



Section for Students
UNDERGRADUATE CAMPUS REPRESENTATIVE AWARD OF EXCELLENCE

1. Overview

The purpose of Canadian Psychological Association (CPA) Student Section's *Undergraduate Campus Representative Award of Excellence* will recognize the most outstanding undergraduate campus representative as determined by the executive committee of the Section for Students.

2. Award Details

The Best Undergraduate Campus Representative Award will be presented in the form of a certificate from the CPA's Section for Students after the conference. The award will be accompanied by a congratulatory letter and a monetary prize of **\$100**. The award will be funded by the Section for Students. One award will be presented each year.

3. Submission Requirements

One of the benefits of the undergraduate campus representative position is learning to collaborate with others and work to promote CPA at your university! This award is intended to formally recognize and reward an undergraduate campus representative who is passionate and committed to his/her position. In order to be considered for this award, the student will submit a one page document (approximately 500 words), highlighting his/her involvement in the undergraduate campus representative role at his/her university. Criteria being evaluated will include the student's execution of the terms of reference of the position, with a particular reference to activities in the following four main areas:

Other examples of activities to highlight may include:

- **Recruitment Activities:** How do you recruit students to CPA? Have you designed or created new recruitment initiatives or put a spin on old ones?
- **Information/Engagement in CPA Activities:** What activities are you involved with to spread the word about CPA to students and staff at your university? (i.e., information sessions, emails, meet and greets, etc). Have you designed or created new initiatives or put a spin on old ones?
- **Collaboration:** Who do you collaborate with, if anyone? (i.e., graduate student affairs officer, graduate students, psychology clubs, professors etc.) Are there new professional working relationships you have developed?
- **Advocacy:** Specifically, how do you get students passionate about psychology? Broadly, how do you view advocacy for the profession of psychology in your role?

****An important focus may include highlighting creative and unique execution of the position. Be detailed in your descriptions with clear examples of what you do in your position!****

Due Date: May 30, 2015. Please email Lindsey Thomson (lindseythomson03@live.com) with completed application.

4. Adjudication

The Undergraduate Student Affairs Officer of the Section for Students will coordinate the Undergraduate Campus Representative Award of Excellence each year. Eligible submissions will be adjudicated by the Undergraduate Student Affairs Officer and Graduate Student Affairs Officer of the CPA's Section for Students. The executives will rank all student submissions submitted and the student with the best rank as determined by the average of the two executives will be the winner. Conflicts of interest and ties will be resolved by having an additional executive member of the Section for Students or an executive from another division of CPA evaluate the submission. Conflicts of interest are defined as a personal relationship with the undergraduate or graduate student affairs officer, including previous work together, friendship, or family, but not attending the same institution.

The submissions will be evaluated using the following four criteria with equal weightings: recruitment efforts (20%); information/engagement efforts (20%); collaboration (20%); advocacy (20%); creativity (20%). Evaluators will inform students of the Best Undergraduate Campus Representative Award, and make the student aware of the evaluation.

5. Eligibility

All students who meet the following **two** eligibility requirements will be automatically considered for the Best Undergraduate Campus Representative Award:

- The student must be a CPA student affiliate **and** a current undergraduate campus representative at the time of submission and at the time of award.
- The student is not an executive of the Section for Students.

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EVALUATION RUBRIC

Student Name:

Title:

Category	Criteria	Question Total
Recruitment	<ul style="list-style-type: none"> • Provides clear examples of CPA promotion on campus (1) • Demonstrates ability to recruit new students to the CPA (1) 	/2
Information/Engagement	<ul style="list-style-type: none"> • Accurately promotes the mission and goals of the CPA (1) • Presents the information in a clear and engaging manner (1) 	/2
Collaboration	<ul style="list-style-type: none"> • Actively seeks assistance of other students and/or faculty members on campus to promote CPA and/or execute psychology related events. 	/2
Advocacy	<ul style="list-style-type: none"> • Positively promotes the CPA on campus, demonstrated through clear examples (1) • Demonstrates passion for the CPA through the completed responsibilities this year (1) 	/2
Creativity	<ul style="list-style-type: none"> • The student gone above and beyond in the position in some way (1) • Has incorporated new initiatives beyond what is required in their position manual (1) 	/2
Overall Evaluation		/10

Comments (if applicable):