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IIWE 2005:
“Sustaining Women Engineers Internationally”

Program Description + Administrative Questions

July 1st – July 22nd, 2005

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General goal of IIWE seminars

The goal of a Women in Global Engineering seminar is to present the challenges women face as international engineers and prepare them for the future. The seminar works to achieve this goal

by improving students' abilities to understand and assess international engineering practices, improving their communication skills, indicating how they can balance their professional and family lives, and opening students' view of the vast opportunities and challenges offered in the engineering field.

What this program **is not**

The IIWE is not a dry conference where confirmed engineers come specifically to present their research. Instead, the IIWE is a fun (but exhausting) seminar for engineering **students** with a series of mini-lectures, discussion groups, industrial visits and panel discussions. Projects are carried out, journals are written, and group presentations are made, and an international professional women's engineering network is formed.

Eligibility

Enrolment is open to female **and** male students who have:

- almost completed their engineering training (or at least have second year standing in their universities at time of application)
- a good academic record
- commitment to international understanding as demonstrated in the application essay
- a commitment to promoting women in engineering

Finally, it is open only to those who can be present for **the complete 3 week session**.

Official language

The seminar and panel discussions will be conducted exclusively in English. No simultaneous translation will be provided.

Note to candidates: Your English certainly doesn't have to be perfect, but please keep in mind that you will be expected to participate actively in all the sessions: interacting with other students and the speakers throughout the day, evenings and weekends. *This seminar is therefore not appropriate for students having only a rudimentary knowledge of English.* You will see that operating in a foreign language for three weeks, 24 hours a day, is exhausting. If your English is not currently strong enough, please consider applying next year for the IIWE 2006 session.

IIWE 2005 site

With the exception of the special field days (Paris XI, IBM, Schlumberger and EADS), all IIWE sessions will be held at EPF Ecole d'Ingénieurs, 3 bis, rue Lakanal, 92330 Sceaux.

Seminar description

The IIWE 2005 "Sustaining Women Engineers Internationally" seminar will emphasize topics relevant to the immediate and future experiences of the IIWE participants: being young engineering students who, once out on the global job market, will be exposed to a diversity of engineering practices and traditions.

Special emphasis will be given to sustainable development topics, using the IIWE's technical project Nile Countries Hydro management Project (NCHP) as a case in point. The project is posted elsewhere on the IIWE site.

The seminar will also include short lectures on the History of Engineering, and Engineering Education: Roots, Evolution, and Accreditation.

In addition, the IIWE 2005 will present an overview of the “Professional Engineering Cultures” in the following geographical areas: African, Asia, India, Latin America, Middle East, Europe and European Influenced Countries.

Country specific information on the state of engineering, how it is practiced and the role of women in the field will be provided by the student participants themselves in joint student/faculty presentations (see “pre-program preparation” below).

The seminar will be enhanced with guest lectures (on topics such as ethics, life long learning...) a panel discussions (work/life balance), personal presentations, industrial visits (IBM, Schlumberger, EADS) a Paris XI university visit, and a mini-seminar on intercultural communications. Discussions will centre on women and leadership in a global workplace, as well as the challenges and rewards of being a woman in engineering.

Lecturers

Professors from a variety of cultures and backgrounds are currently being recruited. We will be posting their names on the website.

Pre-program preparation

Participants are asked to research practices in their home country in at least the following areas:

- the origins of its engineering traditions
- the evolution of engineering as a discipline
- how engineering is taught (theoretical or practical)
- what kinds of engineering is done in their countries
- what does society expect of its engineers
- the social status of an engineer
- how many women study engineering
- what engineering fields women go into
- real career opportunities for women
- professional office practices in their countries
- engineering ethics
- “sustainable development” as practiced in this region
- how women balance their professional and personal lives, etc.

The objective is to prepare participants to better grasp the differences between what happens in their own countries and their own experiences, and those presented in the other geographic regions.

The IIWE is not, however, expecting students to arrive at the sessions with a formal written report, but they should bring a good amount of written material (including a their school catalogue) and statistics with them as this information will be used during their presentation. This information will be included in the student’s journal (see journal below). **There will be no time for the student to carry out this research in Paris during the sessions** as students are expected to arrive at the IIWE and to “hit the ground running”.

