



Tau Beta Pi
Michigan Iota
2019-2020 Chapter Project Report

President	Michael Ustes
Vice President	Eric Cheek
Corresponding Secretary	Dean Lawrence
Treasurer	Maya Hamka
Recording Secretary	Ali Rammouni
Tutoring Coordinator	Victoria Hebda
Activities Coordinator	Ahmed Taleb

Contents

1	Pre-fall Officer Meeting	2
2	Letter Building Event	4
3	Patent and Intellectual Property Talk	6
4	Introductory Meetings	7
5	Fall Mechanical Engineering Tutoring	9
6	Smoker	11
7	IP and Copyright Talk	13
8	Engineering Futures - Effective Presentation Skills	14
9	Game Night	15
10	Initiation Banquet	16
11	Fall/Winter Transition Meeting	17
12	Game Night	19
13	Patent and Intellectual Property Talk	20
14	Letter Building Event	22
15	Electrical Engineering Tutoring	24
16	Mechanical Engineering Tutoring	27
17	Introductory Meetings	30
18	IMSE Tutoring	32
19	Engineering Futures - Team Chartering	34
20	Admitted Student Reception	36
21	Smoker	38
22	Officer Meetings	40
23	Copyright and Intellectual Property	42
24	TRIZ Overview	44
25	Patenting an Invention	46

1 Pre-fall Officer Meeting

Michigan Iota

1. Project Information

- i. Date(s): 08/16/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	3.0

2. Project Evaluation

i. General Description

This meeting served as an opportunity for the new officers to meet and plan events before the beginning of the fall semester.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This meeting is crucial to the operations of the chapter. It is used to plan the overall schedule for the semester, including selecting dates for initiation and the smoker, as well as planning what events the chapter would like to run. Without these meetings, the chapter would run significantly less smoothly than it currently does.

iii. Organization and Administration

N/A

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. Special Problems Encountered

N/A

vii. **Overall Evaluation**

This meeting was a success in planning for the fall 2019 semester. Dates were picked out for most of the major events for the semester, and each officer was given an ample amount of tasking to keep the chapter operational during the semester.

2 Letter Building Event

Michigan Iota

1. Project Information

- i. Date(s): 09/20/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	8
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	4.0

2. Project Evaluation

- i. **General Description**

This event involved members of the chapter getting together to create the letters that will be sent out to eligible students to inform them of their eligibility.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This event both serves to further the chapter's goals by getting the word out regarding eligibility and allows members of the chapter to get together and work cooperatively towards this goal.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$135.0
- v. **Cost Breakdown**

Costs involved purchasing of envelopes, paper, and stamps.
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

The chapter was successful in building all of the letters during the event that would be sent out to the eligible members.

3. Additional Attachments

Figure 1: Instructions to build letters

Instructions for Mail Merge

1. Collect letter draft and complete list of eligible candidates
 - a. If given JR/SR separation, put one list underneath the other on one excel file. It will not work otherwise
 - b. These files do not have to be in the same file location, but this is useful for organizational purposes
2. Open letter as word document
3. Go to "Mailings" tab and select "Start Mail Merge".
 - a. Drop-down menu will appear. Select "Letters". The document should flash off and back on, indicating the mail merge has started.
4. Next, click "Select Recipients" and, then, "Use Existing List". This will pull up a File Explorer window. Search for the location of the complete candidate list and select it.
5. Another dialog box should appear.
 - a. This will contain the sheet it will extract the recipients from. Confirm it is correct.
 - b. Make sure to confirm, if true, that the first row is all headers. Everything else should automatically generate.
 - c. Click 'OK' once this is complete
6. The last step is to insert "Merge Fields" to the letter document. On the Mailings tab, click the drop down "Insert Merge Fields" tab and select the appropriate category.
 - a. This tag will appear where your cursor is placed, so make sure it is in the correct place.
 - b. Greetings and addresses are the only two areas that need to be changed. Everything else in the letter is constant.
7. Finally, once you are satisfied with the content of the letter, you can hit the "Finish & Merge" button on the far right of the Mailings tab.
 - a. Another dialog box will appear. Choose Edit Individual Documents
 - b. This method will generate a Word Document with a single letter for each person on the eligibility list.
8. Save the new file with an appropriate title. It is a good idea to save both the word and pdf versions in case of mistakes.

