EEE Newsletter
January 11, 2019

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EEE Main Office - Hours & Location

• The EEE main office is located in POTR 364. Office hours are:
  o M-F 8am-5pm
  o Tammi Thayer’s hours: M-F 9am-4pm

POTR Building - Hours of Operation

• POTR building hours of operation are 6:00am - 10:30pm, 7 days a week.
• If doors are locked during these posted times, contact the Purdue Police non-emergency number at 49-48221.

How to Schedule An Appointment with Tammi Thayer *

A recent update was done to BoilerConnect. Attached are NEW instructions for students to navigate making appointments. Advisors and service offices across campus use BoilerConnect for making appointments, so these instructions are generalized for all appointment pathways. Please note:

• The EEE office has a sign in kiosk at the front reception desk. When visiting EEE for your appointments you will either swipe your PUID card or enter your PUID # at the kiosk.
• There is a link to BC in my signature block and on a few EEE webpages for Current Students.
• BoilerConnect is in addition to myPurdue, myPurduePlan, etc. These systems all work together.

Open Registration Closes January 13

• Open Registration for 16 week spring courses ends on Sunday, January 13. Beginning January 14 course adds will have to have signature permission from the instructor and signature from advisor on a Form 23. If you need to add a course you will need to start with making an appointment with Tammi Thayer in BoilerConnect.

EEE Computer Lab - POTR 360: New Entry Code & Rules of Use *

• The EEE computer lab room is in POTR 360, next door to the main EEE office.
• Key pad entry instructions:
- Pull handle down once or twice to clear.
- Enter Code 367884, or 36SUTH when referencing a phone key pad. This memory aid translates as Room 360 + Dr. SUTHerland, Fehsenfeld Family Head of EEE.
- Pull handle down and open door.

- EEE maintains this computer center for academic & social activities. Its use is a privilege reserved for EEE students and those enrolled in EEE courses to work, study, and access dedicated EEE computers. There are 12 desktop computers with internet access and a printer/scanner. The room contains additional tables, chairs, and whiteboards.
- Please read the attached agreement sheet which details privileges and responsibilities of using this room. In general, be respectful to others and the property. Always log off of computers before leaving the room. Do not lock a computer for later use. Do not move or alter any of the computer systems.
- If you wish to place items on the wall, ask in the EEE Office for appropriate tacky putty. (No tape or staples.)
- Use discretion when determining if to print and how many copies to print.
- Food/drink is allowed but use caution. A refrigerator & microwave are available for use.

**MyPurduePlan: Update Your ‘Plans’ tab**

Upon entry to EEE all students receive a personalized plan of study from Tammi. It is your responsibility to keep the Plans tab of MPP up to date on a semesterly basis - no exceptions - per changes in registrations, future plans, repeat of courses, etc. Confirm that the courses you registered for fall match the courses listed on your MPP Plans tab. If the courses do not match or were adjusted due to grades, update your plans tab to match your registered courses. Failure to have a customized and up to date plan may cause a delay in your future registrations.

Review your POS, run an audit, etc. If you feel that there is an error, make an appointment with Tammi in September to review.

It is imperative that you get to know and understand the requirements you must achieve to obtain your BSEEE degree!!!

Here are links to MPP tutorials -

\[\text{Finding myPurduePlan - Login to myPurdue > Destination: Graduation > myPurduePlan}\]

\[\text{- Worksheets tab - Review your Worksheet tab. It should be completely accurate. Make note of anything that seems inaccurate to discuss with me. Unsure of how to read the Worksheets tab? Go to https://mediaspace.itap.purdue.edu/media/myPurduePlan+Worksheet/1_gytsywcz}\]

\[\text{- Plans tab - Each semester it is your responsibility to update your plan per changes in registration plans, repeat of courses, etc. Need help? Go to https://mediaspace.itap.purdue.edu/media/myPurduePlan+Plans+Tab/1_0mzzf67i}\]

\[\text{- Find all tutorials on MPP features at https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html}\]

