



National Society of Black Engineers®

National Academic Excellence Committee

National Society of Black Engineers (NSBE)

RETENTION PROGRAM - SUPPLY FUND

VERSION 2.0

July 2016



Purpose of this document

The purpose of this document is to outline, for chapter leaders, the different ways materials can help their chapter implement and strengthen the NSBE Retention Program and how the National Academic Excellence Committee can help.

Goal of this document

The goal of this document is to assist chapter leaders determine the supplies necessary to creating a sustainable retention program. Chapters can use the knowledge of their own chapter to determine what is best for them moving forward.

Assessing the needs of a chapter

Every NSBE Chapter is different. We each have different characteristics that makes up our schools such as number of members, academic calendars, curriculum, etc. It is imperative that chapters properly assess their needs thoroughly before making plans for any purchase. As always, the goal of all NSBE programs is to be effective and sustainable. Consider performing surveys of your chapter to determine where your members are struggling academically in order to help them excel. Reach out to members to get them involved in the conversation on how to help them. Challenges members to ask themselves, why are they struggling? Is it time management? Is it the lack of good professors? Is it because of ineffective study habits? Based on your answers to questions like these, chapters can move forward with a plan on how to minimize or eradicate these issues. Sometimes the issues people have in academics are more soft skills than actual problems with specific classes. For further assess needs please refer to the Retention Chapter Needs Assessment Toolkit.

Funding Priorities

Sustainability is one of our key objectives in providing financial support for the NSBE Retention Program. Relative to the number of chapters and members, the fund isn't very large, but by making strategic investments in chapters we can support positive impact to engineering retention rates. As we succeed as a society, we'll be able to secure more funds and the cycle of improvement continues.

The purchases from this fund should focus on materials and items that will help the chapter today and into the future. How each chapter addresses their needs is up to them, but it is imperative that thinking into the future is in mind. If a chapter leader foresees a growth in membership, plan for that. The important thing is that the fund is used to have our chapters excelling academically.



Data

As chapter leaders, the best way of having any knowledge about your chapter is by collecting data. Whether that data is obtained through surveys or observation, it is integral that you address the chapters most dire academic needs. Everything must be about the foundation; so chapters should truly press on the first part of the retention program, which is matriculation. It is important to see how underclassmen are performing in the prerequisite courses.

Using the data that is collected, chapters can determine in what aspect their membership needs help. Some members might struggle with exams while others may struggle with homework. Using surveying and previous performance from the chapter, leaders can determine what materials to buy for their chapter. These materials should really focus on their fundamentals of engineering course because they are what helps build a better student over the years. Chapter must be wise in using this fund.

Instructions

Please follow the detailed submission instructions below in order to help us process your request.

- 1) Download a copy of the budget [template](#)
- 2) Save the spreadsheet as <chaptername>.xlsx
- 3) Complete the detailed budget request using the template
- 4) Email to: nebaex+retentionsupply@nsbe.org
- 5) Complete & submit the [form](#)

Startup Recommendation

In the budget template, there is a sample idea on the “Startup” sheet for a chapter just getting started to think about. You are welcome to use this or change it as you see fit. To use this, delete the other sheet and email it back as named above.



Sample Items

Course Based Study Guides

Schaum's Outline of Physics for Engineering

Schaum's Outline of Calculus

Schaum's Outline of Differential Equations

Schaum's Outline of Statics

Schaum's Outline of Dynamics

Schaum's Outline of College Chemistry

Schaum's Outline of Basic Electrical Engineering

**There are Schaum's Outline for almost every common engineering course*

General Study Skill Resources

Guaranteed 4.0 Book

How to Solve it: A New Aspect of Mathematical Method

Test Prep Guides

FE Review Manual (Kaplan Engineering & Architecture Discount: TBD, code:TBD)

Kaplan GRE Premier 2015 (Kaplan Test Prep Discount: TBD, code:TBD)

Kaplan GMAT Premier 2015 (Kaplan Test Prep Discount: TBD, code:TBD)

Engineering Software Guides

Learning SolidWorks 2015

MATLAB for Engineers



Important Contacts

For general inquiries please contact the National Academic Excellence Chair. For region-specific inquiries, please contact your respective Regional Academic Excellence Chair.

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