# Region 5 Business Meeting (Webex) – April 4, 2020
# Student Activities Committee (RSAC) – Nasser Kehtarnavaz

1. Represented R5 in the MGA SAC meeting in Portland in Jan 2020

2. Put together an information webpage to provide useful information in one place to the student branches/chapters in R5 www.utdallas.edu/~kehtar/StudentActivitiesRegion5.html

3. A Facebook page has been put together by the student representative on the committee (Fiaz Bhuiyan) for interactive discussions among the student branches/student members in R5 https://www.facebook.com/groups/IEEERegion5/

4. Student paper contest (cancelled conference) has been managed by the competition and SPAx coordinator on the committee (Abu Asaduzzaman)

5. Put together a Student Leadership Workshop presentation for the conference – has been placed online and emailed to all the student branch/chapter officers and advisors in R5 – Next, an overview of workshop slides

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# IEEE Student Branch Leadership Workshop

**Nasser Kehtarnavaz**
**Region 5 Student Activities Committee Chair**

**Region 5 Conference**
**April 2020**

# Workshop Goals

For IEEE student branch leaders to gain a better understanding of IEEE/Region 5 and to learn about operating a more successful student branch

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# Overview of IEEE

IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity.
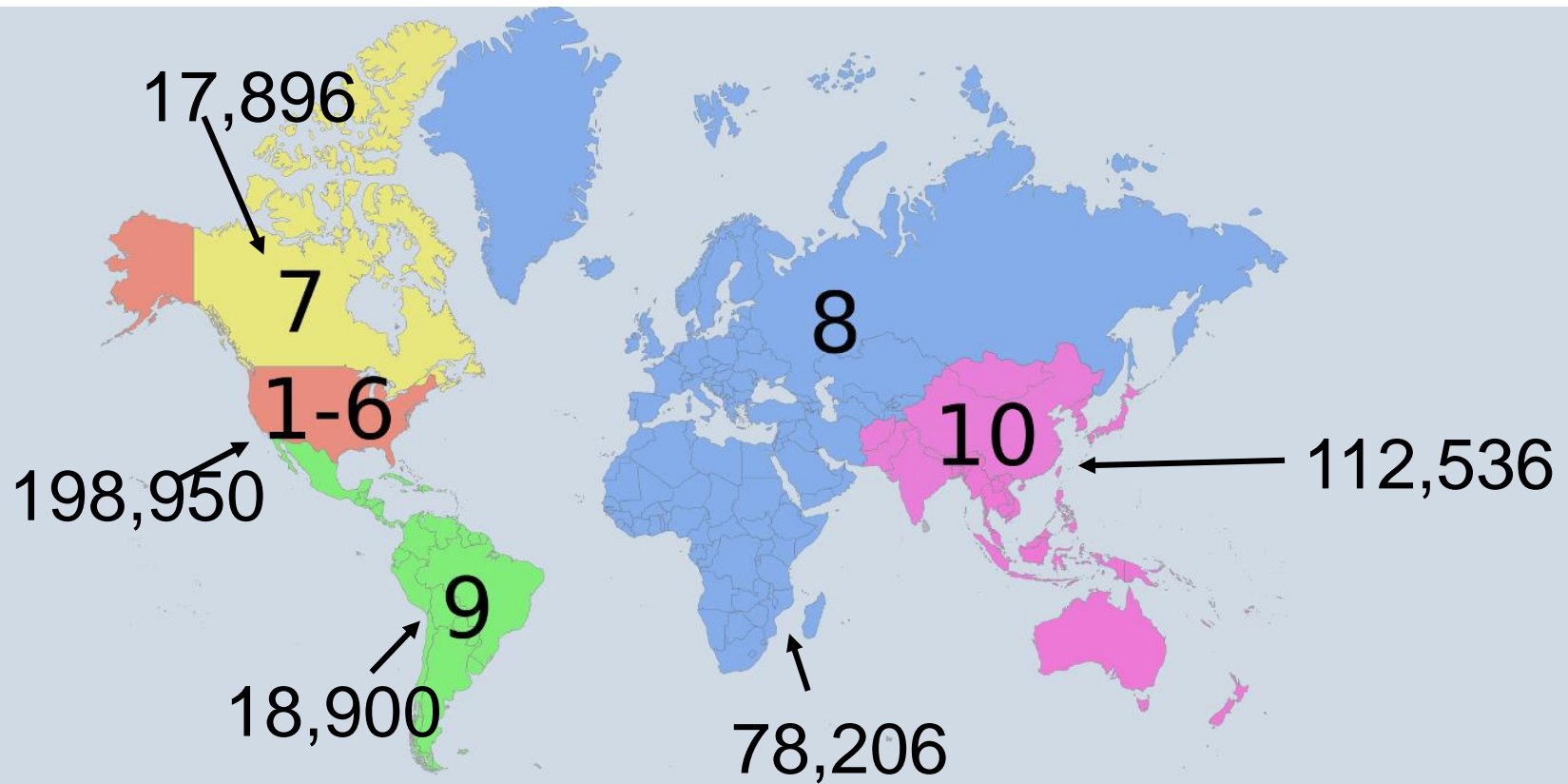
**IEEE Membership**

