



SOCIETY FOR TECHNICAL COMMUNICATION

**GUIDELINES FOR
STUDENT HONORARY SOCIETIES
NOMINATING COMMITTEE:
SIGMA TAU CHI AND ALPHA SIGMA**

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Copies available from:

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Guidelines for Student Honorary Societies

Nominating Committee: Sigma Tau Chi and Alpha Sigma

Purpose and Definitions

The student honorary societies Sigma Tau Chi (STX) and Alpha Sigma (AS) recognize student members of the Society who have distinguished themselves as students and have demonstrated promise of future contributions to the Society and the profession. The purpose of these guidelines is to provide direction to the student honorary societies' nominating committee in performing its duties.

The following definitions apply in this document: students are considered *candidates* when they apply, *nominees* when they are selected by the committee chair, and *members* when they are elected by the STC board.

Committee Membership

The student honorary societies' committee consists of a chair, appointed by the STC president, and a panel of three evaluators who are appointed by the chair.

Evaluators are senior members of the Society. One of the evaluators will be employed full time teaching technical communication at a post-secondary institution. At least one of the evaluators must be a member of STX or AS.

Duties and Responsibilities of the Committee Chair

The committee chair has the following responsibilities:

1. Appoints the panel of three evaluators in accordance with the requirements for those positions stipulated in the previous section.
2. Establishes a schedule for the receipt of applications, the evaluation of candidates, and the recommendation of nominees at the winter board meeting.
3. Requests application for membership in STX and AS through Society publications and by direct e-mail to student members and to people involved in technical communication education. Sends information to those requesting further details.

4. Receives the files of candidates for membership in STX and submits the files to the evaluators by confidential and secure electronic communication.
5. Receives scoring summaries and recommendations from the evaluators based on their examination of the candidates' files.
6. Compiles scores and reports them to the committee along with a suggested selection of nominees.
7. Invites and coordinates electronic and/or telephonic discussions of the suggested list of nominees to verify or to negotiate a consensus on the final selection.
8. Recommends final selection of nominees to the board at the winter board meeting; supports recommendation by sending to board all application files, a spreadsheet showing evaluators' scoring of candidates, and a list summarizing nominees' achievements and statements summarizing where the unselected candidates' applications fell short of standards for selection as an STX or AS nominee.
9. Contacts the new STX and AS members chosen by the board and invites them to attend the next annual conference.
10. Confirms with the STC staff liaison that certificates, and pins, as well as one-year free membership in STC, will be delivered to each new STX and AS member.
11. Works with the STC staff liaison to ensure that the new members of STX and AS who attend the annual conference are honored at the Honors event.
12. Organizes all material related to the student honorary societies so that a new chair can take over the program with minimum effort. This material will also be made available to the director of education.

Membership in STX and AS

Membership in STX is an honor given to students enrolled in a program in technical communication who have a cumulative grade point average of 3.5 or above, are *exemplary* in participation in STC, and demonstrate a potential for significant contribution to the profession. Membership is awarded only once, and honorees retain the membership only as long as they are members in good standing of the Society. Members receive a special STX pin, a certificate, and a one-year free membership in STC.

Membership in AS is an honor given to students enrolled in a program in technical communication who have a cumulative grade point average of 3.5 or above, demonstrate *active* participation in STC, and have the potential to contribute to the profession.

Membership is awarded only once and honorees retain the membership only as long as they are members in good standing of the Society. Members receive a special pin, a certificate, and a one-year free membership in STC.

Any student member of STC may apply for membership in STX or AS if they meet all the following criteria as of November 30, the annual deadline for applications to STX and AS. Based on the application, the Student Honorary Societies Nominating Committee will recommend membership in either STX or AS for qualified applicants:

- Be enrolled in a post-secondary baccalaureate or graduate-degree program and have technical communication as a major, a minor, a specialization, or a field of concentration.
- Verify, by sending a scan of official transcript (emailed to the committee chair), a minimum grade point average of 3.5 on a 4.0 scale, or the equivalent cumulative grade point average. We will verify the grade point average (GPA). Nominees must attach scans of all the transcript(s) we will need for verification. The GPA may be calculated using either the cumulative grades for the entire undergraduate or graduate career (undergrad career if the applicant is an undergrad; graduate career if the applicant is a grad student), *OR just the grades from the applicant's technical communication curriculum, so long as these represent grades spanning a period of at least one year.*
- Submit a completed application by email to this committee's chair on or before the deadline.
- Submit letters of recommendation from (1) a faculty member and (2) a current STC member that verify the high quality of work and

leadership demonstrated by the applicant's achievements as a student, performance in paid or internship positions (if applicable), and participation in Society activities.

