

STUDENT SECTION PLAYBOOK

2022-2023

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CONTACT US

STUDENT SECTION COORDINATORS



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North America: Mexico,
Midwest, Northwest

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Your Section Coordinator is your first point of contact for student section related matters including:

- Resources
- Section development strategy
- Activity ideas
- Troubleshooting
- Volunteer training
- Promotional materials
- Connecting with professional members



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SECTION OPERATIONS



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SECTIONS

ABOUT STUDENT SECTIONS

ASME helps university engineering students develop their professional identity and provides essential engagement opportunities by offering access to a wide range of activities and resources such as membership, competitions, scholarships, and much more!

Student Sections provide a community during the college experience. They may participate in design competitions, E-Fest, EFX, fundraising, volunteer work, university activities or partner with local schools to provide STEM activities. Sections also give students exposure to leadership roles, opportunities to make meaningful decisions for their group and positively impact their community.

We encourage our student sections to connect with ASME professional sections in their area for special events and mentoring opportunities.



*Wherever you go and at every step in your career,
ASME has a place for you.*

ABOUT PROFESSIONAL SECTIONS

As a benefit of membership, each ASME member (including students!) is automatically assigned to a professional section based on their geographic location. Within the sections, members can engage professionally through courses, activities, networking and meetings. By being inclusive of all members in an area, sections allow for interdisciplinary interaction and community. Professional sections are led by ASME volunteers.

SECTION FORMATION PROCESS

STARTING AN ASME STUDENT SECTION

An ASME Student Section may be established in any accredited college or university with a four-year engineering or a two-year pre-engineering program.

1 Review the ASME Sections website at <https://sections.asme.org> to ensure one does not already exist at your campus. It may be dormant and need to be reactivated (see next section).

2 Find 15 students and a Student Section Advisor who are ASME members or willing to become one. Five of these individuals will serve as leaders of the student section.

3 Have each student and the Student Section Advisor become a paid member of ASME. Join online at go.asme.org/membership (promo code **SECTION** for new members to save 25%).

4 Fill out the ASME New Student Section Application in cooperation with your Student Section Advisor, and ensure approvals have been received by the Department Head. Note: A list of founding student members with ME Department Head approval is required (document template provided).

5 Once your application is approved, your designated Student Section Advisor and Student Section Chair will receive an email with charter information and next steps.

6 Submit the new section’s leadership team information within 45-days using the Student Section Leadership Update form.



In March of 2022, 35 students from the Virginia Commonwealth University - Richmond Student Section toured the Smithsonian National Air and Space Museum’s Steven F. Udvar-Hazy Center.

REACTIVATING AN ASME STUDENT SECTION

1 *Identify 5 student leaders and a faculty advisor*

Find 5 students willing to serve in leadership roles and a faculty advisor who is an ASME member or willing to become one. These individuals will assist with reactivating the section.

2 *ASME Membership*

Have each student and the faculty advisor become a paid member of ASME. Join online at go.asme.org/membership. Students can join as individuals or use the Student Group Membership form for a discounted rate.

3 *Submit Student Section Update Form*

Submit leadership and section details using the Student Section Update Form. Once your information is received an ASME representative will update the online roster.



“This was a project that we had conducted from November 2021 to the end of April 2022. We designed and developed a model battleship with features similar to the Iowa class battleship from World War II. Using 3D modeling software, various tools, and techniques obtained through our engineering coursework at URI, we constructed an RC Model ship. This project aided in developing different skills and taught many concepts including modeling, joining, tooling, machining, and electronic skills.”

- University of Rhode Island Student Section

SECTION STRUCTURE

Led by a Section Leadership Team of student members. Each role has a 1-year term following your college or university calendar.

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

The section has discretion to form additional roles, committees and sub-groups to achieve the goals of the section.

STUDENT SECTION ADVISOR (FACULTY MEMBER)

- Encourages students to become involved in their ASME Section.
- Ensures the continuity of strong student leadership within the section by developing a pipeline of leaders and ensuring the annual transition of leadership duties.
- Supports student members and leaders with the resources (facilitating access to funding, connections, an audience and activities).
- Shares ASME information with student leaders and members.
- Assists student leaders with completion of required student section forms.
- Works with the local professional section to create mentoring and potential financial support opportunities.
- Is an active member of ASME and faculty/staff of the college or university where the section is located.

SELECTION OF VOLUNTEER LEADERSHIP

Section leadership position terms start on July 1 and end on June 30. Each section leadership position is nominated for a 1-year term.

