



# CAEL Partner Program

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## What is a Partner?

Partners are dedicated student volunteers that work in the undergraduate Mechanical and Chemical Engineering computer labs at Michigan Tech. These labs together are called the CAEL (Computer Aided Engineering Labs). Any student at Michigan Tech can become a Partner independent of major, age, gender, or race.

## What is Training?

Training is a semester long process where Partners in Training (called PITs for short) are taught all the information needed in order to become a Partner. This includes hardware and software troubleshooting on computers running Unix and Windows. All Partners are required to complete training before working in the labs. At the beginning of training there is an individual interview with each PIT. Next there are nine weeks of training where PITs attend a group training once a

week and works one-on-one with a Senior Partner once a week. The semester of training concludes with the "Practical," where the PITs demonstrate their knowledge. After successfully completing the Practical the PIT will take over the hour they were working with their Senior Partner.

## What do Partners do?

Partners spend a minimum of three hours a week working in the CAEL (some Partners do ten or more hours each week). During this time they can be found at the partner desk located in the "Fish Bowl" in the MEEM or the basement lab in ChemSci. Partners help users with any problems they encounter. They maintain hardware including computers and printers. Partners are also responsible for taking care of the plants and fish located in the CAEL.

Questions?

Email: [cael-seniors@mtu.edu](mailto:cael-seniors@mtu.edu)

# Partner Application

Last Name		First	Middle Initial	Date	
Current Street Address		City	State	Zip Code	Phone
Permanent Street Address		City	State	Zip Code	Phone
Email Address			MTU Username		Birthday
Status <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate			Major		Expected graduation date
Training Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring			Number of planned credits for training semester		
Check all CAEL software below that you have used (knowing these is not necessary for admission to the Partner Program):					
<input type="checkbox"/> Applix	<input type="checkbox"/> HYSYS	<input type="checkbox"/> Matlab	<input type="checkbox"/> Pine	<input type="checkbox"/> TKSolver	
<input type="checkbox"/> Aspen	<input type="checkbox"/> I-deas	<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> ProE	<input type="checkbox"/> Unigraphics	
<input type="checkbox"/> CDE Mail	<input type="checkbox"/> IntelliCad	<input type="checkbox"/> Mozilla	<input type="checkbox"/> Gimp	<input type="checkbox"/> vi	
<input type="checkbox"/> Catia	<input type="checkbox"/> Maple	<input type="checkbox"/> Mutt	<input type="checkbox"/> StarOffice	<input type="checkbox"/> Windows	
<input type="checkbox"/> Framemaker	<input type="checkbox"/> MathCad	<input type="checkbox"/> Netscape	<input type="checkbox"/> Solaris/SunOS	<input type="checkbox"/> xv	
<input type="checkbox"/> Gimp	<input type="checkbox"/> Mathematica	<input type="checkbox"/> Pico	<input type="checkbox"/> TecPlot		
Please list the courses involving CAEL software that you will be taking next semester (noting the CAEL software to be used in each course).					
Please describe computer experience.					
Please describe relevant job experience.					
Why are you applying for the Partner Program?					
How did you hear about the Partner Program?					
Reference (faculty or Partner)					

Please return completed application to the MEEM Partner Desk.

MEEM, Rm 119  
 Michigan Technological University  
 1400 Townsend Drive  
 Houghton, MI 49931