

ALUMNI VOLUNTEER HANDBOOK

COLLEGE OF ENGINEERING



2016-2017

PENN STATE UNIVERSITY

An Overview of Volunteer Opportunities

Alumni Volunteer Handbook

PENN STATE UNIVERSITY

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Welcome Letter



Dear Engineering Alumni:

Thank you for your interest in volunteering with the College of Engineering. Alumni involvement plays an important role in helping the College of Engineering further its mission of providing a World-Class engineering education to our undergraduate and graduate students.

With more than 90,000 living alumni, the College of Engineering boasts one of the largest alumni populations at Penn State. As president of the Penn State Engineering Alumni Society, I sincerely appreciate the time and expertise that our alumni lend to our endeavors. There are many ways alumni support the College. Through service on the Engineering Alumni Society, Department Affiliate Program Groups, the Industrial and Professional Advisory Council, mentoring an undergraduate student, or reviewing student resumes before the annual Fall Career Fair, our alumni are an integral part of the College community.

Whether you live around the block or around the world, we want to hear from you! Our goal is to help you stay in touch with the University, the College and with one another. Be sure to join the Engineering online alumni community to submit news of your achievements and milestones, update your contact information, and stay informed of the latest news from the College.

We invite you to review the following information to learn more about getting involved with the College. Please contact the Office of Alumni Relations for more information about any of our programs and services. We hope to see you on campus very soon.

For the Glory,

A handwritten signature in black ink that reads "Dale Hoffman". The signature is written in a cursive, flowing style.

Dale Hoffman
PSEAS President

VOLUNTEER OPPORTUNITIES

The Penn State Engineering Alumni Society

The Penn State Engineering Alumni Society (PSEAS) is the only all-alumni advisory body in the College of Engineering, and the oldest alumni society at Penn State University. Founded in 1959, the Society has a rich tradition of alumni involvement with the college. Members work closely with the dean, faculty, staff, and students to promote and improve engineering programs at Penn State.

PSEAS is governed by a Board of Directors that includes elected officers and the chairs of the department affiliate program groups. The PSEAS Board and Committee members meet three times a year at the University Park campus and conduct business year round during monthly conference calls.

If you are a member of the Penn State Alumni Association, you are a member of PSEAS. There are no additional dues or fees. However, becoming an active member of PSEAS means that you actively participate in one or more of the Society's programs and activities.

PSEAS conducts business through committees, you don't need to be a board member to serve on a committee. These include the Development and Recognition Committee, which promotes alumni giving to the PSEAS Endowed Scholarship. The Fellowship Committee, which sponsors the College of Engineering Alumni Tailgate every fall, and the Outreach Committee, which plans events for the broader community, such as the annual Penn State Rube Goldberg Machine Contest.

If you are not yet a member of the Alumni Association, please consider joining. Visit the Alumni Association member center at <http://www.alumni.psu.edu/membership/benefits> for a list of membership benefits. Becoming a new life member will directly benefit the College. For every Engineering graduate who becomes a life member, the Alumni Association will donate \$50 to the Penn State Engineering Alumni Society. In order to join, go to <http://alumni.psu.edu/membership> and select the "Join or Renew" online application.

Engineering Young Alumni Advisory Board

The Engineering Young Alumni Advisory Board (EYAAB) in the College of Engineering aims to reconnect and re-engage recent engineering graduates. The board is aligning new ideas and initiatives with activities already underway, to enable the college to connect more meaningfully with its recent graduates, many of whom are spread across the country and around the world.

The board is made up of alumni who have graduated from the college within the past 10 years. Members serve three-year terms and meet at the University Park campus at least once per year.

The EYAAB serves as a subset of the Penn State Engineering Alumni Society (PSEAS) board of directors.

PSEAS Faculty and Staff Awards Program

Every year, PSEAS honors outstanding teaching, research, and advising among the faculty of the College of Engineering. Award recipients are nominated by their respective departments and are selected by a panel of peers and PSEAS representatives. Those who are selected stand as exemplars of faculty excellence. In 1993, PSEAS established the Faculty Awards Endowment which will carry on the tradition of support for quality engineering education for many years.

Seven awards are given to recognize exceptional service by staff to the College. Two additional awards recognize alumni. The Distinguished Service Award recognizes and honors alumni who have donated their time, expertise, and/or energies to a department within the College of Engineering. The Young Alumni Achievement Award recognizes engineering alumni 35 years of age and younger for their extraordinary professional accomplishments.

To learn about past recipients, go to <http://www.engr.psu.edu/AlumniFriends/Awards/FacultyStaff/>.

