

## David C. Pfendler Outstanding Undergraduate Counselor Award

Winners of this award are determined by a committee with representation from faculty and undergraduate students.

- One nominee per Department (repeat department nominations are allowed, but previous winners of the Pfendler Outstanding Undergraduate Counselor Award are not eligible to be nominated) ([Previous Winners](#)).
- Each department nominee will receive \$500 toward travel, supplies, and equipment from the Office of Academic Programs to use in support of teaching and advising; winners receive \$1500 cash award plus a plaque.

Limit of 6 pages – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient:

**Section 1** Cover letter from Nominees Department Head or Supervisor. Please have each bullet point listed below be a major heading:

- Summarize his/her special qualities for counseling
- Statement of the procedure used in arriving at nomination and nominee's ranks
- School and academic department the nominee is representing

**Section 2** Nominees Statement – prepared by Nominee. Please have each bullet point listed below be a major heading:

- Detail your specific goals in counseling and the manner in which these goals are attained
- Number of years spent in counseling at Purdue University, as well as the percentage of total effort spent in counseling

**Section 3** Resume. Please have each bullet point listed below be a major heading:

- Educational Background - university/college attended, degrees received, academic honors and awards received
- University Service - years and types (at Purdue and/or other institutions)
- University counseling experience, committee assignments etc.
- Teaching Experience
- Number of Students Counseled - with dates, if possible
- Nominee's Professional Competence:
  - ✓ In his/her own discipline
  - ✓ To counsel broadly in other areas

**Section 4** Supporting Material. Additional supporting material can be included as a supplement to the application and should be entitled "supplemental Information." This information may include student recommendations, comments on particularly unique traits, career highlights, or any other documentation.

The six (6) page limit will be strictly enforced; only the first 6 pages of the submitted document will be uploaded for committee review.