



## 2019 Student Chapter Recognition

To recognize the contributions and achievements of the student chapters, applications will be judged on the number and quality of activities engaged in across several categories (listed below) with the emphasis on demonstrated excellence in a number of areas. Particular attention will be paid to the quality and outcome of each activity.

To be considered for each of the levels of recognition, the student chapter must demonstrate activity in the required minimum number of categories listed for each level. However, activity within each category is not sufficient for the committee to consider the chapter as demonstrating excellence in the category. Excellence within each category will be determined by the quality and outcomes of activities presented, as judged by the awards committee. It is the responsibility of the student chapters to document and present their achievements to the committee in the form of the application.

- **GOLD** requires *activity* in at least eight categories with *excellence* in at least five categories, and at least 50% of the student members (or no fewer than 5 for chapters of < 10 members) also being HFES Student Affiliate members.
- **SILVER** requires *activity* in at least five categories with *excellence* in at least three categories, and at least 40% of the student members (or no fewer than 4 for chapters of < 10 members) also being HFES Student Affiliate members.
- **BRONZE** requires *activity* in at least three categories with *excellence* in at least two categories, and at least 25% of the student members (or no fewer than 3 for chapters of < 10 members) also being HFES Student Affiliate members.

The list of activity categories follows; of primary importance is the quality and outcome of the activity in the category. (Example activities and further description for each category is provided at the end of the document.) The creativity category allows chapters to uniquely define activities and provides an opportunity for some chapters to obtain a recognition level for

which they would not otherwise qualify (e.g., if they are a starting or reviving a student chapter).

- Recruitment
- Guest speakers
- Field trips
- Outreach/volunteerism
- Collaboration
- Service to HFES
- Diversity and Inclusion
- Exploration
- Social
- Information dissemination
- Mentorship
- Continuous improvement
- Creativity

Chapters must clearly indicate the recognition level sought (Gold, Silver, or Bronze), provide supporting materials that document the various activities of the chapter in each category, and provide a letter of endorsement from the chapter adviser. We encourage you to submit other materials that will support the application, such as brochures, announcements, or images from events, videos, and Web sites. Please include all supporting material electronically (scanned copies of the original documents is acceptable) as part of the application, and provide a short narrative for that sufficiently details your accomplishments in each category for evaluation.

This is a formal / professional application and should be treated as such. Appearance and usability of the application package do matter and will be taken into consideration. Additionally, while we do encourage chapters to learn from the previous year's submissions each year's application material is considered to be part of the required effort to apply for the award recognition. (Simply reusing previous material could lead to a penalty or possible disqualification.) If you have questions, please ask prior to submission

### **Submitting Your Application**

The deadline for receiving applications for the student chapter awards is **JUNE 25, 2019**. No applications will be accepted after this date.

The first page of your application should include the following information: chapter president name and e-mail address, student chapter name, recognition level sought, faculty adviser name and e-mail address, mailing address, telephone number, and an outline of your application package. A template of the first page is provided on the next page of this document.

Also be sure to include the letter of endorsement from the chapter advisor as part of your compiled application.

Completed application materials should be compiled and saved as one document. (Preferably PDF, but Word is acceptable.) This application should be sent as an e-mail attachment to Student Affairs Chair Dr. Farzan Sasangohar, [sasangohar@tamu.edu](mailto:sasangohar@tamu.edu)

### Category Information and Example Activity List

The list of activity categories and selected example activities is shown below. (Note that the committee will consider additional activities for each category, with appropriate explanation from the student chapter). The creative category allows chapters to uniquely define activities and provides an opportunity for some chapters to obtain a recognition level for which they not would otherwise qualify (e.g., if they are a starting or reviving a student chapter). *To receive credit for a category, sufficient documentation must be provided for the evaluation.*

- **Recruitment** – increase the number of members in the student chapter. Describe both your process and recruitment results (membership numbers must be given along with the number of new members who have joined, or percent change, where recruitment is emphasized).
- **Guest speakers** – invite outside professionals, professors from other universities, or professors from within the same university. This needs to be a direct result of the student chapter efforts.
- **Field trips** – visit nearby companies, industries, and so on, to learn about new domains, application areas or opportunities.
- **Outreach/volunteerism** – participate in National Ergonomics Month; reach out to fellow students and students in K-12; increase public awareness and promotion of HF/E in general. (Outreach includes a “publicizing / awareness” element and goes beyond general service.)
- **Collaboration** – work with other departments in your university or with other HF/E programs in nearby universities (e.g., local student conference).
- **Service to HFES** – participate on the Annual Meeting Host Committee or organizing activities as part of Student Career and Professional Development Day. (Individual student volunteer positions are not part of this category, nor is simple attendance.)
- **Exploration** – design or conduct research on projects taken on by the chapter; work together to solve some problem.

- **Social** – hold chapter social activities to foster interaction among the members.
- **Information dissemination** – use a Web site, mail group, wiki, etc., to share information, promote a program, and so on. (This should be above and beyond that which would be expected for just running the chapter.)
- **Mentorship** – mentor incoming and new students; participate in student orientation for incoming students. (Formal activities / process for mentoring)
- **Continuous improvement** – improve the resources of the chapter (library, facilities, etc.)
- **Creativity** – utilize creative approaches to chapter activities.

### **Promoting Diversity and Inclusion**

HFES values diversity and inclusion, as such encourages its student chapters to hold events that promote those values. As a new requirement for the Silver and Gold levels, student chapters will need to show how one or two of their events (respectively) further the mission of diversity and inclusion. Note that chapters are *not* being asked to hold any *additional* events to receive Silver or Gold status, but rather to work the messages of diversity and inclusion into their *existing* event requirements. Below we provide examples on how chapters can make chapter events promote diversity and inclusion. *To receive diversity and inclusion credit toward Silver or Gold status, provide an explanation of why you think your event promoted diversity and inclusion.*

Examples of activities that promote Diversity and Inclusion:

- Holding an event in partnership with: 1) other university clubs that promote diversity and inclusion (such as the minority STEM clubs: AISES, oSTEM, NSBE, SHIP, SWE, etc. or whatever similar organizations might be on your campus); 2) academic departments not traditionally associated with human factors; 3) universities you might not normally collaborate with (e.g. online, international, or even rival universities).
- Volunteering or collaborating with an existing university activity that promotes education or university recruitment of under-represented or underserved communities.
- Holding social events that highlight the diversity of the club's membership (such as potlucks where members bring dishes from their home countries).
- Holding community outreach events for underrepresented minorities.

- Tailoring events for people not of traditional college-student age (i.e. children, teenagers, middle-aged adults, or the elderly).
- Inviting speakers to talk about HFE topics related to designing for the inclusion of minorities or underrepresented/disadvantaged groups (such as the human factors aspects of designing workspaces for people with physical disabilities—including vision and hearing impairment, communicative disorders, etc.).
- Volunteering HFE assistance to an organization that promotes diversity and inclusion (such as using HFE methods to redesign an organization's website or provide consultation on their office ergonomics).
- Be creative!

**Note:** an activity/ event may be able to count as activity for more than one category where appropriate. However, consideration of excellence for any specific activity/event may be limited to one category.

## 2019 Application Student Chapter Recognition

**Sample only – Use Word document included in packet**

Student Chapter Name	
Recognition Level Sought	
Chapter President	
E-mail Address	
Faculty Adviser	
E-mail Address	
Chapter Mailing Address	
Telephone number	
Please provide an outline (or table of contents) for your application materials	