3 Patent and Intellectual Property Talk

Michigan Iota

1. Project Information

- i. Date(s): 09/30/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	6
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

This event was a presentation hosted by UM Dearborn professor and chapter member Professor Kasravi. The presentation covers basic information regarding patents and intellectual property.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The event is open to all students on campus and provides information on a topic that is not often taught in classes.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

The event had around our average attendance for one of these events hosted by the chapter. A similar presentation is hosted every semester, so we are happy with the results of it.

4 Introductory Meetings

Michigan Iota

1. Project Information

- i. Date(s): 10/09/19 - 10/10/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	5
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

These events were the meetings that the eligible members were invited to in order to learn more about the chapter and organization.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The introductory meetings are the primary method of sharing information about the organization with prospective members. We present and hand out materials relating to the chapter and organization, as well as instruct those in attendance about the steps they have to take to become a member.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The introductory meetings this semester were particularly successful. We ran a total of four over the course of two days, and attracted a much larger number of people than we typically do.

5 Fall Mechanical Engineering Tutoring

Michigan Iota

1. Project Information

- i. Date(s): 10/31/19 - 12/12/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	2
Electees	1

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.5

2. Project Evaluation

- i. **General Description**

The chapter started up a tutoring service for the lower-level mechanical engineering courses due to the lack of additional supplemental support.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The purpose of this tutoring session is to allow for our TBP chapter to help students who are having a difficult time understanding mechanical engineering course material. This would also give our tutors the chance to develop valuable skills such as problem solving and interpersonal skills.
- iii. **Organization and Administration**

The Tutoring Coordinator would be in contact with the academic advising offices to plan how the sessions are formatted, reserve the proper rooms, and send announcements to the general student body. Tutors were chosen based on time commitment and room availability. Each session would be an hour and a half and students would walk in during that time.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

Each tutor needs to be available to work during the selected time slot once per week.

vi. **Special Problems Encountered**

It was difficult to get tutors for the electrical engineering courses as well as scheduling times that work for the mechanical engineering tutors.

vii. **Overall Evaluation**

For our first time doing a tutoring program, it went overall well. It allowed TBP to become more well known through our campus and allowed for mechanical engineering students to finally receive supplemental support. However, it was difficult to find additional tutors in the field of electrical engineering due to time commitment. To allow this to succeed in the future, we could allow for our members to have more flexible times as well as create more awareness for our service.

3. **Additional Attachments**

Figure 2: Email from Academic advising



Free Drop-in Tutoring

- 200 and 300-level ME courses

- ENGR 126 and ENGR 216!

Thursdays - 9:30 - 11am - 1330 PEC

Offered by Tau Beta Pi

in conjunction with the CECS Office of Advising and Academic Success

6 Smoker

Michigan Iota

1. Project Information

- i. Date(s): 11/01/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Eligible Members	21
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	4.0

2. Project Evaluation

i. General Description

The smoker is the event where prospective eligible members are interviewed. A panel of chapter officers ask a series of technical questions relating to their major, as well as logic and ethical questions. The election of members occurs immediately after the eligible members leave.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Alongside the eligible member exam, the smoker is the primary method of evaluating how well of a fit eligible people are to join the chapter.

iii. Organization and Administration

N/A

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. Special Problems Encountered

N/A

vii. **Overall Evaluation**

This smoker was successful. Two smokers were held back to back, with approximately ten students being questioned in each one.

