

December 1, 2016

## ***THE ENGINEER-FOR-A-DAY PROGRAM***

*“Encouraging imagination and creativity”*

Dear Fellow Engineer:

You and your organization are invited to join us in providing an opportunity for **high school students in grades 9 through 12** to explore engineering through the **2017 Engineer-For-A-Day Program**. **The job shadowing experience is scheduled to take place on Friday, February 24, 2017.** This activity is a part of the National Engineers Week celebration. Over the past sixteen years more than 1,200 students from area high schools have benefited from this program.

Your participation will enable students to become better acquainted with the engineering profession by spending a day on the job with an engineering professional. We are seeking professionals in all engineering fields to volunteer for this activity.

On Saturday, February 11, 2017 participating students and their parents will attend an “Engineering Career Guidance Program”, sponsored by the Washkewicz College of Engineering at Cleveland State University. Students participating in this event come from sixty-five high schools in five NE Ohio counties who are members of the Fenn Academy pre-engineering program at CSU.

During their orientation students will be provided with the name, email and telephone number of their Engineer-For-A-Day sponsor, as well as information about how to dress and behave while they are visiting your organization. **Sponsors are not required to attend the orientation.**

Signed permission forms, including emergency contact information for participating students, will be sent to you after the students’ orientation so that you may contact the participants and make arrangements for their visit. **Please be sure to keep emergency contact information with you during the student’s visit.** **The time that you schedule the shadowing experience is at your discretion, however we request that you try to keep the student(s) for the length of their normal school day.**

Every effort will be made to assign students close to their home communities, but consideration will also be given to the compatibility between the student's field of interest and the available sponsoring organizations. **Please notify us on the registration form of any special limits or restrictions concerning parking, dress codes or safety standards that students must comply with while visiting your organization.** (Most students do not own safety-related items like steel-toed shoes and purchasing such items for one day is cost prohibitive.)

Explain your requirements to your student(s) by calling them prior to their visit. A clear understanding between you and the student should also be reached ahead of time concerning the length of the visit, the time the student will return home, parking, meal arrangements and other considerations.

**SUBMIT YOUR COMPANY REGISTRATION FORM ELECTRONICALLY:**

We ask that your organization notify us about engineers who would like to participate in this event **no later than Monday, January 23, 2017 by** completing the "Company Registration Form" online at [www.csuohio.edu/fennacademy](http://www.csuohio.edu/fennacademy). **Go to "Engineer-For-A-Day to complete the electronic registration form and be sure to hit "SUBMIT". If you are not available to serve as a sponsor, please pass this message along to a colleague who may be interested.**

You will be notified that your registration has been received and that a student match has been made.

If you have any questions about the Engineer-For-A-Day Program, please contact me at **(216) 687-5272** or send an email to: **[g.schoof@csuohio.edu](mailto:g.schoof@csuohio.edu)**.

Thank you for your support.

Sincerely,



Gregg Schoof, M.S.S.A  
Manager  
Engineering Student Programs  
Washkewicz College of Engineering