

## **HOWARD E. ADKINS MEMORIAL INSTRUCTOR MEMBERSHIP AWARD**

**Scroll down for criteria, instruction for nomination and nomination form.**

### **National Award**

The Howard E. Adkins Instructor Membership Award is sponsored by Mrs. Wilma Adkins and family, and is given as a means of recognizing high school, trade school, technical institute or junior college instructors whose teaching activities are considered to have advanced the knowledge of welding to students in their respective schools.

Each awardee receives a certificate, two-year full membership in the American Welding Society and free registration to attend all technical sessions at the AWS Welding Show in the year that the award is presented.

Each year during District Conferences, the AWS District Awards Subcommittee, with their District Director's approval, may submit the name of one nominee by September 1 to the Chairman of the AWS National Awards Committee. A Section may nominate no more than one individual each year.

Districts with total membership exceeding 800 may submit one additional nominee. However, no more than one award may be given within a District in any one year. The National Awards Committee selects two recipients for this award. The certificate is presented at the annual Awards Luncheon held during the AWS Welding Show.

### **District Educator Award**

This award was established by the AWS Board of Directors as a means of honoring candidates at the District level, who were nominated, but not selected, for the National Howard E. Adkins Instructor Membership Award, or who have been nominated for the national level award but were not selected by the AWS National Awards Committee to receive the Adkins Award.

Criteria for nomination follow the same guidelines as outlined in the description for the National Howard E. Adkins Award. All nominees submitted for the District Educator Award will receive a certificate that will be forwarded to the appropriate District Director for presentation to the awardee(s) at a suitable setting. Maximum two recipients per District.

### **Section Educator Award**

This award was established by the AWS Board of Directors as a means of honoring candidates at the Section level who were nominated, but not selected, for either the Howard E. Adkins Instructor Membership Award or the District Educator Award. Criteria for nomination follow the same guidelines as for the Adkins and District Educator Award. All nominees submitted for this award will automatically receive the Section Educator Award consisting of a certificate that will be forwarded to the appropriate District Director for presentation to the awardee(s) at a suitable setting. There is no limit to the number of recipients.

### **Instructions for submitting a candidate for the Howard E. Adkins Instructor Membership Award:**

#### **General:**

- a) All letters and supporting documentation must be attached to the Nomination Form, and submitted as a package. Individual documents submitted after receipt of package or cut-off date will not be considered.

- b) The Section shall forward the package of supporting documents of their Adkins nominee to their District Director for consideration.
- c) Each District Director shall forward his/her District's Adkins nominee package of documents to the Chairman of the AWS Awards Committee and a copy to the AWS Awards Coordinator for consideration.

**\*\*NOTE:** The following requested information is not mandatory but will assist in providing proper publicity for the recipient.

Employer Letter(s):

- a) Letters of Nomination must be prepared on company stationery (letter-head) by nominee's current employer, supervisor, or a current client if self-employed.
- b) The letter must describe specific instances of work experience which indicate superior teaching performance or a special contribution to the field of welding instruction.
- c) The letter must be signed by the nominee's immediate supervisor, or an individual designated by him/her, and dated within twelve months of submission for consideration.

Peer Letter(s):

- a) Person(s) originating the letter supporting the nomination must have personal knowledge of the nominee's capabilities, character, and/or participation in specified activities to which he/she can attest.
- b) Person(s) originating the letter must sign and date the letter not longer than twelve months prior to submittal.
- c) More than one letter may be submitted however, only one letter per peer will be considered.

**Instructions for completing the Howard E. Adkins Instructor Membership Award nomination form:**

1. Type all information neatly or print in dark ink.
2. List the name of the Section sponsoring the nominee and note the District in which the Section is located. Provide the AWS Membership number along with years of AWS membership and the years in the current Section.
3. Nominee's name: Last name, first name and middle initial and then include home address, city, state, zip code and home phone number.
4. School's name: School affiliation and include the school's address, city, state, zip code and school phone number.
5. Current position: Provide title of present occupation including years in present position.
6. Academic background: Construct a complete background of all formal education including names of educational institutions, dates of diplomas or degrees and any other information which might demonstrate professional training.

7. List the approximate percent of time devoted to training in welding instruction.
8. Primary subjects taught: Present all major subjects or topics for which the nominee is responsible, and include sufficient detail to describe these instructional responsibilities.
9. Other subjects taught: List any other subjects which the nominee has volunteered or was required to teach.
10. Special meritorious activities: Show examples of unique educational, instructional or training activities for which the nominee is known or has been involved.
11. Other outstanding accomplishments; List those professional accomplishments which would be found outside the primary instructional responsibilities.
12. American Welding Society activities: Provide a summary of activities which the nominee has been involved on a local, District or National AWS level.
13. Other technical society activities: Show any membership in other technical societies and the responsibilities involved with that membership.
14. Publication record: Present the topics and names of publications, along with the dates of the publication for all documents authored or coauthored by the nominee.
15. Technical Presentations; List the subject, location and date of any presentation made outside the normal instructional responsibilities of the nominee.
16. Any other pertinent information beneficial to the AWS Awards Committee: Provide any additional material which would be beneficial to support the case of this nominee for consideration as the Howard E. Adkins Instructor Membership Awardee.
17. Include with the packet of supporting documents a current photograph of the nominee, if possible. This photograph will used for publicity purposes.

**Complete the attached form and save, then email as an attachment to the listed email address.**

**next page for nomination form**

