**Section Operations**

5.13 **South Dakota STAY Grant**

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| **1. Section, Branch** | South Dakota Section, Eastern and Black Hills Branches |  |
| **2. Section/Branch Size** |  |  |
| **3. Project Contact** |  |
| Name | Ms. Erin Steever, P.E., M. ASCE |
| Phone Number | (605) 759-3361 (Cell) |
| Email | erins@bannerassociates.com |
| **4. Project Category** | Section Operations |
| **5. Project Description** | A STAY Grant was used to purchase ASCE Stoles and graduation chords for active ASCE Student Chapter members. These stoles and chords will be reused for the Spring and Fall Commencement Ceremonies at South Dakota State University (SDSU) in Brookings and at the South Dakota School of Mines and Technology (SDSMT) in Rapid City. |
| **6. The Process**(What you did, When and How) |

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| Aug/Sept | * Schedule Stole/Chord presentation and recognition of Graduating ASCE Student Chapter members with Student Chapter Leadership (regularly scheduled meeting or other)
* Designate/confirm On-site Stole Coordinator and the keeper of the cords and stoles for continued use
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| January | * Initial contact with Department Head/Dean/University President for permission and expectations (verify with leadership changes)
* Follow-up/check in with Student Chapter Leadership on Stole/Chord presentation and recognition of Graduating ASCE Student Chapter members
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| February | * Obtain a list of graduates active in ASCE from the Department Head (Student Chapter Leadership is helpful in identifying students on the Graduate list) \*use this list for check out/collection tracking purposes in May
* Coordinate Stoles and Chords to ensure availability
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| March | * Contact with Student Chapter leadership and Faculty Advisor to make contact and obtain graduate RSVPs for recognition
* Presentation – ASCE After Graduation (PowerPoint available from Geographic Services upon request)
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| April | * Recognize upcoming ASCE graduates, bring your business cards and offer them to the graduates, telling them to get back into contact with me wherever they end up and I will connect them with the local Younger Member Group in that area
* Identify ASCE Members to attend Commencement and Order of the Engineer ceremonies
* Connect with the On-site Stole Coordinator. Develop tracking spreadsheet for graduate. Include check-out check box, return check box, and space for filling in and confirming long-term contact information (email, cell phone, etc.) of the graduates
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| May | * Attend Commencement Ceremonies and Order of the Engineer Ceremonies
* Check in with Faculty Advisor on returns/condition of the stoles/chords
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| June | * Final follow up with Faculty Advisor on returns/condition of the stoles/chords
* Follow up email with graduates to wish them well in their careers and remind them we can connect them with the local Younger Member Group wherever they end up
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| August | * Connect any graduates that have reached out with local Younger Member group in their area (Geographic Services can assist with providing contact information)
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| September | * Email graduates of local upcoming schedule and remind them we can connect them with the local Younger Member group wherever they end up
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| **7. Those in Charge** (Committee, Task Committee, Etc.) | Branch Leadership (monthly conference call for coordination) and Faculty Advisors. |
| **8. Time Frame**(When Started, When Completed) | Started April 2017. Completed October 2017. |
| **9. Success Factors**(The Parts that Worked Really Well) | Incorporating the recognition of graduates into their regularly scheduled Student Chapter Meetings. At SDSU, we were able to hold this in conjunction with the Civil Engineering Advisory Board, which includes three ASCE Professional Members. |
| **10. Setback Factors**(The Parts that did Not Work Well) | We weren’t able to track down all of the ASCE Stoles following commencement ceremonies. The Faculty Advisors were responsible for checking out and collecting the stoles and chords. The Faculty Advisors have the best connection with the students so we feel they are still the best choice for On-site Stole Coordinators. They also received substantial assistance from the Student Chapter Leadership. |
| **11. Creativity**(This is something off the wall that we did) | Offered two choices - ASCE Stole or a royal blue and white chord to represent ASCE.1. SDSU’s current President does not allow the ASCE Stoles for the Spring Commencement Ceremony therefore chords where purchased for the Spring graduates to use at SDSU. The College of Engineering hosts the Spring Commencement Ceremony, as the University does not hold one. The ASCE Stoles are allowed at this ceremony.
2. SDSMT allows the ASCE Stole, however some students preferred to use the chord over the ASCE Stole.
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| **12. Administration**(What was most Important?) | ASCE Faculty Advisors, Civil Engineering Department Head, College President (makes the final call on whether the stoles/chords are allowed at commencement). |
| **13. Follow-Up**(What was most important?) | Coordination with the right people on campus to meet expectations of commencement specific to each university |
| **14. Recommendations**(What you should ALWAYS do with this project?) | Check with the President of the University (or parties in charge) for any restrictions for stoles/chords at commencement. This could change from year to year or with a new President. Frequently check in with Faculty Advisors and On-site Stole Coordinators to make sure nothing has changed and to make sure they have what they need. |
| **15. Cautions**(What you should NEVER do with this project?) | Assume the students will return the stoles/chords. A collection and follow up plan should be set in place, along with a backup plan. We had roughly 50% turn-in at one of the schools, and that is only because a group live in the same area and one person collected multiple and returned them. |
| **16. The Outcome** | Our goal was to increase contact with the student chapters and graduating seniors. The ASCE Stoles are distinguished and a valued offering to the graduates as well as the college. They provided the Section and Branches a purpose and need to connect with the student chapter and allowed relationships to form between the program coordinators and the Student Chapter Officers and Faculty Advisors. We met this goal by increasing our contact and attendance at Student Chapter Meetings, started forming professional relationships with several of the Student Chapter Officers, and connected one graduate who moved out of the area with his new local Younger Member group. |
| **17. Ongoing Activity**(Would you do it again?) | Yes, by talking with recent graduates we were able to learn that common practice was to re-use stoles, thereby providing continued value and recognition of active ASCE student chapter members.  |
| **18. Speaker Contact Information** (person from your Region who would be willing to speak about the Best Practice) |  |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| **19. Additional Comments** | Find photos on our FLICKR account at [https://www.flickr.com/photos/157441436@N07/albums](https://www.flickr.com/photos/157441436%40N07/albums) |