Affiliate Program Groups (APGs)

An Affiliate Program Group, or APG, is a formal or informal group of alumni and friends of Penn State who share a common interest in a particular academic department. These groups are sub-organizations of the Penn State Alumni Association and are chartered by the Penn State Engineering Alumni Society. APG members work closely with department heads to promote the activities and development of their respective academic departments. APG members are actively involved in activities such as networking, mentoring, and professional development programs.

The College of Engineering has 13 active Affiliate Program Groups:

- Engineering Ambassadors Alumni Society:
<http://www.engr.psu.edu/ambassadors/>
- Multicultural Engineering Program (MEP):
<https://www.facebook.com/pages/MEP-Affiliate-Program-Group-APG/170217619784397>
- Penn State Alumni Society of Architectural Engineers (ASAE):
<http://alumni.psucae.org/>
- Penn State Chemical Engineering Alumni Group:
<http://www.che.psu.edu/alumni/apg/index.htm>
- Penn State Civil and Environmental Engineering Alumni Society:
<http://www.engr.psu.edu/ce/alumniFriends.html>
- Penn State Electrical Engineering and Computer Science Alumni Society
<http://www.eecs.psu.edu/alumni/community/index.aspx>

- Penn State Engineering Leadership Program Alumni Society:
http://www.sedtapp.psu.edu/leadership/alumni_and_friends.php
- Penn State Engineering Science and Mechanics Alumni Society:
<http://www.esm.psu.edu/alumni/advisory-board/>
- Penn State Industrial and Manufacturing Engineering Society (PSIMES):
<http://www.ime.psu.edu/alumni/>
- Penn State Mechanical Engineering Society (PSMES):
<http://www.mne.psu.edu/Alumni/PSMES/>
- Penn State Nuclear Engineering Society (PSNES):
<http://www.mne.psu.edu/Alumni/PSNES/>
- Women in Engineering Program (WEP)
<http://www.engr.psu.edu/wep/wepo.html>

Industrial and Professional Advisory Council (IPAC)

The Industrial and Professional Advisory Council (IPAC) is a select group of representatives from industry, government agencies, academia, and the profession who advise the College of Engineering on academic issues and on current trends and future directions in engineering. IPAC is a forum where ideas are exchanged and recommendations are made. IPAC provides direct linkage and communication between the College and the engineering profession. For more information, please go to

<http://abe.psu.edu/industry/ipac>

Engineering Alumni Resume Reviews

Held in conjunction with the University Career Fairs, alumni meet with engineering students for short periods of time to review students' resumes and provide immediate feedback on ways students may strengthen their professional materials. The Penn State Engineering Alumni Society is always looking for alumni to participate in these fun events during the academic year. For more information, contact

alumni@engr.psu.edu.

Alumni Mentoring Programs

Of the many ways alumni give back to the College of Engineering, perhaps none has a greater impact or provides more personal satisfaction for alumni than by serving as mentors to undergraduate students. Alumni mentors are paired with an undergraduate student from the same academic department who shares similar professional interests. Alumni have the opportunity to share their expertise and experiences with a young person and assist the student in their academic and professional development.

To learn more about serving as a mentor to an undergraduate student, please visit us on the web at www.engr.psu.edu/alumnifriends/ or contact us at alumni@engr.psu.edu.

Alumni Mock Interview Program

The Engineering Career Resources & Employer Relations office is seeking alumni volunteers to provide mock interviews on a by-request basis for engineering students. Students request interviews through an online form and the office staff will match students with alumni volunteers based on their major and/or career interests. Students will contact their volunteer "match" to arrange the interview date, time, and location. Mock interviews should be approximately one hour each in length and most will take place via phone or Skype. Volunteers should expect to assist with one to five interviews per academic year.

Interested alumni can complete the Mock Interviewer Form: <http://tinyurl.com/k9k8s6r>.

The Penn State Rube Goldberg Machine Contest

Sponsored by the Penn State Engineering Alumni Society, the annual Penn State Rube Goldberg Machine Contest invites College of Engineering student groups to build a machine that takes the greatest number of steps to complete a simple task. The winning team has an opportunity to compete in the national contest. Penn State teams have consistently placed in the top three spots nationally. Alumni volunteers are needed to serve as judges during the Penn State contest. If you are interested in spending a fun-filled day witnessing the ingenuity of our students, please sign up online at: <http://www.engr.psu.edu/RubeGoldberg/> or contact Emily Gallagher in the Engineering Dean's Office at emg5174@psu.edu.

