The Society of Women Engineers
2022 Individual Awards Training

Dian Nguyen – FY22 Chair
Mary Beth Biddle – FY22 Chair-Elect
**Please Note: The current SWE Individual Awards Packet requirements override any statements in this presentation.**
SWE’s MISSION

EMPOWER WOMEN to achieve full potential in CAREERS AS ENGINEERS AND LEADERS, EXPAND THE IMAGE OF THE ENGINEERING AND TECHNOLOGY PROFESSIONS as a positive force in improving THE QUALITY OF LIFE, AND DEMONSTRATE THE VALUE OF diversity and inclusion.

Thank you for supporting SWE’s Mission!
2022 Individual Awards Overview

https://swe.org/awards/individual-awards/
2022 Individual Awards Overview

Professional Awards:
- Achievement
- Advocating Women in Engineering
- Distinguished Engineering Educator
- Distinguished Service*
- Diversity, Equity, & Inclusion Program
- Emerging Engineering Educator (NEW)
- Emerging Leader
- Emerging Global Leadership (NEW)
- Entrepreneur
- Fellow Grade*
- Global Leadership
- Global Team Leadership
- Patent Recognition*
- Prism
- Resnik Challenger Medal
- Rising Technical Contributor*
- Rodney D Chipp
- Spark
- Suzanne Jenniches Upward Mobility
- SWE Distinguished New Engineer*
- Work/Life Integration

Collegiate Awards:
- Outstanding Collegiate Member*
- Outstanding Faculty Advisor
- Outstanding SWE Counselor*

(*): SWE Membership required

All awards are open to global nominees/applicants.
## 2022 New Awards Overview

<table>
<thead>
<tr>
<th>Awards</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerging Engineering Educator (NEW)</td>
<td>5 to 10 years of instructional experience</td>
</tr>
<tr>
<td>Distinguished Engineering Educator</td>
<td>Minimum of 20 years of experience with at least 10 years of instructional experiences</td>
</tr>
<tr>
<td>Emerging Global Leadership (NEW)</td>
<td>5 to 10 years working on global assignments and/or leading a global team</td>
</tr>
<tr>
<td>Global Leadership</td>
<td>Minimum of 15 years of experience with at least 10 years working on global assignments and/or leading a global team</td>
</tr>
</tbody>
</table>
Key Changes in the 2022 Individual Awards

• Advocating Women in Engineering Award
  ▪ Update the selection criteria and criteria weightings

• Global Leadership Award
  ▪ Emphasize the required experiences working on global assignments and/or leading a global team in the selection criteria
  ▪ Increase the minimum years of global experience from seven (7) to ten (10).

• Emerging Leader Award
  ▪ Update the criteria weightings

• Distinguished Engineering Educator Award
  ▪ Remove the “full-time or emeritus faculty” requirement

• Resnik Challenger Medal
  ▪ Update the selection criteria and criteria weightings

• Patent Recognition Award
  ▪ Up to 10 patents can be submitted in one application. If more than 10 patents are to be submitted, more applications must be created.
Key Changes in the 2022 Individual Awards (cont.)

- **Rising Technical Contributor Award**
  - Add “SWE Service and Leadership” as a separate selection criterion

- **Outstanding Collegiate Member Award**
  - Update the eligibility requirements
    - Be a SWE member in good standing and have at least 2 years of SWE collegiate involvement
  - Replace the Statement of Academic Standing with a resume

- **Outstanding SWE Counselor/ Faculty Advisor Awards**
  - Remove the requirement of 3 years of experience in the role
  - Remove the requirement of the nominator being a SWE member
  - Update the re-application eligibility: Past award recipients can be re-nominated if they serve a different collegiate section/ affiliate
2022 Individual Awards Packet
Nomination Checklist General Information

• SWE Membership
  ▪ Review the Qualifications section of the intended award.
  ▪ Provide SWE ID in the application if SWE membership is required.
    SWE ID can be obtained:
    o In SWE portal, or
    o By emailing membership@swe.org
  ▪ SWE membership must be valid by March 31st.

• SWE Years of Service (Professional Membership)
  ▪ Only applicable for the Fellow Grade and Distinguished Service Awards.
  ▪ Should be clearly indicated in the SWE resume.
  ▪ SWE Years of Service are counted through March 31st.

