



Institute of Transportation Engineers

# **Student Chapter Advisor Manual**

**November 2005**

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## INTRODUCTION

At educational institutions nationwide, engineering enrollment is decreasing while the demand for skilled transportation engineers is increasing. The role of transportation educators in promoting the transportation engineering profession has never been more critical. Because of their unique position, transportation educators can be a valuable conduit; both providing information to and receiving feedback from students. Transportation educators are able to interface more frequently, often daily, with students and over time, develops a trusting and respectful relationship. Advice or guidance from a trusted and respected educator has a much greater influence than advice or guidance provided by an infrequent professional. An ITE Student Chapter provides a mechanism for transportation engineering promotion.

Specifically, the purpose of a Student Chapter is to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote common interests among students and to encourage the enhancement and optimization of facilities for transportation and traffic engineering study. Although the programs and activities of each student chapter vary greatly, the goal of introducing students to the transportation profession and supplementing their classroom and laboratory experiences must be maintained.

The *Student Chapter Advisor's Manual* is intended to be a procedural guide for student chapter advisors to assist in the development and management of student chapter activities. ITE district directors and the international headquarters staff are available to assist in any matters relating to student chapter operations.

ITE Headquarters Contacts:

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## I. ADVISOR ROLE AND RESPONSIBILITIES

The Student Chapter Advisor supports Chapter growth and development, adds to the continuity of the Chapter by ensuring successful transition of successive leadership, provides a liaison between the Chapter, the District and International ITE and promotes the professional and academic welfare of ITE Student Chapter members.

The Student Chapter Advisor must be a member of International ITE in good standing and must be willing to actively participate (i.e., commit time and priority to) in this role. At a minimum, you should be willing to perform the following tasks as Student Chapter Advisor:

- Familiarize yourself with the resources available through ITE sufficiently to be able to direct students to these resources. Learn not only where information can be found but also where you can publicize information about your institution's accomplishments.
- If not already in place, support the development of a new ITE Student Chapter at your institution. Refer to the *Student Chapter Manual* and the *Best Practices for Running a Student Chapter* document to fully understand what you are committing to deliver and have your students do the same.
- Actively recruit quality leaders at both the undergraduate and graduate levels. Student leaders often distinguish themselves in traditional academic environments; approach these students and encourage their interest in ITE. One benefit to undergraduate involvement is that they typically remain involved in leadership activities for more than one year and assume progressively more responsible duties and lending continuity to the Chapter's program.
- Set up a group email that includes the student officers and yourself so that all leaders are well informed of activities, progress and any issues that may arise. Even though many of the discussions won't require your direct input, this is a relatively simple way of staying informed.
- Support member recruitment activities. At the start of every quarter or semester, allow student chapter officers to make promotional announcements in your classroom and other transportation-related classes to encourage ITE membership. Echo the students' message with your own enthusiasm and experiences with the organization.
- Utilize the Design Your Future Video and Brochure in your institution's introductory transportation engineering course or at other types of recruitment events (i.e., high school days, etc.).
- Assist with on-site technical presentations by suggesting topics and points of contacts...the students can take it from there. In some instances, consider inviting all academic class members to attend even though they are not ITE members.
- Support students' participation in technical projects by offering to provide technical oversight as needed. Technical project activities can sometimes serve dual roles providing academic credit or points towards completion of a class.
- Help the student's to identify sources of in-house institutional support for activities. When appropriate, you may be the better person to request the funding assistance.

- As appropriate, co-author presentations or publications for ITE forums with student members. These can be reports of preliminary findings of a sponsored project, results of a non-sponsored project or other.
- Actively support the outstanding efforts of your student leaders and members. Usually requiring a simple letter of nomination, the recognition of an individual student, a group of students or the chapter benefits not only them but promotes your institution positively as well.

## Supporting Resources

A number of resources are available to assist you in serving as Student Chapter Advisor. Many of these resources are also intended for use by Student Chapter leaders to encourage a full, professional, and balanced program of activities.

