



**Library Media Resources Center**  
**LaGuardia Community College/CUNY**

31-10 Thomson Avenue Long Island City, NY 11101

## **The Research Review Competition Process**

### **Process for Students**

- Students may submit research papers with a grade of “A” from *all academic disciplines* and from all courses taken during the current academic year. The papers must be accompanied by a completed application form and may be submitted by the individual student or by a faculty member. More than one paper may be submitted.
- Students may obtain an *application form* from the Reference Desk, the Library’s web site, classroom instructors or email postings from the Library.
- Students may submit papers (with completed *application form*) throughout the academic year to the Chairperson of the Panel by the established deadline.

- The names of the students who win *First Place, Second Place, Third Place* and *Honorable Mention* are posted in the Library in July.
- At the end of the competition, all students who submitted papers are sent letters by August:
  - 1) Students who submitted the *winning papers* receive a *letter of congratulations*, which provides information about awards and the Honors Night held in September.
  - 2) All of the students who do not win are sent *letters thanking them for their participation* and listing the names of the winners.
  - 3) All of the students who enter the competition receive an *additional letter with a Certificate of Participation* by September. This certificate includes a signature from the President of the College, Library Chairperson, Panel Chairperson and Faculty Council Chairperson.
  - 4) The winners' classroom instructors are sent a *thank you letter* for encouraging their students to submit papers. They are also invited to attend Honors Night to support their students.

- The awards vary each year according to funding received from LaGuardia's Faculty Council and the Library. The 2007 awards will include the following:
  - 1) **First Place Winner** will receive a ***\$100 U. S. Savings Bond*** and an ***iPod Shuffle***.
  - 2) **Second Place Winner(s)** will receive a ***\$75 U. S. Savings Bond*** and a ***USB 256 MB Flash Drive***.
  - 3) **Third Place Winner(s)** will receive a ***\$50 U. S. Savings Bond*** and a ***USB 256 MB Flash Drive***.
  - 4) **Honorable Mention Winner(s)** will receive a ***\$25 Bookstore Certificate***.
  - 5) **All winners** are invited to attend the **Honors Night Ceremony** and receive an ***Outstanding Academic Achievement Certificate*** from the college.
  - 6) **All of the students who enter** the competition will receive a ***Certificate of Participation*** from the Library.

## **Process for Panel Members**

- The Panel's Chairperson implements publicity by:
  - 1) posting college-wide e-mails to faculty, staff and students
  - 2) distributing program flyers
  - 3) writing articles for library and college newsletters
  - 4) posting announcements on the Library's web site and providing program flyers at the Reference Desk
- The Panel's Chairperson screens all papers submitted to ensure that guidelines are met and distributes copies of eligible papers to each panel member.
- During the academic year, the Panel's Chairperson convenes meetings with Panel members from *various academic disciplines* to accomplish tasks in stages:
  - 1) First meeting at the beginning of the academic year includes:
    - a) reviewing guidelines and forms
    - b) discussing publicity and establishing dates for additional meetings

- 2) Second meeting during the Spring Semester includes:
    - a) reviewing and distributing papers to Panel members
    - b) establishing a date to submit ratings to Panel's Chairperson
    - c) establishing a date to select the winning research papers
  
  - 3) Third meeting after the papers have been reviewed and rated includes:
    - a) reviewing ratings and selecting winning research papers
    - b) reviewing competition guidelines for any new modifications
- The Chairperson and Panel meet and review compiled ratings, discuss papers, and select the winners.

### **Responsibilities of Panel Members**

The responsibilities of the Panel include:

- 1) reviewing and rating papers on individual forms (over a set period)
- 2) sending ratings to Panel's Chairperson
- 3) compiling ratings into one list is done by the Panel's Chairperson

**For additional information please contact:**

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