

Dean’s List Reviewer Manual

Revision History		
Revision	Date	Description
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Overview

Roles Covered: Dean's List Reviewer

Job Description

The Dean's List Reviewers are responsible for selecting the Dean's List Award finalists. They must evaluate students who have been nominated for the Dean's List Award by reviewing the student nomination essay, reviewing the Dean's List Interviewer notes, and select their regions finalists.

Requirements	
Technical	Medium
Physical	Low
Administrative	High
Communication	High
Pre-event Training	High

Time Commitment

A Dean's List Reviewer should expect 3-4 hours to read the nominations and select the region finalists. Approximately 1-2 hours of pre-event training and planning is required.

Training and Certification

Volunteers must create an account on www.firstinspires.org and apply to the role. If you apply to an event role requiring training and certification, the 'Roles Missing Certification' section will appear on your Volunteer Dashboard. Click on 'Review Outstanding Tasks', then click the 'Resolve' button. This will take you directly to the training site. Alternately, you may also click on the 'Trainings/Certification' button on the top right of the screen. If you have applied for a role but have not received access to the training, please email FTCTrainingSupport@firstinspires.org. A separate confirmation of the role assignment will come later.

Dean's List Reviewers are required to complete the *FIRST* Data Protection and Privacy Training for volunteers, which is accessible through the [Volunteer Dashboard](#). This training provides information about how to properly manage personally identifiable information that may be received as part of this role.

Dean's List Reviewers should speak to the Program Delivery Partner to find out what additional requirements, such as meetings before the event or run-throughs of the space before the event are required. The approximate training time is 1-2 hours.

All Volunteers are expected to read and comply with the [Volunteer Handbook](#).

Roles and Responsibilities

FIRST is fun for all. The most important role of a volunteer is to provide a safe, fun and welcoming environment to all *FIRST* participants. When executing the duties of your role, always make decisions with the team experience in mind. Ask for help from event leadership if you feel your required duties conflict with the best team experience.

Dean's List Reviewer

There will be at least two Reviewers in a region that work together to determine the finalists for that region. The Reviewers must access the [Dean's List Award System](#) to view the original nomination as well as the notes from the Dean's List Interviewers. Once all the nominations and notes have been considered, the reviewers are responsible for choosing the finalist students to be announced at the regional championship. Dean's List Reviewers do not need to be present at the event; rather they review each semi-finalist and enter the finalists in the Dean's List Award System. This information will feed up to the regional championship Event Director.

Prerequisites for Dean's List Reviewer

To serve as a Dean's List Reviewer:

- prior *FIRST* experience is required.
- must be 21 years of age or older

Conflict of Interest

“Conflict of Interest – a conflict between the private interests and the official responsibilities of a person in a position of trust. “Conflict of Interest.” Merriam-Webster.com Merriam-Webster, n.d. Web. 2 Oct. 2014. http://www.merriam-webster.com/dictionary/conflict_of_interest”

Conflicts of interest should always be disclosed, either to the event director or Program Delivery Partner. Volunteers serving in the role as a Dean's List Reviewer must recuse themselves from discussions about whom they have a conflict of interest with. Some scenarios of conflict of interests:

- A coach/mentor is volunteering as a Reviewer.
- A parent/relative of a team member is volunteering as a Reviewer.
- An alumni (student or adult) of a team is volunteering as a Reviewer.
- A sponsor of a team is volunteering as a Reviewer.

Having a conflict of Interest, or even the perception of a conflict of interest can impact a team’s experience, even if decisions that were made were not biased in any way. The perception of potential favoritism is enough to discourage a student, coach or mentor, and take away from their overall experience. Knowing what conflict of interest is, and how to avoid being in a position that could be a conflict will ensure all students feel they have been evaluated fairly.

What is the *FIRST*® Tech Challenge Dean’s List Award?

In an effort to recognize the leadership and dedication of the most outstanding secondary school students from *FIRST*®, the Kamen family sponsors awards for selected 10th or 11th grade* students known as the *FIRST*® Robotics Competition and the *FIRST*® Tech Challenge *FIRST* Dean’s List Award.