- *ITE Best Practices for Running a Student Chapter*. Accessible from the International ITE Website, the *Best Practices for Running a Student Chapter* document is a compilation of the most successful ideas and activities related to Chapter organization, promotion, technical activities, public service, social events, professional involvement and fundraising from ITE Student Chapters across the nation. This document can be used to: (1) guide the development of a new Chapter, (2) increase the overall activity level of an existing Chapter or (3) strengthen a specific area of an active Chapter that has historically been weak.
- *ITE Student Chapter Manual*. Accessible from the International ITE Website, the *Student Chapter Manual* provides additional information regarding Student Chapter organization, membership, activities and awards.
- *Design your Future Video*. In 2001, the International ITE Chapter created the *Design your Future* video to introduce transportation engineering as a career option. Serving as an excellent recruitment tool, this video can be shown during introductory Student Chapter meetings or in the transportation-related classes each quarter or semester.
- *ITE Student Leaders e-library*. The *ITE Student Leaders e-library* provides a number of online resources to support Chapter operations and achievement:

### Student Chapter Governance

- Establishing an ITE Student Chapter
- Best Practices for Running a Student Chapter
- Canon of Ethics
- Student Chapter Manual (a Spanish version is also available)
- Sample Student Chapter Bylaws
- Student Chapter Annual Report Form
- Sample Membership Drive Letter
- Sample Student Chapter Calendar

### Student Chapter Promotion

- New Student Membership Application
- Dues Reduction Request form
- Listing of all ITE Student Chapters by District

### Student Chapter Activities

- Information on booking ITE members as guest speakers for a chapter meeting

### Professional Involvement

- ITE Annual Meeting and Exhibit

### Recognition Opportunities

- ITE Student Chapter Award
  - Daniel B. Fambro Student Paper Award
  - ITE Fellowships and Scholarships
  - Wilbur S. Smith Distinguished Transportation Educator Award
  - Transportation Education Council Award for Innovation in Education
- *Faculty Advisors, Student Leaders, Student Members Listservs.* ITE has established a designated listserv (discussion groups) for ITE Student Chapter Advisors to exchange, share and receive the latest information on a variety of issues related to transportation, education and ITE membership. *(Please be advised that you are required to limit your discussions to professional issues. Posting of messages related to positions available, positions wanted, advertisements, or other promotional material is strictly prohibited.)* To join a listserv or if you have questions, send your correspondence to [website@ite.org](mailto:website@ite.org).

## II. STUDENT CHAPTER GOVERNANCE

Well-established guidelines and expectations exist related to ITE Student Chapter organization. In particular, minimum requirements and recommended practices direct the formation of a new Chapter, the Chapter leadership structure, and the leadership election process. While still meeting the minimum expectations in each of these areas, many Student Chapters have successfully modified or supplemented these processes by including additional non-traditional leadership positions or undertaking non-traditional approaches to the election process.

### Forming a New Chapter

The *ITE Student Chapter Manual* provides general guidelines for establishing a new ITE Student Chapter. In brief, institutions wishing to form a Chapter must provide: (1) a description of the transportation program at their university, (2) a roster of students currently serving as members of International ITE, (3) a copy of adopted *Student Chapter Bylaws* (4) a copy of the proposed *Student Chapter Charter* and (5) concurrence from a faculty member who is willing to serve as Academic Advisor and who is a member of International ITE in good standing to ITE.

#### Advisor Role:

- Direct students to the proper ITE supporting resources including: (1) *ITE Student Leaders e-library* for guidance on *Establishing a Student Chapter* and to obtain example *Student Chapter Bylaws* and a *Student Chapter Charter* and (2) Wendy P. Leyes, Membership Manager ([wleyes@ite.org](mailto:wleyes@ite.org)) to obtain International ITE membership roster.
- Respond to any questions throughout the development process.
- Review and approve the final Student Chapter establishment package prior to submittal.

### The Election Process

The *ITE Student Chapter Manual* describes the traditional Student Chapter leadership positions and responsibilities. As detailed in the *Best Practices for Running a Student Chapter* document, a number of Student Chapters across the nation have created supplemental leadership positions beyond the traditional President, Vice President, Secretary and Treasurer. These nontraditional leadership positions are beneficial because they: (1) allow Student Chapters to maintain a high level of level of activity without unduly burdening the traditional four Student Officers and (2) more actively involve additional members of the Chapter, providing ownership over some aspect of Chapter activities. This expanded leadership structure requires a greater level of coordination and consensus building among the leadership to ensure common Chapter goals and direction.