• SWE Years of Collegiate Involvement
  ▪ Only applicable for the Outstanding Collegiate Member Award.
  ▪ Should be clearly indicated in the SWE resume.
  ▪ SWE Years of Collegiate Involvement are counted through March 31st.
Nomination Checklist General Information

• **Years of Experience**
  - Review the Qualifications section of the intended award to determine the years of experience required.
  - Should be clearly indicated in the resume or curriculum vitae.
  - Years of Experience are counted through **March 31st (NEW in 2022)**
  - **Rounding rule (NEW in 2022)**
    - 1 to 5 months – round down
    - 6 to 11 months – round up
  - Advanced technical degrees:
    - Master’s Degree counts as 1 year
    - Doctorate Degree counts as **2 years (NEW in 2022)**
  - Calculation will be covered in the FAQ on this presentation.

• **Biography**
  - Maximum **300 words (NEW in 2022)**.
  - A biography is for publication only. It is not one of the evaluation criteria and will not be available for judges.
  - Specific details to be included in the biography are in the Nomination Checklist **(NEW in 2022)**.
• **Professional Headshot (NEW in 2022)**
  - A headshot will be used for SWE publications, as applicable.
  - Professional photos are preferred. If the nominee is selected for the award, a professional photo will be required.
  - Images need to be 300 dpi and in color and at least 8.5 x 11 inches.
  - Photos should include head and partial shoulders.
  - A headshot will not be available to judges.

• **Demographic Survey (NEW in 2022)**
  - A demographic survey will be used for aggregated metrics that will guide the award program improvement strategies and track progress towards the goal of increasing the participation and success of the underrepresented groups.
  - An individual’s answers will never be shared and will be protected in accordance with SWE’s data governance procedures. (SWE only shares personal demographic information in the aggregate).
  - A demographic survey will not be used in the evaluation of the award.
Nomination Checklist General Information

• **Formal statement**
  - Review the Nomination Checklist for the maximum word count.
  - Address all section criteria.
  - Utilize selection criteria as section headers.
  - Do not include
    - Hyperlinks to additional information or a LinkedIn profile as it will not be evaluated.
    - The nominee’s headshot

• **Supporting Letters**
  - Minimum 3 letters; Maximum 4 letters.
    - If specific recommenders are required, it will be listed in the Nomination Checklist for that award. Exception: Patent Recognition Award.
  - Formatting Requirements:
    - Font 10 point or larger
    - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
  - Each letter should not exceed 2 pages.
  - Letters are saved as pdf files. They must be uploaded individually into the submission form.
  - Email addresses of the recommenders are required (NEW in 2022).
Nomination Checklist General Information

• **Supporting Letters (cont.)**
  - Letters must include:
    - Nominee’s name
    - Recommender’s name and authentication (see Award Packet’s Appendix for example acceptable authentication)
    - Recommender’s relationship to the nominee, and
    - How the nominee meets one or more selection criteria.
  - Ensure each letter is written for the current award cycle (dated with the correct year) and for the intended award.
  - Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria. The supporting letters must collectively support all the selection criteria for the intended award.
Nomination Checklist General Information

• Resume or Curriculum Vitae
  ▪ Maximum 4 pages.
  ▪ Indicate the Years of Experience in the resume, if applicable.
  ▪ Specify any employment gap in the resume.
  ▪ Do not include the following in a resume:
    o hyperlinks to any additional information or a LinkedIn profile
    o the nominee’s headshot
  ▪ Formatting requirements:
    ▪ Font 10 point or larger
    ▪ Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
  ▪ Resume must be saved as a pdf file. It must be loaded into the submission form.

• SWE Resume
  ▪ Only required for the Fellow Grade, Distinguished Service, SWE Distinguished New Engineer, and Outstanding Collegiate Member Awards.
  ▪ A SWE Resume has similar requirements as a resume.
Nomination Checklist General Information

• Organizational Chart
  - Required for team/company nominees for the
    - Diversity, Equity & Inclusion Program Award,
    - Global Team Leadership Award,
    - Rodney D. Chipp Memorial Award,
    and for individual nominees for the
    - Suzanne Jenniches Upward Mobility Award.
  - Maximum 1 page.
  - Formatting requirements:
    - Font 10 point or larger
    - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
  - Refer to the Nomination Checklist for the intended award for specific instructions.
  - Organization chart must be saved as a pdf file. It must be loaded into the submission form.
Award Notification
Award Notification

• Notifications will be made to nominators in June-July 2022.
  ▪ If notification is not received by July 31st, 2022, nominators are asked to contact a SWE Staff at awards@swe.org.

