

IV. Cost & Personnel Requirements:

The cost of postage of the letters is unknown. The CSM letterhead and envelopes were provided by both the Student Activities Office and the Dean of Students Office for free. Approximately 3-4 volunteers were needed to expedite the letter folding and stuffing process. Additionally, the assistance of the Office of the Dean of Students was vital to the success of this project.

V. Special Problems:

One problem encountered was the Dean's secretary was on vacation the week we wanted to send the letters. To solve this problem, the letterhead was picked up a week earlier and we used a printer to print the letters (instead of having the Dean's secretary do this). This only added to the total cost of the project. Other potential problems that could arise are poor scheduling of when the letters are sent out and a lack of communication between the Office of the Dean of Students and the Vice President of the local chapter, but these problems were not encountered.

VI. Overall Evaluation/Results (Be Specific):

This project allows for the above average number of candidates that are initiated every semester in our chapter. Of the 165 eligible students, 65 were initiated. This approximately 39.4% initiation rate can mostly be attributed to these letters being sent out to the home and local addresses of the students. The academic success of the eligible students should be shared amongst parents and loved ones. Allowing the parents and family members to be aware of the students' academic achievements through the invitation to join TBP not only strengthens the image and reputation of TBP but also encourages potential candidates to seriously consider membership. The letter alone would not be sufficient if it did not contain the signature of the Dean of Students. The signature of the Dean validates the letter to those not previously aware of TBP as it confirms the presence of TBP on the university campus but also on a national level. Continued support by the Dean of Students, and essentially the local campus, is absolutely necessary for the success of these letters.

Fall 2010 Eligibility Letters

List of Project Organizers:

The Vice President was responsible for creating, organizing, and sending out the letters and emails.

List of Attendees:

Arief Tham Nabilla

Abraham Ng

Samantha Lawrence

Richard Gilmore

Brett Eagle

Fall 2010 Eligibility Letters

Sample Eligibility Letter

August 3, 2011

Marwah Al-Ismail
12209 West 2nd Place 4-205
Lakewood, CO 80228

Dear Marwah,

Congratulations! On behalf of the officers and members of the Colorado Alpha Chapter, I am pleased to inform you that your high academic standing allows Tau Beta Pi, the national engineering honor society, to consider you for membership. Only the top ranked juniors and seniors are invited to join this organization, and you are among this group.

Tau Beta Pi was founded in 1885 to recognize outstanding students who display both distinguished scholarship in technical fields and exemplary character. Tau Beta Pi is highly regarded within industry and academia, and has grown to include 243 collegiate chapters and has initiated 517,667 members.

I encourage you to visit www.tbp.org to learn more about Tau Beta Pi's mission, some of its distinguished members, programs, and the many benefits of being a Tau Bate. For example, the Association offers more than 100 scholarships of \$2,000 for its senior-year members, and the Engineering Futures Program provides trained instructors to teach interpersonal and leadership development skills to 2,000 students annually. Tau Beta Pi also offers opportunities for personal development by providing roles of leadership at Mines as well as projects of distinctive service.

The officers would like to get to know you and provide more information to you about Tau Beta Pi and the Colorado Alpha Chapter. Please join us and other eligible candidates at our orientation meeting on **Friday, September 17th at 6:00 pm in BE 241**. During this information session, you will learn more about Tau Beta Pi on both a national and local level as well as learn about what steps you need to take in order to become a member. In the meantime, please visit the Tau Beta Pi website to learn more about this distinguished organization.

If you have any questions about Tau Beta Pi, or will not be able to attend the meeting, please contact Brett Eagle at beagle@mymail.mines.edu. We look forward to meeting you and having you become a member of this prestigious Association!

Sincerely,

Dan Fox
VP for Student Life & Dean of Students

Brett Eagle
Vice President, Tau Beta Pi, CO A

Sample Eligibility Email

Dear Tau Beta Pi Candidate,

Congratulations! On behalf of the officers and members of the Colorado Alpha Chapter, I am pleased to inform you that your high academic standing allows Tau Beta Pi, the national engineering honor society, to consider you for membership. Only the top ranked juniors and seniors are invited to join this organization, and you are among this group.

Tau Beta Pi was founded in 1885 to recognize outstanding students who display both distinguished scholarship in technical fields and exemplary character. Tau Beta Pi is highly regarded within industry and academia, and has grown to include 243 collegiate chapters and has initiated 517,667 members.

I encourage you to visit www.tbp.org to learn more about Tau Beta Pi's mission, some of its distinguished members, programs, and the many benefits of being a Tau Beta Pi. For example, the Association offers more than 100 scholarships of \$2,000 for its senior-year members, and the Engineering Futures Program provides trained instructors to teach interpersonal and leadership development skills to 2,000 students annually. Tau Beta Pi also offers opportunities for personal development by providing roles of leadership at Mines as well as projects of distinctive service.

