

Region i

Member Award

Distinguished Service Award - Region i “inspirational” Member Award

Objective

The ideal candidate will be:

- A woman whose contributions have positively affected SWE on the local or regional level, or on a Society committee,
- A woman who has demonstrated dedication and enthusiasm for the Society.

Qualifications

The ideal candidate will:

- Have twenty (20) years of continuous SWE service, and
- Should be or have been active in student, local, regional or Society activities of SWE.

Selection Criteria

- 75% Service to SWE: Discuss the nominee’s committed service, leadership and devotion to SWE, with focus on efforts that have enabled the Society to successfully fulfill its mission.
- 25% Contributions to SWE’s Framework: Discuss the nominee’s contributions to SWE, especially those that have become part of the Society’s framework upon which SWE, at any level, has been built over the years.

Nomination Checklist

The following information constitutes a complete nomination:

- A completed nomination form (**Link located on Region i Awards Page**)
- A formal statement:
 - Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right).
 - Maximum length of 3,500 words.
 - Address each of the Selection Criteria above with each new section title bolded, underlined and centered.
 - Include the following sections: Introduction; Service to SWE; Contributions to SWE’s Framework; Conclusion
 - DO NOT include graphics or photos within the formal statement.
- The candidate’s resume (or curriculum vitae).
- The candidate’s SWE resume. Recommended for the Distinguished Service Award.
- A high-resolution digital color photo (head shot) of at least 300 dpi resolution (jpeg file).
- The candidate’s biography of no more than 500 words to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. Please do not include any proprietary information in the biography.
- At least three (3) and not more than six (6) supporting letters. Letters must clearly state who the recommender is and his or her relationship to the nominee.
 - *The nominee’s SWE Section, Region or MAL must submit a support letter (no more than 2 pages) that is signed by two officers (one of whom must be the President, Section or MAL Representative, or Region Governor) and focuses on the selection criteria.*
 - *The remaining letters should address different activities and/or aspects of the nominee’s service to SWE.*
 - *At least one letter should be from a member of the nominee’s Section, Region or MAL executive committee.*
 - *At least one letter should come from someone who can put the nominee’s contributions in perspective at the local, regional, or Society committee level.*
 - *All letters of recommendation require some form of authentication from the author. This can be a signature from the author, or an email header showing that the letter originated from the author. This is considered an electronic signature. Any letter without signature will be dropped from the package and*

Region i

Member Award

may cause disqualification. Nominator is required to retain the documentation should SWE inquire for verification.

All above nomination materials must be saved using the following format: AwardTitle_NomineeLastName_XXX

“XXX” = FormalStatement; Resume; SWE Resume; Photo; Biography; or Letter

If compiled as one PDF (preferred method), materials must be saved using the following format:

AwardTitle_NomineeLastName.pdf

Please send all awards submissions to regioni.awards@gmail.com

Region i

Member Award

Emerging Leader Award - Region i “invigorating” Award

Objective

The ideal candidate will be:

- A woman who has been actively engaged in an engineering or technology profession, and
- A woman who has demonstrated outstanding technical excellence resulting in significant accomplishments.

Qualifications

The ideal candidate will have ten (10) to fifteen (15) years of cumulative engineering experience as of December 31, 2015. The candidate should indicate which category(ies) for which she has experience and list the total number of years spent in each category and not double count. The total number of years listed should add up to 10 to 15 years. Each advanced engineering degree counts as one year of experience if obtained while not working full-time. Periods of unemployment are omitted from the ten to fifteen years. Note: Emerging Leader Award Coordinator(s) will determine which category the person will be awarded, based on the significance of their technical accomplishments.

Selection Criteria

- 80% Technical Achievements Demonstrating Leadership: Discuss the nominee’s active engagement in an engineering or technology profession and achievements demonstrating leadership in her profession. This should include details on her leadership role, what responsibilities she had in this role, and tangible results of the project/team.
- 20% Community Involvement and Leadership Activities: Discuss the nominee’s involvement in the community including the leadership roles held in community activities. Emphasis should be given to activities in which the nominee was leading an event or activity.

Nomination Checklist

The following information constitutes a complete nomination:

- A completed nomination form (**Link located on Region i Awards Page**) with category(ies) and years in each category clearly identified.
- A formal statement:
 - Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right).
 - Maximum length of 3,500 words.
 - Address each of the Selection Criteria above with each new section title bolded, underlined and centered.
 - Include the following sections: Introduction; Technical Achievements Demonstrating Leadership; Community Involvement and Leadership Activities; Conclusion
 - DO NOT include graphics or photos within the formal statement.
- The candidate’s resume (or curriculum vitae).
- The candidate’s SWE resume. Optional for the Emerging Leader Awards.
- A high-resolution digital color photo (head shot) of at least 300 dpi resolution (jpeg file).
- The candidate’s biography of no more than 500 words to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. Please do not include any proprietary information in the biography.
- At least three (3) and not more than six (6) supporting letters. Letters must clearly state who the recommender is and his or her relationship to the nominee.
 - At least one letter should come from the nominee’s current supervisor.
 - At least one letter should come from a team member on a project which he/she has recently led, or is currently leading. (should be within the last 3 years)
 - All letters of recommendation require some form of authentication from the author. This can be a signature from the author, or an email header showing that the letter originated from the author. This is considered an electronic signature. Any letter without signature will be dropped from the package and

Region i

Member Award

may cause disqualification. Nominator is required to retain the documentation should SWE inquire for verification.

