

Due Date: February 29, 2008

Graduate Faculty

Please consider nominating your graduating student for one of the awards described below.

Gordon A. Melson Outstanding Doctoral Student Award

-or-

Gordon A. Melson Outstanding Master's Student Award

Students eligible: All doctoral or master's students who have graduated in August 2007, December 2007, or will graduate in May 2008. The students receiving these awards will be given a plaque, money, and will be recognized on stage as part of the Hooding and Awards Ceremony.

Basis for award. *For the doctoral award,* the student should be outstanding in research productivity and quality. Although the award is for the student's research program in general, special attention will be paid to the dissertation in terms of originality, importance, and potential influence on their field. Other factors which will be considered will be academic record, activity in his/her discipline, as well as university and departmental citizenship.

For the master's award, the primary qualifications will be academic record, activity in his/her discipline, as well as university and departmental citizenship. If the student's master's program has a research component, the student's research productivity and quality will also be taken into consideration

Nominating the student. Students are nominated by their advisors. All submitted materials should be placed in a large envelope labeled "Student Awards" and sent to the Reynolda Office of the Graduate School, Room 5 Reynolda Hall. If you have questions, please contact Interim Dean Cecilia H. Solano at solano@wfu.edu or call 758-5301. All materials must be received by **February 29, 2008**.

Advisor's letter of support The nomination should come in the form of a letter (signed) which should indicate for which award the student is being nominated and the student's qualifications for the award. The letter should be placed in a sealed envelope and included in the packet of materials. If a student does win the award but is not able to attend the Hooding Ceremony, the advisor is expected to accept the award in place of the student.

Faculty letters of support Two additional faculty members should be asked by the student's advisor to submit letters of support. These letters should be placed in a sealed envelope and included in the packet of materials.

Candidate's material The student (having been told by his/her advisor that he/she is being nominated for the award) should prepare the following materials to include in the envelope:

A curriculum vita with all awards, presentations, or publications (if relevant).

The vita should only include material up the date of graduation. Please do not include, awards, presentations, or publications after that date.

A transcript of courses taken at the graduate level.

Please include a signed and dated letter stating that you give permission for the Graduate Council to review your transcript.

For doctoral students and for master's programs with a thesis component:

a two-page description of the dissertation or thesis written for a general audience.

Please do not staple any materials in the packet.

Evaluating the nominees. The Graduate Council as a whole (minus the GSA representatives) will meet to select the recipient of this award and a decision made by mid-April. A student will be removed from eligibility for the 2007-2008 award if he/she does not graduate in May. If the advisor nominates a student who wins, and the student is not able to attend the Hooding and Awards Ceremony, the advisor should be prepared to attend the ceremony to accept the award.