The officers would like to get to know you and provide more information to you about Tau Beta Pi and the Colorado Alpha Chapter. Please join us and other eligible candidates at our orientation meeting on **Friday, September 17th at 6:00 pm in BE 241**. During this information session, you will learn more about Tau Beta Pi on both a national and local level as well as learn about what steps you need to take in order to become a member. In the meantime, please visit the Tau Beta Pi website to learn more about this distinguished organization.

If you have any questions about Tau Beta Pi, or will not be able to attend the meeting, please contact me at beagle@mymail.mines.edu.

My fellow officers and I look forward to meeting you!

Sincerely,
Brett Eagle
Vice President - Tau Beta Pi COA

P.S. You can view the E-Invitation attachment in any internet browser.

*The attachment included was the TBP E-Invitation.swf file found on the main website.

The Tau Beta Pi Association

Chapter: Colorado Alpha

Chapter Project Report

Project number: 30

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: **Spring 2011 Eligibility Letters** Date(s) of Project: 1/28/11 - 2/4/11

Project area: Community/
 Liberal Culture University/
 College Profession/
 Engineering Chapter/
 Social Education/
 Prof. Dev.

Number of persons who participated Members: 3 Electees: 141

Hours spent on this project Organizing: 1 Participating: 3

DESCRIPTION:

I. General Description:

In order to increase membership into our chapter, eligibility letters were drafted and sent out to all of the academically eligible engineering students on campus. These letters were co-signed by the Dean of Students and the Vice President of the TBP chapter and were sent to the home and college addresses of each eligible student. These letters included recognition on being considered for membership to TBP in addition to brief and general information about TBP on a national level as well as the events and activities performed by the local chapter. The letter concluded with an invitation to the information session which described in more detail the history and legacy of TBP along with the necessary steps for membership. An email invitation was also sent which included a TBP video attachment. If possible, the letter was hand delivered instead of mailed by a current member.

II. Purpose & Relationship to Objectives of TBP:

The purpose of sending out the letters directly follows the mission statement of TBP: "to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as students in engineering and to foster a spirit of liberal culture in engineering colleges." These letters were sent out to the academically eligible junior and senior students in order to recognize their academic accomplishments through admission into TBP. In addition to the eligible students receiving this recognition, the Dean of Students and the parents of the eligible students also shared in this recognition.

III. Organization & Administration: (in conjunction with another group? (No)

For the letters to be sent out in a timely fashion, the addresses of each eligible student needed to be obtained and assigned to each letter and envelope. After all of the letters were drafted, the office of the Dean of Students provided the Colorado School of Mines letterhead and the Dean provided his signature. With these almost letters complete, the Vice President finalized the letters by signing them and mailing them approximately 2-3 weeks prior to the information session.

IV. Cost & Personnel Requirements:

The cost of postage of the letters is unknown. The CSM letterhead and envelopes were provided by both the Student Activities Office and the Dean of Students Office for free. Approximately 3-4 volunteers were needed to expedite the letter folding and stuffing process. Additionally, the assistance of the Office of the Dean of Students was vital to the success of this project.

V. Special Problems:

There were not any specific problems with this project. The only potential problems that could arise is poor scheduling of when the letters are sent out and a lack of communication between the Office of the Dean of Students and the Vice President of the local chapter but these problems were not encountered.

VI. Overall Evaluation/Results (Be Specific):

This project allows for the above average number of candidates that are initiated every semester in our chapter. Of the 141 eligible students, 42 were initiated. This approximately 30% initiation rate can mostly be attributed to these letters being sent out to the home and local addresses of the students. The academic success of the eligible students should be shared amongst parents and loved ones. Allowing the parents and family members to be aware of the students' academic achievements through the invitation to join TBP not only strengthens the image and reputation of TBP but also encourages potential candidates to seriously consider membership. The letter alone would not be sufficient if it did not contain the signature of the Dean of Students. The signature of the Dean validates the letter to those not previously aware of TBP as it confirms the presence of TBP on the university campus but also on a national level. Continued support by the Dean of Students, and essentially the local campus, is absolutely necessary for the success of these letters.

Spring 2011 Eligibility Letters

List of Project Organizers:

The Vice President was responsible for creating, organizing, and sending out the letters and emails.

List of Attendees:

Alexander Vaske

Jessica Deblois

Brett Eagle

Spring 2011 Eligibility Letters

Sample Eligibility Letter

August 3, 2011

Bradley M. Ballinger
1019 Milan Ter Dr
Fort Collins, CO 80525-6711

Dear Bradley,

Congratulations! On behalf of the officers and members of the Colorado Alpha Chapter, I am pleased to inform you that your high academic standing allows Tau Beta Pi, the national engineering honor society, to consider you for membership. Only the top ranked juniors and seniors are invited to join this organization, and you are among this group.

