

GSEG Department Representative Guidelines

Welcome to the Graduate Student Engineering Group (GSEG), an assembly of students that represents all graduate and professional students enrolled in the School of Engineering and Applied Sciences (SEAS) at the University of Pennsylvania!

This document is meant to describe the roles and responsibilities of GSEG representatives to incoming and returning members of the General Board.

I. GSEG Mission

GSEG aims to sponsor academic, cultural, and social events of interest to the graduate and professional student community; organize programs to enhance the quality of graduate and professional student life; and monitor issues of importance to the graduate and professional community.

GSEG focuses on organizing events falling into the following categories:

1. Career: academic and professional development events, e.g. Penn iTalks
2. Service: community engagement events, e.g. LOVE Your Park Schuylkill River Trail Cleanup, Ronald McDonald House Guest Chef Dinner, Charity Bike Build
3. Trips: sightseeing and travel events, e.g. Blue Rocks Hiking Trip, New Jersey Beach Trip, Paintball Trip
4. Social, e.g. Blues and Brews Happy Hour, Wine Tasting, Paint Nite
5. Tickets, e.g. Philadelphia Zoo, Philadelphia Orchestra, 76ers

II. SEAS Departments

The SEAS departments with masters and PhD programs that are represented in GSEG are as follows:

Both Master's and PhD Programs

Bioengineering (BE)

Chemical and Biomolecular Engineering (CBE)

Computer and Informational Sciences (CIS combined with MCIT, CGGT)

Electrical and Systems Engineering (ESE combined with SE)

Mechanical Engineering and Applied Mechanics (MEAM)

Material Science and Engineering (MSE combined with SCMP)

Master's-only Programs

Biotechnology (BIOT)

Embedded Systems (EMBS)

Innovative Product Design (IPD)

Nanotechnology (NANO)

Robotics (ROBO)

III. GSEG General Board Overview

GSEG Executive Board

President: presides over GSEG, represents GSEG on university committees

Vice President: assists president, presides over internal affairs

Treasurer: keeps record of the budget, presides over all budgetary issues

Secretary: records meeting minutes, manages external communications

Social Coordinator: oversees GSEG events, maintains event budgets

GSEG General Board

Department representatives: represent their department's interests, attend GSEG meetings, assist with fulfilling the GSEG mission, and help with at least two GSEG events per semester

GAPSA representatives: represent GSEG's interests on GAPSA, attend GSEG and GAPSA meetings, assist with fulfilling the GSEG mission, and help with at least two GSEG events per semester

Lambda Grads representative(s): represent GSEG's interests on Lambda Grads, attend GSEG and Lambda Grads meetings, assist with fulfilling the GSEG mission, and help with at least two GSEG events per semester

EMAB representative(s): represent the interests of the Engineering Masters Advisory Board, attend GSEG meetings, assist with fulfilling the GSEG mission, and help with at least two GSEG events per semester

IV. General Board Member Responsibilities

Your primary responsibility is to serve as a liaison between GSEG and your respective departmental student groups/GAPSA. This includes:

- i. Attending GSEG General Board Meetings
- ii. Reporting to the GSEG Board about what events you are holding in your department
- iii. Reporting to your departmental student groups about what events GSEG is having and promoting these events
- iv. Communicating GSEG news and operating logistics to your department, especially how it pertains to GSEG funding and reimbursements for GSEG spending

GSEG Weekly Emails are a great resource to use when promoting GSEG events to your department. Please also encourage students in your department to participate in GSEG Advocacy and Interest surveys!

Also, as a member of the General Board, you are **required** to volunteer for 2 GSEG events per semester. These events include social events, trips, ticket sales, academic/professional events, and outreach events.

For more information about how to **lead** GSEG events, please see the "GSEG Event Planning Guide". For more information about departmental budgets and reimbursements, see "GSEG Budget, Purchasing, and Reimbursement Guide".

V. Time Commitment

General board positions demand approximately 2-5 hours per month. The term for all general board member positions is one year.