• Recipients will be honored at the SWE Annual Conference.

• Individuals are allowed to receive only ONE award per year.
  ▪ Exception: The Patent Recognition Award may be received in conjunction with any other SWE award.
Nominator Responsibilities
Nominator Responsibilities

• A candidate can self-nominate.
  ▪ It is highly recommended to have a nominator who helps the nominee put the award submission packet together, provide feedback on the statement, consolidate supporting letters, etc.

• A nominator can nominate more than one nominee.

• A nominator doesn’t have to be a SWE member.
Nominator Responsibilities

- Use this Award Guide to select the award that best suits the candidate.
- Verify that the candidate meets the Objective and Qualification requirements.
- Collect all items listed in the Nomination Checklist for the award selected.
- Accurately complete the online application at the link provided for the award selected.
- Confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator.
Submit the application by **March 31st, 11:59 PM, Central Daylight Time (UTC-5)**.

Retain documentation for package should SWE inquire verification.

Act as the Point of Contact between SWE and the nominee.

Inform the nominee of the result of their nomination.

Contact SWE Staff at awards@swe.org if the nominator’s contact information changes after submission.
Submission Guidance
Submission Guidance

• DEADLINE: March 31st, 11:59pm, Central Daylight Time (UTC-5)
  ▪ An acknowledgement receipt will be sent to the nominator after submission.

• An application must be submitted electronically in SmarterSelect.
  ▪ No email submissions will be accepted.
Disqualification Criteria
Disqualification Criteria (DQ)

All awards
1. Nominee does not meet requirements listed in the Qualification section of the intended award.
2. Application is not submitted to the correct link specified for the intended award.
3. One or more Supporting Letter does not include the proper authentication from the author.
   Exception: Patent Recognition Award
4. Resume exceeds the stated page limit (Professional or SWE Resume).
   Exception: Patent Recognition Award

Additional DQ for the Patent Recognition Award
A. Incorrect Patent Number supplied (ex. company patent number, application number, etc.)
B. Patent not yet issued (ex. only the application may be acknowledged, or patent is pending but not yet granted).
C. Issue Date of Patent is not within acceptable date range.
How to Complete an Application?
1. Download the Individual Award Guide

https://swe.org/awards/individual-awards/

Individual Awards Submission Details

Applications Available: January 1- March 31, 11:59 pm CT, UTC-5

Nominators will be contacted with results by July 31

Awards Packet & Links to Apply: FY22 Individual Awards Packet

Questions: awards@swe.org

Individual Awards Training:

- View webinar of Individual Awards Training
- View ppt of Individual Awards Training
2. Open the link to the selected award

Achievement Award

OBJECTIVE
- This award honors an individual who identifies as a woman, who has made significant and progressive technical contributions for at least 20 years in the fields of engineering or engineering technology.
- A maximum of one (1) award may be presented annually.

QUALIFICATIONS
- The nominee must have a minimum of twenty (20) years of increasingly important engineering experience indicating outstanding competency and achievement by March 31.
- SWE membership is not required.

SELECTION CRITERIA
- **60% Technical Achievements**: Discuss the significance of the achievements cited on behalf of the nominee and on the sustained contributions of the nominee to the fields of engineering or engineering technology.
- **15% Experience and Education**: Discuss the educational background and pertinent experience that helped contribute to the technical achievements of the nominee.
- **15% Publications**: Discuss any relevant publications and participation on any industry committees that contributed to the technical achievements of the nominee.
- **10% Other Activities**: Discuss any relevant activities that assisted in the successes of the nominee.

NOMINATION CHECKLIST

[Apply for Achievement Award](Unique link for each award)
- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 3,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Technical Achievements
      - Experience and Education
      - Publications
      - Other Activities
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**
3. Check if the correct award link is selected

**Society of Women Engineers 2022 Achievement Award Application**

**Deadline:** March 31 2022 at 11:59 PM CDT (Midnight)

**DESCRIPTION**

The Achievement Award is the highest award given by the Society of Women Engineers. It is presented annually to an individual who identifies as a woman, who has made significant and progressive technical contributions for at least twenty (20) years in the fields of engineering or engineering technology. Their academic training may be in either science or engineering. A maximum of one (1) award may be presented annually.

