

## BMES Chapter Development Report Guidelines

### *Overview*

The BMES Chapter Development Report (CDR) serves as a tool by which student BMES chapters can monitor and assess their progress on an annual basis, as well as a mechanism for National BMES to monitor the operations and activities of student chapters throughout the Society. As such, the revised CDR Guidelines were designed to maximize the utility of the CDR to both the submitting chapter and the National BMES office. Completion of the revised CDR should be more intuitive and the resulting CDR should be concise and informative. We strongly encourage chapters to participate and submit their CDR at any time, typically based on their officer election schedule, but all CDRs ***must*** be submitted no later than ***June 1*** to be considered for any BMES Student Chapter Awards for that year. While the submission of the CDR to National BMES is optional, submission of the CDR according to the guidelines will result in a ***free student membership*** for the submitting chapters within that year.

As a participating chapter, monitoring the criteria outlined below should naturally improve operations by encouraging efficient utilization of personnel, time, and resources. The revised CDR offers tools to help plan events, promote effective and meaningful programming, and assess chapter activity. By following the guidelines in the *Formatting requirements* and *Contents* sections, and modeling the CDR after the *Sample*, chapters should produce a succinct, thoughtful account of the organization's activities during the previous year. **It is recommended that outgoing officers complete the CDR as both a guide for the new officers, but also as an update to National BMES.**

To be eligible for any awards from National BMES, chapters must be in good standing. Submit all CDR and Award Applications to Elizabeth Richards at [liz@bmes.org](mailto:liz@bmes.org).

### *Formatting requirements*

The CDR should be formatted into sections as outlined below to address distinct focus areas of chapter operations:

- I. Administration Report
- II. Treasury Report
- III. Chapter Activities
  - A. Industry and Professional Development Activities
  - B. Social Activities
  - C. Inter-chapter Activities
  - D. Outreach Activities
  - E. Mentoring Activities
  - F. Other Initiatives and Activities
- IV. National BMES Meeting
- V. Future Directions

To be considered for BMES Student Chapter Awards, a chapter must submit their CDR as a single **.pdf** file by ***June 1st*** of each year.

- All pages should be single-spaced and numbered, with 12 pt. font and 0.75" margins.

- Each section (I, II, IIIA, IIIB, etc.) must begin with a **200-word abstract** summarizing the chapter’s goals and strategies for effective operations in the given category
- Each section (I, II, IIIA, IIIB, etc.) is limited to **two pages**
- The content and organization of each section are at the chapters’ discretion, but they should contain, at a minimum, the information detailed in the *Contents* section.

## ***Contents***

### **Cover page (1 page max)**

The CDR must include a cover page that contains, at a minimum, the chapter name, year, contact information (name, phone number, email address) for the corresponding author to whom all inquiries will be directed, and a 200-word executive summary of the report that highlights the chapters work.

### **Cover letter (1 page max)**

The CDR must contain a one-page cover letter from the chapter president and faculty advisor that discusses the chapter’s operations during the previous year. Emphasis should be placed on the goals that were established, the strategies used to achieve these goals, and a discussion of ongoing goals. Areas in which the chapter was particularly successful should be noted and areas in need of continued growth should be thoughtfully discussed. ***The cover letter must contain an endorsement from the faculty advisor verifying the contents of the CDR.***

### **Table of Contents**

The CDR must include a table of contents.

#### **I. Administration Report (2 pages max)**

- Officers: Contact information and management tree of officer responsibilities
- Membership: Fraction of department’s students that are local members and National members
- Executive and general body meetings
  - Dates and attendance (fraction of membership)
  - Example meeting agenda topics/highlights

#### **II. Treasury Report (2 pages max)**

- Financial summary
- Balance sheet

#### **III. Chapter Activities**

**\*\*\* SAMPLE BELOW\*\*\***

*For each sub-category below, provide the date(s) and a brief description of relevant events, target audience and attendance, goals and outcomes, and any other relevant information*

##### **A. Industry and Professional Development Activities (2 pages max)**

**B. Social Activities (2 pages max)** (activities within your chapter, department, college, or university)

**C. Inter-chapter Activities (2 pages max)** (events between your chapter and other BMES chapters)

**D. Outreach Activities (2 pages max)**

Programs that impact a community outside of the local BMES student membership in a STEM-related way (e.g. organizing a Community Science Day at a K-12 school, introducing K-12 students to BME-related concepts, etc.)

*Optional:* Separate application to apply for **Outstanding Outreach Program Award** (10-page limit, see information below)

**E. Mentoring Activities (2 pages max)**

Programs that impact the local BMES chapter student membership (e.g. student/student mentorship, industry/student mentorship, etc.)

*Optional:* Separate application to apply for **Outstanding Mentoring Program Award** (10-page limit, see information below)

**F. Other Initiatives and Activities (2 pages max)**

**IV. National BMES Meeting (2 pages max)**

- Attendance: names and National BMES ID numbers
- Participation:
  - Professional development activities
    - Student/Chapter Workshops (names of participants)
    - Student chapter booth (what was showcased at the booth?)
  - Technical track
    - Author and title list

**IV. Future Directions (2 pages max)**

- New goals and directions

### **IIIA. Industry and Professional Development Report**

Our BMES chapter is committed to providing its members with opportunities for professional growth and development. One of our primary goals is to expose our members to people and information from a variety of BME-related sectors. Towards this, we continued to host our successful Professional Development Speaker Series through which members were able to learn more about careers in industry, academia, and government. Since most of our members are undergraduates planning for the future, there was great interest in a new event this year – the graduate school panel discussion. Students interested in industry careers particularly enjoyed the Networking Reception, where employees from Biomed Company visited our chapter on campus to teach our members how to network and what to expect as a recent BME graduate trying to work in industry. Finally, we continued to sponsor Work in Progress seminars, where both undergraduate and graduate student members presented research in a casual, collegial environment. Together, these events provided chapter members with important perspective and insight from professionals in the field as well as the opportunity to develop key networking and presentation skills.

#### **I. Graduate School Panel Discussion**

*Four graduate students from the BME department were invited to sit on a panel to answer questions from undergraduate BMES members about life and work as a graduate student. Discussion topics included applying to graduate school, stipends, working hours, stress management, and future career goals. Undergraduate participants learned a lot and were pleased with the outcome; this event will be continued in the future.*

Audience: undergraduate members interested in graduate school

<b>Graduate School Panel Discussion</b>	September 7, 2011 4:00 PM – Room 110	40 undergraduate student attendees (~30%)
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#### **II. Professional Development Seminar Series**

*Throughout the year, BMES hosted speakers from academia, government, and industry; all student members were notified and were given the opportunity to participate in a round table with the speaker before their formal seminar. Dr. No and John Smith were particularly popular with BMES members, who had many questions for the speakers during both the round table and seminar. In the future, we will continue to invite faculty from major research institutions and representatives from major BME companies.*

Audience: all student members

<b>Dr. No</b> <i>BME Department</i>	September 30, 2011 4:15 PM – Room 110	40 undergraduate and 30 graduate student attendees
<b>Jane Doe</b> <i>FDA Field Representative</i>	October 4, 2011 12:30 PM – Room 221	15 undergraduate and 5 graduate student attendees
<b>John Smith</b> <i>CEO, Biomed Company</i>	November 1, 2011 1:00 PM - Room 121	40 undergraduate and 25 graduate student attendees

**Sample University BMES  
CDR 2011-2012**

<b>BME Faculty Panel</b> <i>Various BME Faculty</i>	December 2, 2011 Room 221	25 undergraduate and 20 graduate student attendees
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**III. Networking Reception**

*Building off of our chapter's relationship with Biomed Company's CEO, John Smith, we invited several Biomed Company employees to visit our campus for a Networking Reception. Undergraduate student attendees learned how to effectively network and what to expect in an interview as a recent BME graduate and also enjoyed impromptu resume critiques. The success of this new event has prompted us to seek out more relationships with local BME-related companies.*

Audience: upperclassmen undergraduate members interested in a career in industry

<b>Biomed Company Networking Reception</b>	December 5, 2011 5:00 PM – Room 221	30 undergraduate student attendees (~25%)
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**IV. Work In Progress Seminars**

*Work In Progress (WIP) seminars are a forum for students in the Biomedical Engineering Department to present their current research and receive feedback from students and faculty members. Throughout the year, seven graduate students and two senior undergraduate students presented at four seminars. At least two BME faculty members were personally invited to attend each seminar, where presenting students were judged on the quality of their presentations. Speaker 6 was awarded the BMES Student Speaker of the Year award for their presentation in the WIP seminar series. This event is very popular with graduate students who are preparing for conferences and dissertations as well as senior-level undergraduates who are involved in research and want to work on their presentation skills. It also gives undergraduate members a chance to see what research is like and how science is conducted and presented. This valuable event will be continued in the future.*

Audience: all student members

<b>WIP 1: Speaker 1, Speaker 2, Speaker 3</b>	September 31, 2011 1:00 PM – Room 221	15 undergraduate and 15 graduate student attendees; 4 faculty
<b>WIP 2: Speaker 4, Speaker 5, Speaker 6</b>	October 13, 2011 12:30 PM – Room 221	15 undergraduate and 10 graduate student attendees; 2 faculty
<b>WIP 3: Speaker 7, Speaker 8, Speaker 9</b>	November 15, 2011 12:00 PM - Room 121	20 undergraduate and 15 graduate student attendees; 3 faculty

### **Applications for Outstanding Outreach and Mentoring Program Awards**

In addition to awarding chapters for overall excellence, BMES offers two programming-specific awards for Outstanding Mentoring Programs and Outstanding Outreach Programs.