All above nomination materials must be saved using the following format: AwardTitle_NomineeLastName_XXX

“XXX” = FormalStatement; Resume; SWE Resume; Photo; Biography; or Letter

If compiled as one PDF (preferred method), materials must be saved using the following format:

AwardTitle_NomineeLastName.pdf

Please send all awards submissions to regioni.awards@gmail.com

Region i

Member Award

Distinguished New Engineer - Region i “intrepid” Award

Objective

The ideal candidate will be a woman who has demonstrated outstanding technical performance, as well as leadership in professional organizations (SWE) and the community, in the first 10 years of her career.

Qualifications

- The ideal candidate will be:
- A SWE member or senior member in good standing and active in local, regional, or Society SWE activities.
- The ideal candidate will have:
- A minimum of an engineering or science related degree, and
- No more than 10 years of experience as of December 31, 2015.
- (Each advanced engineering degree counts as one year of experience if obtained while not working full-time. Periods of unemployment are omitted from the ten years.)

Selection Criteria

- 40% Technical Achievements: Discuss the nominee’s significant work experience, professional affiliations, patents, and publications of note.
- 40% SWE Participation: Discuss in detail any applicable leadership experiences in the nominee’s SWE Resume (local, regional and Society) that demonstrate her leadership in SWE.
- 20% Community Involvement: Discuss the organizations, positions within organizations, and specific activities that demonstrate the nominee’s leadership efforts in the community.

Nomination Checklist

The following information constitutes a complete nomination:

- A completed nomination form (**Link located on Region i Awards Page**).
- A formal statement:
 - Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right).
 - Maximum length of 3,500 words.
 - Address each of the Selection Criteria above with each new section title bolded, underlined and centered.
 - Include the following sections: Introduction; Technical Achievements; SWE Participation; Community Involvement; Conclusion
 - DO NOT include graphics or photos within the formal statement.
- The candidate’s resume (or curriculum vitae).
- The candidate’s SWE resume. Recommended for the Distinguished New Engineer Award.
- A high-resolution digital color photo (head shot) of at least 300 dpi resolution (jpeg file).
- The candidate’s biography of no more than 500 words to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. Please do not include any proprietary information in the biography.
- At least four (4) and not more than six (6) supporting letters. Letters must clearly state who the recommender is and his or her relationship to the nominee.
 - *The nominee’s SWE Section, Region or MAL must submit a support letter (no more than 2 pages) that is signed by two officers (one of whom must be the President, Section or MAL Representative, or Region Governor) and focuses on the selection criteria.*
 - *At least one letter must be from a SWE member (different from the officers referenced above) who can elaborate on the nominee’s SWE leadership experiences.*
 - *At least one letter must be from someone familiar with the nominee’s engineering experience, specifically a manager of the nominee’s current employer.*

Region i

Member Award

- *At least one letter must be from a community organization or someone familiar with the nominee's community service leadership.*
- *All letters of recommendation require some form of authentication from the author. This can be a signature from the author, or an email header showing that the letter originated from the author. This is considered an electronic signature. Any letter without signature will be dropped from the package and may cause disqualification. Nominator is required to retain the documentation should SWE inquire for verification.*

All above nomination materials must be saved using the following format: AwardTitle_NomineeLastName_XXX

“XXX” = FormalStatement; Resume; SWE Resume; Photo; Biography; or Letter

If compiled as one PDF (preferred method), materials must be saved using the following format:

AwardTitle_NomineeLastName.pdf

Please send all awards submissions to regioni.awards@gmail.com

Region i

Member Award

Collegiate of the Year - Region i “intrepid” Award

Objective

The ideal candidate will be a collegiate member who has made an outstanding contribution to SWE, the engineering community, and his or her campus. This award will be given to a maximum of one undergraduate and one graduate student.

Qualifications

The ideal candidate will be actively engaged in an engineering or engineering technology program in good academic standing. The candidate will have been a SWE member for at least 2 years.

