

π: TECHNICAL WORKSHOPS

The Technical workshops Policy is intended to display the policies related to the operation of such organizations within the Engineering Society. This policy details the set up and running of such workshops which are not governed by their own documents. This document is meant to provide a framework so as to protect student interests as well as the integrity of the society. A technical workshop is deemed to be any workshop that is being run with the intent of helping students attain skills necessary for work in industry.

A. New Workshops

Part I: General

1. A workshop will be considered new if being run by the engineering society and having not been run under any current Engineering Society portfolios previously.
2. A Workshop being run by industry representatives but needing logistical support from Engsoc is not considered new but must adhere to the rules outlined in part B as well as the exceptions in part C.

Part II Approval.

1. New workshops must have approval from the Director of Professional Development, Vice President Academic, and one other member of the executive team.
2. The Workshop must have at least one faculty sponsor. This sponsor must be an acting department head, or a professor should the head be too busy, in a department that is offering logistical support and will provide logistical support as well as overseeing the curriculum and instructors. The sponsor will deem what is appropriate for the course, not the Engineering Society, in the case of a disagreement on course material.
3. The course must be taught by someone knowledgeable in the topic, with knowledge of material. The instructor must have credentials that are deemed appropriate by faculty sponsors.

B. Running of Workshops

Part I: General

1. Workshops Require the following:

- At least one knowledgeable instructor (see A.2)
- Curriculum Approved by faculty sponsor (unless being run by industry)
- Location and necessary tools

Part II: Budgeting

1. The course must have a budget that has been approved at council and must have neither a profit nor deficit.
2. A fee can be charged for the service in order to have neither a profit nor deficit. Or a deposit may be required in order to partake in the course.
3. In the case of approved courses that run a surplus or debt, the difference will be absorbed by the Engineering Society.

Part III: Advertising

1. The minimum amount of advertising that is required for a technical workshop is 1 advertisement in the TIFR section of golden words, inclusion in the website and inclusion in at least one council report by the director of professional development.

Part IV: Closure of workshop session

1. After a workshop session has ended it is the responsibility of the executive or director members who were involved to prepare a report on the session for the Engineering Society, and it must be kept on file for a minimum of 2 years.
2. Council may request a presentation at council or hardcopy report to be presented by the members of the executive director team that organized the course.
3. These reports must be kept on file for a period of one year, for the purpose of a resource for transitioning of a new executive director team.
4. The Director Professional development shall mediate any informal grievances arising from workshops.
5. In the case that the grievances cannot be resolved by the Director professional development or if the grievances are formal the grievance shall be filed with ERB.

C. Exceptions to the above

Part I: Industry workshops

1. Industry workshops are required to be approved by the Engineering Society members stated in A, part II, 1. However; a faculty head is not required to approve the course.
2. Industry will supply its own curriculum and instructors. This information is not to be retained by the society for the purpose of protecting industry trade secrets and proprietary knowledge.
3. In the case where the course is being run by industry a report is not required to council however; a member of the executive, director team must take part in the course and be able to answer any questions that may occur in the question period at the next council meeting.