7 IP and Copyright Talk

Michigan Iota

1. Project Information

- i. Date(s): 11/04/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	3
Electees	4

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

This event is a presentation from UM Dearborn professor and TBP member Dr. Kasravi. He presents on topics relating to patents, copyrights, and intellectual property.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The presentation is hosted by the chapter and open to any students on campus. It encompasses topics that are not often taught in classes, and in doing so provides a useful service to the university.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

The professor giving the presentation had a last minute complication and was unable to make it to this event. The presentation was instead given by a different member of TBP.

8 Engineering Futures - Effective Presentation Skills

Michigan Iota

1. Project Information

- i. Date(s): 11/09/19
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	6
Electees	5

- v. Average number of hours per person spent:

Participating	Organizing
3.0	3.0

2. Project Evaluation

- i. **General Description**

The chapter hosted a presentation on effective presentations from someone from TBP as part of the Engineering Futures program.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The event was a good opportunity to learn about more soft skills that are not often explicitly taught in classes. Hosting the event also helps to further establish the chapter on campus.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

This was the first time, at least in recent memory, that the chapter hosted an Engineering Futures session on campus. We were not able to hit the 15 person attendance in order for the event to be expense free, but we were still happy with the results as a first attempt.

9 Game Night

Michigan Iota

1. Project Information

- i. Date(s): 11/22/19
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	5
Electees	15

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**

This event served as an opportunity for members of the chapter and the electees to get together and socialize over board games.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Game night was the last event that took place before initiation, and it was a good opportunity to bond between current members and electees.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

This event was successful. It had one of the best turnouts of our social events, and attracted a large proportion of the electees from the fall 2019 semester.

10 Initiation Banquet

Michigan Iota

1. Project Information

- i. Date(s): 12/07/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	12
Electees	20

- v. Average number of hours per person spent:

Participating	Organizing
5.0	2.0

2. Project Evaluation

- i. **General Description**

The initiation banquet takes place immediately after the initiation ceremony. It is open to family, and serves as an opportunity to celebrate the new members' induction. It is also used as a meeting and to elect officers for the next semester.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The banquet is a way to publicly recognize the initiation and accomplishments of new members.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$651.13
- v. **Cost Breakdown**

Due to issues with the university, we were unable to get the cost of the event reimbursed.
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

This initiation held one of our largest classes of new members in recent memory. A new ceremony was also introduced to invest graduating members to celebrate their accomplishments.

11 Fall/Winter Transition Meeting

Michigan Iota

1. Project Information

- i. Date(s): 12/18/19
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	11
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	3.0

2. Project Evaluation

- i. **General Description**

This event was a meeting between the outgoing and incoming officers between the fall 2019 and winter 2020 semesters. The meeting is also used to set the schedule for the upcoming semester, including dates for the planned initiation, smoker, and introductory meetings. It is also used to determine the set of additional events that the chapter would like to run during the semester, such as Engineering Futures sessions and Pi Day.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The meeting helps to ensure a smooth transition of officers. There is often a considerable amount of information outgoing members have learned about the workings of the organization, and this meeting gives a venue to share that information to keep the chapter running well.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The meeting was in general successful. Some of our longest standing leaders and members left officer positions or graduated after the fall semester. The meeting ran well, and the winter semester generally ran well as a result.

12 Game Night

Michigan Iota

1. Project Information

- i. Date(s): 01/17/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	6
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	2.0

2. Project Evaluation

- i. **General Description**

Game night serves as an opportunity for members of the chapter to get together and socialize over board games.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The goal of the event is to keep members active in the chapter, make connections between people within the chapter, and to relieve stress from classes.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A
- vii. **Overall Evaluation**

The people that attended the event responded positively, with the general consensus that these should be events that continue being hosted.

13 Patent and Intellectual Property Talk

Michigan Iota

1. Project Information

- i. Date(s): 01/21/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

This event is a presentation hosted by UM Dearborn professor and TBP member Dr. Kasravi. The talk focused on patents, including basic information regarding what they are, how to go about acquiring them, and common pitfalls made.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

This talk provides information to both members and non-members regarding topics that are not generally covered in most engineering classes.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

While attendance can be low, the information presented is found valuable by those that attended. The professor that hosts the event is happy enough with them that he likes to continue running them to the benefit of the chapter and university.