Evaluation of Candidate for Sigma Tau Chi (STX) or Alpha Sigma (AS)

Student Name	Mark Category: Alpha Sigma STX undergraduate STX graduate student	Points								
Application Form & Résumé	Award 0 to 3 points based on your assessment of the verbal and visual quality of the application form and the résumé.									
Academic Excellence	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">GPA of 4.0</td> <td style="width: 25%;">3 points</td> <td style="width: 25%;">GPA of 3.7-3.6</td> <td style="width: 25%;">1 points</td> </tr> <tr> <td>GPA of 3.9-3.8</td> <td>2 points</td> <td>GPA of 3.5</td> <td>0 points</td> </tr> </table>	GPA of 4.0	3 points	GPA of 3.7-3.6	1 points	GPA of 3.9-3.8	2 points	GPA of 3.5	0 points	
GPA of 4.0	3 points	GPA of 3.7-3.6	1 points							
GPA of 3.9-3.8	2 points	GPA of 3.5	0 points							
	Award 0 to 3 points based on your assessment of what the letters of recommendation convey about the worthiness of this applicant to receive the honor of becoming a member of AS or STX.									
STC Membership	<p>Candidate's participation in STC meetings and online communities is best characterized as</p> <p>Outstanding 3 points Very Good 2 points Minimal 1 point None 0 points</p> <hr/> <p>List STC community offices held by the candidate now or in the past- 2 points for each</p> <hr/> <p>List STC community activities, besides regular meetings, in which the candidate has participated - 2 points for each</p>									
Potential for Contribution	<p>Award points for all of the following STC-related activities and accomplishments - 2 points for each such activity or accomplishment listed on application form</p> <ul style="list-style-type: none"> • published in STC community publication(s) • participated as a presenter in STC local, regional, or international conference • attended STC local, regional, or international conference • received STC award or scholarship (at any level) • completed special project under auspices of or with benefits for STC 									
Evidence of Leadership Ability	<p>Award points for the following when evidence of them is found in the application form, the candidate's résumé, or the letters of recommendation - 1 point for each such descriptor</p> <ul style="list-style-type: none"> • active member of student, professional, community organization(s) other than STC • officer of organization other than STC • participant in non-STC community service project(s) or activity • leader of non-STC community service project(s) or activity • works well with others • displays strong, positive character qualities • demonstrated high degree of professionalism in technical communication roles/tasks • received honors or awards other than from STC • other: miscellaneous 									
TOTAL Points Awarded										

Evaluator's Name:

Date:

Quick Guide

Policies and Procedures for:

Student Honorary Societies Nominating Committee: SIGMA TAU CHI and ALPHA SIGMA

Type:

Individual

Web page:

Refer to the Academic SIG website at <https://www.academicsig.org/>

Bare bones requirements:

For STX

- Enrolled in a program in technical communication
- Achieved GPA of 3.5 or above (cumulative or tech-comm-specific curriculum)
- Participated in STC in an exemplary manner
- Demonstrated potential for significant contribution to the profession
- Submitted application and two letters of recommendation for consideration

For AS

- Enrolled in a program or standalone university-delivered certificate program in technical communication
- GPA of 3.5 or above (cumulative or tech-comm-specific curriculum)
- Participated actively in STC
- Demonstrated potential to contribute to the profession
- Submitted application and two letters of recommendation for consideration

Public docs (guidelines, applications, etc.)

- as_stx_application
- student-honorary-societies_cttee_guidelines

NOTE:

- Due Date for applications: 15 February 2018
- How are winners contacted? Chair of Student Honorary Committee notifies the winner and copies the committee
- Is recognition a surprise? No
- Award presented: At STC Summit Honors Event

Recognition publicity methods (examples). Recognition chair should coordinate with Kevin Cuddihy on copy for publicity.

We manage all of the following social network sites, online spaces, and email lists:

- STC's Notebook blog

- Intercom
- STC website
- MySTC
- LinkedIn Lists
- Twitter
- Email to community leaders
- Pres/SIG leaders email list
- Other email lists, for example, academic honors should be publicized on academic lists

Office contacts for recognition:

M. Elaine Gilliam (STC staff liaison)

James Cameron (Publicity)

Judging method/criteria:

Evaluation of Candidate for Sigma Tau Chi (STX) or Alpha Sigma (AS)

Student Name	Mark Category: Alpha Sigma STX undergraduate STX graduate student				Points
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Academic Excellence	GPA of 4.0	3 points	GPA of 3.7-3.6	1 points	
	GPA of 3.9-3.8	2 points	GPA of 3.5	0 points	
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STC Membership	Candidate's participation in STC meetings and online communities is best characterized as				
	Outstanding 3 points Very Good 2 points Minimal 1 point None 0 points				
	List STC community offices held by the candidate now or in the past- 2 points for each				
	List STC community activities, besides regular meetings, in which the candidate has participated - 2 points for each				

Potential for Contribution

Award points for all of the following STC-related activities and accomplishments - 2 points for **each** such activity or accomplishment listed on application form

- published in STC community publication(s)
- participated as a presenter in STC local, regional, or international conference
- attended STC local, regional, or international conference
- received STC award or scholarship (at any level)
- completed special project under auspices of or with benefits for STC

Evidence of Leadership Ability

Award points for the following when evidence of them is found in the application form, the candidate's résumé, or the letters of recommendation - 1 point for **each** such descriptor

- active member of student, professional, community organization(s) other than STC
- officer of organization other than STC
- participant in non-STC community service project(s) or activity
- leader of non-STC community service project(s) or activity
- works well with others
- displays strong, positive character qualities
- demonstrated high degree of professionalism in technical communication roles/tasks
- received honors or awards other than from STC
- other: miscellaneous

TOTAL Points Awarded

Evaluator's Name:

Date: