Wayne State University College of Engineering
2016 Annual Fall Career Fair

Hosted by the Engineering Career Resource Center, Tau Beta Pi, & AIChE

Thursday, October 6th, 2016
10:30 AM – 5PM
Wayne State Student Center – 2nd Floor

Information for Employers:

Thank you for expressing interest in our annual Fall Career Fair. We believe this event will provide employers a great venue for recruiting our top engineering students here at WSU.

This year’s event will be co-hosted by the engineering career center and two student organizations – Tau Beta Pi Honor’s Fraternity and AIChE, the American Institute of Chemical Engineers.

There will be an optional RSVP-only pre-career fair welcome breakfast hosted by Tau Beta Pi and AIChE the morning of the career fair. A separate invitation for the breakfast will be sent to employers once they have officially registered for the event.

This event will be open to Wayne State University College of Engineering undergraduate students, graduate students, and alumni. The career fair will take place throughout multiple rooms on the second floor of the newly renovated Wayne State University Student Center.

Please direct any questions to Erin Rook, Program Coordinator for the College of Engineering Career Resource Center.

Contact Info: Erin Rook erin.rook@wayne.edu (313) 577-8336

Registration:

Official registration for the event will open online Monday, August 15th. A link to the online registration page will first be e-mailed to the employers who expressed interest in the career fair by filling out the following holding form: https://forms.wayne.edu/565e081809a35/
If you have not yet filled out the above mentioned form, please do so as soon as possible. Employers listed on this form will be the first to receive access to the registration/RSPV online page on Monday, August 15th.

**Payment and Pricing:**

Pricing for the Career Fair is listed below, and is reflected on the online registration form. Use the online registration form to pay with a credit card or electronic check once the registration site goes live on August 15th.

The standard price package for the career fair is $300. Additional items (Ex: extra table) beyond the standard package must be purchased separately.

Check payments will be also be accepted, but must be submitted no later than **September 15th, 2016**.

**Checks can be made payable to:** “Wayne State University College of Engineering”

**Mail Checks to:**

Wayne State University  
College of Engineering  
5050 Anthony Wayne Drive  
Room 1503 – ATTN: Sondra Auerbach  
Detroit, MI 48202

**Pricing:**

**Standard: $300**

- One 6ft table, 2 chairs, 3ft on each side of table for displays
- 0-4 Recruiters
- Lunch for up to 4 recruiters
- Early Access to student organization students
- **Invitation for up to 2 recruiters to attend the Tau Beta Pi and AIChE Welcome Breakfast** (Invitations to this event will be sent separately from the career fair registration)
- **Access to on-campus interviews following career fair** (*Interviews must be scheduled through Engineering Career Resource Center in advance*)
Additional Items:

<table>
<thead>
<tr>
<th>Add-on Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Additional 6ft table + 2 extra chairs</td>
<td>$100/table</td>
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<tr>
<td>Bringing over 4 recruiters</td>
<td>$50</td>
</tr>
<tr>
<td>Add-on Package Deal: Additional 6ft table + 2 extra chairs AND Bringing over 4 recruiters</td>
<td>$120</td>
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Government Organizations Pricing:

Government organizations and agencies will be charged $75 to attend this event and will be provided with one 6ft table, two chairs, lunch for up to four recruiters, and access to on-campus interviews following the career fair.

*Government agencies needing additional tables or bringing over four recruiters will need to pay the additional fees noted above.

Materials and Displays:

Each employer will be provided with 3ft on either side of the recruiting table. There will also be some additional space behind the table (approximately 3ft including two chairs). Please keep in mind that displays need to fit within the allotted space. If you believe you need extra room for your displays/materials please contact Erin Rook erin.rook@wayne.edu as soon as possible. Accommodations will be made on a case-by-case basis, and only in advance. Additional fees may be required if significant extra space is required for an employer’s display materials.

There will be a drop-off area near the venue where student volunteers will be available to help transport materials up to the venue. Please make sure to properly label all materials when handing them off to student volunteers. Our student volunteers will help transport the items to the proper table location.

If you require electricity for your display you will need to note that in the online registration once it opens.

Extension cords and additional cables/wires will **not** be provided, so please plan accordingly. Free wifi is available in the Student Center.
If you would like to ship your recruiting materials ahead of time, please ship materials to the address listed below. We ask that materials be sent with enough time to be delivered no later than September 26th, 2016. We ask that items be shipped via FedEx or UPS, as items shipped through the postal service require extra days for processing and delivery at WSU. Please make sure to include the name of your company and contact information somewhere on the shipped materials.

Wayne State University
College of Engineering
C/O: Erin Rook
5050 Anthony Wayne Dr.
Detroit, MI 48202

Set-up Time & Event Schedule:

Set-up Time:

Upon arriving to the venue, employers will have the opportunity to drop off material displays with student volunteers before parking. Volunteers will carry employer materials up to the appropriate table location. Details about the drop-off location will be provided to registered employers closer to the time of the event.

Set-up can begin as early as 8:00am the day of the event. Please keep in mind the venue will not be available before 8:00am.

Schedule:

In an effort to reward the students actively participating in any Engineering-related student organization, we will be giving members of student organizations an “Early Access” pass to the first hour of the career fair. This means that the first hour of the career fair will only be open to students participating in Engineering student organizations.

Examples of some of our engineering student organizations include: Tau Beta Pi, AIChE, American Society of Civil Engineers, American Society of Mechanical Engineers, Arab American Engineering Organization, Biomedical Engineering Society, Formula SAE, Institute of Industrial Engineers, National Society of Black Engineers, Society of Women Engineers, Society of Hispanic Engineers, and more!
Detailed Schedule:

8:00-8:30AM: Set up in Student Center
9:00-10:15AM: Optional, RSVP-Only Tau Beta Pi/AIChE Welcome Breakfast and Dean’s Opening Remarks (Invitations for the breakfast will be sent out separately)
10:30AM-12:00PM: Career Fair Opens to any active student organization members
12:00-5:00PM: Career Fair Opens to all WSU College of Engineering students and alumni

*Please note this schedule is subject to change. Any schedule changes will be communicated with employers prior to the event.

Parking:

Visitor parking is available at a number of campus parking structures near the Student Center. Employers will be free to choose which visitor lot they wish to park in, but please be advised that some structures can reach capacity during the day due to students parking for classes.

Prior to parking employers will have the opportunity to drop off materials and displays close to the Student Center. More details regarding drop-off locations will be sent out closer to the date of the event.

Below is the recommended structure to use, based upon availability. Parking rates are $7.50/day for each vehicle. Parking can be paid via cash or credit card.

Parking Structure #1: Palmer Structure – 450 W. Palmer

Parking maps and directions to the parking structures can be found here: http://maps.wayne.edu/#guest-parking

Prior to parking employers will have the opportunity to drop off materials and displays close to the Student Center. More details regarding drop-off locations will be sent out closer to the date of the event.

Lunch:

Lunch will be provided during the event to employers. More information will be e-mailed closer to the date of the event regarding the lunch member. Please keep in mind that there will be no event intermission or closing for lunch, so recruiters will have to take shifts or close their booths while enjoying lunch in the employer break area.
If you have any major dietary restrictions please e-mail Erin Rook erin.rook@wayne.edu as soon as possible.

**Location and Map:**

This year we have expanded our career fair event. The event will take place in the newly renovated Wayne State University Student Center. The career fair will be hosted in multiple rooms on the second floor of the Student Center. Specific table locations will be announced closer to the date of the event.

A campus map showing the Student Center as well as the recommended parking structures is included at the bottom of this document.

To view a virtual campus map visit: [https://maps.wayne.edu/](https://maps.wayne.edu/)

**Information Sessions and On-Campus Interviews**

**Information Sessions**

We welcome employers to scheduled information sessions either prior or after the career fair. There is no charge for an employer to host an information session on campus, but information sessions are reserved on a first-come/first-serve basis due to the busy fall schedule of events for the college. If you are interested in hosting an information session or other event please contact Erin Rook erin.rook@wayne.edu

**Interviews**

If you’re interested in scheduling on-campus interviews following the career fair, please make sure to coordinate with Erin Rook erin.rook@wayne.edu. Conducting campus interviews is free of charge to employers, but spacing and reservations are available on a first-come/first-serve basis.

**Posting Jobs:**

Don’t forget to post jobs, internships and co-ops to our brand new Handshake page. Handshake is a free tool for employers to use to share events and positions to current students and alumni.

Join us on Handshake!
Cancellation and Refund Policy:

If you need to cancel your registration for the career fair, you must e-mail Erin Rook erin.rook@wayne.edu by **Monday, September 26th**.

Refunds will be provided **only** to employers who cancel by Monday, September 26th. Please keep in mind that refunds can take up to six weeks to process.

Waitlist:

This year’s event already has a long list of employers expressing interest. As such, we anticipate having to waitlist some employers. If you are waitlisted for the event please know that we will contact you (based upon the order waitlisted) if/when a spot becomes available.

Career Fair Hosts:

This year the College of Engineering Career Fair is being co-hosted by the Engineering Career Resource Center, Tau Beta Pi, and AIChE. Tau Beta Pi and AIChE have worked hard to become valuable players in the career fair planning and execution.

To find out more about these student organizations please read below.

**Tau Beta Pi** is the national engineering honor society, founded in 1885 by Dr. Edward H. Williams, Jr. while a professor at Lehigh University. Its purpose is to recognize engineering students of distinguished scholarship and exemplary character, and "to foster a spirit of liberal culture in engineering colleges." Now with 554,213 initiated members, the society has 248 collegiate chapters, and 70 chartered alumnus chapters. Tau Beta Pi has a worldwide reputation because of its high standards for membership.

The Michigan Epsilon chapter of Tau Beta Pi was chartered at Wayne State University on March 10, 1951. Over 90% of our members are active in activities ranging from service to social to professional. Our chapter has been honored
with several awards including the R. C. Matthews Award for Most Outstanding Chapter for 1998-1999, the Secretary's Commendation (6 years running), the Chapter Projects Award (2 years running), and the Michael S. Darson Award for Outstanding Student Organization. In addition, Michigan Epsilon hosted the 2002 Tau Beta Pi National Convention at the Renaissance Center in Detroit, Michigan.

**TBP Mission:**

The mission of the Michigan Epsilon Chapter of The Tau Beta Pi Association is to honor both students and professionals, in the field of engineering, who demonstrate distinguished scholarship and exemplary character. We, as an organization, will promote a broad-minded education at Wayne State University, and plan and participate in academic, technical, social, and community projects that benefit Tau Beta Pi, Wayne State University, and the surrounding community.

**AIChE Mission:**

The goal of AIChE is to cultivate a community of dedicated students looking to grow as professionals. There are chapters located on college campuses across the globe with the same goals in mind. AIChE is designed to give students unfamiliar with the chemical engineering profession a chance to explore possibilities in the field. All members are given opportunities to go on company tours, attend resume/interview workshops, and partake in industry panels. Through their efforts, AIChE gather intelligent minds under one organization to better the chemical engineering field.

Wayne State University Chapter of AIChE is committed to promoting vital relationships within the chemical engineering profession by developing strong relationships between professors, fellow chemical engineering students and alumni throughout the chemical engineering industry.

In the past year alone our organization has planned several events aimed to develop professional aptitude in its members. Recently our group went to a Marathon refinery tour and will be going to a BASF tour. With help from the chemical engineering department we have recently hosted Meet the Chair
luncheons which introduce freshmen and sophomore students to the department chair and some of the professors.

The organization has seen two major accomplishments in the past year: an established partnership with the Universidad del Atlantico and the renewed partnership with the AIChE Detroit Chapter. Each of these have been crucial developing connections with local professionals and broadening our global view students in another country. The organizations have been very welcoming to the joint membership with our chapter and we hope to maintain this healthy partnership for years to come.