14 Letter Building Event

Michigan Iota

1. Project Information

- i. Date(s): 01/24/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM

iv. Number of persons who participated:

Category	Count
Members	9
Electees	0

v. Average number of hours per person spent:

Participating	Organizing
2.0	3.0

2. Project Evaluation

i. General Description

This event involved members of the chapter getting together to create the letters that will be sent out to eligible students to inform them of their eligibility.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

This event both serves to further the chapter's goals by getting the word out regarding eligibility and allows members of the chapter to get together and work cooperatively towards this goal.

iii. Organization and Administration

N/A

iv. Total Cost

\$94.36

v. Cost Breakdown

N/A

vi. Special Problems Encountered

N/A

vii. Overall Evaluation

The chapter was successful in building all of the letters during the event that would be sent out to the eligible members. The event also provided an opportunity for a visit from Mike Hand, a district 7 regional director, to grow connections within the organization.

3. Additional Attachments

Figure 3: Instructions to build letters

Instructions for Mail Merge

1. Collect letter draft and complete list of eligible candidates
 - a. If given JR/SR separation, put one list underneath the other on one excel file. It will not work otherwise
 - b. These files do not have to be in the same file location, but this is useful for organizational purposes
2. Open letter as word document
3. Go to "Mailings" tab and select "Start Mail Merge".
 - a. Drop-down menu will appear. Select "Letters". The document should flash off and back on, indicating the mail merge has started.
4. Next, click "Select Recipients" and, then, "Use Existing List". This will pull up a File Explorer window. Search for the location of the complete candidate list and select it.
5. Another dialog box should appear.
 - a. This will contain the sheet it will extract the recipients from. Confirm it is correct.
 - b. Make sure to confirm, if true, that the first row is all headers. Everything else should automatically generate.
 - c. Click 'OK' once this is complete
6. The last step is to insert "Merge Fields" to the letter document. On the Mailings tab, click the drop down "Insert Merge Fields" tab and select the appropriate category.
 - a. This tag will appear where your cursor is placed, so make sure it is in the correct place.
 - b. Greetings and addresses are the only two areas that need to be changed. Everything else in the letter is constant.
7. Finally, once you are satisfied with the content of the letter, you can hit the "Finish & Merge" button on the far right of the Mailings tab.
 - a. Another dialog box will appear. Choose Edit Individual Documents
 - b. This method will generate a Word Document with a single letter for each person on the eligibility list.
8. Save the new file with an appropriate title. It is a good idea to save both the word and pdf versions in case of mistakes.

15 Electrical Engineering Tutoring

Michigan Iota

1. Project Information

- i. Date(s): 02/10/20 - 03/12/20
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	5.0

2. Project Evaluation

- i. **General Description**

The chapter hosted weekly tutoring sessions that provided help with core lower-level electrical engineering classes.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Hosting these sessions provide a valuable resource to the university, and help to further the intellectual wealth of the university. The sessions also help to advertise the chapter to freshman and sophomore students.
- iii. **Organization and Administration**

Tutoring Coordinator reached out to academic advising to reserve rooms and times for tutoring sessions while also reaching out to members of TBP that were interested in volunteer tutoring students in ECE subjects and assigned shifts accordingly. Tutors stayed for shifts of approximately 1 hour to tutor walk in students
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

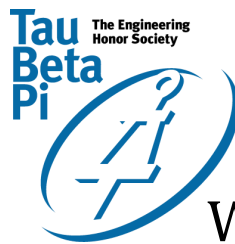
Trying to coordinate times that were suitable for both the tutors and room availability was slightly difficult but we were able to find something that worked for everyone

vii. **Overall Evaluation**

The program went well and the students who attended expressed their thanks and the usefulness of the sessions and stated that they would keep attending in the future if they needed help. It improved TBP's reputation on campus as an engineering organization that wanted to see all students thrive. In the future, it would be helpful if we could have more members offer their time to tutor and to section times for specific, high demand courses that many students requested.