Tau Beta Pi was founded in 1885 to recognize outstanding students who display both distinguished scholarship in technical fields and exemplary character. Tau Beta Pi is highly regarded within industry and academia, and has grown to include 237 collegiate chapters and has initiated 521,689 members.

I encourage you to visit www.tbp.org to learn more about Tau Beta Pi's mission, some of its distinguished members, programs, and the many benefits of being a Tau Bate. For example, the Association offers more than 100 scholarships of \$2,000 for its senior-year members, and the Engineering Futures Program provides trained instructors to teach interpersonal and leadership development skills to 2,000 students annually. Tau Beta Pi also offers opportunities for personal development by providing roles of leadership at Mines as well as projects of distinctive service.

The officers would like to get to know you and provide more information to you about Tau Beta Pi and the Colorado Alpha Chapter. Please join us and other eligible candidates at our orientation meeting on **Monday, February 28th at 5:00 pm in Berthoud 241**. During this information session, you will learn more about Tau Beta Pi on both a national and local level as well as learn about what steps you need to take in order to become a member. In the meantime, please visit the Tau Beta Pi website to learn more about this distinguished organization.

If you have any questions about Tau Beta Pi or will not be able to attend the orientation meeting and still want to join, please contact Brett Eagle at beagle@mymail.mines.edu. We look forward to meeting you and having you become a member of this prestigious Association!

Sincerely,

Dan Fox
VP for Student Life & Dean of Students

Brett Eagle
Vice President, Tau Beta Pi, CO A

Sample Eligibility Email

Dear Tau Beta Pi Candidate,

Congratulations! On behalf of the officers and members of the Colorado Alpha Chapter, I am pleased to inform you that your high academic standing allows Tau Beta Pi, the national engineering honor society, to consider you for membership. Only the top ranked juniors and seniors are invited to join this organization, and you are among this group.

Tau Beta Pi was founded in 1885 to recognize outstanding students who display both distinguished scholarship in technical fields and exemplary character. Tau Beta Pi is highly regarded within industry and academia, and has grown to include 237 collegiate chapters and has initiated 521,689 members.

I encourage you to visit www.tbp.org to learn more about Tau Beta Pi's mission, some of its distinguished members, programs, and the many benefits of being a Tau Bate. For example, the Association offers more than 100 scholarships of \$2,000 for its senior-year members, and the Engineering Futures Program provides trained instructors to teach interpersonal and leadership development skills to 2,000 students annually. Tau Beta Pi also offers opportunities for personal development by providing roles of leadership at Mines as well as projects of distinctive service.

The officers would like to get to know you and provide more information to you about Tau Beta Pi and the Colorado Alpha Chapter. Please join us and other eligible candidates at our orientation meeting on **Monday, February 28th at 5:00 pm in Berthoud 241**. During this information session, you will learn more about Tau Beta Pi on both a national and local level as well as learn about what steps you need to take in order to become a member. In the meantime, please visit the Tau Beta Pi website to learn more about this distinguished organization.

If you have any questions about Tau Beta Pi, or will not be able to attend the meeting, but are still interested in joining TBP, please contact me at beagle@mymail.mines.edu.

My fellow officers and I look forward to meeting you!

Sincerely,

Brett Eagle
Vice President - Tau Beta Pi COA

P.S. You can view the E-Invitation attachment in any internet browser.

*The attachment included was the TBP E-Invitation.swf file found on the main website.

IV. Cost & Personnel Requirements:

There was no cost for the event. All materials purchased were free from headquarters.

V. Special Problems:

There were not any specific problems with this project.

VI. Overall Evaluation/Results (Be Specific):

The information session allows for eligible students who are interested in becoming members of TBP to receive the necessary information to complete the membership process. It also provides further information for the eligible students who are not entirely certain about joining TBP. No matter which eligible student is in attendance, the information session is an important step in the new member process. It is a convenient way for eligible students to gather more information on TBP and to meet current members. This information session is an opportunity for the chapter to share with the eligible students what campus activities and events the chapter is involved with as well as the legacy of TBP off of the campus.

Informational Meeting – Fall 2010

List of Project Organizers:

The Vice President was responsible for creating and giving the presentation to the eligible students.

List of Attendees (Members):

Arief Tham Nabilla
Samantha Lawrence
Richard Gilmore
Brett Eagle
Timothy Douglas
Oliver Dewey

The Tau Beta Pi Association

Chapter: Colorado Alpha

Chapter Project Report

Project number: 32

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: **Informational Meeting – Spring 2011**

Date(s) of Project: 2/28/11

Project area: Community/
Liberal Culture University/
College Profession/
Engineering Chapter/
Social Education/
Prof. Dev.

