

Student Design Competition Coordinator

The Student Competition Coordinator manages all aspects of the Student Design Competition jury process. He/she is a regional chair.

Appointed & Term of Service

Appointed by the Director of Regions for 1 year service

Term: Approximately 1 year and 2 months (1 year and 2 months as Student Competition Coordinator, followed by 1 year as a mentor to the next student competition coordinator).

Time Commitment: 5 hours per week

Responsibilities and Duties

- Creation of the Student Design Competition scenario. If appropriate, the theme of the student competition will be coordinated with the annual conference theme.
- Provide brief presentation at annual conference regarding upcoming student competition's upcoming focus.
- Dissemination of the scenario to educational institutions.
- Coordinate with Regional Student Competition Coordinators to insure competition guidelines are adhere to and followed.
- Selection of the Review Committee for review of the projects prior to the annual conference in collaboration with IDEC Headquarters.
- Coordinate with IDEC Headquarters to facilitate the display of projects at the annual conference.
- Presentation of student winners at the Annual Conference.
- Coordinate with IDEC Headquarters display of student winners on IDEC website.
- Serve as mentor to the competition coordinator for the following year.

Process

- Competition is posted on IDEC web site for dissemination to educational institutions.
- Each Regional Chair or Regional Student Competition Coordinator will receive the top three entries from all participating schools in their region and will arrange for judging of regional submissions. After selecting the top three undergraduate and 1 graduate entries within each region, these will then be sent to the Student Competition Coordinator for the final jurying process.
- At the Annual Conference the Student Competition Coordinator will exhibit the top twenty projects (four from each of the five regions) and will announce the winners at the Annual Awards Banquet. Winners include (but are not limited to) first place, second place, third place and honorable mention at the undergraduate level and on first place at the graduate level.
- The Student Competition Coordinator for the upcoming year will be responsible for making a brief presentation at the Annual Awards Banquet regarding the following year's competition focus.
- Coordinating Jurying Process. Headquarters will distribute electronic files to each region for the jurying process. The Regional Chair or Regional Student Competition Coordinator will log entries and check their adherence to competition guidelines. Ineligible projects may be removed prior to the regional judging process. The structure of the jury, identified by the Regional Student Competition Coordinator, should be carefully selected

to bring a variety of perspectives to address the goals stated in the competition. Specific rules and guidelines (i.e., scoring sheet) established during the development of the competition requirements will be provided to the jury to ensure a fair and orderly judging process.

Programs, Events, & Committees

- Director of Regions
- Regional Chairs
- Annual Conference Committee

Timeline

- **Monthly** conference call Director of Regions/Regional Chairs
- **Monthly** conference call Annual Conference Committee
- **May-Aug** – Student competition posted on IDEC Website
- **Sep-December**
 - Participating Schools submit projects online
 - Bi-Weekly Conference Call - Regional Student Competition Coordinator and Student Competition Coordinator
 - Regional Student Competition Coordinators identify regional jury members
- **November-February**
 - Incoming Student Competition Coordinator begins draft for upcoming Student Competition
- **December**
 - Student Competition Submission Deadline
- **January**
 - Regional Student Competition Coordinators work with jury members to complete review process for respective region
 - Headquarters distributes electronic files for review
 - Student Competition Coordinator identifies jury for final review and provides feedback to incoming Student Competition Coordinator as he/she works on upcoming Student Competition draft.
- **February**
 - Student Competition Coordinator coordinates with Headquarters to distribute finalist for final review process.
 - February 1 - Incoming Student Competition Coordinator distributes proposed Student Competition to Regional Chairs (current/incoming) and Director of Regions for review and approval
- **March**
 - March 1 – Director of Regions distributes proposed Student Competition to IDEC BOD for review
 - Annual Conference
 - Student Competition brought to Annual BOD meeting for approval
 - Present Winning Projects at Conference
 - Coordinate display with IDEC Headquarters
 - Incoming Student Competition Coordinator provides brief presentation at annual conference regarding upcoming student competition's upcoming focus.