Note to candidates: You should begin your research as soon as you have been accepted to the program. You could start, for example, with an in-depth conversation with the person

who wrote your letter of recommendation. Ask her/him where the above information can be found.

In addition, if you don't have extensive industrial work experience, you will need to interview practicing engineers (female and male). Ask them on how they carry out their projects, what are their local office practices, their relationship with the hierarchy. Ask too about delegation of responsibilities, proper follow-up on projects, salaries, ethical standards, how "professionalism" is defined in their companies.

Group projects: 40% of the final grade

On Tuesday, July 5th, the composition of the small working groups will be announced. The groups comprised of representatives from as many professional cultures as possible, will be working together on a "sustainable development" project that will be presented on the final day of the seminar. (More information on this project will be provided in a later updated version of this document.)

Note to the candidates: this is a "group project", meaning that everyone in the group will receive the same grade.

Intercultural mini - seminar

An afternoon seminar on intercultural communications will better position participants to take full advantage of their experience in the richly multicultural IIWE 2005 group. It will also better prepare them for their future as international culturally aware engineers.

Personal presentations

All participants, faculty and staff will be given a very short time slot in which they will introduce themselves to the others. Although there is no set format to be followed (the IIWE encourages everyone to let their imaginations and natural inclinations be their guides), students will be required to use a poster as a visual support to their presentation.

Note to candidates: We'd like to know who you are, your ambitions, maybe something about your hobbies, perhaps why you came to the IIWE; ... anything you'd like to share with us would be welcome.

The Personal Presentation is not, however, the moment to campaign for your favourite cause. This would be highly inappropriate. **Please remember that the IIWE is not a political or religious organization: people of all political and religious inclinations are welcome to be members of this institute.** The IIWE encourages diversity and respect; we feel this brings a deep and rich dimension to all our activities and aspirations.

And although the IIWE strongly supports women in engineering, it is not a rabid feminist organization either. Men actively support and participate in the organization of the IIWE, they have faculty posts in its sessions, and they are cordially invited to attend the IIWE as participants. **The IIWE feels that if women are to advance in engineering, they will do so only if they move forward together with men, and not against them.**

Certainly during your personal presentation you can briefly mention your activities in any area (even political, religious, or feminist) if they are an important part of who you are. But please save any campaigning on these three topics to the numerous (lively) conversations you will be having with the other members during the evenings when you are out on the town.

The IIWE will tell you the exact length of your presentation once we know how many participants will be attending the IIWE 2005. Our expectation is that you will have around

3 minutes. For those of you used to giving personal presentations, you know that if you are organized, you can get a LOT of information into a 3 minute slot.

The presentations will be timed in order to give everyone an equal opportunity. You will be required to terminate your presentation precisely when your time has expired (mid-sentence!), even if you have not finished. Please prepare accordingly. We advise you to practice this presentation, timing yourself to make sure you get all the important points in the allocated time.

A word to the wise: be advised that talking fast is not a good tactic. No one will understand you (particularly if you have a strong regional or foreign accent) and you will have wasted a “communication” opportunity. Rather chose your information carefully and present it in a clear, varied, and interesting way.

It will not be possible to use an electronic presentation or to show slides. Please be advised that the time it takes you to set up your poster will be included in your allocated presentation time.

Panel Discussion

Panel discussions will include practicing engineers who will be there to share with you, in a candid and “non politically correct” manner, how they view their pasts, presents and futures as well as pass on advice from those “who have been there”.

Industrial/university visits

Industrial visits in the Parisian region are being organized and announced in the schedule.

Note to candidates: Please remember that working engineers are very busy people. They will be giving up their time in order to receive us and explain what happens in their industry and laboratories. After we leave their sites, they will rush back to work to make up the time they have lost. Please prepare your questions carefully to best take advantage of this unique opportunity. Also, if you think you would be interested in working or carrying out an internship with these companies or university, be sure you have brought a copy of your CV with you.