- Hold an annual leadership selection and ensure that all leadership roles are filled
- Throughout the academic year, develop a leadership pipeline consisting of students from various stages of their academic career (include 2 yr. ,3 yr., 4 yr. or graduate students in leadership team)
- Allow opportunities for shadowing of positions
- Work with your faculty and/or section coordinator to identify the benefits of being a student leader in your section

STUDENT LEADERSHIP ROLES

CHAIR OR CO-CHAIRS

- Key contact for the section.
- Votes on section-related decisions.
- Presides at leadership team meetings.
- Leads/advises the SLT on activities and new pathways of engagement.
- Delegates tasks and organizational responsibilities as needed.
- Identifies innovative and beneficial activities for the section and ensures ASME policies and procedures are followed.
- Guides the section succession planning process.
- Ensures the submittal of required section information and reports to the Society through the tools provided by the Section Operations team.

VICE-CHAIR

- Votes on section-related decisions.
- Actively assists, supports, and advises the Chair with responsibilities.
- Presides in the absence of the Chair at leadership team meetings.
- Performs special projects and additional duties.
- Fills role of chair should chair vacate position.

TREASURER

- Votes on section-related decisions.
- Responsible for maintaining the financial records.
- Maintains accounts and records in accordance with school and ASME policies.
- Works with the section leaders to prepare annual budget and provides financial status reports regularly.
- Trains and provides documents and records to successor assuming Treasurer position.
- Assists in the preparation and submission of grant requests for additional funds.

SECRETARY

- Votes on section-related decisions.
- Maintains key section documents and records.
- Responsible for running the selection process for leadership team.
- Responsible for updates on the section’s online presence at least quarterly.
- Submits incoming volunteer and position information to Section Operations team for ASME database.
- Assists in the preparation and submission of After-Activity Reports.
- Responsible for running the selection process for leadership team
- Manages who has permissions to administer and edit the section’s external online accounts.

ACTIVITY IDEAS

Sections are encouraged to organize and host a variety of activities to promote the field of mechanical engineering and provide professional and personal engagement for students. Activities such as:

PROFESSIONAL DEVELOPMENT AND MENTORSHIP

- Guest Speakers
- Mock Interviews
- Career Fairs
- Professional Networking Mixers
- Graduation/Transition Events
- Company Information Sessions

TECHNICAL KNOWLEDGE

- Professor Presentations
- Technical Tours

PROJECTS AND COMPETITIONS

- ASME Global Engineering Event Competitions
- ASME Leadership Conferences
- Impromptu Design Competitions
- Local Competitions

COMMUNITY BUILDING ACTIVITIES

- Study Hours
- Volunteering in the community such as Habitat for Humanity (check your campus resources for additional ideas)
- Fundraising Events
- K-12 STEM Outreach
- Peer-to-Peer Mentorship
- Social Events/Networking Mixers



Universidad Autónoma de Coahuila Student Section visited a truck company during their event series “Mechanical Engineering Week.”



SUPPORT TOOLS

STAFF SUPPORT

Section leaders have access to ASME staff dedicated to section operations and support. Your ASME Section Coordinators serve as your first point of contact for any questions.

STUDENT SECTION HANDBOOK

The Student Section Handbook provides volunteers with detailed information to organize and manage their student section.

ASME SECTIONS WEBSITE

Find professional and student sections, access resources, and helpful links, and view program opportunities. >>> <https://sections.asme.org>

ASME STUDENT COMMUNITY GRANT (SCG) PROGRAM

This Student Community Grant Program has been established to provide financial support to fund ASME Student Section experiences and events. The program will support start-up groups interested in establishing a new student section or interest groups. The grant program can also be used to promote local community events and activities to increase engagement at your college or university. Student section leaders and interested student members can apply for grants with amounts ranging from \$100 USD to a maximum of \$500 USD per program year.

STUDENT SECTION RESOURCE LIBRARY

Student Section Leaders have access to a resource library containing all important forms, tools, and documents.

LOGOS AND PROMOTIONAL MATERIALS

ASME creates logos for new sections upon request. ASME promotional materials can be requested through your Section Coordinator.

SOCIAL MEDIA GUIDELINES

ASME has social media guidelines for sections to follow for their online presence. Guidelines for content and account configuration can be found in the Student Section Handbook.