#### TRADITIONAL

President	Establishes and maintains contact with Advisor, chairs business and general meetings, ensures active internal and external communications, involves Chapter in community life, plans and organizes membership drives, enforces Chapter's <i>Charter</i> and <i>Bylaws</i> , supervises Chapter activities and committees, names any committees and chairs and maximizes Officer strengths.
Vice President	Chairs any program and membership committees, organizes field trips or special events, oversees publicity and monitors committee progress.

Secretary	Maintains Chapter records, maintains and updates Chapter library, submits articles to <i>ITE Journal</i> , prepares <i>Annual Report</i> and conducts Chapter correspondence.
Treasurer	Collects Chapter dues, discharges financial obligations incurred by the Chapter, keeps financial records, maintains current list of members and their status and prepares financial statement annually.
<b>NON-TRADITIONAL</b>	
Public/ University Relations Director	Stays informed of University and non-University events that the Chapter may participate in and if interested, coordinates that participation.
Membership Director	Recruits new members, renews existing memberships, collects dues, maintains Chapter membership databases and works with International ITE Membership Services to enroll student members in the International organization.
Social Director	Plans and coordinates all aspects of Chapter social events (i.e., Chapter lunches or dinners, holiday parties, fielding a sports team).
Photographer	Documents Chapter activities and events, compiles a photo album of ITE activities that can be passed around or made available at recruitment events.
Webmaster	Updates the leadership contacts each year, updates weekly or monthly postings.

Elections for both traditional and nontraditional leadership positions are typically held in the spring for the subsequent academic year or in the fall for the current academic year. Historically, the voting process has been conducted in-person as part of a general meeting or via mail. Some universities have begun conducting their leadership elections via email, greatly increasing the proportion of voting members. Newly elected Student Chapter Officers are required to provide their contact information and elected position (i.e., President, Secretary) to International ITE.

**Advisor Role:**

- Recruit qualified student candidates to compete for ITE student leadership positions.
- Ensure that the election process is carried out appropriately, as specified in the *ITE Student Chapter Manual*.

**Working with Student Officers**

Regular communication and interaction with the Student Chapter Officers is important to demonstrate your interest in the Chapter's success. Depending on the activity level, the frequency of Student Officer meetings may be weekly or monthly.

For regular events, such as Chapter meetings or on-site technical presentations: (1) meet with your Officers in advance to go over the agenda and topics to be discussed; and (2) if you cannot attend the meetings, meet with at least the Chapter President afterwards to be briefed on what transpired during the meeting. For activities that require more significant planning and preparation, monitor current progress and assign next steps during each regular Officer meeting. In all cases, be open to suggestions from your Officers to give them ownership of the activities they are undertaking.



### III. STUDENT CHAPTER PROMOTION

Student Chapter promotion involves: (1) efforts to recruit new members (membership eligibility and continuation requirements are described below) and (2) mechanisms to involve existing members.

#### Member Recruitment

Member recruitment for Student Chapters should focus on *both* undergraduate and graduate students. Oftentimes, involving undergraduate students in the ITE Student Chapter leads to the pursuit of graduate school, transportation-related internships and Chapter leadership positions.

The presence of an active American Society of Civil Engineers (ASCE) Student Chapter should not preclude undergraduate or graduate student recruitment; many students are members of both ASCE and ITE. Each organization offers minimal student membership dues and enough unique activities that dually benefit students. Joint activities between both student groups, including participation in pre-college recruitment activities or hosting technical presentations of common interest, encourage a cooperative rather than competitive relationship.

Traditional promotion activities include announcements in transportation-related classes, informational fliers posted or distributed and informal one-on-one discussions with students, each describing ITE activities. In addition, participation in University recruitment events such as annual career fairs, engineering open houses and others or new student orientation activities provide a broad audience for Student Chapter member recruitment. These traditional means are still effective and should be integrated into any Student Chapter member recruitment effort. The *Design your Future Video*, available from ITE Headquarters, can be utilized in the classroom or at recruitment events to introduce transportation engineering as a career option.

