

ASME Student Section Advisor Toolkit

August 2022



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Welcome

The MDE Council and Sections Operations Team are glad to have you volunteering in this important role to bring ASME to your campus and engineering students. Serving as the Student Section Advisor gives you a rewarding opportunity to connect with students and give them guidance as they progress through their studies. ASME compliments a student's education by providing informational webinars, competitions, networking, and leadership opportunities.

The ASME Student Section Advisor is the main, consistent link between ASME and the student section. While student leadership teams rotate, the advisor has an important role to inform students about ASME and how the organization can support them throughout their academic and professional journey.

This toolkit was created in collaboration with student section advisors. The information provided is to help you understand your role as well as answer questions student leaders may ask you. This toolkit is not the only resource available. Two important additional resources include a [Student Section Handbook](#) for leaders and advisors to reference and ASME staff to answer any questions. If you have a question at any point, please contact your staff member listed in this document.



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What is an ASME student section?

ASME currently has hundreds of [student sections](#) around the world. These sections are chartered at engineering departments of colleges and universities with the following purposes:

- to promote the goals of the Society;
- to complement the curriculum of the educational institution;
- to offer mutual support in study, learning, and professionalism;
- to create a professional awareness in each student member, which will inspire them throughout their career to maintain a continuous and active membership in ASME;
- to provide personal connections and communications within the Society and the profession; and
- to provide outreach and service to their local community.

Sections are encouraged to organize and provide a variety of activities of technical content for professional and personal values such as:

- technical presentations;
- skill development activities;
- networking;
- engineering and technical competitions;
- volunteer and community services;
- outreach to potential engineering students including K-12 students;
- assisting in the transition from student to professional life; and
- encouragement of continued membership in ASME.



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Leadership roles in a student section

- ▶ Chair or Co-Chairs
- ▶ Vice-Chair
- ▶ Treasurer
- ▶ Secretary
- ▶ Student Section Advisor (Faculty Member)



Each student leader shall serve for a 1-year term which starts July 1 and ends following year on June 30. Leadership position titles, such as “Officer”, “Director,” “President” or “Vice- President,” are not used by ASME for any volunteer positions, though we understand they may be required by your college or university.

Descriptions of these roles can be found in the [Student Section Handbook](#). ASME collects the leadership rosters annually via an online form.



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Role of the Student Section Advisor (SSA)

Carrying out these responsibilities involves two primary areas of activity: engaging students and ensuring that the section administration is conducted effectively and within ASME guidelines. As a staff member of the college or university where the section is located and a volunteer of the Society, the Student Section Advisor's (SSA) responsibilities are to:

- encourage engineering/engineering technology students to become involved in their ASME Section as an initial step in their professional development;
- ensure the continuity of strong student leadership within the section by developing a pipeline of capable and interested leaders and ensuring the annual transition of leadership duties;
- assist with the viability of the section by supporting student members and leaders with the resources and connections to effectively run their section;
 - facilitating access to ASME or institutional funding
 - facilitating connections with institution leadership, alumni, and industry leaders
 - sharing ASME opportunities and updates with section members
 - encouraging activities in alignment with ASME's values and initiatives
- encourage students to work with the local professional section to create mentoring and potential financial support opportunities; and
- be an Active member of ASME to receive current information about ASME activities and sessions to help their students grow.

The Student Section Advisor is the students' advocate at the college or university and connection to ASME and should ensure the section follows university/college student organization guidelines.



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Benefits for Student Section Advisors

- Opportunities to volunteer for ASME committees, exclusive for student section advisors.
- E-newsletter to stay informed of upcoming events and programs for students.
- Attend events and meetings with content specifically for advisors, opportunities to network with peers, and discuss best practices for ASME student sections.
- Build relationships and ability to have an impact on the development of aspiring engineering leaders.
- Increase your engineering department's student satisfaction by encouraging students to join the ME community and participate in student section activities.
- Enhance your CV with your role as ASME Student Section Advisor, and document your contributions in your annual evaluation, promotion and tenure reporting.



