out the online travel expense form?

- Branch/School Name
- IEEE Student Branch Code
- Contact name/e-mail/phone
- Make reimbursement payable to: (must be IEEE student branch)
- Mail reimbursement check to: (complete mailing address)
- Student Branch Counselor per diem
 - (number of days, name of participant, IEEE number)
- Student Branch Chair per diem
 - (number of days, name of participant, IEEE number)
- Student Branch Counselor per diem
 - (number of days, name of participant, IEEE number)
- Mileage (total roundtrip mileage from student branch to Ft. Lauderdale)

Student Branch Administration

- Student Branch Officers
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
- Branch Counselor
- Branch Mentor
- Other Student Volunteers
(Committees - Program, Membership,
Publicity, Finance, other)

Student Branch Counselor

- Faculty member, active in the IEEE, who serves as an advisor to the Branch and its Officers.
- Appointed by the local Section Chair, upon the recommendation of the Student members.
- Normal term of appointment (or re-appointment) is two years.
- Provides a sense of continuity to the Branch.
- Informs other faculty members of Branch activities.
- Promotes student awareness of awards, contests and membership benefits.
- Helps the Branch establish Industrial contacts and works closely with the Branch Officers and the Branch Mentor.

Branch Mentor

- Designed to maximize the interaction between the Student Branch and the local Section.
- Branch Mentor must be from Industry.
- Appointed by the local Section Chair, in consultation with the Branch.
- A recent graduate with firsthand experience in Student Branch operations is an ideal candidate.
- Meets regularly with the Branch members and the Branch Counselor.
- Assists the Branch to develop effective programs.
- Provides a bridge between the Branch and the local Section.
- Position is optional but can help Branches stay connected.

Student Branch Reporting Requirements

Only two reports are required by IEEE each year (both are submitted online)

Student Branch Officer Reporting (<https://officers.vtools.ieee.org/>)

- Submitted in a timely fashion after officer elections.
- Includes reporting of Branch Counselor.
- Must be submitted each year or offices will be listed as vacant at IEEE.

Student Branch Activity Report (<https://sbr.vtools.ieee.org/>)

- Due 1 May each year or two months after the academic year ends.
- Report of Branch activities for past year.
- Submission of the Student Branch Activity Report qualifies the branch for a rebate of \$2.00 per Branch member.
- Student Branches will receive a combined payment of the Student Branch rebate/allotment. The allotment is \$50 for Branches with 49 or fewer members or \$100 for Student Branches with 50 or more members (based on membership statistics as of 31 December).

Student Branch Website - Content

- Convey information in a manner useful to the reader
- IEEE should be the focus of the website
- Include current contact information
- Past, current and future activities
- Info on how to join IEEE
- Must include the IEEE Master Brand on the homepage, and should link to www.ieee.org
- IEEE Brand Identity Toolkit
<http://www.ieee.org/about/toolkit/index.html>
- Include useful links to other IEEE units (e.g., your Section)
- Audience most likely includes students (prospective members), alumni, faculty, employers, etc.

Student Branch Website - Design

Guidelines from the IEEE Student Branch Website Contest:

- **Solid Content** (as previously discussed)
- **Presentation** - how well is the content conveyed to the user, backgrounds enhance readability, multimedia loads as options.
- **Navigation** – all links up-to-date and working, logical structure
- **Originality** – in the content itself, and how the content is presented.
- **Portable** – website should be portable across different browsers

Facebook Communication

<https://www.facebook.com/IEEEStudentsRegion3>



 **IEEE**
Advancing Technology
for Humanity

IEEE Region 3 Students
Non-Profit Organization

Create Call-to-Action Share

Timeline About Photos Likes More ▾

PEOPLE >

514 likes

 Status  Photo / Video  Offer, Event +

 What have you been up to?

Student Branch Leadership Training Workshops

- The purpose of the workshops is to provide student branch leaders with the tools necessary to develop and implement a successful branch plan for the upcoming school year.
- One-day workshops (10:00am-4:00pm) are held on a Saturday in the fall (lunch/snacks provided, \$20 per person).
- Ideally is hosted by a Student Branch (or Branches) in conjunction with a Section.
- Workshops are highly interactive (multiple Student Branches sharing ideas and best practices).
- Workshop leaders work one-on-one with Student Branches to form the branch plan.
- Travel reimbursement - \$0.50/mile past the first 100 roundtrip miles (maximum reimbursement = \$75).

IEEE XTREME

PROGRAMMING COMPETITION

- IEEE Xtreme is a global challenge in which teams of IEEE Student members, supported by an IEEE Student Branch, advised and proctored by an IEEE member, compete in a 24-hour time span against each other to solve a set of programming problems.
- Teams of up to 3 students (at most two graduate students)
- Schools can have multiple teams.
- Each team must have a proctor during the entire 24-hour period (can be multiple persons).
- Each proctor can oversee up to 8 teams.

IEEE★USA SPAX

An Introduction

Victor Basantes

SPAC Support Coordinator

victor.basantes@ieee.org

Recall SPAC

Student Professional Awareness Conference

...student-organized conference involving professional development topics.

What is SPAX ?

a Student Professional Awareness Experience

...that fosters professional growth and development through engaging activities and discussions exploring one or more key areas.

Professional Awareness Topics

There are 8 categories that you can choose from:



Career Development

Growing in areas outside of the technical sphere.



Leadership in Professional Organizations

Becoming a leader improves your professional net worth and profile.



Professional Integrity

Ethics and engineering are fundamentally intertwined.



Humanitarian Grand Challenges

Engineers play a major role in advancing technology for the benefit of humanity.



