The Whiting School of Engineering (WSE) Office of Academic Affairs encourages members of its student organizations to participate in professional development opportunities. Such opportunities include, but are not limited to, professional meetings, regional and national conferences sponsored by the chapter’s parent organization, and conferences related to the student organization’s mission.

In order to enable group members to participate at minimal personal cost, conference expenses are often subsidized by the WSE Office of Academic Affairs, grants, or other funding sources. Fees covered may include conference registration, transportation, lodging, food, etc. These expenses can be significant and may otherwise prevent students from participating in networking events, presentations, and other professional opportunities.

All students attending a professional development event have the responsibility to actively participate in the professional development/conference. Student participants should attend workshop sessions, keynote speakers, and/or other presentations related to the conference throughout the duration of their attendance. To ensure this commitment, each student attending a professional development experience associated with their student group must complete and sign the contract below. Students who are found to be in default of this contract will be required to reimburse the office for the funds provided and may be denied funding in the future.

Contact Information

Student Name: ___________________________ Status: FR SO JR SR (circle one)
Student ID: ___________________________ Email Address: ___________________________
Local/Campus Address: ___________________________
Phone Number: ___________________________ (one which you use frequently)

Professional Development Information

Student Organization Affiliation: ___________________________
Name of Professional Development/Conference: ___________________________
Location: ___________________________ Dates of Attendance: ___________________________

Contract

I, ___________________________, (Print Name), agree to actively participate in the Professional Development/Conference I am attending as a representative of Johns Hopkins University’s ___________________________ (Student Org) chapter. I will do this by going to at least 1 non-social, conference related activity (e.g., workshop, presentation, speaker, etc.) per day that I am in attendance. I understand that my participation will largely be on the “honor system.” If the WSE Office of Academic Affairs becomes aware that I did not actively participate in the professional development/conference experience, I will be expected to reimburse any expenses paid on my behalf.

_________________________________________ _______________________
Student Signature Date