

UNIVERSITY LEADERSHIP AWARD POLICY

DESCRIPTION

The annual University Leadership Awards program was created to honor students who have made significant contributions to the quality of life on the University of Wisconsin-Green Bay campus and in the community.

ELIGIBILITY

All students are eligible to be selected for the University Leadership Award in the Spring Semester. Only December graduates are eligible for this award in the Fall Semester. A candidate may be nominated by faculty, staff, another student, or by him/herself. After being nominated, students must complete the University Leadership Award Questionnaire which chronicles the current semester plus two previous semesters' activities. Eligible students must:

- Demonstrate active and meaningful campus and/or community involvement while maintaining evidence of academic competence.
- Demonstrate outstanding leadership ability.
- Provide service to UW-Green Bay and/or the community.
- Show potential for future achievement and a commitment to personal growth.
- Have a cumulative GPA of 2.75 or better.

Graduating seniors who are selected for the Chancellor's Medallion are not eligible for the University Leadership Award. Seniors who are nominated (but not selected) for the Chancellor's Medallion will be considered for the University Leadership Award provided they have submitted the University Leadership Award Questionnaire in addition to the Chancellor's Medallion Questionnaire.

SELECTION COMMITTEE

The University Leadership Awards Selection Committee is a committee appointed by the Dean of Students. The committee is composed of 3 faculty, 3 staff, and 6 student members, all recommended by their respective governance bodies. No member will serve more than two consecutive semesters. An ex officio representative for Student Life will convene the committee to facilitate the process, provide continuity, and vote in the event of a tie. Students who are selected are notified of the Leadership Award Selection Committee's decisions by letter.

CHANCELLOR'S MEDALLION AWARD POLICY

DESCRIPTION

The Chancellor's Medallion Award was created to honor graduating seniors who have made significant contributions to the quality of life on the University of Wisconsin-Green Bay campus and in the community throughout their college career.

ELIGIBILITY

The Chancellor's Medallion is awarded to selected seniors eligible to graduate at semester's end. August graduates will be considered in the spring selection process. A candidate may be nominated by faculty, staff, another student, or by him/herself. In addition, the candidate must provide a letter of support from a person who is familiar with his or her contributions over the course of their college career. Eligible seniors must have:

- Contributed significant and sustained leadership while maintaining evidence of academic quality.
- Demonstrated meaningful campus and/or community involvement.
- Show potential for future achievement and a commitment to personal growth.
- Have a cumulative GPA of 3.0 or better.

Nominees who are not selected for the Chancellor's Medallion may be considered for the University Leadership Award. Nominees who wish to be considered for this award must submit the University Leadership Award Questionnaire (which focuses on their accomplishments of the past academic year plus the current semester) in addition to the Chancellor's Medallion Questionnaire.

PUBLIC ANNOUNCEMENT

The award recipients will be publicly recognized at the University Leadership Awards program. The Marketing and University Communication office will issue a press release to the local Green Bay press, and announce the names of the recipients in campus publications. The Office of Student Life web site will archive the names of the award recipients by the year and semester.

AWARD PRESENTATION

Recipients will receive their awards at the University Leadership Awards Program. They will be encouraged to invite family members and friends to the ceremony and reception held in their honor.



UNIVERSITY of WISCONSIN
GREEN BAY

Student Life

• *Your campus connection* •

Preparing for Success

A GUIDE TO

SUCCESSFUL

PREPARATION

OF THE AWARD

QUESTIONNAIRES



AM I ELIGIBLE?

Carefully review the award criteria to determine if you are eligible.

Things to remember...

Who's Who Among Students in American Universities and Colleges

- Who's Who considers students who have junior standing with at least 54 earned credits and a cumulative GPA of 2.75 or better to be eligible.
- Award given only in fall.