For the purposes of this report, **Outreach Programs** are those that impact a community outside of the local BMES student membership in a STEM-related way. (e.g. organizing a Community Science Day at a K-12 school, introducing K-12 students to BME-related concepts, etc.).

**Mentoring Programs** are those that impact the local BMES chapter student membership (e.g. industry/student mentorship, etc.).

Chapters can choose to apply for either or both of these awards by submitting both the CDR and a supplemental award application (**10-page limit**) for each award category. Therefore, if a chapter was applying for an Achievement Award, and Outstanding Outreach Program Award, and an Outstanding Mentoring Program Award, the chapter would submit (i) CDR, (ii) Outreach award application, and (iii) Mentoring award application to [liz@bmes.org](mailto:liz@bmes.org).

- The formatting requirements regarding font size, margins, .pdf, etc. should be applied as described in the CDR Guidelines
- Each award application should be able to stand alone as a “How-To” guide that other chapters could follow to set up a similar Outreach or Mentoring program. Submissions that include sufficient details to facilitate inter-chapter distribution (i.e. a complete “Project-in-a-Box”) are preferred.
- The specific content and organization of the extended application are at the chapters’ discretion, but particular emphasis should be placed on **goals** and **methods**.
- Submissions may include pictures, protocols (for scientific outreach activities), and any other supplemental materials that demonstrate the outstanding nature and effectiveness of the Program.

Mandatory criteria for submission are in **bold**. Chapters are also encouraged to submit the optional criteria shown in *italics*:

- **Program description**
- **Goals**
- **Target audience**
- **Chapter participation**
- **Methods**
  - *Time commitment*
  - *Budget*
- *Assessment of how goals were achieved*
- **Future of program**

**Applications for Outstanding Chapter-Industry Program Award**

For the purposes of this report, **Chapter-Industry Programs** are those that impact a community outside of the local BMES student membership in a STEM-related way. This report is to highlight the chapter's activities and outreach with local industry. The expectation is that in conjunction with the Outreach report, chapters will have established a relationship with local industry and will have been using the Chapter Activity Report sheet to document their activities.

Chapters can choose to apply to this program award in addition to the others by submitting both the CDR and a supplemental award application for each award category. Therefore, if a chapter was applying for **all awards** in each category then the chapter would submit (i) CDR, (ii) Outreach award application, (iii) Mentoring award and (iv) Chapter Activity Report Sheet to [liz@bmes.org](mailto:liz@bmes.org).

**Applications for Outstanding Chapter-Industry Program Award**

**Chapter Activity Recording Sheet (CARS)**

The goal of a Chapter Activity Recording Sheet (CARS) is to record a chapter’s activity and to allow feedback to be documented. Chapters are to report the type of engagement and provide basic demographics as stated on the sheets. The recording sheets will be used to monitor chapter involvement, growth, and development. Several activities and/or events should be held each year by a chapter to strengthen the chapter-industry relationship. These reports can serve as templates for future officers and members to follow to lead the chapter. More chapter involvement on an individual level will contribute to the overall strength and stature of BMES. Incentives will be provided to the chapters that conduct the most engaging and beneficial activities and/or events throughout a given school year.

Activities are required to have an industry presence to encourage people to pursue a career in biomedical engineering. For example: company tours, company personnel visit, industry panel, resume workshop/critique, career fairs, etc.

The recording sheet template is pictured below:

**EVENT TITLE:**

<b>Contact Person:</b>	<b>Location:</b>
<b>Email:</b>	<b>Date:</b>

**PURPOSE OF ACTIVITY:**

What was the purpose of the activity?

**HISTORY:**

Has this event previously been held? What were past results?

**STATISTICS:**

Provide member numbers

BMES Members	Non-BMES Members	Undergraduate	Graduate	Industry

**COST OF ACTIVITY:**

Types of expenses. Please state if this was a sponsored event.

**DESCRIPTION OF ACTIVITY:**

Briefly describe the activity.

**EVALUATION:**

Provide feedback, suggestions, and self-evaluate activity.