

## STUDENT CHAPTER FORMATION

### Why Student Membership in ISPE?

Student Members get easy-to-access resources that help them excel in their profession.

- **Career Services** – a full range of career services, including a job search agent and a list of companies that offer internships on the ISPE Student Website.
- **Online Technical/Regulatory Resources** – access to exclusive Members-only sections of the ISPE website.
- **Discounted Student Rates** for most ISPE trainings, ISPE conferences and local Affiliate/Chapter events.
- **Networking** with industry leaders and experts.
- **Pharmaceutical Engineering**—online access to ISPE’s bi-monthly magazine featuring technical articles, case studies, regulatory news, industry trends, and more.
- **ispeak** – the official blog of ISPE, with up-to-date information on events and activities, plus additional resources from industry leaders and experts.
- **Mentoring Programs** with local Affiliate/Chapter.
- **Student Poster Competitions** at the local and international level.

### Ideas for Student Chapter Programs and Activities

#### Meetings:

- Membership drives!
- Invite manufacturers and distributors of equipment to present a talk, film, exhibit, or demonstration.
- Have students prepare and present a paper at Student Chapter meetings followed by discussion.
- Invite someone from the local ISPE Affiliate or Chapter to Student Chapter meetings.
- Plan panels with industry representatives.
- Hold “regional” Student Chapter Conferences with other Student Chapters; rotate the site amongst the Student Chapters

#### Plant Tours and Field Trips:

- Tours can be arranged with other Student Chapters or the local ISPE Affiliate/Chapter
- A group trip to ISPE programs, seminars, or meetings.

#### Projects:

- Publish articles in Student Chapter newsletters, local Affiliate or Chapter newsletters, and *Pharmaceutical Engineering* magazine.
- Get involved in Community Service Projects.
- Technical projects or design contests.
- Get involved with activities on campus.
- Technical and resume writing training and interviewing techniques.

#### Social Activities:

- Annual dinner party, picnic, dance, or end of the year social.
- Other social outings, like a sporting event or movie night.

#### Student Chapter Website and Social Media

- Post pictures of Student Chapter events and local Affiliate/Chapter events attended by Student Members.
- Post relevant articles and journals for others to read.
- Update statuses about future events, meetings and accomplishments.

## Qualification for Student Chapter Status

- Organization of students in a college, university, technical school, or community college
- Endorsement of application by a department head of the institution
- Minimum of five Student Members
- Recognition by University as an official student group
- Industry and Faculty Advisors to the Student Chapter

## Requirements of a Student Chapter

- Hold at least two meetings per academic period
- Maintain a minimum of 5 Student Members at all times
- Send each Advisor and ISPE HQ copies of all reports as specified in the Student Chapter Handbook

## Student Chapter Formation Flow Chart

1. Determine interest
2. Work with local Affiliate/Chapter to select/appoint an Industry Advisor
3. Choose a Faculty Advisor
4. Create an Interim Board (suggested officers – President, Vice President, Treasurer, and Secretary)
5. Develop Student Chapter Bylaws (template provided by ISPE)
6. Complete any University Requirements for Student Organizations
7. Hold first Student Chapter meeting, elect officers and approve Bylaws
8. Send email to ISPE with completed and signed Student Chapter Application form requesting official approval

## How the local Affiliate or Chapter Can Help

- Appoint a Student Affairs Chair
- Provide Guest Speakers
- Offer a reduced Student Rate for local programs
- Sponsor Student Attendance at ISPE International and Local Meetings
- Provide Mentors
- Offer a Career Event

## Who to Contact

If you have questions on how to start an ISPE Student Chapter, please contact Tracey Ryan at [tryan@ISPE.org](mailto:tryan@ISPE.org) or +1-813-960-2105, Ext. 279.