3. **Additional Attachments**

Figure 4: Advertising for the event



NEED HELP WITH ENGINEERING COURSES?

TBP in partnership with the CECS Office of Advising and Student Success will be offering tutoring services for 200+ level engineering courses.

Mondays: 8-10AM (ECE) in PEC 1120
Tuesdays: 8-11:30 AM (ME) in PEC 1120
Thursdays 12-1PM (IMSE) in PEC 1310

Some classes you can expect help with:

ECE: 270, 273, 311, 210
ME: 230, 260, 265, 3601, 325
345, 381
IMSE: 421, 317/or ME 364

16 Mechanical Engineering Tutoring

Michigan Iota

1. Project Information

- i. Date(s): 02/11/20 - 03/12/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	4
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	5.0

2. Project Evaluation

- i. **General Description**

The chapter hosted weekly tutoring session for core lower-level mechanical engineering courses.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Hosting these sessions provide a valuable resource to the university, and help to further the intellectual wealth of the university. The sessions also help to advertise the chapter to freshman and sophomore students.
- iii. **Organization and Administration**

Tutoring Coordinator reached out to academic advising to reserve rooms and times for tutoring sessions while also reaching out to members of TBP that were interested in volunteer tutoring students in ME subjects and assigned shifts accordingly. Tutors stayed for shifts of approximately 1 hour to tutor walk in students
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A

vi. **Special Problems Encountered**

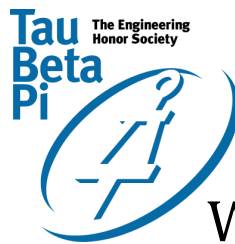
Trying to coordinate times that were suitable for both the tutors and room availability was slightly difficult but we were able to find something that worked for everyone

vii. **Overall Evaluation**

The program went well and the students who attended expressed their thanks and the usefulness of the sessions and stated that they would keep attending in the future if they needed help. It improved TBP's reputation on campus as an engineering organization that wanted to see all students thrive. In the future, it would be helpful if we could have more members offer their time to tutor and to section times for specific, high demand courses that many students requested.

3. **Additional Attachments**

Figure 5: Advertising for the event



NEED HELP WITH ENGINEERING COURSES?

TBP in partnership with the CECS Office of Advising and Student Success will be offering tutoring services for 200+ level engineering courses.

Mondays: 8-10AM (ECE) in PEC 1120
Tuesdays: 8-11:30 AM (ME) in PEC 1120
Thursdays 12-1PM (IMSE) in PEC 1310

Some classes you can expect help with:

ECE: 270, 273, 311, 210
ME: 230, 260, 265, 3601, 325
345, 381
IMSE: 421, 317/or ME 364

17 Introductory Meetings

Michigan Iota

1. Project Information

- i. Date(s): 02/12/20 - 02/13/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

These events were the meetings that the eligible members were invited to in order to learn more about the chapter and organization.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The introductory meetings are the primary method of sharing information about the organization with prospective members. We present and hand out materials relating to the chapter and organization, as well as instruct those in attendance about the steps they have to take to become a member.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The introductory meetings this semester were generally successful. We ran a total of four over the course of two days, and attracted a decent number of interested students. It was a decrease from the previous semester, but this could be expected because winter semesters are generally slower.