Number of persons who participated Members: 3 Electees: 45

Hours spent on this project Organizing: 1 Participating: 1 (per person)

DESCRIPTION:

I. General Description:

The informational meeting provided interested eligible students with more information on TBP on both the national level as well as the chapter level. These details included the history and legacy of TBP and the events and activities of our local chapter. The presentation also included information on how to pursue and obtain membership of TBP according to the requirements of TBP and our local chapter. This information was presented using PowerPoint and included pictures of our local chapter, various historical images pertaining to TBP, and videos from the national CD. Envelopes containing brochures of information created last semester were distributed.

II. Purpose & Relationship to Objectives of TBP:

The purpose of giving this presentation was to further inform eligible students of the benefits of being a member of TBP and hopefully persuade these students to become members. The academic and liberal culture components of TBP were upheld during this presentation as they were discussed in detail during this meeting. Students possessing these qualities were recognized prior to this meeting through the eligible letters that were sent out and were given an opportunity to learn more about TBP and the campus chapter of TBP.

III. Organization & Administration: (in conjunction with another group? (No))

This event was only an hour long when including the presentation and the time before and after the presentation where some of the eligible students could ask questions and pick up their potential member materials. Prior to the actual information session, a room had to be reserved and all of the new member materials (information booklets, constitution and bylaws, cast bents and catalog cards) needed to be ordered (in conjunction with the completion of the eligibility report). The presentation also had to be created which included compiling all of the relevant information and pictures together onto one presentation format.

IV. Cost & Personnel Requirements:

There was no cost for the event. All materials purchased were free from headquarters.

V. Special Problems:

There were not any specific problems with this project.

VI. Overall Evaluation/Results (Be Specific):

The information session allows for eligible students who are interested in becoming members of TBP to receive the necessary information to complete the membership process. It also provides further information for the eligible students who are not entirely certain about joining TBP. No matter which eligible student is in attendance, the information session is an important step in the new member process. It is a convenient way for eligible students to gather more information on TBP and to meet current members. This information session is an opportunity for the chapter to share with the eligible students what campus activities and events the chapter is involved with as well as the legacy of TBP off of the campus.

Informational Meeting – Spring 2011

List of Project Organizers:

The Vice President was responsible for creating and giving the presentation to the eligible students.

List of Attendees:

Ricky Nguyen

Andrew Renehan

Brett Eagle

The Tau Beta Pi Association

Chapter Project Report

Chapter: Colorado Alpha

Project number: 33

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: **Prospective Member Interview – Fall 2010** Date(s) of Project: 9/27/10 - 10/01/10

Project area: Community/ Liberal Culture x University/ College x Profession/ Engineering x Chapter/ Social x Education/ Prof. Dev.

Number of persons who participated Members: 25 Electees: 67

Hours spent on this project Organizing: 2 Participating: 30 (total)

DESCRIPTION:

I. General Description:

Our chapter requires a character interview in order to evaluate the prospective student beyond their ability to perform academically. The interview is 15 minutes long and is conducted by a current TBP member. The interviewer evaluates the candidate according to four standards: professionalism, integrity, selflessness, and a demonstration of a liberal culture. Based on these criteria, the interviewers can choose to elect, reject, or discuss the candidate further with the executive officer team. Also during this interview, the candidate can ask questions and obtain more information regarding TBP.

II. Purpose & Relationship to Objectives of TBP:

Eligibility of prospective students depends upon one's academic achievements prior to their junior or senior year in college. Beyond this requirement, the student must demonstrate liberal culture, professionalism, integrity and a desire to help one's community. In order to determine these qualities within a student, our chapter requires two methods of evaluation. The interview is one of our two methods of evaluation. The interview focuses on the candidates desire to be a part of TBP as well as a method to learn more about the candidate outside of their ability to excel academically. Ultimately, the interview seeks to discover the well-roundedness of the candidate and allows for a more personal interaction evaluation method.

III. Organization & Administration: (in conjunction with another group? (No)

In order to provide interviews for all candidates, interview rooms must be reserved weeks in advance. Additionally, interviewers need to be organized, scheduled, and supplied with the proper interview materials. Simultaneously, the candidates must be organized and scheduled accordingly. Proper utilization of Google spreadsheets allows for this task to be completed effectively and efficiently. Copies of interview reports and evaluation sheets must also be provided to the interviewers. For this evaluation process to be successful, many volunteers are needed and must show up when necessary. The most important component needed for this project beyond organizational skills is effective communication skills. Without it, the interviews would not occur.

IV. Cost & Personnel Requirements:

In order to interview the candidates, the appropriate number of copies of evaluation reports needs to be made. In order to save money, these copies are provided by the interviewers. Most importantly, membership involvement is vital to the success of this project.