#### Advisor Role:

- Encourage Student Officers to set membership goals (i.e., ten new members each semester, total membership of 50 students).
- Allow Student Officers to promote ITE in the classroom, particularly the introductory transportation classes. Encourage your colleagues to do the same.
- Re-emphasize the benefits of joining ITE; an endorsement from a faculty member can oftentimes be influential.

#### Membership Guidelines

Eligibility and continuation conditions for student members are fully defined in the *ITE Student Chapter Manual* and briefly described below.

##### *Eligibility and Admission of Students*

- Dues must accompany the application at ALL times. Applications with payment received on July 1st or later will be considered paid through December 31st of the following year.
- ITE waives the first year dues of any new student member of ITE.

- Graduate students, who have a graduate or undergraduate degree in a transportation-related field from an accredited school and more than one year of work experience, applying and paying for new ITE student membership, will be admitted directly to Associate Member status.

Each student will receive a letter of acceptance, a change of address card and a publication order form. A subscription to *ITE Journal* will become effective upon acceptance of the applicant.

### *Continuation of Student Membership*

Toward the end of each year, annual dues bills are sent for the next calendar year to all members of ITE. A student is eligible to continue his or her student membership for the next calendar year if, after December 31, the individual:

- (1) will continue to be enrolled as a full-time student in a transportation or traffic engineering, planning, or intelligent transportation systems engineering program of recognized standing;
- (2) will be a member of an ITE Student Chapter at his or her school (if a Chapter exists), and
- (3) is not eligible for another grade of membership in ITE.

The Student Chapter Advisor must determine whether these conditions for continuation are met. In the event there is no Student Chapter, the certification must be approved by the Head of the Department offering the transportation or traffic engineering program of study.

Any student who is a university graduate is eligible for another grade of membership in ITE and should apply for the appropriate grade. **Note:** It is important to ITE and to the professional development of the student member that he or she applies to become an Associate Member as soon as he or she is eligible to do so. The Student Chapter Advisor (or Department Head) is expected to be aware of the employment records accrued by his or her student members.

### **Advisor Role:**

- Familiarize yourself with the membership guidelines and ensure that eligibility requirements are met.
- Encourage graduating students to upgrade their ITE membership to Associate Member.

### **Member Involvement**

Once agreeing to join, it is important to integrate new ITE members into the overall Student Chapter membership (i.e., add them to mailing lists, invite them to upcoming events, etc.) so that they immediately recognize the benefits of joining.

Traditionally, Student Chapter members are notified of upcoming activities, events and opportunities through postings on a Chapter bulletin board visibly located in their Department or through periodic hard copy newsletter publications at the Chapter, Department, and College or University level. More recently, a number of Student Chapters are using electronic means to communicate with and involve their membership. Electronic mailing lists, list serves, newsletters

and websites have, in many instances, replaced hardcopy mediums. Electronic mail (i.e., email) and list serves can alert or remind members of upcoming activities, events or opportunities or facilitate discussion forums for transportation-related topics. Websites and electronic newsletters are better suited for less dynamic information exchange.

Adequate notification of events and activities does not always result in high levels of Student Chapter member participation. Most commonly, food and beverages are included in activities or events as added incentive to participate. A more assertive approach is to make participation in a particularly desirable event (i.e., attending the *Transportation Research Board's Annual Meeting* or participating in an out-of-state field trip) dependent on member attendance and participation throughout the year. For example, a student member that attended each technical presentation and volunteered for *Adopt-A-Highway* would be selected to participate in the out-of-state field trip over a student member that had not participated in any other events. The Student Chapter Secretary is responsible for tracking member attendance and participation.

**Advisor Role:**

- Encourage frequent communication between Student Officers and general membership.
- Encourage use of assertive member participation models by Student Officers.

## IV. STUDENT CHAPTER PLANNING

### Annual Activities Planning

Planning a meeting program for the academic year should begin immediately following the election of new officers, regardless of whether programs for the year or just the first two or three meetings of the forthcoming academic year are to be arranged. Student Officers that remain on campus during the summer (June to September) can utilize this time to plan upcoming activities.

#### Advisor Role:

- Encourage Student Officers to set activity goals for the forthcoming year (i.e., participate in at least two public service activities, arrange for monthly technical presentations, etc.).
- Encourage Student Officers to select from a wide-range of activity types (i.e., technical activities, public service, social events) to meet the diverse interests of the general membership.
- Direct Student Officers to the *Best Practices for Running a Student Chapter* document for activity ideas.

