

To: Northeast Florida Educators
From: Marvin Sindel
Engineers' Week Awards Chairman
Subject: 2009 Engineers' Week Request for Award Nominations
Date: November 28, 2008



Each year during Engineer's Week, the engineering professionals in Northeast Florida recognize and honor a teacher and a professor in the area of math, science, or engineering. Professionals from the public or private middle schools, high schools and universities in Northeast Florida are eligible.

The nominees who are selected as the honorees for 2009 will receive a plaque and small gift that will be presented at the Engineer's Week Awards Banquet on Saturday, February 21, 2009.

The Engineer's Week awards committee will accept and review one nomination from each middle school, high school or university. The nominee should meet the criteria listed below and all nomination packages must include a letter of recommendation from the principal, headmaster, or dean. The deadline for submission is Friday, February 1, 2009.

CRITERIA FOR STATEMENT OF QUALIFICATIONS SCHOOL OR UNIVERSITY TEACHER/PROFESSOR OF THE YEAR - 2009

1. The nominee should be a qualified instructor in the areas of mathematics, science or engineering in a public or private middle school, high school, or university in Northeast Florida.
2. The nominee's professional reputation must be beyond question.
3. The nominee must have a record of extensive participation in developing the skills of his or her students.
4. The nominee must have consistently improved his or her skills by participating in continuing education.
5. The nominee should include a list of volunteer activities in civic and community outreach.
6. A letter of recommendation from the nominee's principal, headmaster, or dean must be included.
7. All nomination packages must include a Point of Contact page. This page must include the name, e-mail address, telephone and facsimile numbers, and the mailing address for the nominee and the person making the nomination. Also include a summary paragraph highlighting the nominee's most noteworthy accomplishments, to be read during the award presentation.

Criteria Items 1 – 5 can be addressed in a resume. Nomination packages without a letter of recommendation will not be considered. Nomination packages should be emailed or faxed to the e-mail address listed below.

If you have questions, please contact me. If you are not the correct contact for your institution, can you please forward this letter to the appropriate person? Thank you in advance for your time.

Marvin Sindel, P.E.
Awards Chairman
904-757-2620

marvin.sindel@ge.com
904-757-2652 Fax