



**ARCHITECTURAL
ENGINEERING
INSTITUTE**

2011 Annual Report for AEI Student Chapters

Calendar Year:
January 1 – December 31, 2011

Reports must be received by Deadline: FEBRUARY 1, 2012

**American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191-4400
Attn: CAEISA, c/o AEI**

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

**AEI STUDENT CHAPTER
ANNUAL REPORT**

Table of Contents

1 INTRODUCTION ii
1.1 Objectives..... ii
1.2 Awards ii
1.3 Distribution ii
1.4 Delinquent Reports..... ii

2 INSTRUCTIONS..... iii
2.1 Formatting Guidelines..... iii
2.2 Report Contents - Part I – Student Organization Information iii
2.3 Report Contents - Part II - AEI Student Chapter Goals and Objectives.....iv
2.4 Report Contents - Part III – Student Organization Meetingsiv
2.5 Report Contents - Part IV – Student Organization Activities.....vi
2.6 Report Contents - Attachments viii
2.6.1 ATTACHMENT A – Membership Lists viii
2.6.2 ATTACHMENT B – Sample Meeting Announcements, Programs, Agendas viii
2.6.3 ATTACHMENT C – Sample Newsletter and/or Printout of Web Site viii
2.6.4 ATTACHMENT D – Summary and Highlights of Meetings and Activities viii
2.6.5 ATTACHMENT E – Special Projects viii
2.6.6 ATTACHMENT F – Financial Statementix
2.7 AEI Student Chapter Advisor Evaluation and Award Nomination.....ix
2.8 Sample Annual Report evaluation sheet xv

3 FINAL REPORT SUBMITTAL CHECKLISTxvi

Blank tables and forms to be completed by the Student Chapter follow Section 3.

Please do not include the report instructions (pp. i – xvii) with your submittal

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

AEI STUDENT CHAPTER ANNUAL REPORT INSTRUCTIONS

DO NOT INCLUDE THESE INSTRUCTIONS WITH YOUR SUBMITTAL

1 INTRODUCTION

The AEI Student Chapter Annual Report can serve as a valuable tool for current and future officers for use in planning and improving the organization. Contact information, detailed summaries of activities and events for the past year, and a statement and assessment of goals will help new officers as they prepare to take on their roles. A summary and evaluation of the organization's activities will help future officers to plan activities and develop achievable goals. Continuity from year to year is a key element for any successful AEI Student Chapter.

The report shall include the following to qualify:

- a. A summary statement of the meetings which were held during the preceding calendar year, giving the date of each, the attendance, the principal speaker and subject, and other pertinent information; and
- b. Names of the officers and the members by class as of the end of the preceding calendar year.

The Committee on AEI Student Activities (CAEISA) reviews all Annual Reports it receives and uses the information to make program improvements and nominate chapters for various AEI awards.

1.1 Objectives

The Annual Report objectives are to:

- 1) provide future AEI Student Chapter officers with important information; and
- 2) provide a record of the group's activities that can be used to promote the student chapter within the University and to potential sponsors, donors, and employers.

1.2 Awards

AEI Student Chapters that submit a completed report and annual dues by the deadline will be considered for awards.

1.3 Distribution

In addition to sending one copy to CAEISA, one copy of this report should be placed in the AEI Student Chapter's files, and an electronic copy should be maintained in the Chapter's archives. Completed copies of this report, in hardcopy or electronic format, may be distributed separately by the AEI Student Chapter to the following:

- | | | |
|---------------------------|-------------------|--------------------------|
| ❖ Faculty Advisor | ❖ Department Head | ❖ AEI Board of Governors |
| ❖ Practitioner Advisor(s) | ❖ Dean of School | |

If you need the name and address of the above people, contact your Faculty Advisor or Practitioner Advisor(s).

1.4 Delinquent Reports

CAEISA has an active policy on probation, suspension, and disestablishment of AEI Student Chapters with regard to delinquent Annual Reports and dues. An AEI Student Chapter whose Annual Report has not been received by the deadline, will be placed on probation, until the report is received. Chapters whose reports are received after the February 1 deadline will not be eligible for awards.

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

2 INSTRUCTIONS

Before completing any section of this report, please review these instructions. Use the spaces provided in pages following the sample cover sheet to complete required information. All additional information should be attached to the end of the AEI Student Chapter report as Attachments. The complete submittal must include, at a minimum, Parts I, II, and Attachments A-F. Report contents and format are described in this section.

2.1 Formatting Guidelines

Please use the following format to prepare your report:

Margins Minimum ½” margin on all sides (excluding headers & footers).

Font Size Minimum 10 point in any font.

Page Numbering Place page numbers at bottom center of page.

Page Limit The report may not exceed 100 single-sided (50 double-sided) pages excluding the report cover and section dividers. All attachments (e.g. newsletters, thank you letters, newspaper articles, etc.) are included in the page limit. Reports exceeding the page limit will receive a score of 'zero' (out of 5) for the “Report presentation”. To save paper and shipping costs, double sided copies are encouraged.