Selection Criteria

- 50% SWE Participation: Include details about the nominee’s outstanding leadership and participation in SWE activities at the collegiate section, regional, and Society levels.
- 20% Engineering Societies: Include details about the nominee’s leadership and participation in other engineering societies.
- 10% Campus Activities: Include details about the nominee’s leadership and participation in other organizations at the academic institution.
- 10% Community Involvement: Include details about the nominee’s leadership and participation in other organizations in the community.
- 10% Academic and Technical Achievements: Academic Information should include school name, location, degree, and expected graduation date. Include any previous degrees, if applicable (particularly for graduate student nominee).
- Technical Information should include specific examples of applicable technical accomplishments. Also include any examples of recognition, honors, and awards that support the nomination.

Nomination Checklist

- The following information constitutes a complete nomination:
- A completed nomination form (**Link located on Region i Awards Page**).
- A formal statement:
 - Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right).
 - Maximum length of 1,250 words.
 - Address each of the Selection Criteria above with each new section title bolded, underlined and centered.
 - Include the following sections: Introduction; SWE Participation; Engineering Societies; Campus Activities; Community Involvement; Academic and Technical Achievements; Conclusion
 - DO NOT include graphics or photos within the formal statement.
- A high-resolution digital color photo (head shot) of at least 300 dpi resolution (jpeg file).
- The candidate’s biography of no more than 500 words to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. Please do not include any proprietary information in the biography.
- At least two (2) and not more than four (4) supporting letters. Letters must clearly state who the recommender is and his or her relationship to the nominee.
 - *At least one letter must be from an officer of the Collegiate Section.*
 - *At least one letter must be from another collegiate member of the section, the Collegiate Section Faculty Advisor, the Collegiate Section SWE Counselor, a SWE professional member, or a professor or administrator from the academic institution.*
 - *All letters of recommendation require some form of authentication from the author. This can be a signature from the author, or an email header showing that the letter originated from the author. This is considered an electronic signature. Any letter without signature will be dropped from the package and*

Region i

Member Award

may cause disqualification. Nominator is required to retain the documentation should SWE inquire for verification.

- A Statement of Academic Standing.
 - *The Statement of Academic Standing should be a letter from the Collegiate Section Faculty Advisor or other academic institution official. It should include the number of credit hours obtained in the current degree program, as well as the university classification of the student (Freshman, Sophomore, Junior, Senior, Graduate).*

All above nomination materials must be saved using the following format: AwardTitle_NomineeLastName_XXX

“XXX” = FormalStatement; Resume; SWE Resume; Photo; Biography; or Letter

If compiled as one PDF (preferred method), materials must be saved using the following format:

AwardTitle_NomineeLastName.pdf

Please send all awards submissions to regioni.awards@gmail.com

Region i

Member Award

Male Supporter of the Year - Region i “integrity” Award

Objective

The ideal candidate will be:

- A man that has increased the hiring or promotion of women engineers or women engineering students enrolled in a college or university, and/or
- A man that has encouraged, sponsored and/or developed professional training/development programs for women engineers, and/or
- A man that has created an environment that supports women engineers’ full participation and acceptance in the engineering field.

Qualifications

N/A

Selection Criteria

- 10% Work Experience: Discuss the nominees’ work experience as it relates to the award.
- 45% Advancement of Women: Discuss the nominee’s contribution to advancing women in engineering. In particular, the nominee’s personal contribution and how it has impacted the acceptance and/or advancement of women in the engineering field. Include statistics where available and relevant.
- 45% Program Development: Discuss the specific programs developed under the nominee’s direction.

Nomination Checklist

The following information constitutes a complete nomination:

- A completed nomination form (**Link located on Region i Awards Page**)
- A formal statement:
 - Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right).
 - Maximum length of 3,500 words.
 - Address each of the Selection Criteria above with each new section title bolded, underlined and centered.
 - Include the following sections: Introduction; Work Experience; Advancement of Women; Program Development; Conclusion.
 - DO NOT include graphics or photos within the formal statement.
- The candidate’s resume (or curriculum vitae).
- A high-resolution digital color photo (head shot) of at least 300 dpi resolution (jpeg file).
- The candidate’s biography of no more than 500 words to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. Please do not include any proprietary information in the biography.
- At least three (3) and not more than six (6) supporting letters. Letters must clearly state who the recommender is and his or her relationship to the nominee.
 - *Supporting letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.*
 - *All letters of recommendation require some form of authentication from the author. This can be a signature from the author, or an email header showing that the letter originated from the author. This is considered an electronic signature. Any letter without signature will be dropped from the package and may cause disqualification. Nominator is required to retain the documentation should SWE inquire for verification.*

All above nomination materials must be saved using the following format: AwardTitle_NomineeLastName_XXX
“XXX” = FormalStatement; Resume; SWE Resume; Photo; Biography; or Letter. If compiled as one PDF (preferred method), materials must be saved using the following format: AwardTitle_NomineeLastName.pdf

Please send all awards submissions to regioni.awards@gmail.com

Effective Date: August 2014
Version 1