University Leadership Award

- University Leadership Award considers accomplishments for the past two academic semesters, plus the current semester.
- Only achievements from this time period should be included.
- Only awarded to graduating seniors in fall, but open to all students in spring.
- A student must have a cumulative GPA of 2.75 or better to be eligible.

Chancellor's Leadership Medallion

- Chancellor's Leadership Medallion considers accomplishments over the entire college career.
- Awarded in the fall and spring semesters, but only to graduating seniors.
- A student must have a cumulative GPA of 3.0 or better to be eligible.

PREPARING THE QUESTIONNAIRE

Think of the questionnaire as your resumé. Be sure that it is well typed and thoughtfully prepared. The documents that you submit to the Selection Committee are all that represent you and your accomplishments.

Please be aware that samples of successful questionnaires for the University Leadership Award and the Chancellor's medallion may be found at: www.uwgb.edu/stulife/leadership/award

Click on the link to the appropriate award semester (Spring or Fall). The links to the samples are located under the deadlines for each award.

The following information may help you complete the questionnaires for the:

- Chancellor's Medallion Award
- University Leadership Award
- Who's Who Among Students in American Universities and Colleges

THE UNIVERSITY LEADERSHIP AWARD AND WHO'S WHO QUESTIONNAIRES

The University Leadership Award and Who's Who Questionnaires examine your accomplishments from the past two semesters plus the current semester to date.

- When responding to question 1, list all honors and recognitions in chronological order for easy review.
- To respond to question 2, list only the most significant activities and involvements. Omit one-day activities unless they are the catalyst for significant change. Example: As a result of a one-day volunteer activity at a hospital, you decide to change your major to nursing. It is not necessary to fill all categories in the grid. Try to keep your response to one page.

- Question 4 asks you to describe leadership qualities and skills that you have developed as a result of involvements and any changes that you have made as a result of your activities. Here is a list of skills that you may want to consider:

Teaching and facilitation
Communications
Time management
Flexibility
Self-awareness
Self-confidence
Commitment
Delegating
Motivating

Relationship building
Negotiation
Decision-making
Multicultural sensitivity
Creativity
Team building
Goal setting
Listening

THE CHANCELLOR'S MEDALLION QUESTIONNAIRE

The Chancellor's Medallion Questionnaire examines the accomplishments that you have achieved throughout your entire college career.

- When responding to question 1, list all honors and recognitions in chronological order for easy review.
- To respond to question 2, list only the most significant activities and involvements. Omit one-day activities unless they are the catalyst for significant change. Example: As a result of a one-day volunteer activity at a hospital, you decide to change your major to nursing. It is not necessary to fill all categories in the grid. Try to keep your response to one page.
- The third section of the questionnaire requires you to compose a formal essay with double spacing, 12-point font, and 1-inch margins. The essay must be two pages or less and must be composed in the following order:
 - Discuss specific ways in which your leadership accomplishments and service activities have resulted in major change or lasting service to the university or to the community.

- Describe leadership qualities and skills which you have developed through your on or off-campus endeavors. Describe any personal changes that you have made as a result of your leadership and service activities. Use specific examples.
- Describe any mentoring support (the desire to share skills and knowledge with others) that you have provided to others during your involvement in the activities noted above.
- The fourth section requires you to submit one typed letter (no more than two pages) supporting your nomination for Chancellor's Leadership Medallion. This letter can be written by a member of the faculty or staff or by a student who is familiar with the details of your contributions.

GETTING A GOOD LETTER

As a candidate for the Chancellor's Leadership Medallion, you are required to submit one letter of recommendation. A good letter of recommendation should reinforce the information on the questionnaire and provide insight into your most significant contributions.

- Give the writer as much time as possible to compose the letter.
- Choose someone who likes and respects you.
- Choose someone who is familiar with your accomplishments.
- Provide a copy of your questionnaire or a detailed listing of your accomplishments to help the writer recall your work.
- Ask to receive a copy of the letter so you will know what has been submitted on your behalf.