- 420,000+ members globally in 160+ countries with 120,000+ of them being student members

- Engineers, scientists and professionals whose technical interests are rooted in electrical and computer sciences, engineering and related disciplines (members are in academia, companies, self-employed, government)

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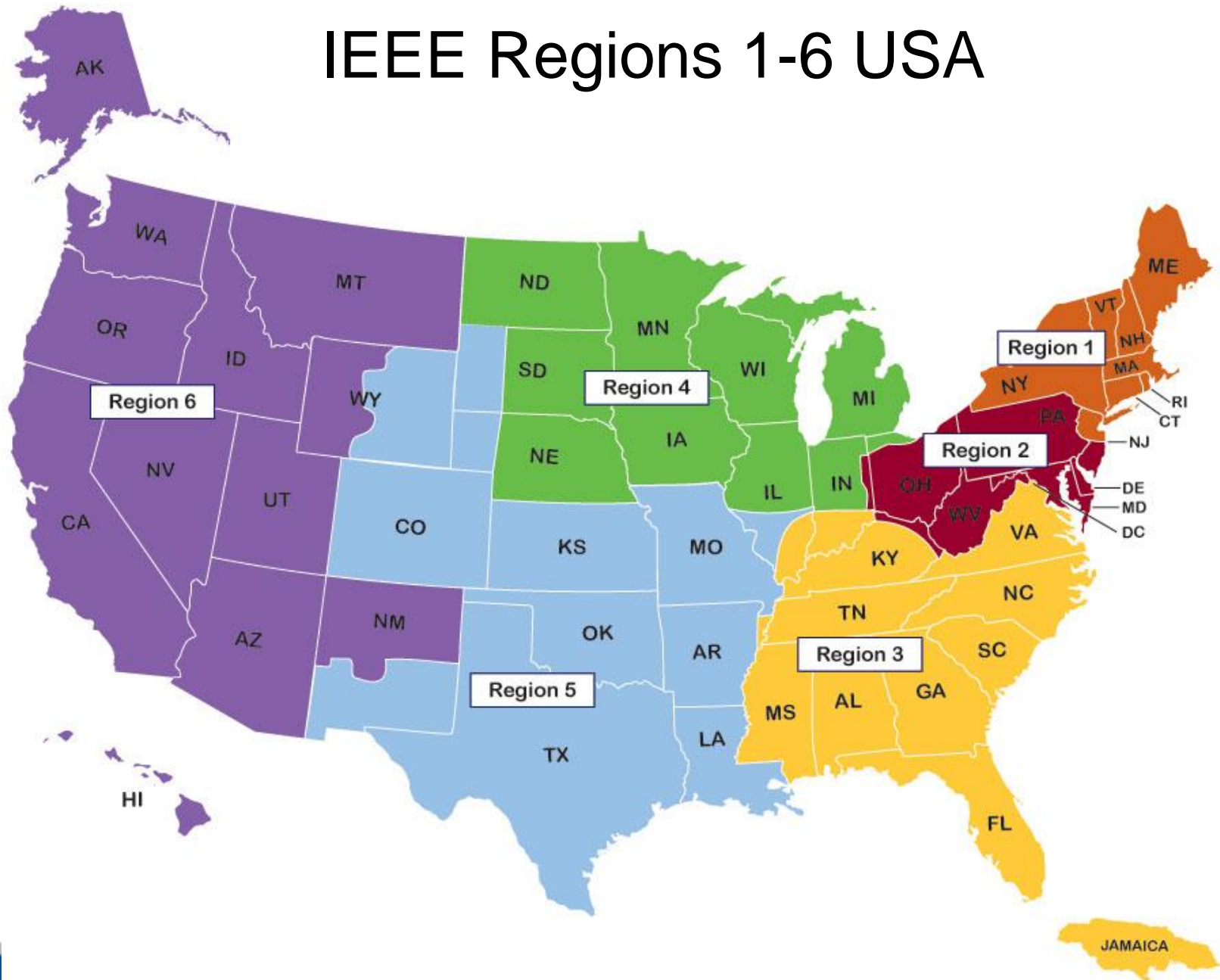# IEEE Overview (continued)