### Fundraising

Fundraising is an integral part of any Student Chapter's level of activity and subsequent success. As such, it requires focused attention early in the academic year and careful monitoring throughout the year. Sources of funding generally include the following:

ACTIVITY TYPE	
Member Dues	Typically \$20 or less, can generate significant funds to support annual activities.
University Support	University-level governance councils may provide annual funds to student clubs; Departments or Colleges may offer annual or one-time monetary support for a particular activity or event.
ITE Support	Chapters, Sections and Districts of ITE may offer scholarships, awards, or student travel support.
General Donations	Professional community may offer general support by donating funds or resources (i.e., frequent flyer miles, refreshments) if made aware of what the needs are.
Merchandise Sales	Sodas, doughnuts, t-shirts, sweatshirts, hats, glasses, calendars and more; permission to use university and/or the ITE logo is required; contact the Vendor/ Exhibitor registration coordinator to request booth space (free-of- charge) at Chapter, Section, District or International ITE meetings.
Fundraising Events	Golf tournaments, garage sales, etc.; golf courses may offer significant green fee discounts; golf equipment manufacturers, local restaurants, businesses may donate prizes.
Technical Activities or Services	Perform project data collection or analysis activities in exchange for a monetary donation or help with conference logistics and activities in exchange for travel or conference registration expenses.
Endowments	Allows annual funds to be made available through interest earnings on capital funds; to initiate an endowment fund, concurrence from your CE Department is required.

**Advisor Role:**

- Encourage Student Officers to plan fundraising activities concurrently with their program of planned activities.
- Direct Student Officers to the *Best Practices for Running a Student Chapter* document for fundraising ideas.
- Pursue Department or College funding sources, including the establishment of an endowment fund if desired, on behalf of the Student Officers.
- Direct Student Officers to potential ITE and professional community resources.
- Confirm that proposed merchandise sales are appropriate (i.e., no offensive t-shirt logos) and that appropriate permission has been granted for logo use.
- Challenge professional colleagues for matching donations.

**Annual Student Chapter Report**

Each Student Chapter must submit an Annual Report to their respective District Board and ITE Headquarters by April 1<sup>st</sup>, per *Section 5.4, Student Chapter Charter*. The report is to include a summary of the Chapter's activities for the previous 12 months and a roster of the Chapter's active membership. The *ITE Student Leaders e-library* provides the Annual Report form.

The importance of the Student Chapter Annual Report cannot be overstated. Submission of this report allows ITE, at the District and International level, to collect and monitor vital data on Student Chapter formation, growth, activity level, etc. In addition, this report is used to identify Student Chapters exhibiting outstanding performance each year; exemplary Chapters are recognized with the *Outstanding Student Chapter Award* at ITE's Annual Meeting. The ITE Student Chapter Manual provides a detailed list of the award judging criteria.

**Advisor Role:**

- Make your Student Officers aware of this reporting requirement during the Student Chapter planning phase.
- Remind your Student Officers of this requirement prior to April 1<sup>st</sup>.
- Confirm on-time submittal of the Annual Report.

## IV. STUDENT CHAPTER ACTIVITIES

### Technical Activities

Technical activities, categorized as: (1) on-site technical presentations, (2) field trips and (3) project involvement, should comprise much of a Student Chapter's annual program.

#### *On-site Technical Presentations*

On-site technical presentations may be of a technical, career, or business nature. During technical meetings, students can become better acquainted with the transportation engineering profession and more deeply involved with the technical aspects of transportation engineering. Furthermore, technical meetings permit the students to undertake activities and pursue particular topics that supplement education programs. Potential presenters may include local transportation professionals, non-local transportation professionals (usually at no cost if combined with employee recruitment activities) or ITE Chapter, Section, District or International leadership. Invitations to District and International leaders should be extended early to allow for some flexibility in scheduling.

The student chapter should take full responsibility for contacting, inviting and making all necessary arrangements for guest speakers. The arrangements include providing local transportation, ensuring that the necessary equipment for audio/visual aids is available and, if applicable, making overnight room reservations.