V. Special Problems:

There were no special problems with this project.

VI. Overall Evaluation/Results (Be Specific):

Many prospective students attempt to become members of TBP solely on the basis of it being professionally beneficial for their future career. These potential members do not wish to enhance the local chapter or national organization of TBP as they only desire to be a member to better themselves. As executive officers of our chapter, we wish to recruit and initiate members of TBP that will benefit the organization and continue to uphold the selflessness and liberal culture reputation of TBP. The interview is a crucial method of determining these types of students and filtering them out. An interview allows for a personal interaction between current and prospective members and presents the candidate the opportunity to demonstrate their well-roundedness expected of TBP members. The interview process has been the most effective method of evaluating our new members and creating a population of members who possess the qualities of a TBP engineer.

Prospective Member Interview – Fall 2010

List of Project Organizers:

The Vice President was responsible for organizing the prospective member interviews.

List of Attendees (Members):

Abe Ng

Brett Arpin

Bryan Martinez-Rahoe

Carson Bates

Hilary Stamp

Jessica Stark

Jilene Oakley

Keith Stevens

Kyle Koontz

Matt Gilmer

Michael Paris

Nabilla Arief Tham

Oliver Dewey

Paul Schietinger

Quintin Sheridan

Rachael Madland

Richard Gilmore

Robert Wright

Ryan Neilson

Samantha Lawrence

Scott Cochran

Siti Naquiah Azan

Theresa Sung

Trish Weisgerber

Brett Eagle

Prospective Member Interview – Fall 2010

Sample Interview Report

Interview Report

Each interviewer should fill out one report for each candidate

Name of candidate: _____

Name of interviewer: _____

Date and time: _____

Notes:

Quantify your impression of the candidate's exemplary character:

Integrity (low) 1 2 3 4 5 6 7 8 9 10 (high)

Liberal Spirit (low) 1 2 3 4 5 6 7 8 9 10 (high)

Unselfish Activity (low) 1 2 3 4 5 6 7 8 9 10 (high)

Professionalism (low) 1 2 3 4 5 6 7 8 9 10 (high)

Strengths of candidate:

Weaknesses of candidate:

Remarks:

Recommendations of Interviewer:

Elect / Reject / Discuss

Remember that we are only out to get an impression of the candidate's character in this interview. Focus on things other than academic performance and dedication.

Notes for the interview:

Integrity: Commitment to ethical behavior, doing the right thing, ect. High standards for behavior and the willingness to hold to them in times when compromise would be easier

Liberal spirit: Pursuit of activities and knowledge outside of the realm of study, ie athletics, arts, faith, other disciplines

Unselfish activity: service, especially service that does not bring direct benefit to self

Professionalism: being on time, doing what you say you will do, being accountable and reliable, this is best understood by observing the candidate, but questions can be asked

Strengths section: Give details on the candidate's strengths, especially those things that were graded highly in the quantification section

Weaknesses section: Give details on the candidate's strengths, especially those things that were graded highly in the quantification section, note that apparent weaknesses do not disqualify candidates for TBP, and if you are not seeing weaknesses in the candidate then you are not looking hard enough

Remarks section: Put anything here that doesn't fit elsewhere, as in catalog cards are missing, candidate was late, not dressed properly, ect.

Recommendation: This is the most important part. Decide whether this is someone you would want in TBP alongside you. Again, apparent weaknesses do not disqualify, especially if they are balanced with strengths or a desire to overcome them. **The most important thing that I look for is whether this person actually wants to be in TBP.** Simple, but effective.

Sample interview questions:

Why do you want to join TBP? What are your impressions of the organization?

What do you expect your involvement in TBP to entail? What will you bring to the organization?

What do you want to get out of a membership in TBP?

What other organizations on campus are you involved in? What are the details of your present involvement?

What organizations are you involved in outside of the campus?

How have you performed service and unselfish activity, either in campus organizations or in the rest of life?

Why is TBP's value of liberal culture important for engineers? How do you show a spirit of liberal culture in your life?

Why is integrity important to an engineer? How do the values of integrity guide your personal and professional life? How have you displayed integrity in your life so far?

What do you do in your spare time?

Are there any questions that you have about TBP that we can answer?

Is there anything that you want to say about yourself that we may not have learned through this interview?

The Tau Beta Pi Association

Chapter: Colorado Alpha

Chapter Project Report

Project number: 34

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: **Prospective Member Interview – Spring 2011** Date(s) of Project: 03/07/11 - 03/11/11

Project area: Community/ x University/ x Profession/ x Chapter/ x Education/
 Liberal Culture College Engineering Social Prof. Dev.