2.2 Report Contents - Part I – Student Chapter Information

Part I of the report includes objective records relating to leadership, membership, and finances. Obtain Officers’ and Advisors’ signatures as required on the signature sheet.

1. ADVISOR INFORMATION

List information for the Faculty and Practitioner Advisor(s). A Practitioner Advisor is a member of AEI who is not a faculty member of the school. If your Chapter has more than one Practitioner Advisor, please list all.

2. AEI STUDENT CHAPTER OFFICERS

Print the names of student officers during the report calendar year by date of office. List any other officers on new lines. If your organization has different officers for each academic term, please list officers by their academic term of service (i.e., Fall, Winter, Spring), and provide dates of service.

3. MEMBERSHIP

- a. Is attendance at AEI Student Chapter meetings mandatory? AEI Student Chapter will not be penalized if attendance is mandatory. Scoring is adjusted to accommodate for mandatory attendance – points for attendance will be excluded from the raw score total. See the sample evaluation sheet provided on page xv.
- b. Specify if national AEI membership is voluntary or compulsory
- c. Numbers provided for student counts should represent the average per term within the calendar year. (e.g. 50 Juniors, Seniors & Fifth Years in Spring Term, 60 Juniors, Seniors & Fifth Years in Fall Term: Enter 55 as the average per term within the calendar year.)

Use the statistical information to identify areas for potential growth in chapter membership, especially among first and second year students, and to encourage students to become members of AEI at the National level. Recruiting students in their first two years helps to engage these students and to promote continuity in the organization. National membership allows your members to take advantage of the same valuable benefits available to architectural engineering professionals. Invite local AEI/ASCE members, faculty, and practitioners to speak on the importance of professional membership and what employers are looking for on the resumes of graduates.

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

4. FINANCE

Provide a summary of the chapter's financial standing over the past year. This information will help current and future officers plan for events and activities. Specify total Accounts Payable (amounts owed to others for goods or services received but not yet paid for, e.g., reservations for future events) and Accounts Receivable (expected income, e.g., chapter dues or fundraising). Accounts Payable and Receivable will help your officers plan for the Spring and Fall semesters. Only provide a summary in this section; detailed financial records should be included in Attachment F.

5. IMPORTANT CONTACTS

In alphabetical order, list contacts who contributed to the success of your AEI Student Chapter this year and who you feel will be helpful to future officers. You can include speakers, field trip leaders, any people or companies who provided financial or other support, key contacts at your local level. See sample provided below.

Contact Name	Phone/E-mail	Mailing Address	Comments
Pat Jones, E.I.T.	456-1234 pjones@ceco.com	15 A St. Mytown, ST 12344	Panel speaker at 10/8 meeting; MyState Section Treasurer
Jose Perez, P.E.	987-6543 jperez@xyzstructures.com	17 Water St. Mytown, ST 12345	Spoke at 5/10 meeting; Tour of new building site
Jane Smith, P.E.	123-4567 jsmith@xyzAE.com	1 Main St. Mytown, ST 12345	Spoke at 9/8 meeting; Donated \$100 for lunch seminar

2.3 Report Contents - Part II - AEI Student Chapter Goals and Objectives

A key to a successful AEI Student Chapter is to establish goals and objectives at the beginning of a school year or as the officer elections take place. These goals provide the AEI Student Chapter with a constant reference for direction. Assessment of your progress toward meeting your goals and objectives is an equally important part of your leadership activities. Officers, together with the Advisors, should periodically review the goals and the chapter's progress towards meeting them.

In this section, state the goals and objectives of your AEI Student Chapter and specify the actions that were taken to meet the goal (listed under "Action Plan"). Discuss how your chapter's programs and activities have accomplished these goals and objectives. If any goals were not met, discuss what can be done or changed to meet the goal(s) in the future. You may use the summary sheet provided in Part II to assist you with a statement and assessment of goals and an action plan.

The Student Chapter's goals must be *specific, measurable* and should reflect those values that are important to your membership and the AEI community. When brainstorming and setting your goals and objectives, consider why you became an architectural engineering major and why you became an AEI Student Chapter officer. Additionally, consider your school's architectural engineering program outcomes, objectives and the mission of your college or university.

2.4 Report Contents - Part III – Student Chapter Meetings

Part III of the report includes records relating to meetings, activities, and contacts.

A. AEI STUDENT CHAPTER MEETINGS

Meetings to which the general membership of the AEI Student Chapter is invited should be recorded here. All meetings reported in this section must be arranged and sponsored by the AEI Student Chapter. Include joint meetings, technical and professional meetings, field trips and social functions. Do not report attendance at meetings or functions hosted or sponsored by other outside groups.

See sample provided below. Provide a sign-in sheet at each meeting to record attendance. If attendance numbers are not available, please write NA or clearly identify if the number is approximated (e.g., ~350).

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

You may increase the table size as needed. Put the header information (grey block) at the top of each new page.

