



Academic and Women in Pharma® Outreach Committee

Student Chapter Best Practices

Background Information/Research

CaSA

CaSA shared best practices learned from their more successful Chapters:

- Hold F2F events with each Student Chapter 1x/semester.
- Send many emails for everything you host.
- Budgeting requires a lot of insight into what local companies can provide during the year, the faculty's bandwidth, etc.

CaSA does 2 big student events/year, and each Student Chapter does 2-3 events per semester. Stronger chapters plan a whole event calendar for the semester or year so it's easier to get speakers early and budget for everything. The struggle is getting freshman and sophomore students to come to events; almost all are juniors and seniors. CaSA is trying to get high school students and community college students more involved. They put the whole CaSA calendar on their Chapter calendar, so students know all opportunities available to them during the year.

San Francisco

San Fran has three very active Student Chapters: UC Davis, UC Berkeley, and San Jose State. SJSU is most active, with 50 student members, next is UC Davis, and then Berkeley.

- Faculty involvement is key; UC Davis faculty are most engaged.
- Location of event is important and must be accessible by mass transit.
- Most members are chemical or biochemical engineers.
- Need to communicate that ISPE events are key to professional development.
- Don't assume that when you organize an event and send email invitations that students will show up: you have to be on campus all the time; get professionals to commit early, show up, and spread the word; keep hammering it home in person all the time.
- Schedule 2-3 facility tours per year; have vendor night and ask students to volunteer. 50% of those who work vendor night ask to be more involved in other events.
- They reach out to the school system to do the Chocolate Factory project with middle schoolers.
- Some Student Chapters have fermentation teams.

New Jersey

Student and YP Co-Chair for the NJ Chapter shared their insight. Stevens and NJIT are most involved; this is driven by very involved faculty advisors.

- Transportation determines good turnout. It's always held near transit lines, so NYC people can get there.
- They hold a Student poster competition, but it's hard to come up with other events for Students. Young Professionals (YPs) are easier.
- The annual calendar is determined by NJ Chapter programming committee. More students come out during the school year.
- Very high turnover for student members. They do not continue after graduation, and Chairs graduate out.
- Most successful events are networking events or one-on-one advice events at a pharma location.

Boston

- Boston Chapter has 12-13 Student Chapters.
- The most active have very involved faculty.
- The strongest Student Chapters have involvement of the campus career center.
- They hold events monthly during school year.
- Transportation is a challenge; they send buses to campus for the annual Product Show.
- Most are mechanical engineering students.
- Physical presence on campus is key.
- Critical mass for a sustainable Student Chapter is 30 students minimum; from there it usually takes 5 years to reach success.
- Use the summer to do the annual plan and strategy.

Best Practices and Common Themes

- Need an engaged and strong faculty advisor in each location.
- Plan monthly events for the entire school year before school starts.
- Consider transportation challenges and hold events near mass transit opportunities.
- In-person experience on campus is critical (be where they are).
- Keep communication constant—email, social media, print flyers, phone, events.
- Facility tours and networking events with industry leaders draw the most students.
- Gaining traction at each university/college is a multi-year effort.
- Set up benchmarks to measure success; revisit them throughout the year to adjust accordingly.

Tips for Attracting Students to a Launch Meeting

Pizza/food will always help bring attendees!

Reach out to faculty in your network and get them engaged.

Chemical Engineering, Mechanical Engineering, Pharmaceutical Engineering, PharmD, Computer Science, Computer Engineering (e.g. robotics), etc.

Secure a dedicated industry volunteer.

This volunteer will be the Industry Liaison for the Student Chapter. They will need to work closely with the Faculty Advisor.