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Resources for student section advisors and student leaders

- **Handbook**-Document to assist students and student section advisors in organizing and managing student sections.
- **Playbook**-Gives an overview of the student section program from student volunteer responsibilities to resources and support provided.
- **Resource Library**-A webpage with helpful links to documents, templates, and forms.
- **VLD**-Use this directory to view and contact the volunteers serving in leadership roles for professional sections, student sections, technical divisions and a variety of other ASME committees. <https://vld.asme.org/>

➤ Student Section Staff Contacts

- ▶ **Shawn Miller**
 - ▶ Latin America & Caribbean
MillerS2@asme.org
- ▶ **Janice Parker**
 - ▶ North America: Northwest (US & Canada, Southeast, Southwest
 - ▶ International: Europe
ParkerJ3@asme.org
- ▶ **Aly Trevino**
 - ▶ North America: Mexico, Midwest (US & Canada), Northeast (US & Canada)
 - ▶ International: Asia Pacific (excluding India*), Middle East & Africa
TrevinoA@asme.org
- ▶ Student Sections in India may contact the ASME India Office (info-india@asme.org)



Annual Action Items

Action items to remind students during the year

- Does your student section need funding? See [Handbook](#) for the Student Community Grant.
- Complete After-Activity report for activities receiving funding.
- Update the section's online presence to promote activities, news, and other information.
- Connect with your local professional section for networking and activity opportunities.
- Need help or have a question? Contact your Section Coordinator for assistance!

By July 31

- Let us know about your section & leadership on a yearly basis
- Submit a [Student Section Update Form](#)

By September 30

- **Review this Handbook** for the policies, rules and parameters sections should follow for the program year.
- **Make sure your ASME contact information is up to date.** You can make changes online from your [member account online](#), or by contacting Customer Care at customercare@asme.org.
- **Familiarize yourself with the resources available on the ASME Sections Website** (<https://sections.asme.org/student-sections>) Find student sections, access resources, and view program opportunities.
- **Familiarize yourself with the [Volunteer Leadership Directory \(VLD\)](#).** The VLD was created for volunteers, members and general ASME.org users to find sections, technical divisions and their volunteer leadership, and to contact individual volunteers who have consented to receive messages.

By January 31

- Complete mid-year check-in. Your Student Section Coordinator will reach out to you at this time.

By May 31

- Complete and share the Leadership Transfer Checklist with new leaders



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ASME opportunities for students

- [E-Fests and EFx](#) – Programming for students including design and individual competitions, career and professional development sessions, and opportunities to connect with students around the world. ASME hosts E-Fests and while student sections can organize an EFx on their campus with the guidance of the ASME programming team.
- [SLTC](#) - An immersive experience where over 1,000 ASME leaders from around the world have come to work on global challenges, build their professional networks, and have a voice in planning the future of ASME.
- [Professional Sections](#) - Providing an avenue for all members to connect at the local level. Sections augment and further Society-level programs and activities, including professional development programs, networking opportunities, and communicating the excitement of engineering through activities. Each ASME member is assigned to a local section (if available), based on their geographic location.
- [Scholarships](#) - Offered annually by the ASME Foundation. The application typically opens in November and closes in February.
- [“A Day in the Life” webinar series](#) - Explores the day-to-day activities of engineers who work at innovative companies.
- [TEC Talks](#) - Monthly webinar series featuring leading experts addressing topical issues, challenges, and new technologies within the various specialty areas of ASME Divisions.
- [Access Engineering](#) - Online library of 800+ titles spanning all engineering disciplines, from mechanical to chemical, civil and electrical/electronic to assist you with your engineering problems, research, and projects.



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Student Section Operations

Student Section Banking and Funding

- Student sections are encouraged to use their university system for their banking needs. If this is not an option, the student section should contact the ASME section coordinator for assistance. **Opening a bank account with a banking institution in the name of the section is not allowed.**
- Student sections requesting and receiving activity funds will be asked to provide their banking information for a direct deposit. Details about the funding program can be found in the [Student Section Handbook](#).

Diversity, Equity and Inclusion Toolkit

Sections should look for opportunities to reach out to student organizations on their campus and other engineering societies such as SWE, NSBE, SHPE, SASE, and oSTEM. ASME encourages sections to be welcoming and inclusive and find opportunities to learn from one another. A collection of resources to enhance DEI can be found in the [DEI Toolkit](#).

Finding speakers

Many student sections host guest speakers to present about local companies, provide technical trainings, and experiences in the profession. Students have had success reaching out to a variety of contacts including:

- Alumni
- Foundation donors/company representatives
- ASME professional section members
- ASME Divisions – subject matter experts
- Career services/company recruiters
- Professors sharing research

ASME graduation items

Graduation stoles and cords are available for purchase in the [ASME store](#).



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Student section social media

Student sections are encouraged to have social media sites to connect with students and promote their ASME programming. Each social media platform used should have multiple section leadership team members as well as the Student Section Advisor as administrators. In order to avoid duplicating a group or page for your section in the future, it is important to remember to transfer access and guidelines to new leaders.

