

MEMORANDUM

To: Department Heads/Chairs, SFIWC Members
From: Fred Hain, Chair, Roger F. Anderson Student Awards Committee, SFIWC
Subject: Roger F. Anderson Student Award

At this time, the Student Awards Committee is soliciting nominations for the Outstanding Graduate Student Award (Roger F. Anderson Award) for the Southern Forest Insect Work Conference. This award is given annually to recognize excellence in research and outstanding contributions to forest entomology by a graduate student. Our conference has numerous students qualified for the award and the committee urges you to participate in recognizing our students.

The criteria for submission of nominations are below. Please observe that the deadline for receipt of the Roger F. Anderson Award nominations is **July 9, 2007**. If you have questions, please contact me at 919-515-3804 or fred_hain@ncsu.edu. We look forward to reviewing your nominations.

Sincerely,

Fred Hain

Roger F. Anderson Memorial Award

The Roger F. Anderson Memorial Award is sponsored by the Southern Forest Insect Work Conference. One award is given each year to an outstanding student in a graduate curriculum. The recipient is recognized with a \$250 cash award and a plaque at the Annual Conference.

Eligibility Requirements:

1. The recipient may not have graduated more than one year prior to presentation of the award at the Annual Conference.
2. Student must be pursuing a curriculum leading to a graduate degree, and the thesis or dissertation research must be in the subject area of southern forest entomology.
3. Nominations will be accepted from any individual except members of the Award Committee.

Protocol for Soliciting Nominations:

1. An entomology, forestry, biology, zoology, or related department can nominate students who are enrolled in a graduate program.
2. Nominations with supporting information are to be sent to the SFIWC Student Awards Committee Chair. Deadline will be announced annually.

Nominees Supporting Information:

Each nomination for the Roger F. Anderson Memorial Award must be accompanied by a detailed resume. **The resume must follow the format presented below** otherwise the packet will be returned. It is not expected that every nominee will have credentials in all areas listed in the format, but it is essential that each resume be organized in the same way to simplify the review process. Type the nomination single-spaced on 8½ x 11" paper. The nomination shall not exceed 4 pages (excluding the nominating and supporting letters). Font size should not be less than 10 point and the margins should be a minimum of one inch.

Only electronic submissions in PDF will be accepted. Send to: fred_hain@ncsu.edu by July 9, 2007.

I. Letter of Nomination

The letter of nomination must meet the same criteria as the supporting letters of recommendation (see IV below).

II. Curriculum Vita

1. Name/ Address/Phone Number
2. Education

Beginning with the undergraduate institution, list dates, degrees, thesis title, institution granting degree, advisor's name and GPA (transform to 0-4 scale). Include official transcripts of graduate records **only**

(student copies of official transcript are permitted).

3. Relevant Employment

List jobs held and provide a brief summary of responsibilities.

4. Non-degree Related Research and Extension Experience

Experience in research and/or extension not indicated by publications.

5. Teaching Experience.

List course(s) taught or assisted. Include a brief summary of responsibilities.

6. Research Support/Grants, Funded Grants or Cooperative Agreements: list all grant proposals funded. Include agency, amount, and duration of support. If not senior author, describe contribution to work. List Fellowships and competitive Grants-in-Aid, Assistantships or similar monetary awards (amounts need not be listed).

7. Publications (refereed)

List in chronological order and include all published materials in print or in press. Do not list papers in preparation or submitted.

8. Publications (non-refereed)

List in chronological order and include all published materials in print or in press.

9. Presentations at Professional Meetings

Include author(s), title, meeting, type of presentation (e.g., 3 minute, 12 minute, Poster Session, Workshop, Symposium, etc.).

10. Other Presentations

Include author(s), title, meeting, and type of presentation.

11. Professional Memberships

Professional and Honor Societies. Include any offices held.

12. Professional Activities

Professional Committees, moderating sessions at meetings, participation in working groups, etc.

13. Committee Participation

University, College or Departmental Committees.

14. Honor and Awards

Academic, professional, research or service awards.

III. Thesis or Dissertation Research

Include a two-page abstract.

IV. Letters of Recommendation

Include a maximum of three letters of endorsement (including the nominating letter). There must be one letter from a Graduate Faculty member working in the area of forest entomology (normally the nominator and the student's advisor) and one from a fellow Graduate Student. The third letter may be from a Graduate Faculty member in another discipline, industry representative, representative of local, state, or national institute or organization, Graduate Student or technician under the nominee's supervision.

Those writing letters of reference are asked to evaluate the nominee in the following areas: Scholastic achievement, contribution to the department, contribution to the research field, and potential contribution to science.

No single letter should exceed one single-spaced page. The letters are solicited by and are addressed to the nominator. Members of the Award Committee are not eligible to write supporting letters.