



STUDENT PAPER AWARD GUIDELINES

A. Name and Frequency

The Student Paper Award may be awarded annually for an outstanding paper prepared by a Student Member of the Institute of Transportation Engineers (ITE).

B. Purpose

The purpose of the Student Paper Award is to encourage Student Members of ITE to conduct and report on independent and original research and investigation of transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area.

C. Eligibility

Any individual member of the Institute is eligible to enter the Student Paper Competition provided that he or she:

1. was a Student Member sometime during the period between the deadline for the previous year's competition and the deadline for the current year's competition; and
2. completed work providing a basis for the paper while a Student Member of the Institute.

D. Selection Process

1. The ITE Western District Student Initiatives Chair will appoint a Review Committee consisting of not less than three and not more than five members of ITE. The Western District Student Initiatives Chair will act as Chair and/or appoint a Review Committee Chair and will provide each member of the Review Committee a copy of each of the candidate papers for review subsequent to the deadline for the student's submittals.
2. The Review Committee may select the most outstanding student paper in accordance with the criteria established herein by ballot. The candidate paper receiving the most votes may be declared the winner. In the event of a tie, the Chair may select the winner.
3. Not later than May 1, the ITE Western District Student Initiatives Chair shall notify the Western District Board of Directors of the winner and the name of the paper for the award plaque. The winning student shall receive an award plaque and \$500 from the Western District. The ITE Western District Student Initiatives Chair will inform the winner of his or her selection and extend an invitation to attend the Annual Meeting that year to receive the award and present the paper. The winner will receive full registration for the Annual Meeting.



4. The ITE Western District Student Initiatives Chair shall forward the District's winning student paper to ITE International Headquarters for submission in ITE International's Student Paper Award Competition.

E. Procedure

1. Submission

- a. Students shall submit their papers according to the instructions provided by the Local Arrangements Committee for all annual meeting papers. The Student Paper Review Committee will obtain the papers from the Local Arrangements Committee, so a separate submittal is not required. All students who have been selected to present at the Annual Meeting, and who submit a paper to the Local Arrangements Committee, will be considered for the award.
- b. The Western District Student Paper Review Committee may select the most outstanding student paper from those submitted in accordance with the criteria established herein. The ITE Western District winning student paper will be submitted to ITE International Headquarters for participation in International's Student Paper Competition. The ITE Western District Student Initiatives Chair shall forward the electronic copy of the winning paper to ITE International Headquarters.

2. Format

Students are encouraged to use the following format guidelines:

- a. be devoted to a transportation subject;
- b. be a PDF document in 11 pt. type, with a maximum of 3,000 words;
- c. be written in English;
- d. have only one author;
- e. include a title page showing the title, author's name, ITE district, and mailing address/telephone number(s) where the author can be reached between June 1st and August 1st, and a table of contents;

3. Evaluation

- a. Originality (20 percent)

To what degree does the subject matter and conclusion(s) address new ideas or call for a significant departure from the present state-of-the-practice? How imaginative



and original was the approach? How extensive were the qualities of the inventiveness and ingenuity used?

b. Significance (20 percent)

To what extent is the paper a major contribution to transportation planning and/or engineering?

c. Scope and Format (20 percent)

To what degree is the paper complete in relation to its stated purpose? Is the paper well organized? Is it concise?

d. Validity (20 percent)

How sound are the approach techniques, the data used and the reasoning applied?

e. Applicability (20 percent)

To what degree can the conclusions reached in the paper be applied in a practical manner towards solving transportation planning and/or engineering problems?

F. Nature of the Award

An award may be presented each year at the Annual Meeting of the ITE Western District to the author of the student paper duly entered in this competition and voted most outstanding by the Review Committee. The award shall consist of an appropriately inscribed plaque. The award paper may be published in one or more publications of the Institute, including *WesternITE*. The recipient shall also receive a \$500 cash award and full registration for the Annual Meeting. The winning paper will be forwarded to ITE International for participation in International's Student Paper Competition.