LOUISIANA COOPERATIVE EXTENSION SERVICE

Effective Date: August 18, 2005
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EXTENSION PROFESSIONAL AWARDS

PURPOSE

To recognize all forms of outstanding or unusual service of Extension Service employees whose objective is the building of morale and stimulation of performance to increase efficiency and successful programs. These awards direct public attention to the recorded performance of individuals or teams and contribute to the awareness and appreciation of the high level of service by the LSU AgCenter to the public.

GENERAL POLICY

I. Awards for Professional Service

Four awards are presented for professional service: the Rosalie Bivin 4-H Youth Development Faculty Award (Focus: Service Learning), the Extension Excellence Award, the Floyd S. Edmiston Award, and the Denver T. and Ferne Loupe Extension Team Award.

Rosalie Bivin 4-H Youth Development Faculty Award Criteria and Guidelines (Focus: Service Learning)

The Rosalie Bivin 4-H Youth Development Award endowment is awarded annually during a major conference of the LSU Agricultural Center to a 4-H youth development faculty member or members to recognize a distinguished program contributing to positive youth development. Faculty recipients of the award will focus on innovative service-learning programming. Parish 4-H clubs or junior leader clubs are eligible to participate in this contest and two entries per parish may be submitted. The Rosalie Bivin Award will be judged on three criteria: outcomes, service, and support structures. (See Attachment 2 for nomination format).

For outcomes, applicants will be assessed on the following:

a. Clear educational goals that required application of concepts, content and skills from project work and involved students in the construction of their own knowledge.

b. Youth were engaged in tasks that challenged them cognitively and developmentally.

c. Youth learning was enhanced through assessment and the learning was evaluated and documented.

For service outcomes, applicants will be assessed on the following:

a. Youth were engaged in service activities that had clear goals, met genuine needs and had significant consequences for engaged youth and others.

b. Systematic formative and summative evaluation was used for the improvement of the experience.

c. Educational experience included
orientation of the participants to include an understanding of the task, their role, required skills, safety requirements and interpersonal dimensions.

e. Reflection was employed before, during and after the experience and was instrumentally in reaching the set objectives.

f. Participants were engaged in multiple celebration/recognition efforts throughout the service experience.

Extension Excellence, Floyd S. Edmiston, Denver T. and Ferne Loupe Extension Team
Awards Criteria and Guidelines

Any professional employee may nominate an employee by submitting the appropriate nomination packet to the individual designated in the announcement (for 2013 it’s Jodie Whiddon). It should be submitted by the date stated in the announcement. (See Attachment 1 for nomination format).

Recipients will be selected by the Awards Committee of the Louisiana Cooperative Extension Service. The Loupe team award consists of at least two extension or research faculty members. Nominations will be judged according to the following criteria:

A.Extent to which work is based upon situational analysis, factual information and involvement of appropriate groups.

1. List sources of factual information used for program development and implementation. Some examples are:
   • Advisory and Extension committees
   • Research personnel involvement
   • Current information/situation
   • Government bodies: federal, state and local
   • Industry involvement Non-governmental organizations
   • Mass media
   • Professional organizations

2. Enclose minutes of advisory committee meetings as appropriate.

3. List:
   • News articles, publications and other informational materials used.
   • Other methods of communication.
   • Web sites/web content/web user information.

B. Extent to which educational objectives and major activities (planned and unplanned) were achieved.

C. Extent to which educational accomplishments were evaluated and reported. Submit copies of supporting evidence such as news articles, evaluations, reports, publications, etc.

II. Louisiana State University Length of Service Awards Criteria and Guidelines

A specific set of criteria has been developed to determine creditable service for the purpose of the service awards program. For this reason, your amount of creditable service for the awards program may not necessarily need to match the amount of creditable service in the areas of retirement, leave or Civil Service adjusted service dates. For instance, transient service on which you did not pay retirement contributions would count toward creditable service for the purpose of the service awards program, but may not count for purposes of retirement. The same applies to service for which you received a refund of retirement contributions. Another example is student service, which is creditable for purposes of leave calculation, but not for the service awards program.

The specific criteria used to determine service are outlined below:

• Awards will be presented to employees who have completed 10, 15, 20, 25, 30, 35, 40 and 50 years of service. Eligibility will be determined by the Office of Human Resource Management.

• Years of service will be determined as of December 31, of the year the award is presented.
• Service on any campus in the LSU System is creditable. Service with other state agencies is not creditable.

• All non-student service is creditable. This includes classified, academic, appointed, unclassified, transient and ag worker service. Service as a student or graduate assistant is not creditable.

• Part-time service is counted the same as full-time service provided the employee was not working on an intermittent basis.

• Periods of leave without pay of less than six months are not deducted from creditable service.
1. Name of nominee or team members:

2. Program Title:

3. Official headquarters of nominee/team members:

4. Number of years with the LSU AgCenter (If team, list each member):

5. Extension work experience: (position and dates)

6. Professional organizations:

7. Honors and awards:

8. Areas of responsibility:

9. Include three (3) letters of recommendation:

10. Send in a **Maximum of five** (5) examples of work accomplishments of documents that support work accomplished, such as news articles, circular letters, advisory committee reports, PowerPoint presentations, videos, posters, Web sites, newsletters, publications, etc.

11. Write a summary of activities and accomplishments (not to exceed two pages). Emphasize last three years of work. Explain how the achievements described contributed toward improving Extension’s operation or services and how the performance substantially exceeded normal job requirement and performance. These activities and accomplishments should have benefited people or changed their lives in some way and also should enhance Extension’s educational mission.
1. Parish

2. Name of nominee(s) or team

3. Program Title

4. Project Leader(s)

5. School/Club site

6. Service Learning Area: (Please indicate)
   a. Leadership
   b. Science, Engineering and Technology Literacy
   c. Healthy Lifestyles
   d. Youth in Governance
   e. Organizational Strategies

7. Collaborator(s)

8. Total Hours (Please include time spent on all steps of the cycle)

9. Sources and Amount of Funds Generated

10. Write a summary of accomplishments not to exceed two (2) pages. Summary should explain how the achievements contributed to the Service-Learning initiative, improved Extension's effort to benefit people or changed their lives in some way, and also enhance Extension's educational mission. Please address some of the following topics in your summary: a) Goals and Objectives, b) Youth and Adult partnerships, c) Needs Assessment, d) Steps in Planning, e) Collaborative Efforts, f) Celebrations, g) Reflection Techniques, and i) Evaluation Tools.

11. Send in three (3) examples of work accomplishments (documents that support work accomplished, such as news articles, mass media, presentations, pictures, needs assessment tools, evaluation tools, journal tools, outcome statements, etc.)