



## 2017 Student Member With Honors

This designation honors students who have made an outstanding contribution to the discipline and HFES during their tenure as a student. To qualify, students must meet *all* of the following eligibility requirements:

- Student membership in HFES for at least six months prior to application for honors designation (as evidenced by your HFES ID#).
- Graduate student, or class standing of junior or senior for an undergraduate.
- Minimum GPA of 3.75 (out of 4.0) or its equivalent for graduate students as evidenced by a transcript, (international students with alternate grading scales or courses should provide documentation/justification of equivalence to a GPA of 3.75).
- Minimum GPA of 3.50 (out of 4.0) or its equivalent for undergraduate students as evidenced by a transcript, (international students with alternate grading scales or courses should provide documentation/justification of equivalence to a GPA of 3.75).
- Successful completion of at least three human factors and ergonomics-related courses with a grade of A or its equivalent (as evidenced by a transcript or letter from the instructor).
- Significant HF/E related service to HFES at the society-wide or local-chapter level, or to the local community (provide letter from chapter adviser, committee chair, or officer of the group).
- One letter of recommendation from a faculty member, which specifies and demonstrates the outstanding contributions made by the student. This letter of endorsement from the faculty member is critical to the application. The letter should highlight the outstanding contributions of the student and indicate how those achievements meet the requirements for the student to be recognized as a *Student Member with Honors* in the society.

In addition, at least **two** of the following three conditions must be met:

Publication of a journal article. The article must appear in an HFES approved refereed journal (e.g., *Human Factors*, *Ergonomics*, *Applied Ergonomics*, *Journal of Cognitive Engineering and Decision Making*, or peer-reviewed journals approved by the Awards Committee listed below:

- Accident Analysis & Prevention
- Applied Ergonomics
- Ergonomics
- Human Factors
- Human Factors and Ergonomics in Manufacturing & Service Industries
- International Journal of Human-Computer Interaction

- International Journal of Industrial Ergonomics
- International Journal of Occupational Safety and Ergonomics
- Journal of Safety Research
- Occupational Ergonomics
- Safety Science
- Theoretical Issues in Ergonomics Science
- WORK: A Journal of Prevention, Assessment & Rehabilitation
- All IEA ([www.iea.cc](http://www.iea.cc)) endorsed, peer-reviewed journals are approved for this criterion (Note: the approval is for journal articles appearing in these outlets. Book reviews, proceedings papers, or conference abstracts published in the journals do not count toward this requirement). Approval for an article published in a journal not included on this list should be obtained in writing from the Student Affairs Chair by the candidate prior to submitting the application). The student must be listed as the first or second author, with their role in the publication documented in a letter from the lead author for second authorship. Articles “submitted” or “under review” are not sufficient for meeting this criterion.
- A human factors and ergonomics -related lecture presentation at a national or international meeting (provide the reference and photocopy from program or letter from adviser).
- Evidence of *significant* contribution to an industry project (e.g., design award, patent, transformational product or system design, ergonomics program development). Note: The student must be a primary contributor to the project, and activities must significantly exceed those required of most “capstone” courses. A letter from the project sponsor detailing the student’s role and the significance of the project is required for this criterion.

It should be noted that meeting at least two of the three conditions above is necessary but not sufficient for the award. The quality of the candidate’s contributions in each of the areas will also be evaluated.

### **Submitting Your Application**

The deadline for applications for the Student Member with Honors is **JUNE 30, 2017**. No application will be accepted after this date.

The first page of your application should include the following information: full name, institution, address, telephone number, e-mail address, and an outline of your application package. Also be sure to include the names of the courses that qualify as HF/E related, and the name and e-mail address of the faculty member writing your recommendation (so these can be easily matched).

Completed applications (minus the letter of recommendation) should be compiled and saved as one document (preferably PDF, but Word is acceptable). This application should be sent as an e-mail attachment

to the Student Affairs Chair, Dr. Linsey Steege, [lsteege@wisc.edu](mailto:lsteege@wisc.edu).

The letter of recommendation by the faculty member should be e-mailed directly to the Student Affairs Chair, Dr. Linsey Steege, [lsteege@wisc.edu](mailto:lsteege@wisc.edu).

### **Application Checklist**

- Application cover page with information listed above (see template on next page of this document)
- Transcript (unofficial is acceptable)
- HFES member ID# and date joined
- Description of service to HFES, chapter or community
  - Letter in support of service
- Reference of publication (if applicable)
- Presentation title, conference name, location, and date (if applicable)
  - Copy of relevant page of conference program or letter from conference or adviser
- Description and images to support significant industry contribution (if applicable)
- Letter of recommendation – electronic copy sent directly from faculty member to the Student Affairs Chair ([Kim.Vu@csulb.edu](mailto:Kim.Vu@csulb.edu)).



## 2017 Application Student Member With Honors

**Sample only – Use Word document included in packet**

Name			
HFES Member ID #		Member Since	
Institution			
mm/yyyy			
Address			
Telephone number			
E-mail address			
Faculty member making recommendation			
E-mail Address			
Please provide a brief summary or outline of your qualifications and application materials.			