Activity Date	Activity Type (Use abbreviations below; list all that apply.)	Program (Briefly describe program. Include name of speaker if applicable.)	Attendance				
			Students	Faculty	Faculty Advisor	Practitioner Advisor(s)	Other
9/1/10	SF	Fall Welcome BBQ	~150	7	1	2	NA
9/8/10	PM FT	Speaker: J. Smith, P.E., XYZ Concrete Co. Topic: “Rebar Rocks!” Presentation and tour of new Engr. Bldg. Construction Site	35	4	1	1	2

Professional Meetings (PM): Work with your current membership, Department Chair/Head and faculty, alumni, and Faculty/Practitioner Advisors to bring in professionals who are willing to give a presentation on a project or discuss professional development. Professional Meetings include those meetings with speakers or where chapter business is conducted. Professional Meetings do not include officer meetings or planning/construction meetings for competitions.

Student talks or paper presentations at AEI Student Chapter meetings (PP): Ask student members to discuss their internship/summer work experiences, research activities, or design project results. These provide the speaker with practice in public speaking, and can help the younger students learn about potential future jobs and activities.

Meetings with Professional Conduct (Licensure/Ethics) programs (PC): This is an often overlooked item. Find someone local who has been faced with a moral/ethical dilemma in an engineering setting and ask if they are willing to speak on the topic. This will get the students talking and thinking about ethical behavior. Another suggestion is to ask a local professional engineer to speak on the importance of registration and the process required to become licensed in your state.

AEI Student Chapter sponsored field trips (FT): Ask your guest speakers, alumni, and local professional members if they can offer a field trip to a local project. Connect with faculty who organize class field trips. If they are willing to open a trip up to all AEI students, then you can count it as an AEI field trip. Remember that field trips are an excellent way to tie classroom knowledge to engineering projects that your chapter members may soon be leading.

AEI Student Chapter sponsored social functions (SF): Social activities are a great way to introduce your current members and AEI Student Chapter activities to faculty, professional members, and new students in an informal setting. A primary objective of your AEI Student Chapter should be to have fun!

Officers’ Meetings and Planning Meetings for Chapter activities or competitions (OP): Much of the work of the Chapter is done behind the scenes. Officers should meet regularly together with the Faculty Advisor and, to the extent possible, the Practitioner Advisor, to develop and review goals, develop a schedule, plan activities, review the status of chapter funds, discuss logistics for hosting a conference, and so on. Similarly, participation in a competition or at a conference requires much planning and coordination of personnel, funds, labor, materials, and logistics.

A key to a successful AEI Student Chapter is getting as many people involved as possible. The AEI Student Chapter officers are often relied upon to do the bulk of the work. The more members you have attending

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

meetings, the greater the opportunity for encouraging other students to take an active role in the organization.

B. LOCAL AEI AND OTHER PROFESSIONAL MEETINGS

Please list the date, location, and other information below for any meetings that members of your AEI Student Chapter attended outside of your school this calendar year. Also list any technical group meetings or meetings of other professional organizations attended by members of your organization. See sample provided below.

Date	Location	Name of Host Group/Event	# of AEI Students Present	# of Other Members Present
2/20/10	City, ST	Green Building Seminar	7	30
5/15/10	City, ST	SWE Regional Meeting	3	NA
9/22/10	City, ST	AEI National Conference	2	>300

Statistical Information:

Total number of students who attended meetings should represent the number of students at all meetings (e.g., 2 students attended 2 meetings each - Enter '4' as the total number.)

Hosting or co-hosting at least one Professional group meeting: A partnership between your AEI Student Chapter and related local professional organizations is a great way for your membership to meet local professionals with common career interests. This activity could involve a luncheon or a social activity (i.e. BBQ, softball game, etc.) to attract more attendees.

2.5 Report Contents - Part IV – Student Chapter Activities

Part IV includes records relating to activities outside of general AEI Student Chapter meetings. Part IV highlights Student Chapter's accomplishments over the past calendar year.

1. PARTICIPATION IN AEI NATIONAL CONFERENCES

Number of representatives who attended the AEI Student or AEI National Conference (Recorded in Part IV.1.a) There is more to Student Conferences than the competitions. It is a great place to interact with students from other schools and to make friends who may have an influence on your career in the future. Send as many members as possible. Many schools have student members pay some or all of their travel expenses so that they can take even more team members.

2. PARTICIPATION IN WSCL

Participation in WSCL (Recorded in Part IV.1.b). The Workshop for Student Chapter Leaders (WSCL) is an extremely valuable event that benefits your program directly. This is where you learn about AEI and ASCE as an organization, and where you obtain the tools for running an effective AEI Student Chapter. Send as many new officers as possible, and make sure that your Faculty and Practitioner Advisors understand the importance of their participation as well.

3. AEI STUDENT CHAPTER NEWSLETTER & ON-LINE PRESENCE

Newsletters and web sites work together to keep your members, alumni, and sponsors informed as to what the Student Chapter is doing. Newsletters help remind people to check out your on-line presence (i.e. website, social media, etc.). Your on-line presence, if well maintained, can provide the latest information about activities. The combination can really make a difference. Electronic distribution of newsletters is acceptable. However, email announcements do not constitute a newsletter. If your chapter maintains a page

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

on a Social Networking site, be sure to alert others to it so students will be informed about upcoming meetings and activities.