18 IMSE Tutoring

Michigan Iota

1. Project Information

- i. Date(s): 02/13/20 - 03/12/20
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	5.0

2. Project Evaluation

- i. **General Description**

The chapter provided weekly tutoring sessions to core lower-level IMSE engineering classes.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The sessions provide a useful service to the university. They also serve as a way to advertise the organization and chapter to students that are earlier in their degree.
- iii. **Organization and Administration**

Tutoring Coordinator reached out to academic advising to reserve rooms and times for tutoring sessions while also reaching out to members of TBP that were interested in volunteer tutoring students in [IMSE] subjects and assigned shifts accordingly. Tutors stayed for shifts of approximately 1 hour to tutor walk in students
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

Trying to coordinate times that were suitable for both the tutors and room availability was slightly difficult but we were able to find something that worked for everyone

vii. **Overall Evaluation**

The program went well and the students who attended expressed their thanks and the usefulness of the sessions and stated that they would keep attending in the future if they needed help. It improved TBP's reputation on campus as an engineering organization that wanted to see all students thrive. In the future, it would be helpful if we could have more members offer their time to tutor and to section times for specific, high demand courses that many students requested.

3. **Additional Attachments**

Figure 6: Advertising for the event



TBP in partnership with the CECS Office of Advising and Student Success will be offering tutoring services for 200+ level engineering courses.

Mondays: 8-10AM (ECE) in PEC 1120
Tuesdays: 8-11:30 AM (ME) in PEC 1120
Thursdays 12-1PM (IMSE) in PEC 1310

Some classes you can expect help with:
ECE: 270, 273, 311, 210
ME: 230, 260, 265, 3601, 325
345, 381
IMSE: 421, 317/or ME 364

19 Engineering Futures - Team Chartering

Michigan Iota

1. Project Information

- i. Date(s): 02/21/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-member	4
Members	5
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	3.0

2. Project Evaluation

- i. **General Description**

The chapter hosted a presenter from TBP to present on the Team Chartering module from the Engineering Futures program.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The presentation served as an opportunity for members, those looking to become members, and others at the university alike to gain soft skills related to engineering.
- iii. **Organization and Administration**

Organization of the event was led by our corresponding secretary. This primarily consists of coordinating with TBP headquarters and the facilitator for the event to select a date and time. This also involved booking a satisfactory room for the event.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

While the people that attended the event enjoyed it, there were issues advertising and attracting people to the event in the first place.

20 Admitted Student Reception

Michigan Iota

1. Project Information

- i. Date(s): 03/10/20
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	2
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

- i. **General Description**

This event served as an opportunity for some leaders of the chapter to participate in an on-campus fair and advertise the organization to potential incoming students to the university.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

Participation in the event served to further recognition of the chapter on campus and to begin making connections with students that may end up becoming members a few years down the line.
- iii. **Organization and Administration**

The event was organized by the university.
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The event was successful in representing the active chapter to the incoming students. The members that attended were able to give tips and pointers based on their own personal experience. Beyond that, it did not particularly serve our organization.

21 Smoker

Michigan Iota

1. Project Information

- i. Date(s): 03/13/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Eligible Members	7
Members	8
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
3.0	3.0

2. Project Evaluation

i. General Description

The smoker is the event where prospective eligible members are interviewed. A panel of chapter officers ask a series of technical questions relating to their major, as well as logic and ethical questions. The election of members occurs immediately after the eligible members leave.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

Alongside the eligible member exam, the smoker is the primary method of evaluating how well of a fit eligible students are to join the chapter.

iii. Organization and Administration

N/A

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. Special Problems Encountered

N/A

vii. **Overall Evaluation**

This smoker was successful. It was also the last chapter event held before the campus officially closed due to the COVID-19 pandemic. Measures were taking during the event to distance people within the room. Also, disinfectant wipes and hand sanitizer was provided to help the event stay sanitary.

22 Officer Meetings

Michigan Iota

1. Project Information

- i. Date(s): 03/17/20 - 06/01/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	7
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
1.0	1.0

2. Project Evaluation

i. General Description

A series of weekly online meetings were hosted between the officers and advisers in order to continue the operation of the chapter during the closure of campus due to the COVID-19 pandemic.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

These meetings were crucial in coordinating work between the officers to finish the necessary reports and plan around the impacts of the pandemic. They provided a regular and frequent opportunity to share information in a setting where it was easy to get feedback.

iii. Organization and Administration

N/A

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. Special Problems Encountered

N/A

vii. **Overall Evaluation**

These events were a good opportunity to keep the officers connected and the chapter running. They were especially useful while coordinating tasking between the officers to finish many of the end of year reports.