Sections must adhere to the following content guidelines across all platforms and communications:

- Language may not include graphic reference to, or incitement of, violence.
- Language may not be discriminatory.
- Language and content should be inclusive and culturally aware.
- Language may not imply that the section represents ASME.
 - Example: “ASME welcomes you to join our group” should be “UT ASME Student Section welcomes you to join our group.”
- Language may not imply that any course, opinion training, or event hosted or organized by the section is hosted or held by ASME. See example above.
- Language may not be plagiarized.
- Images and graphics may not violate copyrights.
- Images and graphics may not include firearms, violence, illicit or illegal drugs.
- ASME main logo may not be used on graphics or promotional material without the review and approval of ASME staff.
- Sections are not authorized to give feedback, opinions, advice, or answers related to questions on ASME codes or standards.
- Sections may not use this platform to express personal views. For questions, refer to [policy 15.1](#)
- Sections are not authorized to create or pay for ads.

If ASME staff contacts your section to change or remove content posted, compliance and communication within one business day is expected.



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How students join ASME

➤ **Annual Membership Dues**

First year students receive a free one-year membership and then \$25 annually until graduation.

➤ **New Member Discount - ASME Section Promo Code**

This code allows individuals joining ASME for the first time to save 25% on membership. Sections are encouraged to share this link or promo code during their events, meeting or activity!

Use Promo Code SECTION during checkout

➤ **Student Group Membership**

Student Group Membership has great benefits including:

▶ Discounted membership

25% discount for new members

10% discount for renewing members

First year students, or freshmen, still receive one year of membership free

Streamlines the administrative process for students joining ASME

Ensures that all students participating have access to the benefits, tools, and resources that ASME provides

- ▶ To participate, email the section coordinator or fill out the Request Form online. Each participating college or university submits the names and necessary details of all eligible, interested students in one batch and makes a single payment for all - and ASME does the rest (a minimum of 10 students is needed to participate).



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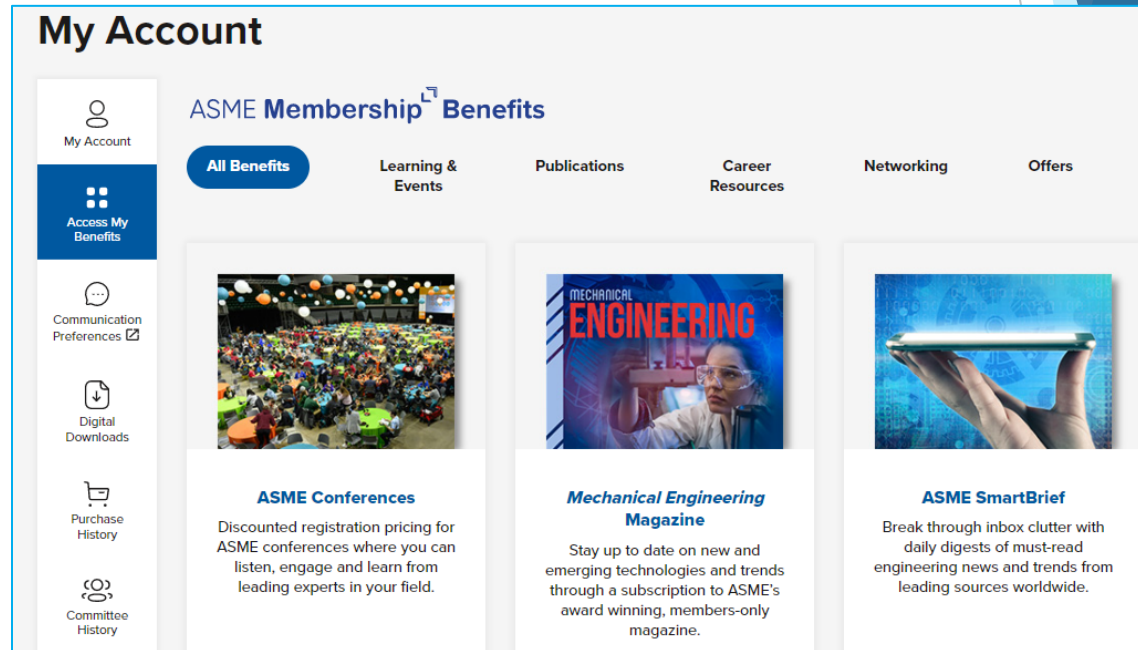
How to access ASME benefits

Go to www.asme.org

1. Once logged in, click your name on the top banner of the right side of the page. In the drop-down menu, select Access Benefits.



2. A list of benefits will populate, and students can access each one to learn more.



Student members may ask how to access their benefits with ASME. Your section coordinator can give a presentation to your section sharing student member highlights, upcoming events for students, and how to find their benefits on the ASME website. Contact your section coordinator to discuss this opportunity.



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