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 Career Fair Date(s) of Project: February 12, 2002

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

Number of persons who participated in this project Members: 10 Electees: 0
(Please attach a list of names.)

Hours spent on this project. Organizing: 75 Participating: 30

DESCRIPTION:

I. General Description: Our chapter sponsored its 1st Annual Engineering and Science Spring Career Fair. There is currently a Fall Career Fair on our campus. We thought it would be beneficial to students if there were a Spring Career Fair. Letters of invitations were sent to 250 companies. The goal was to have companies in all fields of science and engineering.

II. Purpose & Relationship to Objectives of TBP: Sponsoring the career fair shows that Tau Beta Pi is concerned about all students on campus, not just its members. It also gave younger students that are not ready for employment a chance to learn more about companies in the fields of science and engineering.

III. Organization & Administration: (in conjunction with another group? ___ Yes x No) There were numerous logistical tasks that needed attention to make the career fair successful.

IV. Cost & Personnel Requirements: A $100 registration fee covered all costs.

V. Special Problems: None

VI. Over-all Evaluation/Results (Be Specific): The career fair was very successful. We received reports that many students gained employment because of it. There were 21 booths with over 400 students attending. The career fair also served as a fundraiser as each company had to pay a registration fee.
VII. Index of Exhibits:

Participants:
Mark Fersdahl
Darryn Frafford
Adam Berg
Brian Scholl
Eric Pollard
Paul Menke
Michael Pogany
Nick Koch
Marvin Geersen
Dr. Larry Simonson
November 30, 2001

Dear «SAL»,

It is my pleasure to invite you to the 2002 Engineering and Science Spring Career Fair at the South Dakota School of Mines and Technology (SDSM&T). It will be held on Tuesday, February 12. SDSM&T, which offers undergraduate and graduate degrees in all the major engineering and science disciplines, has been a leader for more than a century in preparing world class scientists and engineers.

The Career Fair is being presented by Tau Beta Pi, which is the engineering honor society on campus. Additional information about this event is enclosed, including a registration form to reserve your Career Fair space.

More than 100 companies and agencies recruited on campus last year. The Career Fair this fall, which had a waiting list for exhibitor space, had 82 registered employers and approximately 1200 attendees. Over 75% of SDSM&T engineering and science graduates have relevant work experience through co-ops and internships. In addition to technical expertise, our students develop leadership, teamwork, and communication skills through various interdisciplinary team projects and campus activities.

Thank you for your interest in our students. I welcome the opportunity to work with you in matching our top-quality students with your employment needs. I hope to see you at our Spring Career Fair!

Sincerely,

Mark Fersdahl
Tau Beta Pi President
Company Address

Company

Street Address

City, State, Zip Code

Web Address

Name of person completing form

Phone #

Fax #

E-Mail Address

[ ] Yes, we will attend the Spring Career Fair on February 12, 2002 ($100 fee is enclosed). Reservations for exhibitor space taken on a first-request basis & confirmed upon receipt of payment. SEE ENCLOSED INFORMATION SHEET.

[ ] Our display requires electricity [ ] Other ______________________

[ ] Person(s) attending the Career Fair will be ______________________

Please return form and registration fee by January 11, 2002 to:

Tau Beta Pi
SDSM&T Electrical Engineering Dept.
501 E. Saint Joseph Street
Rapid City, SD 57701
(605) 394-2451 Fax (605) 394-2913
Email: Carolyn.Brich@sdsmt.edu
DATE/LOCATION
- TUESDAY, FEBRUARY 12, 2002
- 9:00 AM – 12:00PM & 1:00 PM – 4:00PM
- SURBECK STUDENT CENTER BALLROOM

COST
- $100.00
  (INCLUDES LUNCH AND MORNING/AFTERNOON REFRESHMENTS
- PLEASE RETURN REGISTRATION FORM & FEE BY JANUARY 11, 2002
- RESERVATION TAKEN ON A FIRST-REQUEST BASIS AND WILL BE CONFIRMED UPON RECEIPT OF PAYMENT. COMPANIES WILL BE PLACED ON A WAITING LIST AFTER CAPACITY IS REACHED.
- REFUND REQUESTS MUST BE MADE BY JANUARY 11, 2002

DISPLAY/BOOTH SPACE
- 7 FT WIDTH FLOOR SPACE, 6 FT TABLE (NO 8 FT TABLES AVAILABLE)
- MUST FIT WITHIN 6 FT SPACE OR ON THE TABLE
- DISPLAYS WIDER THAN 6 FT REQUIRE AN ADVANCE PURCHASE OF SECOND BOOTH
- ELECTRICITY TO DISPLAY (UPON REQUEST)

