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#### Old Guard Committee

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TO: Loretta McHugh  
Chair, Early Career Engineers, ASME

FROM: David R. Cook, P.E.  
Chair, Old Guard Committee, ASME

SUBJECT: Support to the Early Career Committee

DATE: April 26, 2007

Loretta, the Old Guard Committee has selected the two highest priority requests submitted by the Early Career Committee at the 2006 IMECE for support at this time. These were funding request for "Graduate Programs" and "Sponsorship of Early Career Forum Speakers".

We have drafted programs to guide us in providing this support. We titled them "ASME Old Guard Early Career Forum Grants" and "ASME Old Guard Early Career Technical Conferences" respectively.

We want to begin our support for these programs in fiscal year 2008, thus starting July 1, 2007. We will be meeting on Saturday and Sunday at SAM and would like to have you or a representative from the Early Career Committee to meet with us to finalize and approve the program descriptions attached. We realize that modifications may become desired as the program support progresses and we will be open to future change requests.

I think it would be a good idea for a brief review of program performance at each ASME annual meeting and will include the Early Career Committee on our agenda. This would be only a brief review and not take much time or preparation.

Thank you for offering the Old Guard Committee the opportunity for working with the Early Career Committee in helping our young engineers establish their careers in engineering.

Attachments (2)

cc: Robert Luna  
Thomas Perry  
Kemi Oluwanifise  
Cheryl Hasan



# The ASME Old Guard Early Career Forum Grants

**Draft – 4/13/07**

**Purpose:** The ASME Old Guard annually provides financial grants (OG Grants) to assist in the sponsorship of Early Career Forums conducted by segments of the Knowledge and Community and other Sectors of ASME. Early Career Forums (ECF) are conducted to aid graduating students and recent graduate mechanical engineers in making the transition from college into their professional life.

## Early Career Forum Programs

Early Career Forum programs may encompass many formats and topics and may include (but is certainly not limited to) such sessions as:

- Writing effective resumes
- Interviewing tips
- Getting hired – fears/expectations
- Networking
- Use of ASME Senior Section resources for information
- Use of business library resources for career / corporate information
- Recommended early career reading and studies
- Job fairs
- Career path options
- Steps to keeping current in my profession
- The value of graduate degrees
- How to publish
- Effective habits your management will appreciate
- How to get promotions
- Teamwork and the current models in industry
- How to deal with the loss of a job due to layoffs, firing, and bad working environment.
- How to lead and delegate responsibilities when leading or working on projects.
- Leadership qualities
- Obtaining the Edge in your Career
- Engineering in the Global Arena

To get wide spread participation, Early Career Forums may be conducted in conjunction with Student Professional Development Conferences (SPDC), Early Career Technical Conferences (ECTC), Section Events, Technical Division and ASME Institute Conferences, and ASME IMECE.

## Grant Details

The ASME Old Guard may provide a grant of up to \$2,000 to assist in the sponsorship of each approved ECF conducted.

- ECF's may be organized and conducted by any ASME Knowledge and Community Sector unit (a "Sponsoring Group"): District, Section, Sub-Section, Technical Division, or Institute. Other

ASME Sectors may cosponsor an ECF in conjunction with a Knowledge and Community Sector unit.

- Only one OG Grant may be made for each geographical ASME District each year. At the sole discretion of the Old Guard, an additional OG Grant may be made.
- The Sponsoring Group must submit a proposal to the Old Guard Committee, as described below, by October 1.
- The Old Guard Committee will decide on OG Grants at their meeting at ASME IMECE.
- Notification of the OG Grant will be made to the organizing committee of the Sponsoring Group by November 30.
- The ECF to be conducted must prominently recognize “The ASME Old Guard” as a sponsor or co-sponsor of the forum. Examples might be:
  - “District F & The ASME Old Guard Early Career Forum”
  - “Early Career Forum Sponsored by Entergy & The ASME Old Guard”
  - “The ASME Old Guard & South Texas Section Early Career Forum”

### **Proposal Requirements**

A proposal for an Early Career Forum must be submitted to the Chair of The Old Guard Committee and to the ASME Director of Education and Professional Development no later than October 1. The proposal must be made by e-mail as a doc or pdf file attachment. No proposals will be accepted after October 1.

As a minimum, the proposal shall contain the following:

- Name of the Sponsoring Group, and names and all contact information of the organizing committee of the Sponsoring Group.
- Proposed date, location, and ECF name, and how The Old Guard will be recognized.
- Projected attendance and basis for the estimate.
- Proposed ECF agenda.
- Proposed ECF budget.
- A list of other sponsoring organizations and the amounts committed or requested.
- A statement of what the organizing committee will do with any financial surplus at the conclusion of the ECF.
- A signed statement by the chair / leader of the Sponsoring Group that endorses the Forum and describes the resources and efforts that will be contributed to the project.
- A signed statement by the ASME District Leader that endorses the Forum and describes the resources and efforts to be contributed to the project at the District level.