4. PRESENTATIONS OUTSIDE OF THE AEI STUDENT CHAPTER

Report presentations made by one or more of your student members on a professional or technical topic undertaken in some professional or academic-related environment, such as a professional meeting, National Engineers Week Event, or Student Conference. Presentations to potential AEI Student Chapter donors or community service project clients may be reported here. Meeting announcements, project presentations given as a mandatory part of a course, and the introductory slide presentation given at the WSCL should not be included in this section. See sample table provided below.

Date	Student Presenter(s)	Presentation Title	Event Sponsor	Location
2/17/10	Robert Chang Elisa Hernandez	ArchE Rocks! (Engineers' Week Presentation to high school students)	College of Engineering	Mytown High School, Mytown, ST
4/1/10	Jane Doe	Mead Paper: Ethics in Engineering	AEI National Student Conference	Anytown University, Anytown, ST

Consider making presentations to a local professional organization or to local civic groups about your participation at the Student Conference, in special projects, etc. Presenting your AEI Student Chapter activities at a local elementary, middle, or high school is a great way to share information on your college and future profession. Many opportunities exist – investigate! Speaking outside the AEI Student Chapter represents an excellent marketing/promotion opportunity and allows the speakers to practice valuable communication skills.

4. PARTICIPATION IN ASCE STUDENT MEAD PAPER COMPETITION

The Mead Paper Competition provides a wonderful opportunity to explore topics in engineering ethics. Many Student Conferences now use the same topic for their paper presentation competition. The paper competition rules and topic are available on the ASCE web site at <http://www.asce.org/students>.

5. PARTICIPATION IN REGIONAL OR NATIONAL PROFESSIONAL EVENTS

National and regional level events and conferences sponsored by organizations such as ASHRE, ACI, AISC USGBC, AGC, etc. These events provide excellent opportunities for AEI Student Chapter members to participate in technical sessions and field trips while meeting and networking with students, faculty, and industry professionals from around the world. The National AEI Student Design Competition is not included among these events.

6. COLLABORATION WITH OTHER STUDENT ORGANIZATIONS

Collaboration with other student organizations through projects, social activities, conferences, meetings, community service is encouraged. This promotes interaction and networking with other student groups at your institution and other institutions. Collaboration with other student groups can help to increase participation if your student organization is small.

7. PARTICIPATION IN PRACTITIONER AND FACULTY ADVISOR TRAINING WORKSHOP

The Practitioner & Faculty Advisor Training Workshop (PFATW) is a 2-day workshop, similar to the WSCL. It provides a great opportunity for AEI and ASCE Advisors to participate in a community with other advisors, where they can learn about the value and purpose of AEI Student Chapters and receive tools useful for helping to make their student organization a success.

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

2.6 Report Contents - Attachments

Please include each of the following attachments with the report. Attachments A-F are already designated. Additional attachments (G and higher, with no maximum) may be added in an organized manner. All attachments must be clearly marked.

2.6.1 ATTACHMENT A – Membership Lists

Membership lists should be included as Attachment A of the AEI Student Chapter Annual Report as follows:

- A.1) List of your AEI Student Chapter members and their years in school. Please do not include Student ID or Social Security Numbers in this list.
- A.2) List of National AEI Student Members.

2.6.2 ATTACHMENT B – Sample Meeting Announcements, Programs, Agendas

Include a sampling of meeting announcements, programs, agendas, etc. as Attachment B of the AEI Student Chapter Annual Report. Do not include copies of all announcements, etc.; a representative sample is sufficient.

2.6.3 ATTACHMENT C – Sample Newsletter and/or Printout of On-line Presence

Please attach one sample copy of your newsletter and/or a print out of sample sections of the AEI Student Chapter on-line presence (i.e. website, social media, etc.) as Attachment C of the AEI Student Chapter Annual Report. Do not include copies of all newsletters or a printout of the entire on-line presence; a representative sample is sufficient.

2.6.4 ATTACHMENT D – Summary and Highlights of Meetings and Activities

To convey a more complete picture of AEI Student Chapter activities, it is suggested that a brief summary giving the highlights of each professional meeting and other activities be prepared on additional sheets and included as Attachment D to the Annual Report.

Other activities include any AEI Student Chapter field trips, social activities, competition projects, and activities that enhance the overall AEI Student Chapter program at your school. Please include any joint meetings and activities with other organizations. A summary of preparations for and participation in competitions may be included in this section.

Please limit the summary of each meeting/activity to one page. A sample format is provided on page xi– use this to document each activity separately. Photos are highly encouraged!

2.6.5 ATTACHMENT E – Special Projects

AEI and ASCE encourage its members to provide leadership through special projects. Thus, it is appropriate for AEI Student Chapters to undertake special projects that will fit in with the “people serving” role of architectural engineering. Since you will be accomplishing your projects as an AEI Student Chapter, the most desirable activities are those requiring architectural engineering expertise, although other service efforts are also worthwhile. Successful projects are often published in *ASCE News*, *AEI Newsletter*, or *local media*. A list of examples can be found in the AEI Student Chapter Handbook [To be published].