There are three (3) levels of *FIRST* Dean’s List Award students.

1. ***FIRST* Dean’s List Semi-finalists** – comprised of the two (2) students in their 10th or 11th school year nominated by each team.
2. ***FIRST* Dean’s List Finalists** - The students selected for each Regional Championship.
3. ***FIRST* Dean’s List Winners** - comprised of the ten (10) *FIRST* Robotics Competition and ten (10) *FIRST* Tech Challenge students selected from the applicable *FIRST* Dean’s List Finalists.

The students who earn *FIRST* Dean’s List status as a semi-finalist, finalist or winner, are great examples of current student leaders who have led their teams and communities to increased awareness for *FIRST* and its mission. It is the goal of *FIRST* that these individuals will continue, post-award, as great leaders, student alumni, and advocates of *FIRST*.

In 2019, the [Woodie Flowers Memorial Grant](#) was established for Dean’s List Award winners pursuing STEAM fields of study.

***NOTE:** For regions of the world that do not use grade levels such as this to identify years of schooling: This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that would be attending college or university in the next academic year are not eligible. Mentors will be asked for the year of graduation during the nomination process.

Dean’s List Award Criteria

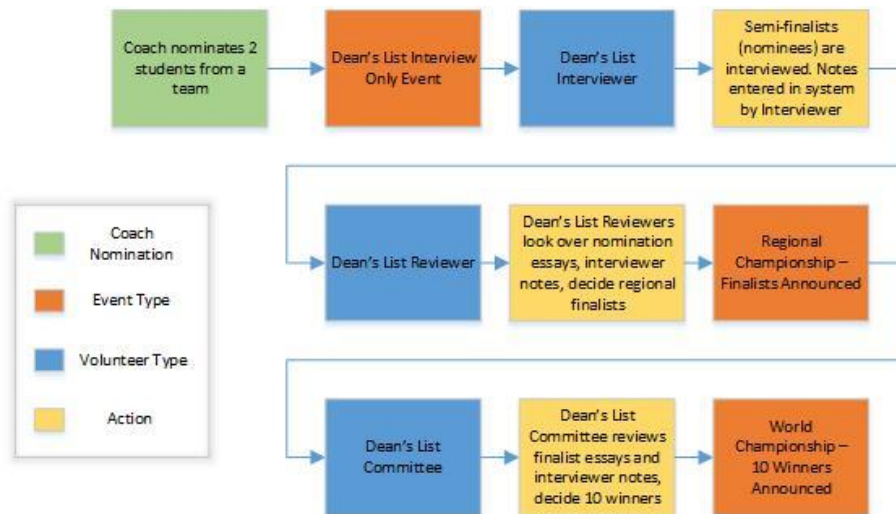
Criteria for selection of the *FIRST* Dean’s List Award shall include, but not be limited to a student’s:

- Demonstrated leadership and commitment to the *FIRST* Core Values
- Effectiveness at increasing awareness of *FIRST* in their school and community
- Demonstrates passion for a long-term commitment to *FIRST*
- The student’s individual contributions to their team contribute to the overall success of the team
- Proven experience in areas of science, technology, engineering, and mathematics (STEM)

- The student is a role model and can motivate and lead fellow team members

Dean’s List Award Evaluation Structure

The chart below is a visual aid to show how each category feeds into specific levels of competition, starting with the coach making the nominations. Dean’s List Interviewers are responsible for interviewing semi-finalists (nominees). Interviews are done either in person at a traditional event, or remotely (this will be region dependent, please check with your local Program Delivery Partner). The Dean’s List Reviewer will then review the nominations and the interviewer notes within a state/region to determine which students will move to the next level as Dean’s List finalists. Depending upon the size of the region, there will be 2-4 Dean’s List finalists within each state or region (see [Number of Advancing Finalists by Region](#) for further details). These finalists will be announced at the Regional Championship Tournament. A separate panel will review the Dean’s List finalists and choose the 10 *FIRST* Tech Challenge Dean’s List winners.