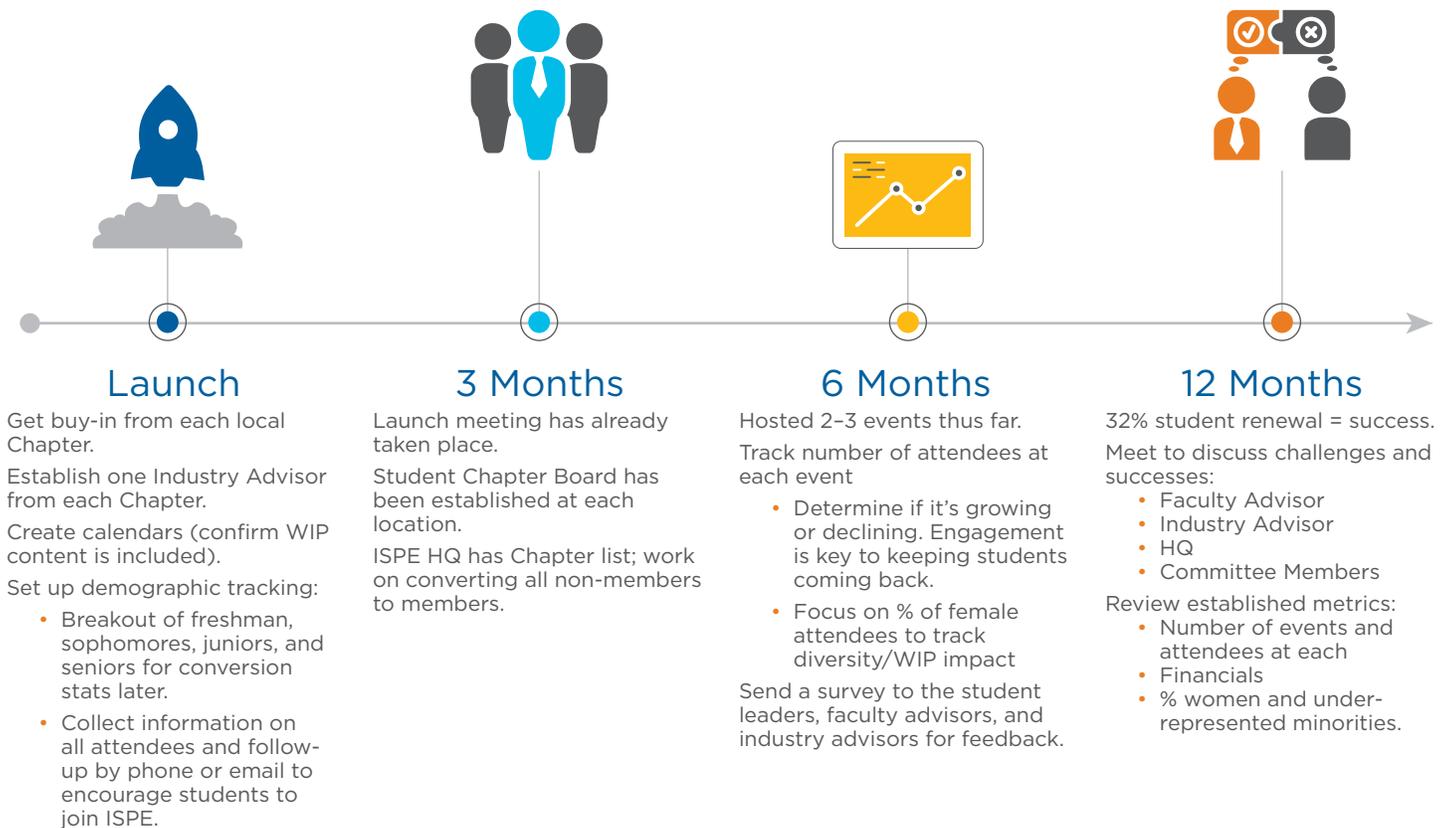
Ask other groups on campus to get involved.

- Women in Tech, Pharma, or Engineering
- AiChE, Engineers Without Borders, etc. for joint events
- Minority Groups: Black, Latino, Hispanic, etc.
- Other engineering groups

Career topics help attract first-timers

Have a speaker who can lead a CV writing workshop or talk about landing a first job. Then a talk about the Student Chapter and ISPE can be incorporated.

Suggested Metrics for Monitoring Success



Instructions to Establish a Student Chapter

[ISPE Student Chapter Handbook: Organization and Operation](#)