23 Copyright and Intellectual Property

Michigan Iota

1. Project Information

- i. Date(s): 03/31/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	5
Electees	3

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

The chapter hosted UM Dearborn professor and MI Iota member Kas Kasravi for an online presentation on copyright and intellectual property.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The presentation provides members, electees, and non-members alike the opportunity to get started learning about what copyrights are and how they work. These topics are not covered heavily in many curriculums.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

This event was the first of the online talks the chapter hosted by the professor. Thanks to both this, as well as a number of electees that attended, the event had a more healthy attendance than the in-person event held earlier in the semester.

24 TRIZ Overview

Michigan Iota

1. Project Information

- i. Date(s): 04/03/20
- ii. New/Recurring Project: New
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-member	10
Members	6
Electees	5

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

The chapter hosted UM Dearborn professor and MI Iota member Kas Kasravi for an online presentation. The presentation covered the problem solving technique TRIZ.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The presentation detailed the basics of TRIZ, a problem solving and invention creation technique, in the hopes that current students will be able to apply this technique in their future careers.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

The event provides one of the largest turnouts for one of our events, helped by advertising within the hosting professor's class. The online nature of the event worked well given the current circumstances.

25 Patenting an Invention

Michigan Iota

1. Project Information

- i. Date(s): 04/14/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Non-member	2
Members	4
Electees	6

- v. Average number of hours per person spent:

Participating	Organizing
2.0	1.0

2. Project Evaluation

- i. **General Description**

The chapter hosted an online presentation given by UM Dearborn professor and MI Iota chapter member Kas Kasravi. The presentation covered an overview of the process involved in patenting a new invention.
- ii. **Purpose and Relationship to Objectives of Tau Beta Pi**

The presentation was hosted by the chapter and open to the public. It provided valuable information that is not often taught in classes.
- iii. **Organization and Administration**

N/A
- iv. **Total Cost**

\$0.0
- v. **Cost Breakdown**

N/A
- vi. **Special Problems Encountered**

This event was originally planned to be an in-person presentation, but had to be shifted online because of campus closures.

vii. **Overall Evaluation**

The online venue for the event was successful, with it managing to attract some people from outside the chapter.

26 Laureate Award

Michigan Iota

1. Project Information

- i. Date(s): 04/24/20 - 05/01/20
- ii. New/Recurring Project: Recurring
- iii. Project Areas:
 - Custom
 - Community/Liberal Culture
 - University/College
 - Profession/Engineering
 - Chapter/Social
 - Education/Professional Development
 - K-12 STEM
- iv. Number of persons who participated:

Category	Count
Members	3
Electees	0

- v. Average number of hours per person spent:

Participating	Organizing
5.0	3.0

2. Project Evaluation

i. General Description

This project was a collective work by members of Tau Beta Pi to create a nomination for one of our distinguished members. The nominee filled out half of the criteria while the other members helped fill in supporting documents. If selected, the nominee would be granted an award which includes some amount of money along with recognition in The Bent.

ii. Purpose and Relationship to Objectives of Tau Beta Pi

The goal of this nomination is to recognize one of our finest members through a prestigious award. It was also an excellent developmental practice for other members in professional writing.

iii. Organization and Administration

The leader of the project completed most of the sections not completed by the nominee. The assisting member aided in making final edits and gathering advisor signatures. The nominee gathered letters of recommendation as well as filling out other portions of the nomination.

iv. Total Cost

\$0.0

v. Cost Breakdown

N/A

vi. **Special Problems Encountered**

N/A

vii. **Overall Evaluation**

In general, I would say we did a great job of completing the nomination to the best of our abilities. We did as best of a job as we could in identifying key areas to express the nominees contributions to TBP as well as our campus in the hopes they would win this award. Until the decision has been made, we will not know if we were truly successful in the Laureate Award Nomination.