#### **Advisor Role:**

- Recommend potential projects, topics or presenters to your Student Officers.
- As necessary, secure meeting rooms and audio/visual equipment.

#### *Field Trips*

Field trips offer an opportunity for students to meet practicing transportation professionals and see transportation facilities. Field trips can vary dramatically in duration, level of effort and cost:

TRIP TYPE	
Local	May consume only a few hours in the afternoon, are relatively easy to plan by contacting the local facility manager and may be attended using personal transportation.
Non-local	May require one or more overnight stays, adding to both the level of planning effort required and the cost of the field trip.
Conjunctive	May be planned in conjunction with other activities or events such as regional or national conferences (i.e., visiting Turner-Fairbanks Highway Research Center in McLean, Virginia while attending the Transportation Research Board's Annual Meeting in Washington, D.C.).

#### **Advisor Role:**

- Recommend potential projects or facilities to your Student Officers.
- Ensure University rules for student field trips are followed.

### *Project Involvement*

Student participation in on- or off-campus technical projects provides an excellent opportunity for hands-on experience and oftentimes, an opportunity to raise funds for the Student Chapter. Student Chapters commonly participate in traffic volume and speed, pedestrian, parking occupancy, seatbelt usage, signage and other studies. Some initial marketing is required to make on- or off-campus entities aware of the services the Chapter can offer. *In all cases, appropriate training and safety measures must be instituted to maximize professionalism and to minimize risk to Student Chapter members.*

#### **Advisor Role:**

- Recommend potential projects to your Student Officers.
- Publicize the Chapter's availability and interest in participating in technical projects among professional colleagues.
- Define appropriate Student Chapter technical services, being cognizant of potential overlap with practicing consulting engineering services.
- Ensure proper training and safety measures are in place prior to any student participation.

### *Technical Competitions*

Student members should actively participate in technical activities and compete for awards at the Chapter, Section, District and International levels. Student technical paper awards are offered through International ITE and by many of the Chapters and Sections each year. Most of these competitions provide a monetary award to the winning student.

#### **Advisor Role:**

- Encourage Student Officers and general membership to participate.
- If successful, publicize the student's achievement among Department, College, and/or University media and in appropriate professional forums.

### **Public Service**

Public service activities most commonly involve pre-college (elementary through high school) education efforts or community service activities.

<b>PRE-COLLEGE EDUCATION</b>	
Expanding Your Horizons	National program designed to interest junior high school girls in math and science related careers.
Math Counts	National coaching and competition program that promotes mathematical achievement by middle school students.
TRAC Careers Outreach Program	National program aimed at increasing interest in Civil Engineering among minority high school juniors and seniors.
FHWA's Education Pages	Provide links to other national pre-college education programs (i.e., Garrett A. Morgan Program), information targeted by age group and project ideas and instructional aids.

## COMMUNITY SERVICE

National Bike/Walk to Work Day	To instill use of alternative transportation modes at all ages.
Adopt-A-Highway Program	Departments of Transportation in each state operate a statewide highway litter pick-up program.
Boy and Girl Scouts of America	Teaching engineering fundamentals to local scouts, Engineering Merit Badge.
Non-transportation Events	Food and clothing drives, fun runs, <i>Bowl-for-Kid's Sake</i> events to raise funds for community programs are rewarding to participate in.

### Advisor Role:

- Direct Student Officers to pre-college or community resources for participation.
- Review proposed activity for appropriateness (i.e., for pre-college education events, ensure that the proposed activity is age-appropriate, sufficiently challenging, professional and will spark interest in the transportation engineering profession).

### Social Events

Social events play an important role in: (1) bringing the Student Chapter membership together by developing long-term friendships and (2) rewarding Student Chapter members for their volunteer efforts throughout the year. Social events often include:

- informal gatherings such as kickoff, holiday and graduation parties;
- informal (i.e., bowling or skating) or formal (i.e., soccer, softball, hockey or other intramural teams) sporting events; or
- non-technical competitions (i.e., ITE Student Chapter logo or t-shirt design competition, transportation-related scavenger hunt using digital cameras).

### Advisor Role:

- Offer to host kickoff, holiday or graduation parties. Invite professional colleagues in addition to Student Chapter members.