The Journal: 40% of the final grade

Students will be asked to keep a daily record of the happenings of the day, reflecting on what they have learned or experienced and how they were affected. All “Pre-Program Preparation” information collected by the students before leaving their countries will be included in an annex. The journals will be handed in on Tuesday, July 19th, to be returned on Thursday, July 21st.

Note to candidates: As a guideline, here are a number of questions that that could serve as starting points for a day’s reflection:

IWE: in session experiences

What did I learn today?

Were my expectations of today’s activities realised? If not...

Did I learn something that was useful or interesting?

Did this add to my knowledge of life? Engineering?

Or people? ... Or to all three?

Did today’s session make me reflect on how I view a certain situation?

Was what I learned today going to be useful in a work situation?
What did I enjoy (and not enjoy) about today's sessions?
How could today's activities have been more useful for me?
How could I have been more instrumental in making today's activities more useful to me?

IIWE: after hours

Had I expected to meet so many participants from entirely different backgrounds to myself?

How many new contacts did I make today? Am I reaching out enough?

What do I find interesting about these new acquaintances?
Have these new friends made me re -think my lifestyle at home, my work culture?
Have my interactions with these new friends made me think about my value judgements?

How would I react if I were suddenly sent to their country to work?
Do I now know enough about their culture to be effective?

Thanking Your Sponsors:

This session is reserved for participants who wish to acknowledge their sponsors.

Note to candidates: This is a special and joyous moment of the session: everyone is very happy to thank those people (including thanking themselves or their grandmothers), institutions and industries that have helped them to attend the IIWE. It is also the moment when we can learn more about these sponsors and their activities. Again, equal time will be given to each speaker and the amount of time allocated will depend on the number of people wishing to give thanks.

Questions during the sessions:

Each speaker will announce at the beginning of her/his session how questions will be handled.

Note to candidates: In certain cultures, many professors say that they can quickly tell the level of their new students by noticing the number and quality of questions they are asked on the first day of class. This is certainly IIWE's culture.

As the IIWE recruits top students, we are definitely expecting you to ask our speakers a LOT of top quality questions. As an indication: to get the most out of your stay at the IIWE, ideally each participant would ask each speaker at least one question, either during the question sessions or during the breaks.

Grades and Credits:

The final grade:

Breakdown of the final grade is as follows:

Journal:	40%
Group project/presentation:	40%
Attendance*:	10%
Participation**:	10%

Note to candidates:

* IIWE members will sign in every morning and afternoon

** To determine your “participation” grade, the faculty will take a number of activities/items into consideration, such as: your personal presentation, group work, questions during the session, general attitude, etc.

Completing the course for credit:

Once students return home, they:

- make at least one formal presentation of activities of the IIWE to students and faculty at their own institution.

Note to the candidate: The objective is to share the information and knowledge you have acquired at the IIWE.

- visit at least one middle or secondary school in their region to promote women in engineering.

Note to the candidate: The desired results would be to encourage young female students to enter engineering.

Credits

6 ECTS credits (or 3 US credits) will be granted for successful completion of this course. “Successful completion” is defined as:

- having obtained at least a “C” grade on work during the sessions, and
- proof that two formal presentations were undertaken (see “completing the course for credit” above)

Fees/Expenses/Financing

Fees

IIWE 2005 tuition is **585 euro** and will cover:

- participation in the program
- program materials
- a local public transportation pass
- dormitory fee covering July 1st – July 31st

All participants will be financially responsible for:

- meals (with the exception of reception lunches)
- transportation to and from France
- transportation between train stations/airports and the dormitory
- participation in the student parties
- personal expenses

Finally, a certain number of participants will need to take out an approximate **55 euro** insurance policy for the duration of their stay (see “Practical Information” for details).

Payment

Your acceptance into the IIWE 2005 program will be confirmed once the IIWE has received your international bank transfer covering tuition, housing and (optional) insurance.