To be considered an acceptable special project, the project must have benefits outside the AEI Student Chapter, AEI and ASCE. A fundraising project for your AEI Student Chapter does not qualify as “Special Projects”. The project should be directed toward community service or a project on campus or in the community that is for the benefit of more than just the AEI Student Chapter and its members. Hosting a Student Conference, involves community participation and does qualify as a special project. Other

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

examples include community service projects, National Engineers Week activities, outreach to K-12 students, and other activities that benefit more than the AEI Student Chapter.

If you do undertake special projects, they must be documented by report in narrative form using a format acceptable for formal technical reports. This format will provide a record of activities for your AEI Student Chapter files, make the project reports suitable for publication, and make it possible to be evaluated fairly. Special projects often represent a group's best opportunity to achieve many of its goals and objectives. Within the special project report, highlight those goals that were addressed as part of the project.

To assist you with the organization of your report on special projects, use either the cover page found on page xii, or provide this information for each project on a separate cover sheet of your own design. The body of the report that follows the cover page should contain the narrative description of your project complete with photographs, news releases and other information necessary for the complete documentation of your efforts.

In recognition of outstanding service at the AEI Student Chapter level, the CAEISA may award special prizes and/or recognition to the student organization.

2.6.6 ATTACHMENT F – Financial Statement

Every successful organization maintains complete documentation of its income and expenses. A concise list of income and expenditures is helpful for planning purposes and will demonstrate to your sponsors that their donations are being put to good use. A complete listing of income sources will also provide future officers with ideas for raising funds, a consistent challenge faced by student organizations.

Income sources include dues, allocations to clubs from the university, donations (list by donor or source), fundraisers, or any other sources. Expenditures can be combined into major categories. Some example categories are: food and beverages for meetings; registration and travel costs associated with participating in the Student Conference; travel and lodging expenses for attending the Workshop for Student Chapter Leaders; and Special Project expenses, organized by project.

A sample format is provided on page xiii – use this to organize and present your chapter's financial records. You should keep detailed records on a separate spreadsheet, but present the summary (subtotals) in this report.

2.7 AEI Student Chapter Advisor Evaluation and Award Nomination

CAEISA requires that each AEI Student Chapter advise the Committee on AEI Student Activities on the effectiveness – or ineffectiveness – of your Faculty and Practitioner Advisors. The Evaluation of Advisory Personnel form, found on page 9, must be completed by the AEI Student Chapter. This evaluation form should be submitted at the same time as the annual report but sealed in a separate envelope. The Advisors (Faculty or Practitioner) should not be given access to this form, even if the evaluation is a positive one.

There is often a correlation between a successful AEI Student Chapter and an active, involved advisor. To recognize and reward the dedication required to be an AEI advisor, the Committee on AEI Student Activities offers Advisor recognition based on nomination forms received from students. If your AEI Student Chapter would like to nominate your Faculty Advisor and/or Practitioner Advisor for recognition, please complete the nomination form found on page 10. One nomination form must be completed for each person being nominated. **Please note that submission of the Evaluation of Advisory Personnel form is not considered a nomination.** Completed nominations should be included with the advisory personnel evaluation in a sealed envelope and submitted with the AEI Student Chapter Annual Report.

Nominations will be reviewed with the annual report and special recognition will be given to those Faculty Advisors and Practitioner Advisors who have significantly contributed to the success of an AEI Student Chapter. If you are nominating your Advisor please take the time to prepare a complete write-up of your

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

chapter's experiences with this Advisor, and describe their contributions to your chapter's or personal successes.

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

Sample Activity Summary Sheet
(use a separate sheet for each meeting or activity)

ATTACHMENT D – ACTIVITY REPORT SUMMARY

Activity: _____

Date: _____

Location: _____

Attendance:

Students: _____

Faculty: _____

Faculty Advisor: _____

Practitioner Advisor(s): _____

Other: _____

Report Prepared By: _____

Activity Summary:

Activity Assessment:

Suggestions for the Future:

Include Photographs, Tables, Images, etc.

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

Sample Special Projects Report Cover Sheet

ATTACHMENT E – SPECIAL PROJECTS REPORT

Project Title: _____

Project Participation (Number of people who worked on the project):

Students: _____

Faculty (incl. Faculty Advisor): _____

Practitioners (incl. Practitioner Advisor): _____

Total Person-Hours Spent on the Project: _____

Percent of AEI Student Chapter Membership That Worked on the Project: _____

Was course or curriculum credit earned for this project? Yes / No

Project Abstract: (Provide a brief description of the project)

Goals and assessment: (Describe Student Chapter goals and objectives that were addressed during the course of this project. Assess the degree to which goals were attained)

Engineering component: (Provide a brief description of engineering skills used to complete this project)

Project impact: (Briefly describe of the potential short- and long-term impacts of this project beyond the AEI Student Chapter)

Table of Contents:

Use additional pages, as necessary, to describe the project and provide photo documentation. There is no limit to the number of pages allowed for each Special Projects Report. However, the total number of pages in the Annual Report may not exceed 100.