IEEE is organized in two ways:

(1) **Geographical division** called regions: total of 10 regions, 1-6 in the US and 7-10 international

- Each region is divided into sections

- A section includes technical chapters, student branches, and affiliation groups

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# IEEE Regions 1-10



17,896

7

1-6

198,950

9

18,900

8

10

112,536

78,206

Total 420,000+; 25,000+ in R5

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# IEEE Regions 1-6 USA

# Region 5

# Region 5 is divided into 27 sections in the following 4 areas:

- ## North Area:

  Kansas, Missouri, Oklahoma, and Southern Illinois

- ## West Area:

  Colorado, South Wyoming, SW South Dakota, Western Nebraska, West Texas, and SE New Mexico

- ## East Area:

  Arkansas, Louisiana, and Southeast Texas

- ## South Area:

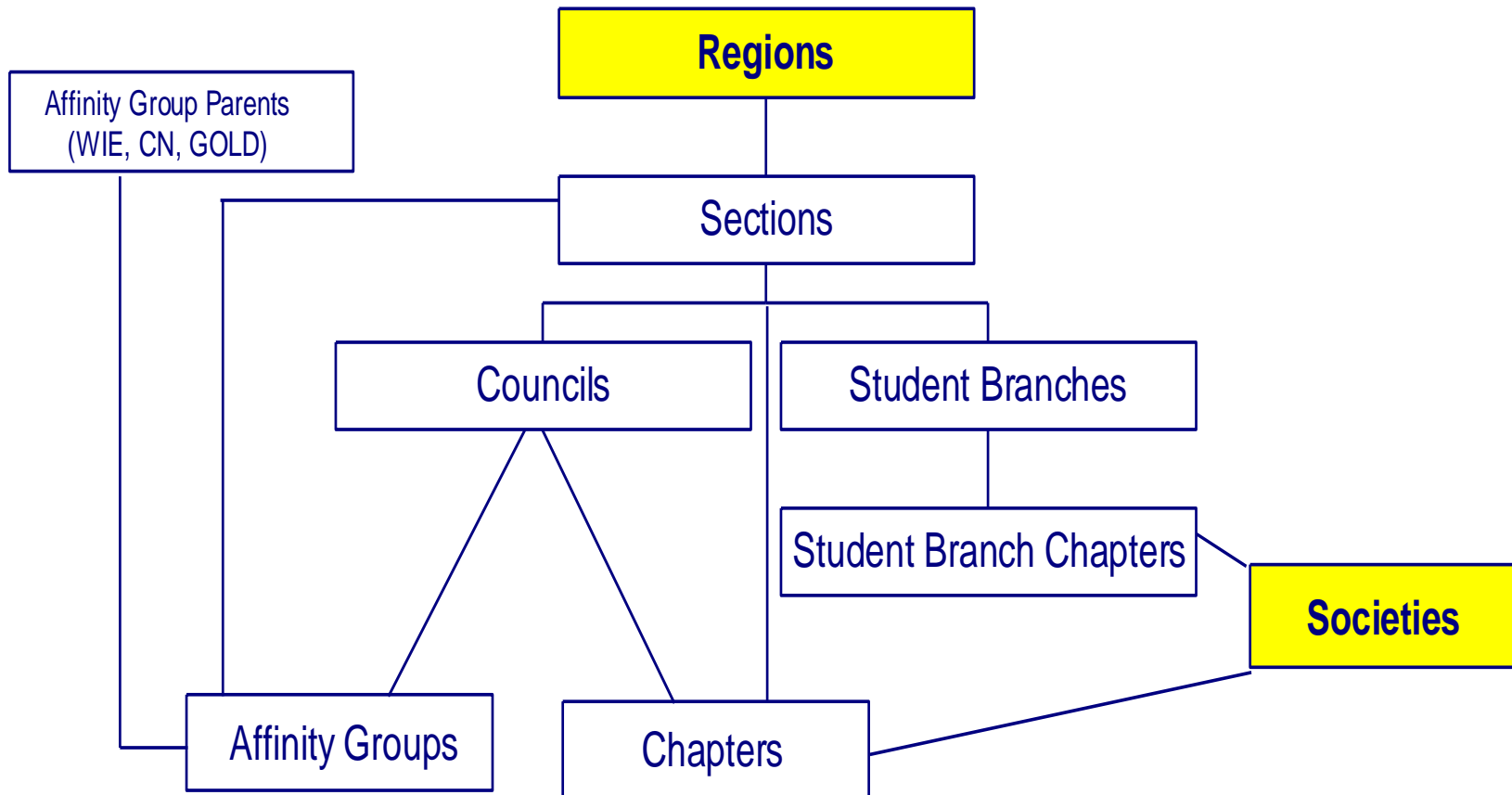  Texas (except Southeast and West Texas)

