2016 Man & Woman of the Year Information Packet
Applicant Guidelines

I. Candidates must meet the following criteria:
   a. Must have at least a 3.0 cumulative GPA
   b. Must be an undergraduate student currently enrolled in at least 6 credit hours at Wichita State.
   c. Must have completed at least 60 hours with at a minimum of 30 hours from Wichita State.
   d. Must type “YES” on the Application Form that will serve as the Grade Release and Public Relations Form. This form releases any event photographs for use by Student Involvement, and verifies the applicant’s commitment to attend specified events if selected as a finalist. This also allows verification of GPA. The official GPA will be that which the Registrar's Office has on record.
   e. Applications will only be accepted online and must be completed by Friday, September 23, 2016. Both the application and resume must be submitted through the forms provided on the website. No additional format will be accepted. Completed applications also include the letter of recommendation which must be in by September 23 as well. Letters can be mailed to: Tia Hill, Student Involvement, Box 56; or emailed to tia.hill@wichita.edu.

II. Any qualified student who meets the above criteria may apply. In addition, any organization or individual may nominate a qualified WSU student(s) to apply for Man or Woman of the Year by visiting www.wichita.edu/manandwoman and click on the “Nomination Form” link. The student will be notified, and it will be the candidate’s responsibility to complete his/her application. Nominations will be accepted through Friday, September 16, 2016.

III. Any falsification on an application or during the competition will result in disqualification.

IV. There will be 4 male finalists and 4 female finalists. The eight candidates will be required to attend the following events where they will be introduced to the University. These events include:
   a. Breakfast with Bardo
      RSC 1st Floor – Thursday, October 27, 10:30 a.m.
      You will have the chance to meet Dr. Bardo
      Candidates will take group photo with Dr. Bardo
   b. Songfest and Awards Ceremony
      Orpheum Theater– Saturday, October 29, 7 p.m.
      All candidates will be introduced to the student body
   c. Finalist Banquet
      RSC 233 – Friday, November 4, 5:45 p.m.
      Winners will be announced here!!
   d. Finalists may be required to attend events not listed above. These events will be determined and disclosed to finalists at a later date.

V. All applicants will not only be competing for the 2016 Man and Woman of the Year title, but will also be competing for the eight scholarships which will be awarded to the finalists. Two $650 scholarships will be awarded to the Man and Woman of the Year. Six $300 scholarships will be awarded to the remaining finalists.

All application materials must be received by Friday, September 23, 2016 at 4:30 p.m.
Requirements & Scoring

I. Application: 50 Points
   a. Short Answer Essays: 30 Points
      Up to 10 points will be awarded for each question. Essays will be judged according to the candidate’s ability to communicate ideas on the essay questions provided. In 200 words or less for each question, please answer the following essay questions:
         i. How has your involvement at Wichita State University positively enhanced the overall campus community?
         ii. How have you used your involvement and personal experiences to impact your fellow Shockers?
         iii. What does it mean to you to be civic minded?
         iv. Why should you be selected as the 2016 Man or Woman of the Year?
   b. Application Presentation: 5 Points
      Up to 5 points will be awarded based upon the quality of the candidate’s application. This includes the candidate’s ability to correctly complete the application as well as proper use of the English language (grammar, spelling, etc.).
   c. Academic Strength: 15 Points
      A set number of points will be awarded for cumulative GPA according to the scale:
         i. 4.00 = 15
         ii. 3.700-3.999 = 13
         iii. 3.400-3.699 = 11
         iv. 3.000-3.399 = 8

II. Resume: 50 Points
   a. Consistency and Format: 5 Points
   b. Grammar and Spelling: 5 Points
   c. University Involvement: 25 Points
      i. Participation/Membership in Student Organization(s)
         List only university related organizational involvement (e.g. Student Government, Student Alumni Association, athletic participation, fraternal organizations, honor societies, etc.). Please include the name of the organization, years active, any leadership position held, the date(s) of leadership position(s) held, and a brief description of personal responsibilities and activities in each organization, not those of the organization as a whole.
      ii. Campus Honors/Awards
         Please list all honors, awards, and/or scholarships received during the candidate's college career. Candidates should briefly explain each honor, award, scholarship, etc. listed, and should also be prepared to discuss anything within the application during the interview.
      iii. Other Campus Involvement
         Please list any relevant campus involvement (i.e. research with a faculty member,

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d. Non-University Involvement: 15 Points
   This category includes other commitments, work experience, community service, non-WSU organizational activities, or other groups the candidate might have been involved in or associated with, that can provide the judges with a better idea of who the candidate is as an individual. Candidates should address his/her hobbies and activities as well.

e. Resume must be submitted via email. Attn: Tia Hill, Sr. Coordinator of Student Activities tia.hill@wichita.edu

III. Letter of Recommendation: 5 Points
   a. Limitation
      i. One letter of recommendation is to be submitted.
      ii. If additional letters are submitted, the first letter received will serve as the official letter of recommendation.