**PREVIEW**

Preview

[Apply]

*or* Already have an application started? [Sign In]
4. Preview an application

Society of Women Engineers 2022
Achievement Award Application

**Deadline:** March 31 2022 at 11:59 PM CDT (Midnight)

▷ DESCRIPTION

The Achievement Award is the highest award given by the Society of Women Engineers. It is presented annually to an individual who identifies as a woman, who has made significant and progressive technical contributions for at least twenty (20) years in the fields of engineering or engineering technology. Their academic training may be in either science or engineering. A maximum of one (1) award may be presented annually.

▷ PREVIEW

Preview

Apply or Already have an application started? Sign In
5. Start a new application

Society of Women Engineers 2022 Achievement Award Application

**Deadline:** March 31, 2022 at 11:59 PM CDT (Midnight)

- **DESCRIPTION**
  The Achievement Award is the highest award given by the Society of Women Engineers. It is presented annually to an individual who identifies as a woman, who has made significant and progressive technical contributions for at least twenty (20) years in the fields of engineering or engineering technology. Their academic training may be in either science or engineering. A maximum of one (1) award may be presented annually.

- **PREVIEW**

  - **Apply**
  - **or** Already have an application started? **Sign In**

  - **Create a username & password in SmarterSelect.**
    - If you created one before, use it again.
  - **Each application has a unique Application ID.**
  - **For nominators:** Use the correct Application ID if you nominate for multiple application submissions.
6. Complete the Nominee Information

Nominee Information

Please provide contact information for your nominee. They will be able to complete their publication information, contact information, and demographic information. For teams or companies, please provide the contact information of one member of leadership.

Be sure to follow up with your nominee once this request is sent. This information must be submitted in order for this application to be considered complete.

Thank you for your participation in the SWE Award and Recognition program and your support of our continuous improvement goals! If you have any questions, contact awards@swe.org.

Nominee First Name *

Nominee Last Name *

Nominee Email *
6. Complete the Nominee Information (cont.)

- Enters the nominee’s email address.
- Click “Save” at the end of the application. Request to send an email to the nominee shows up.
- Click “OK” to confirm the request.
- Go back to the application form to complete the rest of the application.
6. Complete the Nominee Information (cont.)

Nominee has NOT completed their information.

Nominee has completed their information.

- Once the information is completed by the nominee, the nominators will see the status change in the application form.
7. Complete the Nominator Information

**Nominator Contact Information**

Nominator Name *

Nominator Phone *

Nominator Phone: 
- 
- 
+ International

Nominator Email *

Nominator Mailing Address Line 1 *

Nominator Mailing Address Line 2 *

Nominator Mailing Address City *

Nominator Mailing Address State *

Nominator Mailing Address Postal or Zip Code *

**Make sure the information is current and correct.**
8. Complete the Nominee Qualifications

Complete this information if required by the selected award:

• **SWE Membership**
  ▪ Log into SWE portal or email membership@swe.org

• **SWE Years of Service**
  ▪ Required for *Fellow Grade* and *Distinguished Service Award*

• **SWE Years of Collegiate Involvement**
  ▪ Required for *Outstanding Collegiate Member Award*
8. Complete the Nominee Qualifications (cont.)

- **Years of Experience**
  - See Award Packet for calculation

  Years of experience in full or part-time technical work (including month) *

  [Input field]

  Years of experience due to advanced technical degrees obtained going to school full time. A Master degree is counted as 1 year. A Doctorate degree is counted as 2 years. *

  [Input field]

  Total years of experience. This is the sum of above 2 values. Apply the rounding rule: 1–5 months: round down, 6–11 months: round up. *

  [Input field]

If the award has a specific required years of experience requirement, SmarterSelect will set a range for the sum number.

Total years of experience. This is the sum of above 2 values. Apply the rounding rule: 1–5 months: round down, 6–11 months: round up. *

[Input field] 16

Please enter a number between 10 and 15
9. Complete the Biography and Formal Statement

- Biography and formal statement must be pasted into text boxes.
- Paste text into a text box by:
  - Ctrl_C to copy a text from the Word document.
  - Ctrl_V to paste it into the SmarterSelect text box.
- Copy a plain text from a Word document to SmarterSelect.
- Use SmarterSelect tool for formatting.

The Group Retention Award recognizes SWE groups that have demonstrated exceptional membership retention over the past year. No application process is necessary, as this award is determined based on SWE membership data. This award only recognizes SWE Sections, Affiliates, and MAL groups.

Actual Word Count: 1491 words
Maximum Word Count: 1500
9. Complete the Biography and Formal Statement

- Word count is slightly different between Word and SmarterSelect.
- Scroll down to the end of the text box to check if any words get cut off.