Number of persons who participated Members: 28 Electees: 44

Hours spent on this project Organizing: 2 Participating: 20 (total)

DESCRIPTION:

I. General Description:

The informational meeting provided interested eligible students with more information on TBP on both the national level as well as the chapter level. These details included the history and legacy of TBP and the events and activities of our local chapter. The presentation also included information on how to pursue and obtain membership of TBP according to the requirements of TBP and our local chapter. This information was presented using PowerPoint and included pictures of our local chapter, various historical images pertaining to TBP, and videos from the national CD. Envelopes containing brochures of information created last semester were distributed.

II. Purpose & Relationship to Objectives of TBP:

The purpose of giving this presentation was to further inform eligible students of the benefits of being a member of TBP and hopefully persuade these students to become members. The academic and liberal culture components of TBP were upheld during this presentation as they were discussed in detail during this meeting. Students possessing these qualities were recognized prior to this meeting through the eligible letters that were sent out and were given an opportunity to learn more about TBP and the campus chapter of TBP.

III. Organization & Administration: (in conjunction with another group? (No)

This event was only an hour long when including the presentation and the time before and after the presentation where some of the eligible students could ask questions and pick up their potential member materials. Prior to the actual information session, a room had to be reserved and all of the new member materials (information booklets, constitution and bylaws, cast bents and catalog cards) needed to be ordered (in conjunction with the completion of the eligibility report). The presentation also had to be created which included compiling all of the relevant information and pictures together onto one presentation format.

IV. Cost & Personnel Requirements:

There was no cost for the event. All materials purchased were free from headquarters.

V. Special Problems:

There were not any specific problems with this project.

VI. Overall Evaluation/Results (Be Specific):

The information session allows for eligible students who are interested in becoming members of TBP to receive the necessary information to complete the membership process. It also provides further information for the eligible students who are not entirely certain about joining TBP. No matter which eligible student is in attendance, the information session is an important step in the new member process. It is a convenient way for eligible students to gather more information on TBP and to meet current members. This information session is an opportunity for the chapter to share with the eligible students what campus activities and events the chapter is involved with as well as the legacy of TBP off of the campus.

Prospective Member Interview – Spring 2011

List of Project Organizers:

The Vice President was responsible for organizing the prospective member interviews.

List of Attendees:

Adam Hasskamp
Adam Richmond
Andrea Switzer
Bob Knecht
Brett Arpin
Charles Slavin
Courtney Kais
David Bicknase
David Clark
David McQuade
Dieu-Linh Nguyen
Eric Ahrens
Hannah Cooling
Hilary Stamp
Jessica DeBlois
Jilene Oakley
Juijay Chiang
Juliane Von Pichl
Kyle Koontz
Kylie Taylor
Liz Hunter
Mark Cahill
Quintin Sheridan
Rhett Long
Richard Gilmore
Siti Azan
Theresa Sung
Brett Eagle

Prospective Member Interview – Spring 2011

Sample Interview Report

Interview Report

Each interviewer should fill out one report for each candidate

Name of candidate: _____

Name of interviewer: _____

Date and time: _____

Notes:

Quantify your impression of the candidate's exemplary character:

Integrity (low) 1 2 3 4 5 6 7 8 9 10 (high)

Liberal Spirit (low) 1 2 3 4 5 6 7 8 9 10 (high)

Unselfish Activity (low) 1 2 3 4 5 6 7 8 9 10 (high)

Professionalism (low) 1 2 3 4 5 6 7 8 9 10 (high)

Strengths of candidate:

Weaknesses of candidate:

Remarks:

Recommendations of Interviewer:

Elect / Reject / Discuss

Remember that we are only out to get an impression of the candidate's character in this interview. Focus on things other than academic performance and dedication.

Notes for the interview:

Integrity: Commitment to ethical behavior, doing the right thing, ect. High standards for behavior and the willingness to hold to them in times when compromise would be easier

Liberal spirit: Pursuit of activities and knowledge outside of the realm of study, ie athletics, arts, faith, other disciplines

Unselfish activity: service, especially service that does not bring direct benefit to self

Professionalism: being on time, doing what you say you will do, being accountable and reliable, this is best understood by observing the candidate, but questions can be asked

Strengths section: Give details on the candidate's strengths, especially those things that were graded highly in the quantification section

Weaknesses section: Give details on the candidate's strengths, especially those things that were graded highly in the quantification section, note that apparent weaknesses do not disqualify candidates for TBP, and if you are not seeing weaknesses in the candidate then you are not looking hard enough

Remarks section: Put anything here that doesn't fit elsewhere, as in catalog cards are missing, candidate was late, not dressed properly, ect.

Recommendation: This is the most important part. Decide whether this is someone you would want in TBP alongside you. Again, apparent weaknesses do not disqualify, especially if they are balanced with strengths or a desire to overcome them. **The most important thing that I look for is whether this person actually wants to be in TBP.** Simple, but effective.

