



## STUDENT RECOGNITION

•UNIVERSITY OF SOUTHERN CALIFORNIA•

January 18, 2011

Dear USC Faculty & Staff:

Each year at the Student Recognition Ceremony, USC recognizes graduating students who have excelled both inside and outside the classroom, and have made a significant difference through their leadership, volunteering, and community engagement efforts. We would like to invite you to nominate undergraduate, graduate, and professional students whose presence and notable contributions have enriched the quality of life on campus and in the local, national and international community. We urge you to identify and nominate students deserving of this special recognition. To be eligible, nominees must be scheduled for graduation in May, August, or December 2011.

The online nomination form and submission instructions are located at <http://www.usc.edu/student-affairs/studentrec>. This site will allow you to nominate as many students who you believe have demonstrated the greatest level of involvement and leadership. You will need your USC NetID and password to begin the nomination process. We encourage you to meet with prospective nominees prior to submitting your nominations.

Completed nominations must include the following:

1. Student Profile (to be completed by the student)
2. Student Involvement Summary and Leadership Narrative (to be completed by the student)
3. Nomination Narrative

Using the online nomination process, please submit the names and emails of students you wish to nominate by **Wednesday, February 16, 2011 at 5 p.m.** Students must complete their component of the nomination (numbers 1 and 2 above) by **Friday, February 18, 2011 at 5 p.m.** Faculty and staff must complete their component of the nomination (number 3 above) by **Friday, March 4, 2011 at 5 p.m.** *Incomplete submissions will not be considered.*

The Student Recognition Award ceremony is scheduled for Thursday, May 12, 2011 at 1:30 pm in Bovard Auditorium. As in the past, nominators will be notified of students selected to receive awards and will be invited to attend.

Thank you for participating in the annual Student Recognition process.

On behalf of the committee,

Lily Chowana-Bandhu  
Co-Chair, Student Recognition  
sturec@usc.edu  
213.740.1477

Anne Ziemniak  
Co-Chair, Student Recognition  
sturec@usc.edu  
213.821.2677