



INTERESTED IN FORMING AN ASME STUDENT SECTION

Congratulations on your decision to form a student section at your university and join over 600 student sections around the world that are part of the ASME Student Section Enterprise. Before you begin the process of filling out the application, we would like to share with you the following

1. Vision of the student section enterprise
2. Objectives of the student section
3. Suggested activities of the student section
4. Benefit to Student Sections
5. Requirements to form an ASME student section
6. ASME support of student sections
7. Annual Plan Requirements

1. Vision of the ASME Student Section Enterprise

Student section enterprise represents collective dynamic co-curricular learning /teaching organizations at the University/College campuses around the world, that focuses on helping students prepare for professional practice through guidance /mentoring by engaging engineers in the industry, and the ASME volunteer community while cultivating a sense of contribution to society and the profession

2. Key Objectives of the Student Section:

- Organize activities that help guide engineering students toward advanced study and career-long continuing education.
- Be a resource to the department and the College of Engineering in helping to inform and inspire future engineering students, their parents and their teachers.
- Provide a forum for faculty guided experiences that complement the curriculum and mission of the department
- Serve as a content and best-practice resource for the global community of ASME Student Sections
- Serve as an organization that provides recognition for achievement and support to engineering students

- Provide a platform for networking with other students at the campus as well as with mechanical engineering students anywhere in the world

3. SUGGESTED ACTIVITIES OF THE STUDENT SECTION

A Student section gives students the opportunity to meet and learn from fellow students, as well as faculty members and professionals in the field. Being part of an active ASME student section can be a positive co-curricular learning element of the Mechanical Engineering Department. Student section activities offer numerous educational, technical, and professional development opportunities through special projects, activities, meetings, tours and field trips. Key activities of the student sections can be classified in 2 major categories:

a. Service to the Student Section - Educate:

- Conduct industry based programs for students (webinars, guest speakers etc.)
- Prepare the industry content in a format that can be shared with other student Sections
- Support student participation in conferences and Competitions
- Mentor engineering students from lower class years
- Participate in Student Advisory Committee meetings with the MEDH on curriculum updates, alum relations, issues facing the Section/Department
- Participate in meeting/s with Department leadership

b. Service to the community – Outreach

- Utilize ASME online services and resources to network globally through <http://community.asme.org>
- Visit local schools and speak about the role of engineering in improving daily life
- Conduct recruitment activities, serve as ambassador to the local pre college students
- Provide tours at the Open House
- Support Engineers week
- Help conduct program fundraising and industrial relations activities to support Section activities
- Collaborate *and* Participate in community outreach and humanitarian activities to improve quality of life locally/or globally

4. BENEFITS OF STUDENT SECTION TO STUDENTS

Seminars with guest speakers, who are professionals working in the field, enable students to enhance their knowledge outside the classroom. Joint seminars let students meet and talk with other interested students. The networking, professional development events sponsored by the student sections provide an opportunity to the student members to gain an insight into the industry challenges, business practices as well as mentoring and career development opportunities

5. REQUIREMENTS TO FORM AN ASME STUDENT SECTION

A student section shall be an operating organizational unit of ASME Student Section Enterprise, constituted by a minimum of fifteen (15) ASME student members or Graduate student members at a particular college, university, or technical institute. Students can submit an electronic proposal for new section to ASME. Key elements of the proposal include:

- Name of the Student section
- Institution Web site URL, outlining accreditation, Degrees granted by the institution
- Information about the educational programs and degrees offered
- Signatures of at least fifteen (15) ASME Student members
- Name of the organizer (who will serve as interim Student Chair pending election of a regular Chair at a later section meeting)
- Name of the faculty member who will serve as the Student Section Advisor
- Name and contact information of the District Leader/Senior Section Leader
- Approval of the Department Head/Chair (Print name, and e-mail id)
- Annual plan detailing section activities in first year off signed by the SSA and the Department Head/Chair.

The petition shall be submitted electronically to ASME to begin the approval process, which includes membership verification of the ASME students, and SSA on the petition, review of the programs offered at the educational institution, and an assessment of the annual plan for completeness and feasibility.

With the required information on the proposal and the plan in order, the petition will be approved. Upon approval of the petition, the ME Department Head/Chair, Student Section Advisor, as well as relevant stakeholders will be notified and ASME records updated. The startup student section will receive a Welcome letter, Student Section Charter, and Welcome pack with information on ASME and membership materials.

PETITION TO FORM AN ASME STUDENT SECTION

University/Institution Detail		
Name:		
Address:		
City	State	Postal Code:
Country	Phone:	
ME Department URL:		
Year University was Founded:		
Accreditation/Licensing Agency		
University Accreditation/Licenseing Date:		
Number of Undergraduate ME Students		
ME Degrees granted by the University (BE/ME/PhD)		

We, the undersigned, members of ASME and students at the above named institution, hereby petition for approval to form a Section at the school indicated above. We agree to adopt and conform to the recommended ASME by-laws, as well as the Student Sections Enterprise Strategy, and objectives, a copy of which is attached.

Number	Name	Membership Number	E-Mail
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

The following individual is serving as the Chair of the Student Section, and will serve as interim Chair pending election of a regular Chair at a later Student Section meeting (must be either ASME Graduate Student member or Undergraduate Student Member).

Interim Student Section Chair

Name:

Member Number:

Address:

City

State

Postal Code:

Country

E-Mail:

Phone:

Fax:

University Website:

Student Section Advisor

Name:

Member Number:

Address:

City

State

Postal Code:

Country

E-Mail:

Phone:

Fax:

University Website:

Signature:

Date:

District Leader/Senior Section Leader

Name:

Address:

City

State

Postal Code:

Country

Phone:

District:

E-Mail:

6. ASME SUPPORT OF NEW SECTIONS

The Student Sections Enterprise strives to “set the standard” in rewarding and recognizing exemplary industry engagement, performance, content development, service to the community, and inclusiveness in student leadership. The purpose of the awards is to inspire, motivate, and enable the student sections worldwide to replicate content and impactful activities produced by the award winning sections. These awards and grants will replace the currently existing Annual Student Section Merit Based Funding Award of \$300.

Startup Student Sections are eligible on a competitive basis for ASME Grant that matches the funds provided by the ME Department Head/Chair to a maximum amount of \$500 for up to 24 startup student sections. All prospective startup sections that submit electronic applications with required details (specified in Section 7 below) will be eligible for the matching ASME grant. ASME startup matching section grant will be wire transferred to the student section’s university account by April 1.

The ASME startup section Grant won by the student section will be wire transferred by ASME to the student section’s university account on its behalf. Only the student sections that have completed the W8BEN and/or Form 990 required of the overseas and domestic student sections respectively will be eligible for the ASME awards and grants.

7. Annual Plan Key Requirements:

1. Introduction
2. Outline activities aligned with suggested Student Section activities
3. Desired target activities – Educate, Outreach
4. Audience – Community, Students, in lower class years, pre- college
5. Number and % of student section members expected to be engaged in the Section activities
6. Resources Required
7. Expected impact
8. Summary

ME Department Head/Chair

Name:

Address:

E-Mail:

Phone:

Signature:

Date:

