

Utah State University College of Engineering Clubs Best Practices Standard

Introduction

This document serves to outline common practices that clubs should follow in order to benefit the College of Engineering as a whole. Clubs have important relationships with four principal bodies within the college: the student body, the Engineering Council, individual departments, and the Dean of the college. The practices outlined here are those that will serve to improve the previously mentioned relationships and will render the clubs more effective at promoting the vision of the college.

Student Body

- Have and maintain a current website (preferably on the USU domain). Website must contain current contact information: Club email, meeting times and location (if applicable), and faculty advisor contact information.
- All events (socials, workshops, competitions, etc.) should be posted to the College of Engineering calendar
- Host at least two professional/technical development/outreach activities per semester in consultation with the Dean and respective department head(e.g. soldering workshop, welding workshop, industry tour, industry presentation, STEM night at elementary school, resume/cover letter workshop, etc.)

Engineering Council

- Have a representative present in monthly Club Representatives Meeting hosted by Engineering Council Clubs & Organizations VP
- Participate in Community Night during Engineer's Week by signing up for a booth and bringing something to show (poster, visual demonstration, tri-fold board, etc.)
- Maintain a continuing email address that can be used each year as a contact email address (e.g. asmeaggie@gmail.com, president.ecouncil@usu.edu)

Departments/Dean

- Fill out post-event report survey with detailed information and pictures of event