



**THE ALTON B. ZERBY and CARL T. KOERNER
OUTSTANDING ELECTRICAL and COMPUTER ENGINEERING STUDENT AWARD
NOMINATING INSTRUCTIONS
AND SELECTION PROCEDURE**

DEFINITION: The outstanding Electrical and Computer Engineering student may be described as being “Outstanding by virtue of scholastic excellence and high moral character, coupled with demonstrated exemplary contribution to classmates, school, and community”.

PURPOSE: Among the objectives that Eta Kappa Nu hopes to achieve by the operation of this program are:

- Annually honor the most outstanding students in the fields of electrical and computer engineering by publicizing and bringing attention to the excellence and achievements of these balanced people about to enter the profession; Instill a sense of pride in HKN Members.
- Publicity for the students’ school.
- Encourage ECE students to earn membership in HKN; Recognition for the nominating Chapter.
- Opportunity for publicity and recognition of the Eta Kappa Nu Association and its objectives.

ELIGIBILITY: Nomination of a nominee shall be only by an undergraduate HKN chapter and only one nomination per year by that Chapter. The Nominee must be **a full-time ECE student, in their senior year, receiving their first undergraduate degree in this Academic Year** (1 July through 30 June). The nominee need not be a member of Eta Kappa Nu, or attending the Chapter’s school. The nominee must be enrolled at a school with an accredited curriculum in Electrical or Computer Engineering.

NOMINATION: Nomination must be on the **Nomination Form** downloaded from <http://www.hkn.org/>. The new “Nomination Form AY10-11.pdf” can be downloaded, printed, and completed in ink (**neatness counts**); or downloaded and completed by typing directly into the Adobe blanks, then printed for signatures and submission. The nominee’s resume (single-sided) is an opportunity to expand on personal accomplishments beyond the scope of the Nomination Form, and should be included with the completed form. The nominee’s name must be on each page. additional sheets may be included to provide pertinent information, provided that they are marked 3. a, b, c; 4, 5, 6, 7; referenced to the Nomination Form. The nominating chapter’s President (or VP if nominee is the President), Faculty Advisor, and the Department Head of the nominating Chapter’s school must approve the nomination.

Nominee’s Ranking and Percentile position in their class **is required** (colleges grade inconsistently). If not available to you, please ask your Faculty Advisor or Department Head to include this data in their private letter of recommendation to the Award Committee. **Nominations without this data will not be considered.**

A recent **good quality** head and shoulders portrait-type photo must be included.

A graduating transcript is required from your University (uncertified is acceptable). It must reflect your full BS/BE ECE degree history.

The Student Award Committee **must receive** the completed Nomination Form, photo, resume, any supporting material, transcript, and reference letters, no later than **30 June of the award Academic Year**. **All material received after that date will not be considered.** Early submittals are welcome, and will allow time for you to correct any omissions.

LETTERS OF RECOMMENDATION: Two letters of recommendation **are required** (3 maximum), giving reasons why the authors consider the nominee to be an outstanding ECE student. At least one of these letters **must** come from one of the following, President or Chancellor of the school, Dean of the Engineering school, ECE Department Head, or the HKN Faculty Advisor. These letters must be mailed directly to the Student Award Committee Chair by the authors, and **received by the Chair no later than 30 June of the award Academic Year!** Mail to: Tom Rothwell, 3621 Fenley Dr., Los Alamitos, CA 90720-2209.

SELECTION: The Student Award Committee will screen all of the nominations, and select approximately five to ten candidates for consideration by a panel of Judges, consisting of several prominent electrical or computer engineers representing both industry and academia. The Committee Chair will notify all nominees submitting a Nomination Form of their status immediately following the Committee’s screening process, typically in mid to late July.

The Committee-selected Candidates’ nominating dossiers and letters of recommendation are then submitted to the Judges for their independent and individual consideration, and rank ordering. The awards committee tabulates the Judges’ rank-order ballots. In addition to the Winner, one or more Honorable Mentions may be selected with no relative rank indicated. Those not selected by the Judges as Winner or Honorable Mention will be declared Finalists, with no relative rank indicated. Winner, Honorable Mentions, and Finalists will be named in the Awards Program. The names of the Judges are confidential until the judging process is completed. They will also be named in the printed Awards Program.

AWARD: Eta Kappa Nu will honor the Winner at the Annual meeting of the Electrical and Computer Engineering Department Heads Association (ECEDHA) Awards Banquet, normally held in mid-March each year. The Winner will be presented with a plaque, a certificate, and a \$1,000 cash grant. The Winner’s cost of transportation and lodging is paid from the Alton B. Zerby Memorial Fund, and the grant is from the Carl T. Koerner Memorial Fund.