Finding EEE Curriculum resources - Go to [www.purdue.edu/EEE > CurrentStudents > Academic Resources](http://www.purdue.edu/EEE/)

\[\text{- Plans of Study - follow the appropriate path per entry date to Purdue to view the standard 4 year plan of study and other policies.}\]

\[\text{- EEE Selectives - Hyperlinks to course descriptions ease the process of reviewing for course content, along with investigating any requisites and/or restrictions. Table 1. Universally Approved - includes courses that are fundamental to environmental engineering. These courses should be given top priority as you consider your future EEE Selective package.}\]

\[\text{- EEE Registration Tools - page developed to be a “one-stop shop” that contains links to many registration tools and resources from across campus.}\]

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**EEE SAC - Student Advisory Council Seeking Suggestions**

Do you have suggestions for how EEE can improve? [Let us know here!](https://www.purdue.edu/EEE)

You may also direct comments and questions to a member: Nate Ibarluzea, Ryan Leahy, Jennifer Pohlman, Treann Quick, Emerson Ringger, Erica Wang, Ali Whitehead.

The mission of the SAC is to encourage and enhance communication from the student body to the Head, Dr. Sutherland. Student representatives on the council act as liaisons for the student body and bring forth “consensus” issues that pertain to student morale, student perspectives on the curriculum, and the learning environment as well as hosting events pertaining to these issues. Our focus is on seeking opportunities for growth and improvement within EEE. This includes reaching out to relevant groups and hosting events for students, faculty, and the administration.
**Resume: Update Your Resume for EEE Student Experience Survey**

EEE will initiate our annual Student Experience Survey in late January. As part of the survey students are required to submit their resume, so now is the time to review and update your resume. Make an appointment with Ms. Whelton if you need help.

**Job Corner with Ms. Whelton, PE**

This section is prepared for the newsletter by Ms. Margaret Whelton, PE. She is the EEE Manager of Industrial Experience. The responsibilities of this position include working with industry to secure internships, co-ops, and full time job opportunities for students; developing real world senior design and research projects; and facilitating partnerships between industry and Environmental and Ecological Engineering. She has twelve years of experience as a practicing environmental engineer prior to becoming part of EEE. She is a registered professional engineer in Indiana, Virginia, and Alabama.

Hope your resumes are up to date. It is career fair time again. If not, you can always make an appointment with me.

Expo is Tuesday January 29th from 9am to 3:30pm at the CoRec. Expo is the largest Purdue career fair in the spring semester. In general quite of few companies that will be there. Usually there are some companies that have listed EEE as an option, but there are also good companies that don’t have EEE selected. To enhance your job search look for companies seeking Environmental Health Sciences and Civil Engineering and see if they do environmental work. Many do! A list of companies can be found on the Career Fair Plus App (For Android & iPhone) or the PESC Website (https://purdue-csm.symplicity.com/events/de18d0eac3efd4fed3ae62f2af30ede3/employers). The company list isn’t yet updated from the last career fair. I will send out an email closer to the event with more details. Hopefully they will upload the guidebook and get the app up soon.

There will be an EXPO prep night (January 24th from 6-8pm in ARMS 1010) before the fair where they will give you tips on preparing for the career fair. EXPO Seminars for specific companies will be held on January 28th from 1:30-8:30pm on the 2nd and 3rd floors of the Stewart Center. Information on the seminars and the prep night is given in the guidebook: http://www.purdueesc.org/wp-content/uploads/2015/11/EXPO-2018-Guidebook.pdf or a compacted listing of seminars is found here: http://www.purdueesc.org/wp-content/uploads/2015/11/EXPO-Career-Fair-Seminars-2018.pdf

If you are interested in a company and they host a seminar, this is another chance to connect so you should attend.

The Professional Practice Career Fair is on February 19th. Although this career fair is primarily focused on co-ops there are also internship and permanent opportunities available. Have you thought about co-op? It is a great way to gain substantial experience as a student. For co-ops, only freshman and sophomores are applicable. There is an internship listed for a junior level student. Some companies put their internships on this site so it’s another way to find out about opportunities! They update the company list regularly. To be applicable for co-op, you need to complete the application process by January 28th through their online application process. This means you can still attend the career fair and get interviews, as long as they don’t involve the online process (some are, some aren’t). Currently there aren’t many postings. Those numbers will increase around the career fair. Go here to set up your account: https://opportunity.opp.purdue.edu/student/student-login.htm

If you don’t have an account with the CCO online job postings—sign up! There are several opportunities currently listed that are applicable to EEEs. We have the opportunities through the CCO given on the bottom of the internship and permanent positions posting pages. Don’t forget to tab through the pages as the CCO list updates frequently on our page. Even if you click on an opportunity through our wiki, you’ll still need to have an account to apply. Set up your CCO account here: https://www.cco.purdue.edu/#myCCO

To prepare for interviews during EXPO, CCO is offering a workshop called “Interview Preparation”. It will be in RAWLS 1011 on Jan 23rd from 6:00 to 7:00pm. This is a great way to get tips on the interview process.