## V. PROFESSIONAL INVOLVEMENT

It is important for Student Chapters to be actively involved with the Chapter, Section, District, and International levels of ITE and the broader professional community to encourage job placement and enhancement of technical expertise. The Student Chapter Advisor serves an important liaison role between the students and professional community.

### Transportation Job Placement

Many Student Chapters compile annual hardcopy or electronic resume books for students looking for both part-time employment while in school and full-time employment upon graduation. Student Chapters can also work with employers on a one-to-one basis to schedule and promote on-campus student interview opportunities; Advisors are often the first point of contact for outside employers.

#### Advisor Role:

- Coordinate with Student Officers and outside employers to provide job placement opportunities for students.
- Counsel students who are seeking permanent employment about negotiating continued ITE involvement as part of their initial employment contract (i.e., annual ITE membership dues payment by employer, one employer-sponsored trip to an ITE conference each year, etc.).

### Meeting/Conference Attendance

Whenever possible, Student Chapter members should plan to attend Chapter, Section, District and International conferences to gain technical expertise and network with professionals. This typically requires an effective fundraising effort early in the year to support travel expenses, particularly for District and International conference attendance; ITE offers substantially reduced student registration fees. Concurrently, Student Chapter Officers should develop a plan for selecting which students are eligible to attend if funding is constrained. This selection process may be based on whether the student is presenting a technical paper at the conference, the level of participation in ITE activities up to the event or a lottery-style drawing.

In addition to regular meeting and conference programs, ITE is striving to incorporate more student-focused events that allow students from different universities to mingle and establish relationships. These events include a Student Chapter Advisor and Officers meeting and student reception during the Transportation Research Board Annual Meeting and reduced student ticket prices to Matson Luncheon.

#### Advisor Role:

- Encourage and arrange a periodic or rotational on-campus meeting for ITE Chapters or Sections to allow greater student participation.
- Facilitate introductions at meetings and conferences between students and professional colleagues.
- Encourage students to attend student-focused events.

## VII. RECOGNITION OPPORTUNITIES

ITE offers several opportunities for individual students and Student Chapters to be recognized for outstanding efforts including the ITE Student Chapter Award, the Daniel B. Fambro Student Paper Award and various scholarship and fellowship awards. ITE Headquarters notifies the Chapter Advisor of these opportunities every fall.

<b>AWARD</b>	
Student Chapter Award	To encourage Student Chapters “to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and ITE; to acquaint chapter members with topics of interest in transportation and traffic engineering through the medium of addresses by competent speakers, and of chapter-sponsored trips; to foster the development of professional spirit; to promote common interests among chapter members; to encourage the expansion of facilities for transportation and traffic engineering study”; the winning Chapter receives national recognition, a plaque, and travel expenses to the ITE Annual Meeting and Exhibit.
Daniel B. Fambro Student Paper Award	To encourage student members of ITE to conduct and report on independent, original research and investigation of transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area; the winner receives national recognition, a plaque, possible publication in the <i>ITE Journal</i> and travel expenses to the ITE Annual Meeting and Exhibit.
Fellowships for Graduate Study in Transportation	Provide financial aid for qualified students to pursue graduate degrees in transportation in a variety of study programs; ITE Districts, Sections and Chapters all provide these awards.

These opportunities require initial and ongoing marketing to gain sufficient student involvement. Highlighting these opportunities at the onset of the academic year and setting concurrent Chapter and individual member goals for achievement can be an effective motivator.

In addition, actively promoting the resulting individual student member and overall Chapter accomplishments will lead to a more supportive, dedicated and participatory Chapter. At regular Chapter meetings, via email and in electronic newsletters, accomplishments related to student presentations, publications and awards should be announced. Student Chapter Officers should also work with Chapter, Section, District and International leaders to allow for student recognition in professional ITE forums as well.

The value of member recognition internally within the Student Chapter should also not be overlooked. Student Chapter Officers or the Advisor can select student members for *Outstanding Contribution*, *Most Inspirational*, *Best Attendance*, or other awards. Recognition certificates can be presented during a final year event such as a graduation party, technical presentation or other.

### **Advisor Role:**

- Encourage student members to actively participate in events and compete for awards at the Chapter, Section, District and International levels.
- If successful, publicize the student’s achievement among Department, College, and/or University media and in appropriate professional forums.