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# IEEE Overview (continued)

(2) **Technical division** into technical societies, a total of 39 technical societies (e.g., Computer, Power and Energy, Communications, Signal Processing, Consumer Technologies, Robotics and Automation, etc.)

- There are 2400+ technical chapters in IEEE located in different places; a chapter interacts with both its section and its technical society

- About 50% of IEEE members also belong to a technical society(ies)

- Technical societies sponsor various technical conferences in their field, publish conference proceedings and journals in their field

IEEE Board of Directors includes representatives from both geographical and technical divisions.

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# Geographic & Technical division relationships

# Two key benefits of being or becoming IEEE student member

- IEEE membership provides tremendous networking opportunities; key to finding jobs and advancing professional careers
  - Enables establishing job/career related contacts through IEEE meetings, conferences, talks, chapters

- IEEE membership provides access to a wealth of knowledge and technical materials
  - Enables staying up-to-date in a field and learning new fields; many conferences subsidize student attendance and even offer travel funds

- Potentials magazine: written for students addressing technology trends and career development topics
- IEEE students website: http://students.ieee.org

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# What is an IEEE Student Branch?

- A student branch is an IEEE unit at a university or college consisting of a minimum of twelve (12) IEEE student members (undergraduate or graduate students). It is formed upon the IEEE approval of a petition signed by 12 IEEE students and supported by department/faculty. Petition details at
https://students.ieee.org/student-branches/

- In Region 5, there are 96 student branches, 59 student branch chapters, and 3600+ student members

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# Student Branch Officers

- The operation of a student branch is conducted by the following 4 required officers or positions chosen by the student branch:

  Chair (President), Vice-Chair, Secretary, and Treasurer

  in consultation with a branch counselor/faculty advisor

- Other positions can be created as deemed appropriate by a branch, e.g. for publicity, recruiting new members, newsletter, website, etc.

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# Student Branch Officers (continued)

- Chair (President) manages branch operation: chairs meetings, submits branch annual plan/report, appoints positions, consults with branch counselor or faculty advisor, etc.

- Vice-Chair fills in for the branch chair as needed

- Secretary keeps record of branch meetings and activities, communicates branch activities to members, etc.

- Treasurer manages the branch finances, bank account, does money transfers, etc.

- Branch counselor or faculty advisor provides advice and guidance to branch activities; provides continuity to branch operation, etc.

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# Examples of Activities by Student Branches

- Organizing presentations of technical or professional topics of interest to members by faculty members, companies, other IEEE units such as YP (Young Professionals), WIE (Women in Engineering), section officers, etc.

- Setting up events to recruit new members, e.g. setting up a recruiting table at a career fair event, IEEE Day, national engineer's week, etc.

- Informing members of jobs/internships/scholarships/awards opportunities

- Providing tutorial sessions to junior students

- Collaborating with local technical society chapters in their events

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# Examples of Activities by Student Branches (continued)

- Organizing field trip to industry or company tours

- Participating in competitions and contests, e.g. region meeting competitions (design, robotics, ethics, paper) and IEEEXtreme code writing

- Holding a Student Professional Awareness (SPAx) event, e.g. conference, career development, professional skill, etc.

- Publishing a newsletter and/or managing website/Facebook/Instagram/LinkedIn/etc.

- Raising funds for branch activities

- Arranging get-to-know social events for members

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# Steps to take for making your student branch more successful – (1) Planning and Reporting

- Plan ahead and put together a list of activities for next year -
plan a varied set of activities of general interest to your members

- Submit your <u>annual plan</u> of activities to IEEE by Feb 1 of that year online at https://students.ieee.org/student-branch-reporting/ -
This allows your branch to receive a rebate ($50 if less than 50 members and $100 if 50 or more members)

- Report the activities of your previous year (ending on Dec 31) (called <u>annual activity</u>) by the end of Feb via the vTools online utility -
This allows your section to receive a rebate of $2 for each of your members which your branch can then request from your section.
It is worth emphasizing that if the annual activity report is not filed by your branch, your section may not be able to pass this rebate on to you.