Engineers and Public Policy

Decision-makers are frequently looking to engineers for advice to improve public policies.



The Practice of Innovation

The process of putting original ideas into practice.



Personal Skills

Life skills outside the realm of engineering.



The Art of Communication

In a world of short attention spans, it is crucial to create and communicate a message that sticks.

Examples from other chapters



X is the variable.

You decide. What do you want to do?



SPAconference

Talk, Panels, Networking with Industry Professionals.



SPAventure (Startup Week)

Go on tours of local startups or companies.



SPAweek

Multiday Speakers and Projects.
Maybe a Scavenger Hunt?

X = ?????????????????????????????????

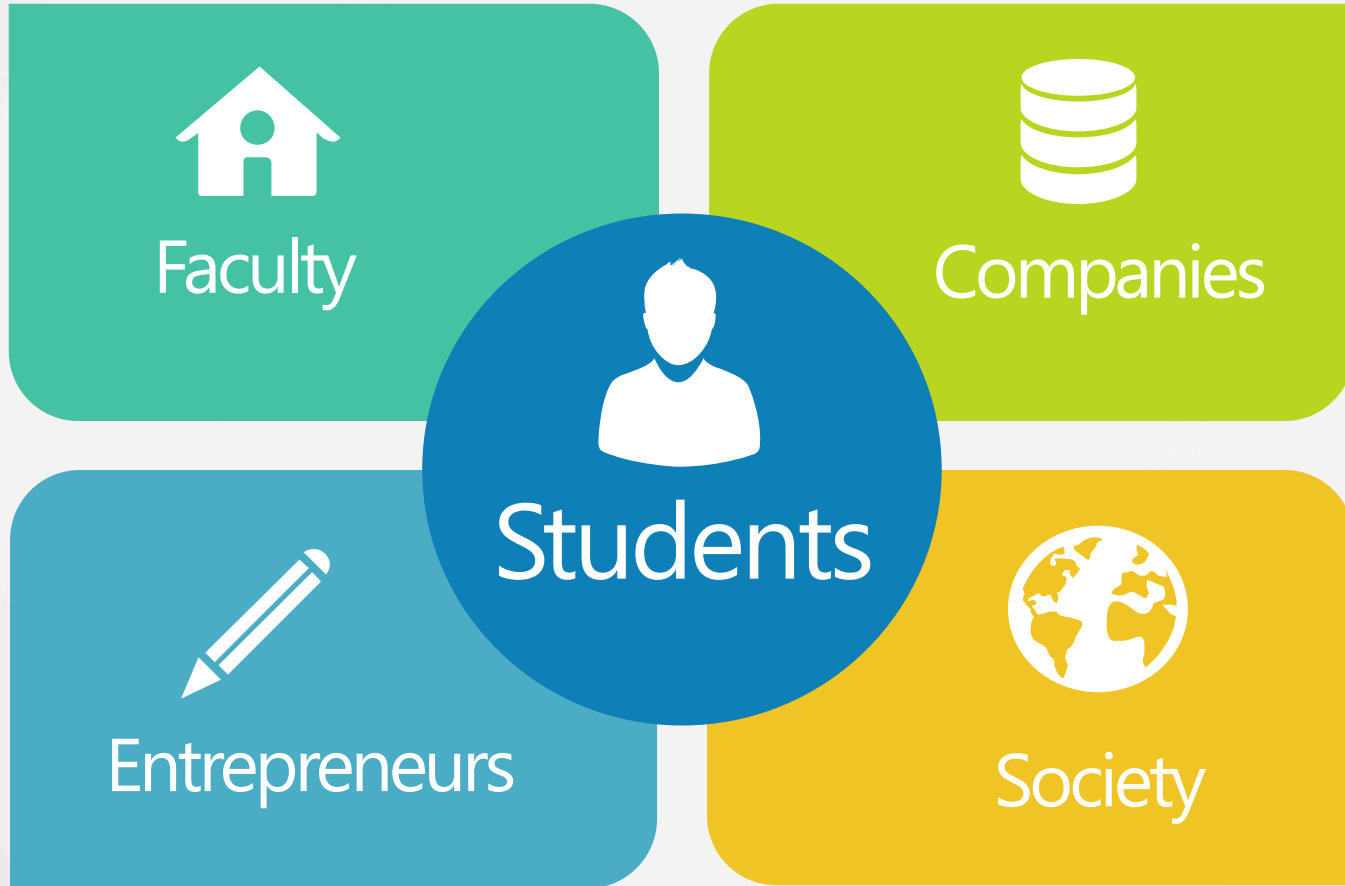
Congrats to CBU!



**3rd place in SPAX
Competition!**

Who can YOU impact?

You can impact a whole lot of people.



What's In It For Me?



Leadership Skills

Build those career life skills.



Job Potential Increases

You may find your future employer.



Great Connections

Meet friends that last forever.



Resume Builder

Create an incredibly valuable interview.

Getting Started

How does this work? The world is your oyster.

What experience do you want to create?

Have fun!

And tell us how you did :)

Work with your SPAX Coordinator

They will e-mail you after your initial request

Go to the Website

Let us know what you want to do

1

2

3

4

Reach out for Speakers or Funding

Up to 2 National Speakers FREE

-OR-

Up to \$200 (matching) per event

5

Fill in Google Docs Events Planning Worksheet

Design your experience, Set the Date, and Define your program

How do I get involved?

iee.org/spax



Questions?

Victor Basantes

Region 3 Support Coordinator

IEEE-USA SPAC

victor.basantes@ieee.org

Discussion / Questions