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

ANNUAL REPORT EVALUATION

The Committee on AEI Student Activities (CAEISA) will evaluate the report and Student Chapter performance using the Evaluation Sheet provided on page xv. The overall score obtained by an AEI Student Chapter is calculated by adding scores in each of the following areas:

1. Data provided for Membership and Student Chapter Activities
2. Goals and Assessment
3. Special Projects
4. Report Presentation

Use this evaluation sheet as a guide to identify strengths and areas for improvement for your AEI Student Chapter.

REPORT PRESENTATION

Up to five points may be awarded to your AEI Student Chapter based upon evaluation of the overall report organization, presentation, and adherence to format specifications. This evaluation will not be based on a special cover, special paper, binding or colored photographs. Make it easy for the evaluators to review your report. A report exceeding the maximum limit of 100 pages will receive a score of zero for the Report Presentation Score.

A professionally prepared, high quality report can serve as an excellent promotional/marketing tool for your AEI Student Chapter. Use your Annual Report to inform others (e.g. prospective members/officers, Department Chair/Head, College Dean, University President, etc.) about your AEI Student Chapter's accomplishments and potential. Be proud of your accomplishments!

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

2.8 Sample Annual Report evaluation sheet

DO NOT COMPLETE!

ARCHITECTURAL ENGINEERING INSTITUTE STUDENT CHAPTER REVIEW AND RATING SHEET

AEI Student Chapter Name: _____

Numbers recorded in Part VI (Statistical Input) should be placed in the first blank of the computation column for the respective category. Multiply this number by the indicated value to produce the score. A maximum is given for every category score.

Category	Computation	Maximum	Score
1. Membership	a. ____ x 5= b. ____ x 5=	10	
2. AEI Student Chapter Meetings (Professional)	____ x 1=	10	
3. AEI Student Chapter Meetings (Student Talks/Papers)	____ x 1=	6	
4. AEI Student Chapter Meetings (Professional Licensure / Ethics)	____ x 1=	3	
5. AEI Student Chapter Meetings (Field Trips)	____ x 1=	6	
6. AEI Student Chapter Meetings (Social Functions)	____ x 1=	2	
7. AEI Student Chapter Meetings (Attendance) (Enter 0 if attendance is mandatory)	____ x 5=	5	
8. Related professional organization meetings (Host)	4 points for YES	4	
9. Related professional organization meetings (Attendance)	____ x 0.5=	9	
10. AEI/ASCE Student Conference Attendance	____ x 2=	10	
11. Workshop for Student Chapter Leaders	4 points for students. 8 points for FA/PA and students	8	
12. Newsletters and/or Web Site	2 points for YES to a. and/or b.	2	
13. Presentations outside of AEI Student Chapter	____ x 2=	6	
14. Mead Paper submitted to National Competition	3 points for YES	3	
15. AEI/ASCE Society-level Engineering Event	____ x 1=	2	
16. Collaboration With Other Student Organizations	____ x 1=	2	
17. Practitioner & Faculty Advisor Training Workshop	1 point for FA or PA YES 2 points for FA and PA YES	2	
MEMBERSHIP AND ACTIVITIES RAW SCORE TOTAL			

MEMBERSHIP AND ACTIVITIES SCORE (Percentage)	Raw Score= Adjusted Score = Raw Score * (70 / S(I)max) S(I)max = 90 for schools w/o mandatory attendance S(I)max = 85 for schools with mandatory attendance	70	
GOALS & ASSESSMENT SCORE	Subjective Rating (0 to 10 points)	10	
SPECIAL PROJECTS SCORE	Subjective Rating (0 to 15 points)	15	
REPORT PRESENTATION SCORE	Subjective Rating (0 to 5 points)	5	
TOTAL SCORE		100	

REPORT INSTRUCTIONS – DO NOT INCLUDE WITH SUBMITTAL

3 FINAL REPORT SUBMITTAL CHECKLIST

Use the following checklist to ensure that all sections of the report are included, as required.

- Sent to ASCE on time (to be received by Feb 1)

Report Contents (see forms and tables on pages following this checklist):

- Cover Sheet
- Table of Contents for Report and Attachments (recommended)
- Part I Organization Information - Signatures of Officers and Advisors
- Part I.1 & I.2 Organization Information - Records Summary (Leadership Contact Information)
- Part I.3. Membership Summary
- Part I.4. Financial Standing Summary
- Part I.5. Summary of Important Contacts
- Part II. Goals and Objectives, and Assessment of the Goals
- Part III. Student Organization Meetings, in tabular format
- Part IV. Student Organization Activities
- Attachment A.1. Local Student Organization membership list, name and year in school
- Attachment A.2. Society- level membership list
- Attachment B. Sample meeting announcements, programs, agendas, etc.
- Attachment C Sample newsletter and/or printout of web site
- Attachment D Summary and highlights of meetings and activities
- Attachment E Special Projects Reports
- Attachment F Financial Statement

Submit in a sealed envelope, together with the Annual Report:

- Evaluation of Advisory Personnel
- (Optional) Faculty and/or Practitioner Advisor Award Nomination Form

NOTE: SAMPLE COVER ONLY! Feel free to create your own cover page!