### **Early Career Forum Results Report**

The Early Career Forum organizing committee must submit a "results report" within 15 days after the event. The results report should contain attendance metrics, final program, financial report, lessons learned, etc. The results report must be submitted to the Chair of The Old Guard Committee and to the ASME Director of Education and Professional Development, and must be made by e-mail as a doc or pdf file attachment.

Prepared by:  
J. Brian Dietz 4/15/07

Approved by:  
David R. Cook, Chair 4/15/07



## **The Old Guard - Early Career Programs**

### **Early Career Technical Conferences**

**03 April 2007**

There is a need to provide the early career engineers and the future engineers with a forum to present their technical work and in the process develop their skills in written and verbal presentations. The group that is targeted includes early career practicing engineers, graduate students and early career academics. Some activity along these lines already exists and at the same time there appears to be interest in adding to this program. The Old Guard Committee will provide financial grants for Early Career Technical Conferences, subject to the conditions and criteria outlined in this document.

#### **1. THE PROGRAM**

- 1.1. The Early Career Technical Conference should be at least District wide.
- 1.2. The Conference Organizing Committee should function under the auspices of a District Operating Board.
- 1.3. The Early Career Technical Conference should be open for participation to all that classify as early career engineers (practicing engineers, graduate students and academics.)
- 1.4. The organizing committee of the conference should establish a technical committee that includes reviewers and editorial members. This committee, using accepted procedures, should review and determine whether each submitted manuscript will be accepted for presentation and publication, modified subject to recommendations by reviewer(s) and then accepted for presentation and publication, or not accepted for presentation and publication.
- 1.5. The lead author of each accepted manuscript must be an early career engineer, must attend the conference, and must make the presentation at the conference.
- 1.6. All accepted full manuscripts should be published in the proceedings of the Conference.
- 1.7. The Conference should be conducted in the usual practice of a technical conference and not as a competition.

#### **2. THE FINANCIAL SUPPORT**

- 2.1. The finances of the Conference should be handled through a District account.
- 2.2. The Old Guard Committee will provide limited and specified support for the Conference, graduated based on the number of authors whose manuscript has been accepted for presentation and publication.
- 2.3. (i) For a Conference of 15-20 authors the financial grant will be \$1,500; (ii) for a Conference of 21-30 authors the financial grant will be \$2,000; (iii) for a Conference of 31-40 authors the financial grant will be \$2,500; and (iv) for a Conference of 41 or more authors the financial grant will be \$3,000.
- 2.4. The Old Guard Committee will provide a maximum of six grants for Conferences within the North American continent and one grant for an International Conference outside the North American continent.
- 2.5. The Conference Organizing Committee must provide written acknowledgement within the published documents (program, proceedings, etc) for the support of The Old Guard. A copy of the published proceeding, in hard copy or on a CD, must be provided to The Old Guard, soon after the Conference.
- 2.6. The funds provided by The Old Guard must be used and distributed as honorariums to the authors, scaled from \$50.00 to \$250.00 in \$50.00 increments and based on distance traveled to attend the Conference.

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### **3. THE PROCEDURE**

- 3.1. A member of the organizing committee or the District Leader must submit a request for a grant to The Old Guard Committee at least six months prior to the Conference and at least one month prior to the nearest ASME SAM meeting or ASME IMECE meeting.
- 3.2. The grant request should include the date, location of the Conference, expected number of authors and any other pertinent information that will help The Old Guard Committee evaluate this request. The grant request should not exceed one page. A statement of recommendation of the conference from the District Leader should accompany the grant request, if the grant request is not from the District Leader. The grant request should be submitted electronically in Word or PDF format.
- 3.3. The Old Guard Committee decision will be conveyed to the individual that submitted the grant request.
- 3.4. Once a Conference has been awarded a grant, at least one month prior to the date of the Conference the following information should be forwarded to the Treasurer of The Old Guard Committee:
  - (i) Number of manuscripts accepted for the Conference,
  - (ii) Name to appear on the check,
  - (iii) Name and address of individual to receive the check.
- 3.5. In addition to the copy of the proceedings, a report on the Conference attendance numbers and any other pertinent information should be submitted electronically to The Old Guard Committee, soon after the conclusion of the Conference.

Prepared by: Lee Durbetaki  
The Old Guard Committee  
03 April 2007

Approved: Dave Cook, Chair  
The Old Guard Committee  
16 April 2007