**Evening with Engineers Networking Event**

- The Society of Women Engineers is hosting an informal networking event with 8 companies, including 3M, The Clorox Company, and Harris Corporation.
- Sunday, January 27th, 2019 from 7pm - 9pm at Purdue Memorial Union West Faculty Lounge.
- The event includes resume review and mock interviews. Food will be provided.
- The event is open to all majors and provides an opportunity to network with company representatives prior to the Expo Career Fair. RSVP using the following link: tinyurl.com/EwErsvp. Please email swe@purdue.edu with any questions.
See attached flyer for more info.

**EEE Faculty Research**

Interested in pursuing research with EEE faculty? Students are welcome to reach out to individual faculty that they feel best matches with their interests. The best resource to review faculty research paths is at [https://engineering.purdue.edu/EEE/Research](https://engineering.purdue.edu/EEE/Research). Screen shot below.

On this page you will notice 2 blocks labeled ‘Classic Environmental Engineering’ and ‘Industrial Sustainability.’ Click on these to see further explanation of subareas within these paths. It may be best to first decide if your interests fall within ‘Classic’ or ‘Industrial’, then reach out accordingly. Names of the faculty (hyperlinked) who work in these areas are listed, and you can learn more about each of their specific areas of research, publications and contact info by clicking on each name.

If you are approved to work with someone, there are specific steps to take to enroll a course if you wish to establish course credit, or you can work for hire. The EEE independent research/project course number is EEE 49800.

**What are REUs??? (NSF Research Experiences for Undergraduates)**

- NSF Research Experiences for Undergraduates (or REUs) are competitive summer research programs in the United States for undergraduates studying science, engineering, or mathematics. Such programs usually focus on targeting women and underrepresented minorities. The programs are sponsored by the National Science Foundation, and are hosted in various universities. They are among the most prestigious summer programs that an undergraduate can participate in. Individual REUs tend to be specialized in a particular field of science. There are REUs in many scientific fields such as mathematics, physics, chemistry, geology, biology, psychology, and computer science.

- REU sites typically consist of ten undergraduates working in the research program of the host institution. As the program is funded by the NSF, undergraduates must be citizens or permanent residents of the US or its possessions to be eligible for funding. However, some REU sites accept "self-funder" international students. Applications are typically due between February and March. This is excellent opportunity for undergraduates to get further research experience, and REUs are especially recommended for students considering graduate coursework later on. Compensation for hours worked is provided.

- A searchable engine and more info can be found at [http://www.nsf.gov/crssprgm/reu/reu_search.jsp](http://www.nsf.gov/crssprgm/reu/reu_search.jsp)

- These opportunities are competitive so having prior research experience makes you more competitive.

- See your EEE Mentor for more insights on the advantages of REUs, or with help in narrowing your choices.

- A few featured REUs:
  - Maryland Seat Grant REU focused on marine research in the Chesapeake Bay
    - Link: [https://ww2.mdsg.umd.edu/reu/apply/](https://ww2.mdsg.umd.edu/reu/apply/)
    - Deadline: February 15th
  - National Science Foundation funded program, Re-inventing the Nation’s Urban Water Infrastructure (ReNUWIt)
**Purdue Summer Undergraduate Research Fellowship (SURF)**

- The Summer Undergraduate Research Fellowship (SURF) program is now accepting applications for the 2019 program, which runs from May 20th through August 2nd. Please encourage your students to apply online no later than February 26 at the SURF website: [www.purdue.edu/surf/programs/campus](http://www.purdue.edu/surf/programs/campus).
- SURF is an opportunity for undergraduates to gain research experience under the guidance of a Purdue professor and graduate student. The program is open to students enrolled at US institutions in a BS degree program who have completed at least 4 semesters by the time the program starts in May and have good academic standing with a minimum GPA of 3.0.
- SURF students will receive a stipend of **$5100 for the 11-week program** while participating in research activities 40 hours per week.