If the maximum word count is exceeded, the Actual Word Count box will not show the actual word count anymore. Instead, it will show the maximum word count.

Nominee Resume or Curriculum Vitae

Resume or Curriculum Vitae *

congressional visit days, training workshops, or visits to local legislators.

OPTIONAL AWARDS: Chicago Regional Section Sponsored Grant

WE Local Pieronek Memorial Public Policy Grant Award
This award commemorates a long-time Chicago Regional Section member and includes a grant to be utilized for public policy programs, including

9151 chars, 1500 words

Min words required: 0 | Max Number of Words: 1500

Actual Word Count
10. Upload Supporting Letters

Each letter should not exceed two (2) pages. Font should be 10 point or higher, margins no less than 0.7" on each side on ANSI Letter paper (8.5 x 11 inches).

Please include the recommender's contact information. This will enable the Awards Committee to reach out if additional verification is needed.

Supporting Letter 1: Recommender's Name *

Supporting Letter 1: Recommender's Relationship to the Nominee *

Supporting Letter 1: Recommender's Email Address *

Supporting Letter 1 *

- 3 – 4 letters (except for Patent Recognition award)
- Letters are uploaded individually.
11. Upload the nominee’s headshot

**Professional Headshot**

Please submit a headshot of the nominee.

- Professional photos are preferred.
- Images must be 300 dpi and in color and at least 8.5 x 11 inches.
- Photo should be head and partial shoulders (not too tight to the face).

**NOTE:** If the nominee is selected for the award, a professional photo will be required.

Maximum File Size: 10MB, Accepted file types: .pdf, .jpg

For team/ company nominees, a photo of the team should be submitted.
12. Upload other required documents

- Resume or CV, if required
- SWE Resume, if required
- Organization Chart, if required

- Documents must be in **pdf** format.
- Documents must meet all the requirements (see the Nomination Checklist General Information on page 4 – 8 of the Individual Award Packet).
13. Make edits if needed.

- Click at the application you’d like to edit
- Choose “Update Application” option
14. Submit the application

• Read the Nominator Certification Statement
• Agree with the statement
• Submit

Confirmation

Check below if you agree with these points:

1. This package was developed for the Society of Women Engineers 2022 Achievement Award Application.
2. This package is complete and accurate to the best of my knowledge.
3. Supporting letters were written by the authors whose names and contact information were provided.
4. No proprietary information was included in the package.
5. I will retain documentation for the application should SWE inquire or require verification. *

☐ I Agree

Note
The submission of package is your signature.
You will receive an e-mail confirmation upon submitting your application.

Double check the name of the intended award
15. Double Check

For every application, the nominator will receive 4 emails:
- Application created
- Information request sent to the nominee
- Information received from the nominee
- Application successfully submitted

Verify Status “Submitted” before the submission deadline
How to Complete an Application?
Patent Recognition Award
Patent Recognition Award Application

Patent Information

- Up to 10 patents can be entered in one application. If more than 10 patents are to be nominated, additional applications must be created.

- Review the award packet’s Appendix - Patent Search for examples of verifying a patent by using the USPTO Public Patent Information Retrieval or the Google Patent.

Patent Number *

Title of the Invention *

Name of the Inventor. Only list name of the SWE member applying for the award. *

Patent Issue Date. Must be from December 31, 2018 to December 31, 2021.

Appendix

A supporting document is required if a patent cannot be found on USPTO Public Patent Application Information Retrieval or Google Patent. Examples of additional information could be Certificate of Correction Issued to add the nominee as an Inventor or a link to an international patent, etc. The appendix must contain evidence of all the required information listed in the award packet.

Select File

Choose File  No file selected

Maximum File Size: 10MB, Accepted file types: .pdf

Would you like to submit information for another patent? *

- Yes
- No
Example of Required Information (Highlighted) Using USPTO Public Patent Application Information Retrieval:
Note: This is provided only as an example and may not contain all required information needed for a complete submission.
Example of Required Information (Highlighted) Using Google Patent:
Note: This is provided only as an example and may not contain all required information needed for a complete submission.