**ARCHITECTURAL
ENGINEERING
INSTITUTE**

2011 Annual Report for AEI Student Chapters

Calendar Year: January 1 – December 31, 2011

Insert School Name Here

Insert School Photograph or Logo Here
(Optional)

PART I. STUDENT ORGANIZATION INFORMATION

School Name: _____
AEI Student Chapter Mailing Address: _____
AEI Student Chapter E-mail Address: _____
AEI Student Chapter E-mail Address: _____
AEI Student Chapter web site: _____
AEI Student Chapter other online site(s): _____
Month(s) of Officer Elections: _____

(Please print & sign names)
Report submitted by:

Contents approved by:

(Insert Name Here)
Secretary of AEI Student Chapter

(Insert Name Here)
President of AEI Student Chapter

(Insert Name Here)
Vice President of AEI Student Chapter

(Insert Name Here)
Faculty Advisor

Date

(Insert Name Here)
Practitioner Advisor #1

(Insert Name Here)
Practitioner Advisor #2

1. ADVISOR INFORMATION

(Please see instructions on p. iii)

Faculty Advisor Name: _____

Faculty Advisor ASCE/AEI Member Number: _____

Faculty Advisor E-mail Address: _____

Faculty Advisor Phone Number: _____

Faculty Advisor Fax Number: _____

Practitioner Advisor #1 Name: _____

Practitioner Advisor #1 ASCE/AEI Member Number: _____

Practitioner Advisor #2 Name: _____

Practitioner Advisor #2 ASCE/AEI Member Number: _____

2. AEI STUDENT CHAPTER OFFICERS

From (date): _____ To: _____

President _____

Vice President _____

Secretary _____

Treasurer _____

Other (Specify) _____

From (date): _____ To: _____

President _____

Vice President _____

Secretary _____

Treasurer _____

3. MEMBERSHIP

(Please see instructions on p. iii)

Is attendance at AEI Student Chapter meetings mandatory? (select one) Yes / No

National-level AEI Membership is: (select one) Voluntary/Compulsory

Total number of Juniors & Seniors eligible to join AEI
(number of Jr., Sr. & 5th Yr. with AE declared major; average over the year) _____

Total number of Juniors, Seniors, & Fifth Years in your AEI Student Chapter:
(average over the year) _____

Number of members of your AEI Student Chapter:
(average over the year) _____

Number of AEI Student Chapter members who are
National-level AEI Student Members: _____

Statistical information:

(Total Jr., Sr. & 5th Yr. AEI Student Chapter Members) ÷ (Total Jr., Sr. & 5th Yr. Eligible) _____

(Total National-level Student Members) ÷ (Total Local Student Members) _____

Note: Please provide membership lists in Attachment A. Please do not include University Student ID or Social Security numbers.

PART II. AEI STUDENT CHAPTER GOALS AND OBJECTIVES

(Please see instructions on p. iv)

Summary statement:

Goals and Assessment:

Goal #1:

Action Plan:

Assessment of Goal #1:

Follow-up Plan for Goal #1:

Goal #2:

Action Plan:

Assessment of Goal #2:

Follow-up Plan for Goal #2:

(add lines, as needed)

PART III. STUDENT ORGANIZATION MEETINGS

(Please see instructions on pp. iv-iv)

A. AEI STUDENT CHAPTER MEETINGS

Activity Date	Activity Type (Use abbreviations below; list all that apply.)	Program (Briefly describe program. Include name of speaker if applicable.)	Attendance				
			Students	Faculty	Faculty Advisor	Practitioner Advisor(s)	Other

Meeting

Abbreviation Statistical Information:

- PM Number of Professional Meetings (business & technical presentation): _____
- PP Number of student talks or Paper Presentations at ASCE Student Org. meetings: _____
- PC Number of meeting with Professional Conduct (Licensure/Ethics) programs: _____
- FT Number of ASCE Student Org. sponsored Field Trips: _____
- SF Number of ASCE Student Org. sponsored Social Functions: _____
- OP Number of Officers' or Planning Meetings _____

Statistical Information:

Average attendance at 10 most populated ASCE Student Org. meetings:
(if fewer than 10 meetings were held, average all meetings) _____

(Average attendance) ÷ (Total student ASCE Student Org. members) = _____
(NOTE: this number can't be great than 100%)

B. ASCE SECTION/BRANCH AND OTHER PROFESSIONAL MEETINGS

Date	Location	Name of Host Group/Event	# of ASCE Students Present	# of ASCE Members Present

Statistical Information:

Did your ASCE Student Org. host at least one ASCE Section/Branch/Technical group meeting? Yes / No

Total number of students who attended local and Technical group meetings _____

PART IV. STUDENT ORGANIZATION ACTIVITIES

(Please see instructions on pp. vi-v)

1. PARTICIPATION IN STUDENT CONFERENCE & WSCL

- a. Did your AEI Student Chapter attend a Student Conference during the year? Yes / No
 Number of representatives attending: _____
 Name of Conference: _____
 Location: _____
 Dates: _____

Did your AEI Student Chapter host or co-host this Student Conference? Yes / No
 If yes, please attach a "Special Project Report" as described on page viii and page xii.