COMPANY SHOULD PROVIDE (IF DESIRED)
  LITERATURE
  DISPLAY(S)
  SIGN(S)/LOGO(S)
  AUDIO/VISUAL EQUIPMENT
  EASELS

DISPLAY SETUP/REMOVAL
- SET UP ANYTIME AFTER 12:00 PM, MONDAY, FEBRUARY 11, 2002
- REMOVAL BY 8:00 PM, TUESDAY, FEBRUARY 12, 2002

DISPLAY STORAGE/TRANSPORTATION
- WE WILL STORE LITERATURE OR DISPLAYS SENT PRIOR TO THE EVENT
- EXHIBITORS ARE EXPECTED TO MAKE OWN ARRANGEMENTS FOR RETURN SHIPMENT OF DISPLAY.
- DELIVERY SERVICES AVAILABLE INCLUDE: UPS, AIRBORNE EXPRESS, FEDERAL EXPRESS

SHIP MATERIALS & DISPLAYS TO
- SDSM&T SURBECK CENTER
  ATTN: SPRING CAREER FAIR
  501 E SAINT JOSEPH STREET, RAPID CITY, SD 57701
Wednesday, January 30, 2002

"Contact Person"
"Company"
"Street Address 1"
"Street Address 2"
"City State Zip"

Dear "Sal",

This letter is to confirm your reservation in the 2002 Spring Career Fair being sponsored by the Tau Beta Pi chapter at the South Dakota School of Mines and Technology. First of all, I would like to thank you for your timely responses. With your help, we hope to make the Spring Career Fair a huge success. Here are some things that I would like you to keep in mind when preparing the Spring Career Fair:

- If you have not yet, please submit your $100 registration fee.
- Please notify us of any special needs that you may have.
- You may set up anytime after 12:00 PM on February 11, 2002
- Please remove displays by 8:00 PM on February 12, 2002
- We will store displays prior to the event
- Exhibitors are expected to make their own arrangements for return shipment of displays.
- Delivery services available are UPS, Airborne Express, and Federal Express.
- Ship materials and displays to:
  SDSM&T Surbeck Center
  Attn: Spring Career Fair
  501 E. St. Joseph St.
  Rapid City, SD 57701

- Lunch for the exhibitors will be provided, along with morning and afternoon refreshments.
- Enclosed is a map of SDSM&T. I have circled the parking lots around the Surbeck Center where you may park. Please, if possible, park in the highlighted visitors row.

Once again, I would like to thank you for participating in the 2002 Spring Career Fair at SDSM&T. If you have any questions or concerns, please contact Carolyn Brich by phone at (605) 394-2451 or via e-mail at Carolyn.Brich@sdsmt.edu.

Sincerely,

Mark Fersdahl
Tau Beta Pi President
Welcome to the Spring Engineering and Science Career Fair
February 12, 2002

Dear 2002 Spring Career Fair Attendees,

On behalf of the South Dakota Alpha chapter of Tau Beta Pi, I would like to welcome you to the 2002 Engineering and Science Spring Career Fair. With your help, we hope to make this an annual event. Following are some things to keep in mind:

- I will be coming around Tuesday morning to give each exhibitor a free lunch coupon for the cafeteria (not the Miner's Shack) downstairs.
- Refreshments will be provided during the morning and afternoon sessions on the stage. Please feel free to help yourself at anytime.
- Parking on campus is a bit of a hassle. If you should happen to receive a parking ticket, just return it to me or another Tau Beta Pi member, and we will take care of it. I apologize if there happens to be any problems.

If you have any questions, please ask the Tau Beta Pi member at the front table. We are looking to a successful event.

Sincerely,

Mark Fersdahl
Tau Beta Pi President
Spring Career Fair Attendees

Ball Aerospace & Technologies Corp.
Dakota Gasification Company
E.F. Johnson Company
Enterasys Networks
Excel Corp.
Goodyear Tire & Rubber
Kiewit Mining Group
MDU Resources Corp.
Michelin North America
Missouri State DOT
North Dakota DOT
Nebraska Public Power District
Raytheon
SD Dept. of Environment & Natural Resources
South Dakota DOT
SDSM&T ROTC
SDSM&T Graduate & Sponsored Programs
US Air Force Officer Recruiting
US Navy Officer Programs
US Steel LLC
Washington DOT
Wyoming DOT
March 21, 2002

«Contact Person»
«Company»
«Street_Address1»
«Street_Address2»
«CityStateZip»

Dear «Sal»,

On behalf of the Tau Beta Pi chapter at the South Dakota School of Mines and Technology, I would like to take this opportunity to thank you for attending the 2002 Engineering and Science Spring Career Fair. We hope that this event helped you meet your employment needs, as well as the needs of the students at SDSM&T.

While this year’s spring career fair was very successful, we hope that the spring career fair next year will be even bigger and better. Hopefully, we will receive your help again in completing this goal.

Once again, we would like to thank you for attending the Spring Career Fair and hope to see you next year.

Sincerely,

Mark Fersdahl
Tau Beta Pi President