



# Institute of Transportation Engineers

## STUDENT CHAPTER AWARD

**DEADLINE: April 1\***

*\*\*For Southern District (District 5) ONLY: deadline for the applications is March 1<sup>st</sup>.*

The purpose of the Student Chapter Award is to encourage Student Chapters to achieve the following objective as set forth by the Student Chapter Charter: “to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute.”

NOTE: Please have the student chapters fill out the Student Chapter Annual Report and submit to their District Student Chapter Award Coordinator by April 1st. Only those materials the District Student Chapter Award Coordinator receives by this date will be considered for the Student Chapter Award.

### ELIGIBILITY:

- ❑ The Student Chapter must hold a current charter from ITE to be eligible for the International Student Chapter Award.

### SUBMITTAL PROCEDURE:

- ❑ The District Award Coordinator must receive an electronic copy of the original Student Chapter Annual Report and supporting documents **on or before April 1<sup>st</sup>**. Submittals received after April 1 will not be considered.
- ❑ Please submit the materials formatted in Adobe Acrobat®.
- ❑ Maximum length: 15 pages double-spaced, inclusive of ALL attachments, title page and table of contents
- ❑ The Annual Report forms may be used as part of the award submittal, as long as the entire document does not exceed 15 pages.
- ❑ Member rosters do not count towards the page limit and may be included at the back of the application.
- ❑ The Student Chapter Award is based on the year extending from April 1<sup>st</sup> to March 31<sup>st</sup>.

### EVALUATION CRITERIA:

The Student Chapter Award will be judged along the following criteria:

- ❑ Award Chapter Activities – 55%
  - a. Technical presentations (number and content)
  - b. Field Trips (number by type)
  - c. Promotion of transportation engineering among student body
  - d. Public Service activities – such as assisting with traffic studies, promoting transportation engineering or traffic safety in K-12 school, etc.
  - e. Social activities with practicing transportation engineers
- ❑ Chapter Liaison with ITE Chapters, Sections, Districts, and/or International – 25%
  - a. Active involvement with Division, Section, District, and/or International meetings.
  - b. Student papers prepared for or presented to Divisions, Sections, Districts and /or International, ASCE, TRB, or other similar organizations.
  - c. Student articles published in the ITE Journal, Section/District newsletter, or similar technical publications.
  - d. Use of guest speakers who are ITE members.
- ❑ Chapter Organization – 15%
  - a. Must have elected officers – list in Annual Report.
  - b. Must hold periodic meetings – at least four per academic year.
  - c. Must promote membership – describe program and its general success.
  - d. Must file annual report with ITE - content and format to be considered.
- ❑ Professionalism – 5%
  - a. Content and activities are the most important criteria. However, a well-organized, professional looking report will account for five percent of the judges’ score.

**AWARD:**

- ❑ Recognition at the ITE Annual Meeting and in *ITE Journal*
- ❑ Inscribed plaque
- ❑ Up to \$1,500 for reimbursement of travel expenses to attend ITE Annual Meeting

If you have any questions about the ITE Student Chapter Award, please contact Tatiana Richey ([trichey@ite.org](mailto:trichey@ite.org)) at (202) 785-0060 ext. 604.

Or your Section Activities Coordinators

## 2011 District Award Coordinators – Student Chapter

District	District Description	Section Activities Coordinator
Northeastern	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey (north of southern borders of Mercer and Monmouth counties), New York, Rhode Island and Vermont	Michael Wieszchowski <a href="mailto:mwieszchowski@labergegroup.com">mwieszchowski@labergegroup.com</a>
Mid-Colonial	Delaware, District of Columbia, Maryland, New Jersey (south of the northern borders of Burlington and Ocean counties), Pennsylvania, West Virginia, and Virginia counties of Arlington, Fairfax, and the cities and towns located within the confines of these counties.	Jennifer Walsh <a href="mailto:jennifer.walsh@mcmtrans.com">jennifer.walsh@mcmtrans.com</a>
Great Lakes	Indiana, Michigan, Ohio	Jennifer M. Alford <a href="mailto:jmalford@mccormicktaylor.com">jmalford@mccormicktaylor.com</a>
Midwestern	Arkansas, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota and Wisconsin	Todd Szymkowski <a href="mailto:szymkowski@engr.wisc.edu">szymkowski@engr.wisc.edu</a>
Southern	Alabama, Georgia, Kentucky, Louisiana, Mississippi, north Carolina, South Carolina, Tennessee, Virginia (with the exception of the counties of Fairfax and Arlington and the towns and cities within the confines of these counties)	Karen L. Mohammadi <a href="mailto:karen.mohammadi@neel-schaffer.com">karen.mohammadi@neel-schaffer.com</a>
Western	Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and all US Territories not in District Ten (Florida)	Danielle Scharf <a href="mailto:dscharf@sandersonstewart.com">dscharf@sandersonstewart.com</a>
Canadian	Canada	Peter Truch <a href="mailto:ptruch@kelowna.ca">ptruch@kelowna.ca</a>
International	All countries outside continental United States, its territories	Tatiana Richey – ITE HQ <a href="mailto:trichey@ite.org">trichey@ite.org</a>
Texas	Texas	Melisa Finley <a href="mailto:m-finley@tamu.edu">m-finley@tamu.edu</a>
Florida	Florida and Puerto Rico	Robert Fulp <a href="mailto:rfulp@srdeng.com">rfulp@srdeng.com</a>

**Annual Report of Student Chapter Activities**

for the period April 1, 20\_\_ to March 31, 20\_\_

**STUDENT CHAPTER OF:** \_\_\_\_\_

This form contains the minimum information required to be submitted by each Student Chapter to ITE Headquarters in order to be considered for this award. (See Section II.D of the Student Chapter Manual). You may use a copy of this form - filling in the blanks and adding attachments as appropriate or, if it is more convenient, submit the same information in a similar format.

If your Student Chapter desires to be evaluated for the annual Student Chapter Award, you are invited to prepare a supplementary report that describes your Student Chapter activities in greater detail than is required in this report.

**1. STUDENT CHAPTER OFFICERS**

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**2. STUDENT CHAPTER MEMBERSHIP**

Number of Student Chapter Members: \_\_\_\_\_

Number of Student Members of the Institute: \_\_\_\_\_

Number of Students eligible to be a Student Member of the Institute: \_\_\_\_\_

Number of faculty members who are current ITE members: \_\_\_\_\_

**3. INFORMATION ON TRANSPORTATION ENGINEERING ENROLLMENT**

Number of undergraduate students (sophomore – senior years) in your academic department: \_\_\_\_\_

If not Civil Engineering, specify department: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Does your curriculum allow an undergraduate student to major or minor in Transportation?

- Yes
- No

If “yes,” please provide the number of Transportation majors \_\_\_\_\_ and minors \_\_\_\_\_

Number of graduate students in Transportation: \_\_\_\_\_

Full Time: \_\_\_\_\_

Part Time: \_\_\_\_\_

#### 4. SUMMARY OF STUDENT CHAPTER ACTIVITIES

Attach a three page summary identifying the type of each significant Student Chapter activity (business meeting, technical meeting, field trip, project, joint meeting with ITE Chapter or Section, social event, etc.) during the reporting period. Please **do not include** meeting announcements, newsletters, technical appendices to reports, etc.

#### 5. ROSTER OF STUDENT CHAPTER MEMBERS

Please attach an alphabetized listing of the student chapter membership. For each person indicate the degree for which they are enrolled and expected graduation date. An asterisk should indicate those who also are Student Members of the Institute.

Report submitted by:

Contents approved by:

Name: \_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit report to your District Student Chapter Award Coordinator.**