Sample interview questions:

Why do you want to join TBP? What are your impressions of the organization?

What do you expect your involvement in TBP to entail? What will you bring to the organization?

What do you want to get out of a membership in TBP?

What other organizations on campus are you involved in? What are the details of your present involvement?

What organizations are you involved in outside of the campus?

How have you performed service and unselfish activity, either in campus organizations or in the rest of life?

Why is TBP's value of liberal culture important for engineers? How do you show a spirit of liberal culture in your life?

Why is integrity important to an engineer? How do the values of integrity guide your personal and professional life? How have you displayed integrity in your life so far?

What do you do in your spare time?

Are there any questions that you have about TBP that we can answer?

Is there anything that you want to say about yourself that we may not have learned through this interview?

The Tau Beta Pi Association

Chapter Project Report

Chapter: Colorado Alpha

Project number: 35

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: **Prospective Member Test – Fall 2010**
9/22/10, & 9/23/10

Date(s) of Project: 9/20/10,

Project area:	<input checked="" type="checkbox"/> Community/ Education/	<input checked="" type="checkbox"/> University/ Liberal Culture Prof. Dev.	<input checked="" type="checkbox"/> Profession/ College	<input checked="" type="checkbox"/> Chapter/ Engineering	<input checked="" type="checkbox"/> x Social
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Number of persons who participated Members: 3 Electees: 67

Hours spent on this project Organizing: 3 Participating: 1 (per person)

DESCRIPTION:

I. General Description:

Our chapter gives a test in order to evaluate the prospective student beyond their ability to perform academically. The test is open book for part for the first part of the test and closed notes for the second half. The test consists of short answer questions that range from a one word response to a brief paragraph response. The test covers material discussed in the orientation as well as the national TBP information booklet and constitution and by-laws. The test also contains questions that concern the candidates desire to become a member and how they believe they will benefit by becoming a member of TBP. Three different testing session times were offered. At the test, candidates receive an information book, constitution and by-laws, and fill out the E-cards.

II. Purpose & Relationship to Objectives of TBP:

Eligibility of prospective students depends upon one's academic achievements prior to their junior or senior year in college. Beyond this requirement, the student must demonstrate liberal culture, professionalism, integrity and a desire to help one's community. In order to determine these qualities within a student, our chapter requires two methods of evaluation. This test is one of our two methods of evaluation. The test focuses more on the candidates desire to be a part of TBP and tests whether or not they put any effort toward learning about the legacy and history of the organization prior to their initiation. Participation in the test requires some thought and effort about the organization.

III. Organization & Administration: (in conjunction with another group? (No)

The test questions are developed in a manner that reflects the material presented in the orientation and in the various TBP materials. The test does not contain obscure questions, but rather significant questions that are necessary to fully understand the history, legacy, and on-going efforts of TBP. The test is developed, distributed, and administered by the Vice President with the help of volunteers. Additionally, rooms must be reserved weeks prior to the testing times.

IV. Cost & Personnel Requirements:

In order to administer the tests, the appropriate number of copies needs to be made. This costs approximately \$15 dollars via the copy center on our campus. Once the copies are made the tests need to be administered and graded which is made possible by the initiation committee.

V. Special Problems:

The only problem with this project is the timing of the administration of the test and the room location. If the timing is not suitable for a majority of the candidates, numerous make-up times are needed in order to have everyone complete this process within sufficient time.

VI. Overall Evaluation/Results (Be Specific):

Many prospective students attempt to become members of TBP solely on the basis of it being professionally beneficial for their future career. These potential members do not wish to enhance the local chapter or national organization of TBP as they only desire to be a member to better themselves. As executive officers of our chapter, we wish to recruit and initiate members of TBP that will benefit the organization and continue to uphold the selflessness and liberal culture reputation of TBP. The test is one method of filtering out these types of students. The preparation and effort needed for this test not only helps with the filtering process but also provides new members with important information about the organization they are joining. The testing process has been an effective method of creating a knowledgeable population of members which in turn has fostered a productive and influential chapter.

Prospective Member Test – Fall 2010

List of Project Organizers:

The Vice President was responsible for organizing and administering the prospective member test.

List of Attendees (Members):

Arief Tham Nabilla

Richard Gilmore

Brett Eagle

Prospective Member Test – Fall 2010

Sample Election Test

TAU BETA PI ELECTION TEST

Part 1 – Closed Book

Name: _____

1. What chapter of Tau Beta Pi is the Colorado School of Mines and in what year was it established? What district is our chapter a part of?
2. Where is there a bent of Tau Beta Pi located on campus?
3. State the current officers of Tau Beta Pi.