- Report new officers each year via the vTools online utility

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# Steps to take for making your student branch more successful – (2) Effective Communication

- Maintain an informative and up-to-date website on your school server or on IEEE web hosting facility (http://sites.ieee.org) to communicate announcements, calendar of events, meetings, officers, scholarships/stipends/awards opportunities, job opportunities, event pictures, etc.
  - Set up an email alias for your branch to inform members of activities
  - Provide links to IEEE resources such as IEEE Job Site, IEEE-ResumeLab, IEEE.tv, etc.

- Also, use social media Facebook/Instagram/LinkedIn/IEEE Collabratec/etc. to communicate with members and other interested parties (whichever works best for your branch)

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# Steps to take for making your student branch more successful – (3) Fundraising

- Talk to your department head/dean/school officials about financial and other types of support (e.g., space) they can provide for IEEE activities such as participating in IEEE competitions, tutoring, etc.

- Request funding (beyond rebate) from your local section to hold events

- Seek industry sponsors for events that would be of interest to industry

- When seeking funds, put your request in a well-thought out proposal in writing and provide an explanation how the requested fund will benefit your members as well as the fund provider (university/section/company)

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# Steps to take for making your student branch more successful – (4) Connect to Your Section

- Get closely connected to your section – your section has access to many IEEE members (professionals at companies and faculty members at other universities other than yours) and can help your branch to establish connections – get to know your section university relations contact person if any, get to know your section chair, have a joint meeting with your section

- Invite section officers to face-to-face meetings/social gathering and seek their advice and assistance, e.g. ask section officers to give a presentation about the section and its activities to your members, ask YP/WIE groups in your section to give a presentation about their activities to your members

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# Steps to take for making your student branch more successful – (4) Connect to Your Section (continued)

- Explore joint meetings with other student branches in your section, with local <span style="color:red">IEEE HKN (Eta Kappa Nu)</span> chapters (IEEE Honor Society) if any, or other student organizations at your university

- Seek the section advice for getting nominated for student branch section awards and/or student branch region awards

# IEEE Eta Kappa Nu (HKN)

- Eta Kappa Nu is the honor society of IEEE - Students meeting the three attributes of Scholarship, Character, and Attitude can apply and get inducted to HKN through a local chapter

- Scholarship is met when GPA is in the top 1/5th for sophomores, 1/4th for juniors, and 1/3rd for seniors - Graduate students by department head recommendation

- Character and Attitude are met by recommendations and documented volunteering/outreach activities

- Once inducted, the designation or recognition is retained for life

- Bridge magazine covers HKN activities

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# IEEE YP (Young Professionals) group - Life after graduation

- YP is a group of members who were recently students themselves and have become regular members

- YP members' experiences and know-how can greatly help students transition from college to workplace

- YP addresses "now that I have started working as a professional, what can I do to advance my career"

- Funding opportunity for joint student branch and YP events at https://yp.ieee.org/funding-opportunities/

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# Region 5 Student Activities Committee (RSAC)

- Do not hesitate to contact RSAC to get suggestions or solutions to the problems your branch may encounter

- Here are the committee members contact information:
  * For student competitions and SPAx activities, contact
    Dr. Abu Asaduzzaman - abu.asaduzzaman@wichita.edu
  * For student awards and officers/counselors updates, contact
    Mr. Robert Saunders - rsaunder@uark.edu
  * For R5 student information exchange forum at
    https://www.facebook.com/groups/IEEERegion5/
    contact R5 student representative,
    Mr. Fiaz Bhuiyan - Fiaz.Bhuiyan@utdallas.edu
  * For the information link
    http://www.utdallas.edu/~kehtar/StudentActivitiesRegion5.html
    or any other issue,
    contact Dr. Nasser Kehtarnavaz - kehtar@utdallas.edu

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# Ending Note - IEEE Volunteerism

- Note that the great majority of positions associated with IEEE are volunteering positions

- IEEE volunteers help their technical or local professional community, connect with others, expand their knowledge, and gain valuable skills

- It is important to be appreciative and respectful of the volunteering work they do

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# Discussions

# Your thoughts and feedback

- Questions?

- What has worked well for your branch?
  What has not worked well for your branch?

- What activities are you planning to have this year?
  What challenges you anticipate having to hold these activities? How can the section/region help?

- Let us hear if you have a solution or a suggestion for somebody's problem.

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