

Preparation of the Nomination:

The Richard W. McDowell Award nomination should include the following information:

- A cover letter written by the nominee's department head or supervisor, summarizing his/her special qualities for counseling. The cover letter should also include a statement of the procedure used in arriving at the nomination and the nominee's ranks. It should be clear which school and academic department the nominee is representing.
- A description prepared by the applicant, detailing his/her specific goals in counseling and the manner in which these goals are attained. The individual should specify the number of years spent in counseling at Purdue University, as well as the percentage of total effort spent in counseling.
- A résumé reviewing such topics as:
 - a. Educational Background - university/college attended, degrees received, academic honors and awards received.
 - b. University Service - years and types (at Purdue and/or other institutions), university counseling experience, committee assignments, etc.
 - c. Teaching Experience.
 - d. Number of Students Counseled - with dates, if possible.
 - e. Nominee's Professional Competence:
 1. In his/her own school.
 2. To counsel broadly in other areas.
- Supporting Material. Additional supporting material can be included as a supplement to the application and should be entitled "Supplemental Information." This information may be student recommendations, comments on particularly unique traits, career highlights, or any other documentation.

Note: The nomination packet should be no longer than seven pages, including the supplemental information.

Submission of the Nomination:

ODK Award Committee
1163 CIVIL Engineering Bld
room 1163C.

Please retain a copy of the nomination packet for your records. The Richard W. McDowell Award Committee of Omicron Delta Kappa will make the selection based on the submitted materials