**Research Internship Summer Experience**

- The Department of Civil, Construction, and Environmental Engineering at NC State University is proud to announce the **2019 RISE (Research Internship Summer Experience)** program.
- RISE is open to current undergraduate students in the upper classes as well as master’s students who are interested in doctoral studies. The RISE program will be hosted at the NC State campus in Raleigh, NC, during the months of June and July (June 1 - August 2), 2019.
- More information and directions for applying to the 2019 RISE Program are available at the web site [go.ncsu.edu/rise](http://go.ncsu.edu/rise). Application deadline is February 1, 2019.

**Germany Study Abroad**

- Two week, 3 credit Maymester program in Wolfenbuttel, Germany focused on Sustainable Energy Technologies
- Two informational callouts coming up:
  - Thursday January 10th 6pm in KNOY B029
  - Wednesday January 16th 6pm in KNOY B029
- Program web page: [https://www.studyabroad.purdue.edu/programs/flyer.cfm?flyer=694&SICountries=433&Duration=Summer](https://www.studyabroad.purdue.edu/programs/flyer.cfm?flyer=694&SICountries=433&Duration=Summer)
- See attached flyer for more info
- Contact Tamara Lynch at tlynch@purdue.edu with questions

**Professional Licensure & FE exam - What is it? When to take it? How to prepare?**

The Fundamentals of Engineering (FE) exam is typically the first step in the process leading to the P.E. license. It is designed for students close to finishing their engineering degree or recent graduates. The FE is a computer-based exam that is administered year-round at NCEES (National Council of Examiners for engineering and Surveying) approved Pearson VUE test centers. FYI - Purdue has an approved test site. The FE contains 110 multiple-choice questions. The exam appointment time is 6 hours long, which includes a nondisclosure agreement, tutorial (8 minutes), the exam (5 hours and 20 minutes), a scheduled break (25 minutes), and a brief survey.

- The EEE website has an information and resource page. Go to EEE > Current Students > click on Fundamentals of Engineering (FE) Exam under ‘Useful Resources’ column. This page highlights the Environmental Exam, NCEES itself, links to various sites to register for the FE, what study sessions are offered on campus (not all apply to EEE, though), how to purchase study guides, and other resources to consider.
- More info about resources for the FE exam... Prof. Nies has very graciously purchased a “loaner” copy of the FE Environmental Engineering Review Manual (all 754 pages!!) that will be housed in the EEE office. Seniors are welcome to “check out” this manual for a 72hr period to review/study. This will at least allow you time to see what types of problems are on the exam, and solutions are provided. See Tammi Thayer to check out the manual.
LEED Green Associate Training

EEE students should understand that LEED is one professional certification. Earning a PE license in engineering requires considerably more education, knowledge and experience, and all EEE graduates are qualified to eventually earn a PE license, which is significantly more valuable. On occasion, an EEE student will ask about LEED. LEED is more within the domain of the Arch Engr group within Civil. Most people can take a short course and pass the LEED certification test. As a courtesy, the following info is being provided. It is not required or necessarily endorsed. The LEED Green Associate (GA) credential is the only entry level sustainability designation and shows employers and clients that you have certified knowledge in the green building industry. LEED (Leadership in Energy and Environmental Design) is simply a sustainability scorecard for green buildings. Buildings can become LEED Certified as can people! The LEED Green Associate is the only professional designation to show employers and clients you have certified knowledge in the field.

- This course meets the exam's eligibility requirements and the USGBC charges a $100 (reduced for students) fee for the actual exam which can be taken at any time at your nearest Prometric center. Save money by reserving your spot today and make a positive difference in your career!
- Early-Bird Cost: $300 ($200 for full time students)
- When: January 22nd 2019 - 6:00PM to 9:30 PM
- Where: Purdue University - EE - Room 115
- Registration: https://leadinggreen.com/purdue

Scholarship Opportunities Available! *

- It is always scholarship season! If you are looking for scholarships for next year, the EEE web page has a listing of private scholarships offered by organizations outside of EEE and/or Purdue. There are a number of opportunities listed there currently and the page is continually updated with more information as it is shared with our office. Get in the habit of checking this page frequently.
- You may access this page by taking this path - EEE -> Current Students -> Useful Resources -> Scholarships and Financial Aid -> Outside Scholarship Opportunities
- Some scholarships currently listed that are receiving applications now are:
  - ACEC of Indiana Scholarships - The American Council of Engineering Companies (ACEC) of Indiana awards scholarships to students entering their junior, senior, fifth, or graduate year, each fall. To qualify, a student must be an Indiana resident attending an Indiana school, pursuing a Bachelor’s or Master’s degree in an engineering program. Applicants must also have an interest in pursuing a career in the consulting engineering business. ACEC Indiana defines “consulting engineers” as those who design roads and bridges, clean water and waste water systems, mechanical and electrical systems, redevelop brownfields and more. The top ACEC Indiana scholarship candidate will be nominated to receive one of five top ACEC National Scholarships. Website link for ACEC Indiana scholarship program: http://www.acecindiana.org/?page=Scholarship. Learn more about ACEC Indiana at http://acecindiana.org. Deadline: February 1st
  - McGaughey Leadership Awards - These awards are made possible by an endowment from the late Charles O. McGaughey, a 1939 graduate of Purdue University, and intended to honor Purdue undergraduates who show leadership abilities and “appreciation for basic American values.” Eligibility requirements are that students are from the West Lafayette campus, completed at least two years of undergraduate studies as a full-time student, have 3.0 GPA, have demonstrated an appreciation of the values of liberty and the democratic form of government, the importance of respect for others and for the diversity of the United States of America, in addition to other behavioral characteristics. Application link: https://purdue.ca1.qualtrics.com/jfe/form/SV_d0Sn73Jh74cXFr Deadline: February 8th
  - Purdue Class of 1937 Scholarship - Scholarships provided from funds donated by members of the Purdue Class of 1937 in support of current students. Criteria for determining recipients of this scholarship include leadership, character, scholarship, and financial need. Eligible applicants must be a domestic student as defined by the University, and plan to be enrolled at the Purdue - West Lafayette campus for the next academic year as a sophomore, junior, or senior, and plan to register for 12 or more credits. Applicants should also have a 2.0 or higher GPA, be in good academic and social standing with the University, and describe financial need for the scholarship, although this does not mean an applicant must qualify for financial assistance through Purdue’s Division of Financial Aid to be considered. Application link: https://purdue.ca1.qualtrics.com/jfe/form/SV_77ik0GWAYYYVaLC5 Deadline: February 8th
  - Grand Prix Scholarship - The Grand Prix Foundation works to uphold the motto of “Students Helping Students” by awarding $10,000 in scholarships every year. Applicants must be a full-time student at West Lafayette campus. Selection is based upon service to students through campus involvement, academic
achievement, and need. Applicants may be called for an in-person interview. The Purdue Grand Prix has been a tradition of Purdue University since 1958. The primary purpose of the Grand Prix race each April is to raise funds for its annual scholarships that are given to students. The foundation is a university sponsored student organization that is run by students for students. Application link: https://boilerlink.purdue.edu/submitter/form/step/1?Guid=f0b34a9a-10ad-4c47-a08d-f9383f34e506 Flyer attached. Deadline: February 8th

- Cargill Global Scholars Program - Current first and second year undergraduates enrolled at Purdue University who demonstrate exemplary academic achievement, leadership potential and are studying in engineering, among other fields, are encouraged to apply. In addition to an annual scholarship of $2500 for up to two years, the program provides leadership development opportunities through seminars, networking events, and a 1-on-1 mentoring program. Typically ten US scholarships are given. To learn more, visit: www.cargillglobalscholars.com. Flyer attached. Deadline: March 1st

Office of Future Engineers Volunteer Opportunity

- The Office of Future Engineers manages a program we call “Adopt Your State,” where we pair current Purdue Engineering students with admitted students from their home state to serve as a point of contact, resource, and possibly even mentor/friend on campus, and we are actively looking for volunteers to reach out to students admitted to First Year Engineering for Fall 2019! The program will run from February to early May.
- The basic responsibilities/activities include:
  - Chatting with admitted students from your home state or country via social media or text message (contact info will remain private from both parties)
  - Sharing some of your experiences, insights, and survival tips to help them be better prepared for college life and determine if Purdue really is the place for them
  - Attending 2 evening meetings, one near the beginning of the semester and one near the end, each roughly only one hour and both with free(!) food
  - Time commitment is minimal, maybe an hour per week
- If you’d like to sign up, just fill out this form and we’ll be in touch sometime in January: https://goo.gl/forms/ml72PJ0nLvN2vdRx1 (Note: If you participated last year, please fill out this form again)

Academic Success Center (ASC) & Supplemental Instruction (SI) *

The ASC offers a collection of services and programs designed to help Purdue students be successful in the classroom. Be proactive and review available resources now. Don’t wait till things get difficult to manage. See ASC’s offerings at https://www.purdue.edu/asc/index.html

- LOCATION: WILEY HALL | Visit the Academic Success Center in Wiley Hall C215.
- HOURS | The ASC’s academic year hours will be 8AM-8PM Monday-Thursday, and 8AM-5PM Fridays.
- PEER SUCCESS COACHING PROGRAM | The Peer Success Coaching program offers students additional support and accountability as they work toward academic, social, and/or personal goals during the semester. Trained peer leaders work 1-on-1 with students to develop strategies, skills, and solutions as they aim for their definition of success. Students can apply for a PSC online at www.purdue.edu/psc.
- SUPPLEMENTAL INSTRUCTION PROGRAM | The Supplemental Instruction (SI) Program provides students with interactive, peer-led study sessions for challenging Purdue courses. You can view the SI session schedule online.
- TUTORING | The ASC helps connect students with academic support resources through https://www.purdue.edu/asc/tutoring.html
- WORKSHOPS | The ASC offers free workshops available to all students. We continue to offer our traditional topics (time management, overcoming procrastination, and effective study strategies) this semester, but will also offer several new workshops. See info at https://www.purdue.edu/asc/workshops.html. Flyer attached.
- CONSULTATIONS | Students can get tailored support on study strategies, time management, test-taking strategies, and other academic success topics in a 1-on-1 meeting with an academic consultant. Info here. Students can sign up for a consultation through BoilerConnect or by visiting the ASC.
- QUESTIONS? | Email academicsuccess@purdue.edu, call 765-494-4700, or visit Wiley C215.

Safety: All Hazards Training

- All-Hazards Awareness Training is offered to the Purdue community through in-person sessions and online through Blackboard Learn or WebCert websites. This training provides reminders on what constitutes an all-hazards emergency event and how faculty, staff and students in the classroom or elsewhere on campus should react in such a situation. Emergency preparedness officials explain how the campus community receives emergency notifications
through the multi-layered Purdue Alert system, what "shelter in place" means and how to respond when they see the phrase in alerts sent out; evacuation procedures; what they can do to prepare; and available tools and resources.

- **Blackboard Learn** - enter your Purdue career account, click "Browse Course Catalog." In the "Search Catalog" section type in "All-Hazards Awareness Training" and "enroll" in the course.
- **WebCert** - logon with your career account to review the All-Hazards Awareness Training Presentation then take the assessment as a quick review.

- View Key Emergency Preparedness Resources at [Emergency Preparedness website](#).
- Recent enhancements to campus emergency notification are listed at [www.Purdue.edu/EHPS](http://www.Purdue.edu/EHPS).

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**PurdueTHINK Callout**

- PurdueTHINK is having its call out on Monday, January 14 from 6-7:30 PM in GRIS 103.
- PurdueTHINK is a student consulting organization that provides strategic solutions to clients around campus, including the Purdue administration and other student organizations. We form cross-functional teams that build quality, impactful deliverables for clients. In the past, we have worked with the Krannert School of Business, Purdue Student Government, the Purdue Memorial Union, and we have some exciting new projects coming up this semester!
- By joining our organization you will get the opportunity to develop your case interview, consulting and project management skills, and get exposure to recruiters, alumni, industry professionals, and upper level administration at Purdue. The experiences and skills gained from this club will also help you stand out when looking for employment.
- If you are interested in joining, please come to the callout. However, if you have a circumstance where you cannot attend or have any questions, please email purduethink@gmail.com.
Quick Reference for Students
Requesting an Appointment