- b. Did your AEI Student Chapter attend a Workshop for Student Chapter Leaders (WSCL) during the year? Yes / No
 Number of representatives attending: Students: _____
 Advisors (Faculty and/or Practitioner) _____
 Location: _____
 Date: _____

2. AEI STUDENT CHAPTER NEWSLETTER & ON-LINE PRESENCE

- a. Does the AEI Student Chapter prepare its own newsletter? Yes / No
 Number of issues during Annual Report year: _____

Are copies regularly distributed to the following?
 Alumni Yes / No
 Practitioner Advisor(s): Yes / No
 Section/Branch President: Yes / No
 Regional Governor: Yes / No
 ASCE Headquarters: Yes / No

- b. Does the AEI Student Chapter maintain an up-to-date on-line presence (i.e. website, social media, etc.)? Yes / No
 (Address must be listed on page 1 of the Annual Report)

3. PRESENTATIONS OUTSIDE OF THE AEI STUDENT CHAPTER

- a. Did any student members of your organization make presentations outside of your AEI Student Chapter? Yes / No
 Number of presentations made: _____

Date	Student Presenter(s)	Presentation Title	Event Sponsor	Location

4. PARTICIPATION IN ASCE STUDENT MEAD PAPER COMPETITION

Did a member of your AEI Student Chapter submit a paper to the National Daniel W. Mead Student Paper Contest during the year of this report? Yes / No

Author: _____
 Paper Title: _____

5. PARTICIPATION IN ASCE SOCIETY-LEVEL ARCHITECTURAL ENGINEERING EVENT

Was your AEI Student Chapter represented at any AEI National-level Event? Yes / No

Event Name: _____
 Location: _____
 Dates: _____

Number of Representatives: _____ Student(s)
 _____ Advisors (Faculty and/or Practitioner)

Event Name: _____
 Location: _____
 Dates: _____

Number of Representatives: _____ Student(s)
 _____ Advisors (Faculty and/or Practitioner)

6. COLLABORATION WITH OTHER STUDENT ORGANIZATIONS

Has your AEI Student Chapter collaborated with other student organizations on your campus in the last 12 months? Yes / No

If yes, please indicate organizations and activities:

Activity Date	Collaborating Organizations	Program (Briefly describe program.)	Attendance			
			ASCE Students	Other students	Faculty or Practitioner Advisors	Other

7. PRACTITIONER & FACULTY ADVISOR TRAINING WORKSHOP

a. Did your Faculty Advisor attend the Practitioner & Faculty Advisor Training Workshop (this year or in the past)? Yes / No

Date: _____

b. Did one of your Practitioner Advisors attend the Practitioner & Faculty Advisor Training Workshop (this year or in the past)? Yes / No

Date: _____

FACULTY/PRACTITIONER ADVISOR
AWARD NOMINATION FORM

*(To be included with advisory personnel evaluation form in a sealed envelope
and mailed with the annual report to CAEISA, c/o AEI)*

I. General Information

Who is being nominated? Faculty Advisor _____ or Practitioner Advisor _____

Faculty Advisor or Practitioner Advisor's Name _____

School _____

Advisor's Address _____

Student Nominator(s):

Name _____ Phone # & E-mail _____

Name _____ Phone # & E-mail _____

II. Advisor Information

How many hours a week does your Advisor work with your AEI Student Chapter (approximately)? _____

Did your Advisor....	<u>YES</u>	<u>NO</u>	<u>Date/Location</u>
Attend Workshops for Student Chapter Leaders?	_____	_____	_____
Attend Student Conferences?	_____	_____	_____
Attend an ASCE Civil Engineering Conference?	_____	_____	_____
Attend the Practitioner and Faculty Advisor Training Workshop (PFATW)?	_____	_____	_____
Hold any local or Younger Member office or committee member? If so, please list these positions below:	_____	_____	_____
Belong to any National-level ASCE Committees? If so, please list the committees:	_____	_____	_____

III. Advisor Activities

Please tell us *in detail* why you are nominating your advisor. Describe how your advisor contributes to the professional development of your AEI Student Chapter and to individual students. Maybe your advisor is a planner and leader of the AEI Student Chapter, spends time with your AEI Student Chapter in social settings, is easy to talk to, or provides career guidance assistance.

This nomination will be reviewed with the annual report, so you may wish to reference specific projects that are described in the report. It is not necessary to detail projects and activities in this nomination if they are described in the annual report.

Please limit the nomination (including this form) to three pages.

If you have any questions, contact CAEISA, c/o AEI