   b. Receipt of Letter
      i. Letter of Recommendation must be submitted via email. Attn: Tia Hill, Sr. Coordinator of Student Activities tia.hill@wichita.edu

IV. Interview (Personality and Communication Skills): 15 Points
   a. Areas to be judged include:
      i. The candidate's ability to answer questions efficiently and the manner in which the candidate conducts him/herself during the interview.
      ii. Candidates will be judged by a panel of approximately four to six judges. Each interview will last a maximum of 15 minutes with judges asking questions of each candidate based on the information provided on his/her application.
      iii. The interview is an opportunity to describe to the judges why the candidate should be the 2016 Man or Woman of the Year, so dress accordingly and be prompt.

V. Overall Impression: 10 Points
   This category allows judges to award points based on information received in interviews or on the application, which does not fall into any other category. This includes the letter of recommendation submitted by the candidate, as well as the overall impression received by the judges. Only one letter of recommendation will be accepted for each candidate. See frequently asked questions for suggestions on who should write your letter of recommendation.

VI. Presentation: 25 Points
   This category allows judges to learn more about the finalists and their view on leadership. Each finalist will give a maximum 10 minute presentation on their “one word” that will identify how they will live out the rest of this academic year as a leader. As well as, the impact they hope to have on campus and in the community. This concept is based on the book titled One Word that will Change your Life. More information about this concept can be found at www.getoneword.com. Finalists will present to the opposite set of judges from the interview round. Judges will be allowed five minutes for questions following the presentation.

Note: Judges will be WSU faculty and staff. Each judge evaluates the candidates individually and scores accordingly.
Application Checklist & Timeline

I. Round 1: Submit Application
   a. Application Materials Include:
      - Online Application Form/Essay Questions
      - Online Resume Form
      - Letter of Recommendation
   b. All application materials must be received by Friday, September 23, 2016 at 4:30 p.m.
   c. There will be an initial screening of applications to determine which applicants will move on to the interview round.
   d. Up to twelve men and twelve women will be selected from the initial applicant pool to continue on to the interview round.

II. Round 2: Interviews
    a. Applicants will be contacted by October 4 to sign up for an interview to take place from 1-5 p.m. on Friday, October 14, 2016.
    b. Applicants will be interviewed by WSU faculty and staff.
    c. From the interview phase the top four male and female finalists will be selected to take part in the presentation round.

III. Round 3: Presentations/Finalists
     a. Finalists will be notified by 6 p.m. on Friday, October 14, 2016 and will then need to sign up for a presentation time to take place from 1-3 p.m. on Friday, October 21, 2016.
     b. Prior to presentations, finalists will be asked to have their photo taken. All finalists’ images will be displayed in the Looking Glass of the Cadman Art Gallery in the Rhatigan Student Center the week of October 31.
     c. Finalists are highly encouraged to attend the events listed on the Guidelines page, section IV that take place during Shocktoberfest.

IV. For questions or more information, please contact Tia Hill at (316) 978-3022 or tia.hill@wichita.edu.

If selected for an interview be prepared for the following:

- To be available on Friday, October 14 for an interview between 1-5 p.m. This is the only time interviews will take place.
- Should you move on to the presentation round, you will only have a week to prepare for it. Prior to the interview, it would be beneficial to think about what you would present on if selected. You will need to be available between 1-3 p.m. on Friday, October 21. This is the only time presentations will take place.
- We will need to know by Wednesday, October 26, who from your family will be attending the Man and Woman of the Year Banquet on Friday, November 4 at 5:45 p.m. Nominees may bring up to 3 guests, additional guests will be $10 per person. The winners will be announced at the banquet.

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Q: Can past Man and Woman of the Year candidates and finalists apply again?
A: Those who have made it to the interview round may apply again, but past finalists and winners are not eligible to apply again.

Q: Can I nominate peers for the competition?
A: Yes. You can do this by submitting their name online at www.wichita.edu/manandwoman and click on the “Nomination Form” link.

Q: Who can/should write the letter of recommendation?
A: Someone with credibility should write the letter. Faculty and staff from institutions which you have had a working relationship with, an employer, or an advisor of an organization you are a member in are good options. Keep in mind the letter of recommendation is part of the Overall Impression score.

Q: What is my classification? Do I need to get it from the Registrar?
A: Your classification is the year you are in school. It is determined by the number of credit hours you have taken. Only Juniors and Seniors are eligible to be Man and Woman of the Year. You do not need to obtain your classification from the Registrar.

Q: How are candidates chosen for interviews?
A: There will be an initial screening of applications to determine which applicants will move on to the interview round. Those applicants will then be reviewed by the judges. The judges will score the applications to determine who will move on to the interview round.

Q: Can I apply if I am studying abroad this semester?
A: Yes. We can make accommodations to conduct both the interview and presentation rounds through Skype.