VOLUNTEER LEADERSHIP DIRECTORY

Find sections, student section other committees or volunteers by location or name to connect. >>> <https://vld.asme.org/>

SECTION OPERATIONS TIMELINE



JULY

- Complete Student Section Update form – due July 31

AUGUST

- Check your email inbox for messages with important action items from your Section Coordinator
- Request giveaway materials for member recruitment efforts (activity fairs, kick-off meeting)

SEPTEMBER

- Host meeting to welcome new and returning section members
- Encourage student leaders to apply to the Student Leadership Training Conference (SLTC)
- Review information for competitions at ASME (E-Fests, ISHOW)

OCTOBER

- Review ASME opportunities and benefits for all student members to share with your section
- Promote registration for E-Fest Careers

NOVEMBER

- Student programs held during ASME IMECE

DECEMBER

- Highlight ASME scholarship opportunities
- Celebrate graduating section members

JANUARY

- Check your email for important action items from your Section Coordinator
- Recruit new members and participate in campus involvement fair
- Promote registration for E-Fest Digital
- Start planning E-Week section activity

FEBRUARY

- E-Week - celebrate engineering with your community
- Host a volunteer day with the section
- ISHOW submissions due

MARCH

- ASME Award nominations and scholarships submissions due

APRIL

- Host selection meeting for the new section leadership team
- Submit a nomination for Student Section Recognition

MAY

- Celebrate graduating section members
- Complete and share the Leadership Transfer Checklist with new leaders
- Host section leadership thank you meeting incoming and outgoing leaders



BENEFITS OF STUDENT MEMBERSHIP

Joining ASME’s student membership community allows you to network with other like-minded individuals and focus on your professional development skills as you progress through school and into your professional journey.

Membership offers networking events, student competitions, volunteer opportunities, and access to key resources that will open doors when you start your professional career. Students are encouraged to check out the:

- “A Day in the Life” webinar series – Explores the day-to-day activities of engineers who work at innovative companies.
- Scholarships – Offered annually by the ASME Foundation. <https://go.asme.org/scholarships>
- TEC Talks – Monthly webinar series featuring leading experts addressing topical issues, challenges, and new technologies within the various specialty areas of ASME Divisions.
- AccessEngineering – 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.
- ASME SmartBrief – A daily digest of must-read engineering news and trends from leading sources worldwide.

ASME offers a discounted rate for students. First year students receive a free one-year membership and then it is \$25 USD per year until graduation. Many countries receive an automatic 25-50% discount.

SAVE AN EXTRA 25% WITH PROMO CODE: SECTION



ASME AFTER GRADUATION

Your membership with ASME does not end upon graduation. Practicing mechanical engineers continue to learn and be engaged with ASME as professionals.

POST-GRADUATION DISCOUNTED MEMBERSHIP DUES

ASME offers you a discounted price for MemberCORE up to four years after graduation.

Member 0-1 year after graduation	\$63 USD
Member 1-2 years after graduation	\$86 USD
Member 2-3 years after graduation	\$110 USD
Member 3-4 years after graduation	\$134 USD
Professional Member	\$158 USD

MemberLITE is also available for \$59 USD for recent graduates and professionals.

Many countries receive an additional 25-50% discount.



PROFESSIONAL SECTIONS

Much like your student section, Professional sections are led by volunteers to provide members in geographic areas additional opportunities to engage. Within the sections, members can participate professionally through courses, activities, networking and meetings. By being inclusive of all members in an area, sections allow for interdisciplinary interaction and community. >>> <https://sections.asme.org>



TECHNICAL INTEREST DIVISIONS

ASME groups specifically focused on a range of key engineering topics. Offers engineers and technical professionals access to the latest relevant information. Provide the opportunity to engage with others who share similar interests around the globe. Volunteers help organize conferences and assist with publishing research papers.

ENGINEERING FOR CHANGE (E4C)

This knowledge organization is dedicated to preparing, educating, and activating the international engineering workforce to improve the quality of life of under-served communities worldwide. You can get actively involved in global development via jobs, fellowships, conferences, training and more. The E4C Fellowship is a workforce development program at the intersection of engineering and global development, serving to activate and empower early-career engineers worldwide to solve local and global challenges.



ECLIPSE INTERNSHIP

ECLIPSE is an exclusive professional development opportunity for early career members. Members who have served 3-10 years in the workforce (industry or academia) are eligible to apply. Program includes placement of early career engineers in highly visible and productive roles within ASME, mentoring by high-level ASME volunteers, continuing leadership training and volunteer tracking. ECLIPSE participants are matched with a specific ASME unit for a period of one year.



ASME FEDERAL GOVERNMENT FELLOWS

This program enables selected ASME members to devote a year to working in government, providing engineering and technical advice to policy makers in the U.S. Congress, the White House, and federal agencies. ASME's Federal Government Fellowships provide a valuable public service to the nation also giving engineers a unique opportunity to participate directly in the policy-making process. This enriching experience enables fellows to bring back to their employers an insider's perspective on government decision-making that can contribute significantly to the mission and vision of their organizations. ASME Fellows must move to Washington, DC, to serve their one-year Fellowship.