

## **Beta Phi Mu Awards: process and timeline**

### **SCHOLARSHIP AWARDS (2)**

#### **Selecting award winners (May of each year):**

1. After graduation, the Graduate Student Coordinator pulls together a list of possible nominees, using the following process:
  - a. Access the OBIEE database from the registrar
  - b. Click on the Term Enrollment tab
  - c. In the Term Code field, select term that corresponds to the current spring semester
  - d. In the Academic Career Code field, select GRAD
  - e. In the Academic Group Code field, select SILS
  - f. In the Academic Major Program Code field, select ILMSI and ILMSL (for our two degrees)
  - g. Click "Apply"
  - h. At the bottom of the resulting page, select "Export" as an Excel spreadsheet
  - i. Sort this spreadsheet by Cumulative Terms in Residence, and select only those with 2.0 terms in residence
  - j. Then sort remaining students by Total Cumulative Units, and delete those with  $\leq 18$  credits (if they are close, look them up in ConnectCarolina as they may simply have some incompletes or other extenuating circumstances). Those with significantly fewer than 18 credits are most likely part-time students, hence ineligible for the scholarship.

This is the most accurate list of students who are rising second-years (full-time students who have completed at least 18 credit hours).

2. The Student Services Assistant then compiles, using ConnectCarolina, the credit hours of each grade each student has received (i.e., hours of H, P, and L grades for each student). Using credit hours helps normalize the 1.5-credit and 3-credit classes we now offer at SILS.
3. This list is given to the faculty liaison to Beta Phi Mu, who sorts them based on the credit hours of H's as a percentage of total credit hours taken ( $H/H+P+L$ ).
4. The faculty liaison works with the SILS faculty to select the top two students as the award winners. Ties are broken by examining the leadership record of the students.

#### **Presenting scholarship awards (August of each year):**

1. The scholarships (money and certificate) will be presented to the winners at the SILS fall orientation for new students as a way to increase visibility for BPM. The current president of Beta Phi Mu will make the award presentation and will work with the Student Services Manager to ensure that the presentation is included on the orientation schedule.

## **NOMINEES (top 25%) AND ACHIEVEMENT AWARD (1)**

Selecting award winner (February of each year)

1. The Student Services Assistant pulls together a list of possible nominees from the list of students (master's and PhD) who graduated the prior calendar year (spring, summer, and fall).
2. The Student Services Assistant then compiles, using ConnectCarolina, the credit hours of grades each student received (i.e., credit hours of H, P and L grades for each student) during their time at SILS (INLS courses as well as others that applied toward their master's degree). Flag dual degree students (Art, Business, Government, Law, Nursing, and Public Health) as we will need to determine which classes they took in their other department that counted toward their SILS master's degree. Field Experience grades (INLS 795) should go in the Notes column since the course is graded pass/fail and should therefore not be included in their P grade total (the P grade column should therefore NOT include FE grades), NOR in their total credit hours. Due to the new grading of INLS 992 (for which students must be given a grade), some students who take more than one semester to complete their paper or project may have multiple INLS 992 grades. For BPM purposes, we will only include the final grade given for the master's paper when it is completed.
3. This list is given to the faculty liaison to Beta Phi Mu, who sorts them based on the credit hours of H's as a percentage of total classes applied toward degree (H/H+P+L).
4. The faculty liaison works with the SILS faculty to select the top student as the achievement award winner. Ties are broken by examining the leadership record of the students.
5. The top 25% of students are considered by the faculty for nomination to Beta Phi Mu.

### **Presenting Achievement award (May of each year):**

1. The achievement award (money and certificate) will be presented to the winner at the annual Beta Phi Mu dinner and induction ceremony.