Instructions on How to Complete the Co-Curricular Global Registry – ASME Conference, Toronto, Canada Spring/Summer 2013

Below is a copy of the Co-Curricular Global Registry Questionnaire you will find inside your M-Compass application. Please follow these instructions when completing and submitting this registration questionnaire.

Instructions:
Please complete the following questionnaire to register your international experience. (*) Indicates the question is required.

1. Global Experience Type (*)
Select the option that best describes your planned global experience.

2. Global Experience Start Date
Is your project / employment / conference / elective Start Date different than the arrival date you provided? If yes, enter your project / employment / conference / elective start date using the format MM/DD/YYYY.

3. Global Experience End Date
Is your project / employment / conference / elective End Date different from the departure date that you provided? If yes, enter your project / employment / conference / elective end date using the format MM/DD/YYYY.

1. Select “Conference” from the drop down menu.

2. If NO, skip question and go to the next. If YES, enter 03/22/2013 in the box as the official start date of the experience.

3. If NO, skip question and go to the next. If YES, enter 03/24/2013 in the box as the official end date of the experience.
4. Host Name (*)
Provide the name of your foreign employer (company name), host institution, hospital, organization or conference provider.

4. In the box, please type ASME District B Conference

5. Placement Agency
If you arranged your global experience through a placement agency, provide the name of the organization.

5. Please skip and go to next question.

6. Host Contact Information
Provide the name and information for a contact person at your host institution or placement agency. Include the contact name, phone number and email address.

6. In the space provided, please copy and paste:
Nael Barakat ASME District B Leader
barakatn1@asme.org

7. Associated UM Department (*)
Is your global experience associated with a UM department or office? If yes, provide the name of the UM department/office.

7. Select NO.

8. Associated UM Student Organization (*)
Is your global experience associated with a UM student organization? If yes, provide the name of the UM student organization.

8. Select YES, and enter ASME.

9. Organized Group (*)
Are you travelling as part of an UM organized group (as opposed to individualized)?

9. Select YES.
10. Global Experience Title (*)
Provide your job title, project title, name of international site, or name of conference.

10. In the space provided, please enter:
ASME District B Conference 2013 in Toronto, Canada

11. Global Experience Description
Provide a brief description of your job, project or conference that you will be working on/attending.

11. Please copy and paste the following text in the space provided:
The ASME District B Conference occurs each year. The 2013 Conference is at the University of Toronto and Ryerson University in Toronto, Canada. The conference has a variety of leadership, professional development, and design opportunities. At the conference there are leadership workshops that will show us how to better run our student organization. There are also networking opportunities and the opportunity to meet other student and professional mechanical engineers.

12. Academic Credit (*)
Will you earn academic credit for this experience?

12. Please select No.

13. Compensation Information
Is this experience paid? If yes, provide the monthly compensation in U.S. dollars. If you prefer not to disclose your compensation, enter "unknown".

13. Select NO.

14. Language
What language(s) will you need for this experience? Select all that apply.

14. From the drop down menu, please select English.
15. Additional Language
Provide any language(s) needed for this experience that were not included in the list above.

16. Marketing Information
How did you initially learn about this global experience? Select all that apply.

- Academic Advisor
- Career Fair
- Company Day
- Departmental Referral
- Email

17. Marketing Details
Provide any specific details regarding how you learned about this global experience (name of advisor, type of meeting you attended, etc.).

Once you’ve completed the Questionnaire, please click the SUBMIT button to record your responses. If you click on the Save button, your questionnaire will not be submitted nor considered complete.

If you have questions about this registration, please contact ipe-office@umich.edu for assistance.

Thank you,
International Programs in Engineering