- Login in to BoilerConnect at purdue.campus.eab.com using your Purdue username and password
- On the far right side of your Student Home screen, click on the blue Make an Appointment button:

![Make an Appointment button]

- On the Schedule Appointment screen, you will be asked a series of questions to explain why you would like to meet with someone. To begin, from the first drop down box, select the option that represents what you want to do.
- Depending on what you choose, you may have just one option in the next drop-down box, or you may have several options to choose from.
• In the next drop down box, provide additional detail on the reason for your request. The options you see here will be based on the selection you made in the first two drop down boxes.

Please choose from the following options and click "next."

-- please choose one --

• Click on Next

Next

• The question about departments will populate with any department that offers the service you just chose. In some cases, for example if your college has its own career advising unit, you could see two options. In many cases you will simply make the same choice that you made when you answered the second question on the previous page.

Which department would you like to meet with?

-- please choose one --

• The next question will ask about staff members. In some cases there will only be one option; other times there may be no names listed in which case you simply leave this box blank and click on Next.

Please choose a staff member or leave blank for first available.

Any Staff

*If you don't have a preference, just click Next.*
• Click on one of the blue boxes indicating morning or afternoon times on a particular day, and then choose the actual appointment time from the options given and click Next.

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• If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week’s list of available times.

• If you can’t find a time that works, the department might have Drop-in times available, so click on the View Drop-in Times button in the yellow section of the screen.

Don't see the time you're looking for? View Drop-in Times

You cannot sign up for drop-in times on BoilerConnect but this will tell you when to visit the department. If nothing appears, then there are no drop-in times available for this particular service at this location.
• On the **Schedule Appointment** screen, review the **Appointment Details** because there may be special instructions there. If there is anything else you would like to include in order to help the staff member prepare for your appointment, enter it in the **Additional Details** box.

![Appointment Details](image)

• Unless you uncheck the boxes, you will receive **email and text reminders** for your appointment. If there is no cell phone listed or the number is incorrect, please update it here. The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

  - **Send Me an Email**
  - **Send Me a Text**
  - Please provide your mobile number
  
  ![Input Field for Mobile Number](image)

• Click on **Confirm Appointment**

![Confirm Appointment Button](image)

Until you do this, your appointment has not been scheduled! BoilerConnect will send you a confirmation email confirming your appointment, so if you do not receive this message, log in to ensure the appointment was scheduled.
• Your appointment will now appear on your Student Home page under the Upcoming Appointments section on the right side of the screen.

![Upcoming Appointments](image)

• If you need to cancel an upcoming appointment, click on the appointment under “Upcoming Appointments” on your home page. A pop-up box will appear; click on “Cancel My Attendance” in the bottom left.

![Cancel My Attendance](image)

Keep in mind that appointments cancelled less than 12 hours prior to the start of the appointment will be considered a no-show. It is still preferable that you cancel an appointment even at the last minute rather than not showing up, but if you have three no-shows in any 30-day window, you will need to contact your academic advisor before you are able to schedule any future appointments via BoilerConnect.
EEE Computer Lab/Student Room (Potter 360) Agreement

The EEE Student Room in Potter 360 (hereafter referred to as 360) is a place set aside for EEE students and students in EEE courses to work, study, and access dedicated EEE computers.

Use of 360 is a privilege and students are expected to treat the room and other students in the room with respect.

Use
360 is restricted to EEE students and students in EEE courses. It is NOT a general-purpose room for Purdue students.

While it does not have the atmosphere of a library, students should be considerate of others attempting to work and keep noise to a minimum.

EEE students can invite other Purdue engineering students to work with them in 360 for the purpose of group work or projects. EEE students who host non-EEE students are responsible for their guests.

IMPORTANT:
360 is secured by a keypad whose code will change every semester and should NEVER be distributed to anyone except at the discretion of EEE faculty and staff. Students who give out the key code may have their 360 access privileges revoked. DO NOT prop open the 360 door.

Books
The books are for student use, however, please do not remove from POTR 360.