**Title of Invention**

Images

Classifications

**EP**
European Patent Office

Download PDF  Find Prior Art  Similar

Other languages:
Inventor:
Current Assignee:

Worldwide applications

Application

- Priority to
- Application filed by
- Priority to
- Publication of EP

* Application granted
* Publication of EP

Status

- Active
- Anticipated expiration

Info:

External links:
Tips for Applying
Tips for Applying

• Familiarize Yourself
  ▪ Read the awards packet, note changes from past years
  ▪ Listen to the training presentation
  ▪ Preview the application to see how the application should be filled out

• Plan Ahead
  ▪ Give enough time to write the formal statement and prepare all required documents
  ▪ Reach out to recommenders ahead of time

• Ask Questions
  ▪ Talk to previous applicants or awards recipients
  ▪ Talk to friends
  ▪ Reach out to SWE groups such as Affinity Groups, Corporate Employee Resource Groups, Sections/ Affiliates/ MAL, etc.
  ▪ Email Awards@swe.org
Tips for Applying

- What to consider when writing a formal statement?
  - Judges ONLY score the materials presented.
  - Judges come from a variety of backgrounds. Don’t assume judges are familiar with your field of expertise.
  - Address ALL selection criteria
  - Be concise
  - Be specific
  - Include tangible results
  - SWE understands that some work activity is protected for security reasons.
    - The article “Crafting an Award Package for a Nominee Doing Classified Work” by Sandra L. Hyland, Ph.D., F.SWE in the SWE Magazine Fall 2021 Issue is a great resource. https://swe.org/about-swe/swe-magazine/
Frequently Asked Questions (FAQs)
Q: How do I calculate the Years of Experience?

A:

<table>
<thead>
<tr>
<th>What counts as one year of experience?</th>
<th>What does not count as towards years of experience?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each year of full-time work</td>
<td>Internships, co-ops, or graduate assistantship (research or teaching assistant) while in school</td>
</tr>
<tr>
<td>Each year of part-time work</td>
<td>Periods of unemployment</td>
</tr>
<tr>
<td>Each advanced technical degree (*) obtained while not working full time or part time</td>
<td>All other degrees (**)</td>
</tr>
</tbody>
</table>

*Table 1: Years of Experience Calculation*

- (*) The following are considered “Advanced Technical Degrees” and should be counted in the years of experience calculation if obtained while not working full-time or part-time:
  - Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 year)
  - Dual Bachelor’s / Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 year)
  - Doctorate degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 2 years – Updated in FY22)

- (**) The following are not considered “Advanced Technical Degrees” and should not be counted in the years of experience calculation:
  - Bachelor’s Degrees in science, technology, engineering, mathematics, or similar field of study
  - Master of Business Administration (MBA) or similar non-technical master’s degrees
  - Doctorate in Business or similar non-technical doctorate degrees
  - Any degrees obtained while working full time or part time in an engineering or technology profession

- Please contact awards@swe.org if you have any questions about calculating years of experience.
Q: How do I calculate the Years of Experience? (cont.)

<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Guideline</th>
<th>Start Date</th>
<th>End Date</th>
<th>Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship or Co-Op</td>
<td>Internship or co-ops do not count as part time experience.</td>
<td>May 2005</td>
<td>August 2005</td>
<td>0</td>
</tr>
<tr>
<td>Full Time Experience</td>
<td>Each year of full-time work will count as one year of experience.</td>
<td>June 2006</td>
<td>December 2009</td>
<td>3 years 6 months</td>
</tr>
<tr>
<td>Part Time Experience</td>
<td>Each year of part time work will count as one year of experience.</td>
<td>January 2010</td>
<td>December 2011</td>
<td>2 years</td>
</tr>
<tr>
<td>Advanced Technical Degree obtained while working part time</td>
<td>Candidate obtained the master’s degree while going to work part-time. Do not count the master’s degree.</td>
<td>January 2010</td>
<td>December 2011</td>
<td>0</td>
</tr>
<tr>
<td>Full Time Experience</td>
<td>Each year of full-time work will count as one year of experience.</td>
<td>January 2012</td>
<td>June 2012</td>
<td>6 months</td>
</tr>
<tr>
<td>Unemployment Period</td>
<td>Periods of unemployment are not counted toward years of experience.</td>
<td>June 2012</td>
<td>January 2013</td>
<td>0</td>
</tr>
<tr>
<td>Full Time Experience</td>
<td>Each year of full-time work will count as one year of experience.</td>
<td>January 2013</td>
<td>March 31, 2022</td>
<td>9 years 2 months</td>
</tr>
</tbody>
</table>

According to the rounding rule in the Years of Experience section (page 4-5), the total Years of Experience would be 15 years.
Contact: awards@swe.org

Thank you!