College of Engineering
Student Team and Club Orientation
TODAY’S AGENDA

10:00-10:05   Welcome & Orientation Overview
10:05-10:15   Room use and expectations, reservations and how to use COWS
10:15-10:30   News and social media; Center for Student Involvement resources
10:30-10:35   Alumni and E-Week overview
10:35-11:00   Q&A
Room Use Expectations

- Rooms may only be used if reserved ahead of time
- Not all rooms are open for student use
  - Majority of space is for faculty and staff use only
- Be professional and respectful of the space
- Reserved adequate time before & after your meeting/event for setup and cleanup
- For large group events which may generate excessive amounts of waste and/or lead to increased restroom usage, please submit a Custodial Services work order in advance at:

  http://facilities.ucdavis.edu/custodial-services/contact.html
Room Use Expectations

• Leave the space as clean as possible
  • Think about if you were the next group after you. Would you feel good about coming into this space?
• Take food trash to outside trash bins located in Parking Lot 44 (across the street from Kemper Hall)
• If there is a template posted for the room set up be sure to reset the room after use
• Turn off lights and lock the door behind you if your reservation is the last of the day
• Do NOT allow people to stay in the room after your reservation time has passed
• Failure to comply with policy will result in a loss of privileges for using shared areas
• Campus Ready Guidelines
  • https://campusready.ucdavis.edu/status/event-guidance
Room Reservations and COWS

- All Engineering Shared Spaces (Kemper, Bainer, Ghausi Academic Surge) must be reserved in advance using the central calendaring system.
- Conference rooms & shared spaces are managed by various departments/units
  - Reservation requests are subject to the policy established by each approval manager
- To request access to COWS, please email Elsa Rojas Perez at erojasperez@ucdavis.edu with:
  - Name
  - Student Club/Organization
  - Phone Number
- Send requests to edit/delete reservations to: coe-scheduling@ucdavis.edu
Dean’s Office Shared Areas for COE Students

• Kemper 1002
  • Capacity: 12 @ table
  • 23 extra chairs
  • Projector
  • Projector Screen
  • HDMI Cord
• Kemper Lobby
• Kemper Courtyard
• Bainer South Lawn
1. Go to cows.ucdavis.edu
2. Select College of Engineering
3. Log in by entering Kerberos login and password
This is your homepage. You can see past approvals by clicking the folder icon in the left corner and click the + icon to create a new reservation.
Faculty/Staff Advisor

REQUIRED for funding or design groups
News and Social Media

• Center for Student Involvement Communication Tools
  • https://csi.ucdavis.edu/communication-tools/
• Campus has Social Media Guidelines and Marketing Guidelines
  • https://www.ucdavis.edu/social-media/guidelines
  • https://marketingtoolbox.ucdavis.edu/
• Logos for College and Dept
  • https://ucdavis.app.box.com/s/1iexfte1admfw8dfau56sl7cok1au45f
• Only certain vendors are approved to reproduce the UC Davis logos
  • https://trademarks.ucdavis.edu/about/licensees.html
• Feature Friday!
• Do something newsworthy? Win an award? Tell us!
• Rachel Steere, Communications Specialist
  • rsteere@ucdavis.edu | 530-752-5924
Cybersecurity Club at UC Davis brings new education, competition opportunities to campus

The Cybersecurity Club at UC Davis celebrates its victory at the Department of Energy's CyberForce competition in December 2019. Photo courtesy of Kevin Roep.

October 18, 2019

By Noah Pflueger-Peters
Alumni Engagement

• How do you currently interact with alumni?
  • Events, conferences, meetings
  • Mentorship and volunteering
• How do you currently communicate with alumni?
  • Alumni database
  • Send member names and email addresses for record-keeping!
Questions about interacting with Alumni?
Email: engrdev@ucdavis.edu
Center for Student Involvement

- Re-Registration opens Friday, December 10, 2021
  - https://csi.ucdavis.edu/register-your-org/
- MU Table Reservations
  - https://memorialunion.ucdavis.edu/how-reserve-table
- CSI Conference Room (**Not available F2021, hopefully available soon)
  - https://csi.ucdavis.edu/csi-conference-room/
- Leadership Library
  - https://csi.ucdavis.edu/leadership-library/
- CLEAR (Custom Leadership Education and Resources) Workshops
  - https://csi.ucdavis.edu/clear-workshops/
Aggie Life

https://csi.ucdavis.edu/aggielife/
E-Week

February 20-26, 2022

- Club Point of contact will receive an email about participation
- [e-week.org](http://eweek-ucdavis.com/)
- Lisa Laughter, Academic Advisor
  - [llaughter@ucdavis.edu](mailto:llaughter@ucdavis.edu) 530-752-9345
Questions?
Contact Information

Lisa Laughter
First Year Academic Advisor, Engineering Undergraduate Office
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Thank you!