Details you will need to give your bank to effect your international bank transfer:

Identify your transfer:

On the form provided by the bank, on the “object” (or “subject”) line, put

Your name + CIEW 2005

(This is important! We need it to identify and trace your funds once they arrive)

School address:

Fondation EPF
3 bis rue Lakanal
92330 Sceaux, France

Bank details:

Bank: 10207
Window: 00045
Account number: 04045001697
Key: 57
Location: BICS Sceaux
International Bank Account Number– Bank Identification Code:
FR 76 1020 7000 4504 0450 0169 757 CCBPFRPPMTG

Projected total expenses for IIWE 2005

Tuition Fee:	585
Meals*:	200
Transportation **	25 (average rate)
Insurance (if not already covered) ***	55
<u>Total:</u>	<u>865.00 euros</u> (travel costs to and from France not included)

Note to candidates:

* Meals, with the exception of a few lunches, are not covered in the tuition fees. The 200 euro price is based on "rock bottom" meal prices at university cafeterias. Most foreigners find Parisian restaurant prices to be very expensive so if you plan on going out you will need to at least triple this amount.

** A one month 5 zone unlimited local transport pass is included in the tuition fee. While the airports are within the 5 zone district, you will not be receiving this pass until registration. Thus, upon arrival, you will need to cover your transportation expenses from the airport to the dormitory.

*** Please see 'Practical Information' for insurance questions.

Financing

EPF Ecole d'Ingénieurs runs the IIWE as a "public service" program, meaning that it is not a "money making" initiative. IIWE tuition fees are set to make the program affordable to a large number of people – but in doing so, EPF regularly loses a lot of money on this program. In spite of this loss, EPF is willing to continue with the program because it considers the IIWE to be an important project.

We certainly understand that even with low tuition and housing fees, it is still very expensive for many students to attend the IIWE – especially those from far away who, in addition, come from countries with poor exchange rates.

The bad news is that currently EPF, with some help from the French Ministry of Education, is the IIWE's only financial sponsor. It will be useful for you to know that the IIWE 2005 tuition fees do not begin to cover the expenses incurred by EPF in sustaining and developing the Institute. Thus we are sure you understand that it is impossible for EPF to offer anyone scholarships to this program.

EPF is counting on other governments, institutions, universities, associations, clubs and the students themselves to help finance attendance to the IIWE. Everyone must do their part: EPF can not carry the complete weight of this project alone.

Even so, EPF is currently looking for outside funding that will help it to partially cover IIWE expenses as well as offer *a certain number of "work/study" IIWE scholarships*. If you are interested in being considered for one of these scholarships, please indicate this on your application form. All candidates who have been accepted into the IIWE will be notified when and if funding arrives.

REMINDER: please note that ***in order to complete the application process***, once candidates receive their "notification of acceptance" mail, they are required to effect a bank transfer covering tuition. We urge you to complete this transaction as soon as possible. If the transfer does not take place in due time, your slot will be given to candidates on the waiting list. Please do not risk losing your slot – send your bank transfer immediately!

If a candidate later receives a scholarship, it will be given to the candidate (in cash) on registration day (July 1st). The IIWE Paris Selection Committee will determine who receives scholarships.

Note to candidates: IIWE Work/Study Scholarship holders will help with the entire organization and management of the two week IIWE 2005 program. There will be a multitude of various tasks to be carried out - everything from helping with registration, to setting up equipment, to helping at receptions, etc.

As soon as you apply to the IIWE, we strongly urge you to begin immediately searching for your own funding, as it is doubtful that even if scholarships are found, they will be substantial enough to pay for even half of your total expenses.

Note to candidates: in the past, students found financing through their local universities, applying already existing scholarships to this program. Participants have also obtained EGIDE scholarships through the French Embassy in their country. Others have found funding through personal contacts or family members, local "Women in Engineering" groups, women's organizations, local governments, and industries interested in promoting their "female friendly" profile.

Admissions procedure

See the “Application Form” itself for complete information.

Housing

Please see the “Practical Information” document for detailed information.

IIWE and other EPF summer programs:

IIWE sessions, running from July 1st to July 22nd, take place simultaneously with other EPF summer programs. EPF has a well known Summer French Language School that welcomes students of all levels, including complete beginners. In addition, our partner universities regularly send “Study Abroad” groups for courses that last from July to August.

If, after the IIWE, you would be interested in joining the EPF/ESTP Summer French Language Program, please contact see www.epf.fr Caroline Mouton Muniz for information and application forms.