The Rube Goldberg Machine Contest is named after cartoonist Reuben Lucius Goldberg, the spirit of whose work inspires the contest's weird machines and crazy mechanisms. The best-known Rube Goldberg machine contest is the national event held annually by Theta Tau at Purdue University (<http://www.rubegoldberg.com/>).

Alumni in the Classroom

Alumni volunteers are often called upon to speak to students on a particular topic or in a field of expertise. Volunteers must be willing to invest some or half of their day to serve as a guest speaker in an undergraduate or graduate class. In addition, volunteers must provide their own transportation to and from University Park campus. In conjunction with a campus visit, professors will often schedule a luncheon or reception for guest speakers to allow students the opportunity to interact with alumni visitors in a more informal setting.

Sponsor a Student Internship at Your Company

Since 1985, the Engineering Career Resources and Employer Relations Office has helped more than 12,000 students obtain domestic or international career-related work experience prior to graduation. Ours is one of the largest optional cooperative education programs in the United States, with approximately 900 students every year working for large and small corporate and government entities located across the nation and around the world.

The Career Resources Office sponsors or co-sponsors a variety of engineering and technical co-op/internship and full-time recruiting events each year, bringing in hundreds of employers from government and industry who are seeking Penn State engineering students. We also assist our employer partners with their strategic planning efforts for recruitment within the College of Engineering. If you represent a company that is interested in recruiting students or in developing a new internship and cooperative education partnership with the College, please contact Mr. Rick McClintic, Director of the Engineering Career Resources and Employer Relations Office, at rdmcp@engr.psu.edu.

STAYING CONNECTED

Alumni Networking

The College periodically hosts alumni receptions on campus and in cities around the country. If you have a unique venue to recommend for an event, please let us know. Visit our online Alumni Events Calendar at <http://www.engr.psu.edu/AlumniFriends/> for details on upcoming events.

Social Media

Join the conversation and stay connected with classmates by following the College of Engineering through social media.

- LinkedIn: <http://tinyurl.com/nlf638a>
- Facebook: www.facebook.com/PSUEngineering
- Twitter: [@PSUEngineering](https://twitter.com/PSUEngineering)
- YouTube: <http://www.youtube.com/pennstate>
- Flickr: <https://www.flickr.com/photos/psuengineering/>

These Engineering networking communities offer an opportunity to build and strengthen your professional contacts, as well as stay engaged with the College.

Engineering News

Stay up-to-date with what's happening in the College of Engineering through the Engineering Newswire. To read current stories or to find an archived press release, please visit <http://news.psu.edu/college/engineering>. To have the Newswire delivered to your email for free, go to <http://headlines.psu.edu/>. Users can choose to receive news about the College of Engineering, general news, sports, arts and entertainment, and much more.

The College of Engineering also offers a bi-annual alumni magazine. This publication is created by the Office of Engineering's College Relations and is sent to engineering alumni and friends. Each issue can be viewed online as well at <http://www.engr.psu.edu/EngineeringPennStateMagazine/>.

Alumni Spotlights

The College wants to spread the word about the accomplishments of our alumni. We do this online through a variety of ways:

- Alumni and Friends News (<http://www.engr.psu.edu/alumni/publications.aspx>)

- This webpage highlights alumni and friends of the College who have won awards through Penn State and the community.
- Alumni Spotlights (<http://www.engr.psu.edu/alumni/default.aspx>)
 - To read about what alumni of all ages are up to, visit the Alumni Spotlights webpage. Each month a different alumna or alumnus is featured in this section.

To suggest an alumna/us for us to spotlight, or to share your own news, please submit the information to alumni@engr.psu.edu

Update Contact Information

Updating your information with the Alumni Association is now easier than ever. You can change your home address, work address, email address, and other information online by completing the record update form at <https://www.lionlink.psu.edu/AddressC.nsf/AddressChange?OpenForm>. You may also contact the Alumni Association records staff directly at 800-548-LION (5466), option 2.

Alumni Association and Alumni Chapters

If you are not yet a member of the Alumni Association, please consider joining. Visit the Alumni Association member center at <http://www.alumni.psu.edu/membership/benefits> for a list of membership benefits. Becoming a new life member will directly benefit the College. For every Engineering alumna/us who becomes a life member, the Alumni Association will donate \$50 to the Penn State Engineering Alumni Society. In order to join, go to <http://alumni.psu.edu/membership> and select the “Join or Renew” online application.

Chapters are created by Penn State alumni and friends in specific geographic areas to share their Penn State pride and to meet other Penn Staters living in their area. To find a chapter near you, visit <http://www.alumni.psu.edu/groups/chapters> and find your state on the map.

The Office of Alumni Relations in the College of Engineering

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