

Procedure for Carothers Award Committee Chair:

1. Early February send out an announcement to list serve resident/community faculty. Attach sample letter for faculty to send to their nominees
2. Have students submit their best writing (up to 15 pages, multigenre) to the committee chair
3. Upon receiving each submission the committee chair will send each submitter acknowledgement of submission confirmation
4. Send follow-up announcements around these dates: March 14, 24, April 1
5. Contact potential committee of three for reading submissions by March 1
6. Confirm committee no later than March 14
7. Make hard copies (removing contact information) and interoffice mail these copies to the committee members along with a numerical submission list of titles of submissions no later than 24 hours after submissions close
8. Make a submission list only for the committee chair of all entry names and following information:
Submission title:
Student Name:
Nominated by:
Student ID:
GPA:
Major:
Address:
Email:
Phone:
9. Give the committee at least two weeks to review submissions and come up with their top choices (at least three), based on this criteria:

Read each submission at least three times and vote on a scale of 1-5 considering these elements from the 5+ traits of writing:

Ideas and Content

Organization

Voice

Word choice

Sentence fluency/conventions

10. Meet with the committee; schedule a 90-minute time slot for this
11. Select a winner based on the criteria
12. Select up to two honorable mentions
13. Contact Shirin Edwin and offer her the committee's recommendation; once approved, she sends this off to the provost, Amy Gort.
14. Once Shirin/Provost has approved the committee's selection contact Christina DeVries: cdevries@studentsunited.org to let her know of Metro State's winner
15. Christina will make a MN State announcement of the winners by May 10
16. The committee chair can notify the winner(s) as soon as the winner is sent via email to Christina
17. The committee chair must notify by email all the submitters
18. The winner will receive a \$500.00 award sent to their resident address by June 1
19. Contact public relations people at Metro so announcements are posted

Sample letter initially sent to faculty list serves:

Dear Colleagues:

Please nominate your very best student writer(s) for this year's 2020 Carothers Distinguished Writers Award.

To do this, simply forward the enclosed attachment to any (up to four) student(s) you wish to nominate.

This is the 29th year that the Robert L. Carothers Distinguished Writers Award (\$500) will be given out from the Minnesota State Colleges and Universities Foundation.

Any enrolled Metropolitan State University student who has excelled as a writer in any discipline is eligible. There are no restrictions regarding major, financial need, or genre/discipline of the work. It should be noted, though, that in past years, despite a diversity of judges whose specialties have ranged from technical to imaginative to business to critical writing, applicants whose written language shows an eloquence, sophistication, creativity, and overall mastery of metaphor, line by line and overall, tend to rate highest across the board.

The enclosed attachment will ask your nominated student to submit ONE double-spaced prose piece (fiction, essay, academic paper, etc.) and/or THREE TO SIX poems with any line spacing (max. 15 pages), using the following guidelines:

- Email to Carothers Award Selection Committee Chair: Suzanne.nielsen@metrostate.edu
- Subject line: Carothers Competition
- Send a max. 15 page writing sample as an attachment to the above email
- Include on this writing sample a name, current address, email and phone number
- Deadline: 11:59 pm, April 1, 2023

The Selection Committee will announce the winner in late April.

MnSCU will send a congratulatory letter to the student, followed by an award of \$500.

Background: The Robert L. Carothers Distinguished Writers Award was created in 1991 to acknowledge Chancellor Carothers' outstanding contribution to the Minnesota State University System and to higher education in Minnesota by providing a way to highlight the work of student writers at the Minnesota state universities. This endowment provides one student at each of the state universities with a \$500 award in the spring of each year.

Much Appreciation,

Ed

Ed Bok Lee

Chair, Carothers Distinguished Writers Selection Committee Associate Professor School of Communication, Writing, and the Arts Metropolitan State University Ed.bok.lee@metrostate.edu.

Sample letter faculty may send to nominees:

Dear Student:

Every year the Metropolitan State University faculty members have an opportunity to give one award (\$500) to an outstanding student writer. The Robert L. Carothers Distinguished Writers Award is sponsored by the MinnState system.

I am nominating you for the award and, if you're interested, would like you to apply.

Here's what you need to do before **11:59 pm, April 1, 2023**:

- Submit one double-spaced prose piece (fiction, essay, academic paper, script, etc.) and/or three to six any-spaced poems (a maximum of 15 pages total). If submitting imaginative stories/scripts, they may not be based on, or fan continuations of, pre-existing, published works. Please submit only your strongest and most original work.
- Email your attachment(s) to Suzanne.nielsen@metrostate.edu (update)
- Subject line: Carothers Competition
- **In this email, please provide the name and position of the person nominating you.**
- Deadline: 11:59 pm, April 1, 2023 (no exceptions)
- **On your submitted competition document, include your NAME, student ID #, current GRADE POINT AVERAGE (this will be verified), MAJOR and DEGREE SOUGHT (if you know), ADDRESS, EMAIL, and PHONE NUMBER.**
- You may also mail your submission to **Suzanne Nielsen, Metropolitan State University, 700 East Seventh Street, St. John's Hall, 201, St. Paul, MN 55106. (same deadline)**

The Robert L. Carothers Distinguished Writers Award was created in June 1991, to acknowledge Chancellor Carothers' outstanding contribution to the Minnesota State University System and to higher education in Minnesota by providing a way to highlight the work of student writers at the Minnesota state universities. This endowment provides one student at each of the state universities with a \$500 award in June of each year.

This is a wonderful and long-standing program and I hope you'll apply!

Sample letter after winner is selected (send to all submitters):

Dear Carothers Award Nominee:

Thank you for your submission to the 2020 Robert L. Carothers Distinguished Writers Award, sponsored by the Minnesota State system.

It was a difficult decision to make from a very strong pool of applicants, but please help congratulate **Creative Writing major, Jason Emrick** as the 2020 Carothers Award winner.

Honorable mentions go to (in no particular order) to: **Hawo Jama**, and **Ying Lai Moua**.

The committee, consisting of faculty/staff: Lydia Hayes, Margaret Vaughan, and Diane DeRosier, were impressed by the strong and diverse pool of applicants. Please remember, as a nominee for this distinguished award, you have already achieved something very special (and noteworthy for your resume).

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Thank you, again, for your submission. We wish you all the very best.

Sincerely,

Suzanne Nielsen
Chair of the Carothers Award Selection Committee

Sample letter to the winner:

Congratulations, **Jason**. You've been selected as the 2020 Carother's Award winner for your submission **titled** at Metropolitan State. The award comes with a \$500 prize, which will be distributed next month to you at your address. The three judges were: Lydia Hayes, Professional Advisor; Margaret Vaughan, Resident Faculty, and Diane DeRosier, **title?**

Congrats again. I hope reading and writing remain pleasurable and nourishing practices for you for a long time to come!

Hoping this finds you well,
Suzanne

Sample letter to honorable mentions:

You have been named as an honorable mention for the 2020 Carothers Distinguished Writers Award--congratulations! Though this was not the winning spot in the contest, it is still an honor in this tough competition, and you are encouraged to list this on your vitae/resume because of this distinction.

Thank you for submitting your excellent work, and congratulations again on this recognition!

Sincerely,
Suzanne Nielsen
2019 Carothers Distinguished Writers Award Committee Chair

Selection Committee: Lydia Hayes, Professional Advisor; Margaret Vaughan, Resident Faculty; Diane DeRosier, **title**