President: _____
Vice President: _____
Treasurer: _____
Corresponding Secretary: _____
Recording Secretary: _____
Activities Secretary: _____
Historian: _____

TAU BETA PI ELECTION TEST

Part 2 – Open Book

Name: _____

1. When was the Tau Beta Pi Association founded? By whom? At what University?
2. Write the creed of Tau Beta Pi.
3. What are the colors of Tau Beta Pi?
4. What is the official emblem of Tau Beta Pi?
5. What is the modern yell of Tau Beta Pi?
6. What is expected of members of Tau Beta Pi, beyond Academic Excellence?
7. Why is it important to “foster a spirit of liberal culture” in engineering colleges?
8. Summarize the first two fundamental principles in the Code of Ethics of Engineers.
9. Who is the president of Tau Beta Pi on the national level?
10. How do you feel you will benefit from being a member of Tau Beta Pi?

The Tau Beta Pi Association

Chapter Project Report

Chapter: Colorado Alpha

Project number: 36

INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: **Prospective Member Test – Spring 2011** Date(s) of Project: 03/03/11, 03/04/11, & 03/07/11

Project area: Community/
Education/ University/ Profession/ Chapter/ Liberal Culture College Engineering Social
Prof. Dev.

Number of persons who participated Members: 6 Electees: 44

Hours spent on this project Organizing: 3 Participating: 1 (per person)

DESCRIPTION:

I. General Description:

Our chapter gives a test in order to evaluate the prospective student beyond their ability to perform academically. The test is open book for part for the first part of the test and closed notes for the second half. The test consists of short answer questions that range from a one word response to a brief paragraph response. The test covers material discussed in the orientation as well as the national TBP information booklet and constitution and by-laws. The test also contains questions that concern the candidates desire to become a member and how they believe they will benefit by becoming a member of TBP. Three different testing session times were offered. At the test, candidates receive an information book, constitution and by-laws, and fill out the E-cards.

II. Purpose & Relationship to Objectives of TBP:

Eligibility of prospective students depends upon one's academic achievements prior to their junior or senior year in college. Beyond this requirement, the student must demonstrate liberal culture, professionalism, integrity and a desire to help one's community. In order to determine these qualities within a student, our chapter requires two methods of evaluation. This test is one of our two methods of evaluation. The test focuses more on the candidates desire to be a part of TBP and tests whether or not they put any effort toward learning about the legacy and history of the organization prior to their initiation. Participation in the test requires some thought and effort about the organization.

III. Organization & Administration: (in conjunction with another group? (No)

The test questions are developed in a manner that reflects the material presented in the orientation and in the various TBP materials. The test does not contain obscure questions, but rather significant questions that are necessary to fully understand the history, legacy, and on-going efforts of TBP. The test is developed, distributed, and administered by the Vice President with the help of volunteers. Additionally, rooms must be reserved weeks prior to the testing times.

IV. Cost & Personnel Requirements:

In order to administer the tests, the appropriate number of copies needs to be made. This costs approximately \$15 dollars via the copy center on our campus. Once the copies are made the tests need to be administered and graded which is made possible by the initiation committee.

V. Special Problems:

The only problem with this project is the timing of the administration of the test and the room location. If the timing is not suitable for a majority of the candidates, numerous make-up times are needed in order to have everyone complete this process within sufficient time.

VI. Overall Evaluation/Results (Be Specific):

Many prospective students attempt to become members of TBP solely on the basis of it being professionally beneficial for their future career. These potential members do not wish to enhance the local chapter or national organization of TBP as they only desire to be a member to better themselves. As executive officers of our chapter, we wish to recruit and initiate members of TBP that will benefit the organization and continue to uphold the selflessness and liberal culture reputation of TBP. The test is one method of filtering out these types of students. The preparation and effort needed for this test not only helps with the filtering process but also provides new members with important information about the organization they are joining. The testing process has been an effective method of creating a knowledgeable population of members which in turn has fostered a productive and influential chapter.

Prospective Member Test – Spring 2011

List of Project Organizers:

The Vice President was responsible for organizing and administering the prospective member test.

List of Attendees:

Courtney Kais
Andrew Renehan
Saundra Hunter
Adam Hasskamp
Andrea Switzer
Brett Eagle

Prospective Member Test – Spring

Sample Test

TAU BETA PI ELECTION TEST

Part 1 – Closed Book

Name: _____

1. What chapter of Tau Beta Pi is the Colorado School of Mines and in what year was it established? What district is our chapter a part of?
2. Where is there a bent of Tau Beta Pi located on campus?
3. State the current officers of Tau Beta Pi.

President: _____
Vice President: _____
Treasurer: _____
Corresponding Secretary: _____
Recording Secretary: _____
Activities Secretary: _____
Historian: _____

TAU BETA PI ELECTION TEST

Part 2 – Open Book

Name: _____

1. When was the Tau Beta Pi Association founded? By whom? At what University?
2. Write the creed of Tau Beta Pi.
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