



STUDENT CHAPTER WEBSITE AWARD GUIDELINES

A. Purpose

The purpose of the Student Chapter Website Award is to encourage ITE Student Chapters to:

1. Achieve the objectives set forth by the Student Chapter Charter: “to promote the advancement of the transportation and traffic engineering profession by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint Chapter Members with topics of interest in transportation and traffic engineering,” and
2. To encourage Student Chapters to document their activities and accomplishments, and
3. To encourage Student Chapters to advertise upcoming activities and promote the benefits of membership through a modern medium, and
4. To provide a means for the Institute to recognize outstanding accomplishments in such activities.

B. Eligibility

The Student Chapter must hold a current charter from ITE to be eligible for the Award. In addition, the Chapter must have an active, up-to-date website, which has been in existence for at least three months.

C. Awards

The Student Chapter Website Award will be granted as follows:

1. The Student Chapter selected as having the best website and up to two additional Student Chapters selected for honorable mention will each receive a certificate.
2. The Student Chapter Website and honorable mention awards may be presented each year at the ITE Western District Annual Meeting, or other suitable meeting of the Institute, to the members of the Student Chapters duly entered in this competition and determined worthy of the award by a committee of judges appointed by the Western District Website Manager.

D. Submission

There is no formal submission requirement for the Student Chapter Website Award. However the following items shall be considered:

1. To ensure that the District is aware of your Chapter’s most current website address, an email containing a link to the website should be mailed to the Western District Website



Manager prior to April 1st. If no new information is submitted, the link from the previous year will be considered current, or, if no link information is contained in District records, it will be assumed that the Chapter has no website. For a list of known Student Chapter website links, please visit: <http://westernite.org/students-education/western-district-student-chapters/>.

2. Judging will occur after April 1st of each year. Major changes to the website completed after April 1st will not be considered in the judging process until the next award cycle. (Small, routine changes such as calendar updates or member notices will not affect the judging.)
3. If the website is not active on April 1st, it will not be considered for the Award. However, if technical difficulties beyond the control of the Chapter prevent the website from operating (or operating properly), an email explaining the situation must be mailed to the Website Manager immediately. The review committee will then determine whether a time extension is warranted.

E. Deadlines

Judging for the Student Chapter Website Award will occur between April 1st and April 30th of the current year. The state of the website during that time period will be considered in the review. Therefore, Chapters have the time period between May 1st of the previous year and March 31st of the current year to improve and maintain the condition of their websites.

F. Evaluation Criteria

The following evaluation criteria will be used to judge the Student Chapters:

1. Currency (15 percent)
 - a. Calendars, notices and/or announcements should up to date.
 - b. Records and history, textual or pictorial, should be updated.
 - c. A list of current officers should be included.
 - d. Any contact information listed on the site should be current.
 - e. Links to outside sites should be active.
2. Promotion and Documentation Chapter Activities (40 percent)
 - a. Does the website promote upcoming activities?
 - b. Is a calendar provided?
 - c. Are past activities adequately documented?



- d. Does the site provide information to members and non-members on how to participate in future activities?
- e. Are member notices or announcements posted on the site?
3. Promotion of Transportation Engineering and ITE Membership (15 percent)
 - a. Does the site provide information on transportation engineering as a career?
 - b. Are the benefits of joining ITE mentioned on the site?
 - c. Does the site describe how to join ITE?
 - d. Are student scholarship and award opportunities promoted on the site?
4. Chapter Liaison with ITE sections, District and/or International (15 percent)
 - a. Are links to professional levels of ITE (chapter, section, district) available on the site?
 - b. Does the site provide information on local professional ITE meetings or other activities?
5. User Functionality and Design (15 percent)
 - a. Is the site easy to use and navigate?
 - b. Do all the components of the website work?
 - c. Is the site visually attractive?

G. Review Committee

The ITE Western District Website Manager shall select an Awards Committee. The Awards Committee shall select the most outstanding Student Chapter Website in accordance with the criteria established herein by ballot. The candidate Student Chapter receiving the most votes shall be declared the winner. In the event of a tie, the Website Manager may select the winner.