Computers
The eleven computers (PC01-08 are running Windows 10, PC 09-11 are running Windows 7) are available for general use by EEE students. However, school work or EEE-related business takes priority and students using the computers for general purposes (web browsing, email) should log off if there is not another computer free. This is not a general use computer lab – we do monitor the computers and only EEE students and those in EEE classes should be using the computers.

Printing
The use of 360 printer is limited to school work and EEE-related business. It is currently a free resource offered by EEE. Please respect this free resource (and the environment) by printing only what is necessary. We will monitor print use; excessive use or use by students who are not EEE students or in EEE courses may result in page charges.

SEEE Office Space
The desk and file cabinet labeled for SEEE is for SEEE officer use only. The microwave and refrigerator are for use by all EEE students, but provided and managed by SEEE.
Evening with Engineers
Sunday, January 27, 2019

PMU South Ballroom
7:00PM – 9:00PM
➢ Networking
➢ Resume Review
➢ Mock Interviews

$5 entrance fee if you are not a member of a minority engineering organizations

Contact us at swe@purdue.edu for questions

RSVP by January 25, 2019
tinyurl.com/EwErsvp

ALL MAJORS WELCOME!
The Ostfalia University of Applied Sciences invites YOU to the International Summer University Wolfenbüttel, Germany
• Visit Germany, see cities, industry, culture, and other places of interest
• Meet German and international students

More information and registration at your local contact Tami Lynch–tlynch@purdue.edu–KNOY 115
Course fees including accommodation
Trip to Hamburg and Berlin inclusive

5th - 18th MAY 2019
WOLFENBÜTTEL, GERMANY
WWW.ISU-WF.COM

Topics:  - Wind Energy
         - Photovoltaics
         - Fuel Cells
         - Geothermics...
Free for all undergraduate students! Come learn strategies to help you prepare for upcoming finals!

TIME MANAGEMENT
WEDNESDAY, JANUARY 23RD FROM 5:30-6:20PM
TUESDAY, JANUARY 29TH FROM 3:30-4:20PM

SMART STUDYING
WEDNESDAY, FEBRUARY 13TH FROM 2:30-3:20PM

PROCRASTINATION
THURSDAY, MARCH 7TH FROM 3:30-4:20PM

FINALS PREP
WEDNESDAY, APRIL 3RD FROM 5:30-6:20PM
TUESDAY, APRIL 16TH FROM 2:30-3:20PM

All workshops will be held in the ASC in Wiley Residence Hall Room C215
Cargill and the Institute of International Education (IIE) are pleased to announce the launch of the 2018-2019 Cargill Global Scholars Program application cycle. As a valued partner university of the Cargill Global Scholars Program, we are very pleased that three Purdue University students have been selected as scholars since the launch of the program in 2013.

We look forward to receiving more applications for this year’s competition from eligible Purdue University students who:

- Are in their freshman or sophomore year of undergraduate studies
- Are a U.S. citizen or permanent resident
- Demonstrate high academic performance and leadership potential

Students in the following fields of interest are encouraged to apply:

- Agriculture Related Fields
- Business
- Computer Science
- Economics
- Engineering
- International Relations
- Political Science
- Public Policy

Ten scholars will be chosen in the United States for the seventh cohort of the Cargill Global Scholars Program. The scholars will receive:

- Annual scholarship award of $2,500 for up to two years
- Fully funded travel and participation to attend two Leadership Development Seminars held during Summer 2019 and Summer 2020
- In-person networking with fellow scholars from Brazil, China, India, Indonesia, and Russia
- One-on-one mentorship from Cargill executives in the United States and abroad

We are currently accepting applications. To access the application or learn more about the Cargill Global Scholars Program, please visit: CargillGlobalScholars.com.

Application deadline: March 1, 2019

For any questions, please contact the program team at IIE:

1- 844-803-9887 (toll-free) or e-mail us at: Cargillglobalscholars@iie.org
RACE 62 SCHOLARSHIP PROGRAM APPLICATIONS
OPEN 1/7/19 - 2/8/19
EXCLUSIVELY FOR STUDENTS UNAFFILIATED WITH GRAND PRIX
OPEN 1/7/19 THROUGH 2/8/19 ON BOILERLINK THROUGH THE GRAND PRIX FOUNDATION PAGE.
https://boilerlink.purdue.edu/organization/grandprixfoundation