Before Finalist Selection

Access the Nominations

Dean’s List Reviewers are required to apply for this volunteer role through the dashboard on [firstinspires.org](https://my.firstinspires.org). All reviewers are required to apply and complete YPP screening prior to accessing any student information.

Dean’s List Award nominations are posted on a private, password-protected site where only the Interviewers, Reviewers, and authorized *FIRST* staff can read the entries. The link to the system is below. Please see the [Dean’s List Award System](#) section of this manual for further instructions and features of the system.

Link to Dean’s List Award System: <https://my.firstinspires.org/Judging/>

Reviewer Collaboration

There must always be at least two Reviewers that will work together to read all the nominations and decide who the finalists will be. In some regions, a committee might be formed to review the nominations and to make final decisions. Reviewers should check with the Program Delivery Partner in their region to determine if a committee has been formed to review nominations, or if they will need to collaborate with one other individual.

Reviewers can choose to either meet in person, or via conference call to discuss each semi-finalist in detail. It is most helpful for each Reviewer to read the nominations prior to this meeting and have ideas of which candidates are the top contenders and why.

Review Timeline

Working together with the other assigned Reviewer(s), plan to discuss the nominations approximately 2 weeks before the regional championship. This will allow plenty of time to collaborate and decide which semi-finalists will be named Dean's List finalists and provides time for the finalists to be communicated to the Event Director and/or Program Delivery Partner. The PDP or Event Director should be notified who the finalists are one week prior to the regional championship, as they will need to add the students name into ceremony scripts, as well as print out the students finalist certificate for recognition at the event.

Dean's List Reviewers – Selecting Finalists

It can be a difficult task for the Reviewers to determine which semi-finalists will move to the next level as finalists. The Reviewer should always keep in mind the criteria when making their decisions. This section goes over some other items the Reviewer should and should not consider when making their decision.

FIRST Robotics Competition/FIRST Tech Challenge

Both *FIRST* Robotics Competition and *FIRST* Tech Challenge are eligible to be nominated for the Dean's List Award in their region's program. There is no rule that states a student cannot be nominated for both. Reviewers should focus on the student's accomplishments in the program they have been nominated for, rather than disregarding a student that has been nominated for both programs.

Individual Contributions

Many essay nominations will outline team activities, but not necessarily discuss what the student's individual contributions are to the activity. This is where the job of the Interviewer is very important, and they have been instructed to include these types of notes to better assist the Reviewer in making their final decisions.

Other questions a Reviewer can ask themselves when making final decisions:

- Is the student a great ambassador for *FIRST*?
- Is the student a leader?
- Is this a student that will continue to be involved with *FIRST* and its mission in future years?
- How have they helped increase the awareness of *FIRST*?

Previous Year Finalists

If a student was selected as a finalist in the previous year, they are still eligible to be considered as a finalist for the current year, as long as all other eligibility criteria are met.

Narrowing the List

Information in the essays should be used to distinguish the outstanding students.

- Compare data carefully and look for specifics, not generalizations.
- Where did the student initiate new opportunities for their team vs. contributing to existing team efforts?
- This is a *FIRST* award. While contributions to other STEM activities are good, an explicit commitment to *FIRST* programs should be very evident.
- Think about how their team might be different if they had never joined? How did their presence on the team make a profound difference?
- Is it clear that they played a critical role on their team or were they more of an individual contributor? Is there a progression of leadership or an increasing reliance on the student?
- What did they accomplish that made you AMAZED by them?

Number of Advancing Finalists

The number of semi-finalists that will move onto the next level as finalists depends upon the region. Regions with larger team numbers will have additional spots to advance students based on the previous year’s registration numbers. The tables below list the number of advancing finalists by region:

North America (United States, Mexico and Canada)

2 Finalists	3 Finalists	4 Finalists
Alabama	Alaska	California – LA
Alberta, Canada	Arizona	California – NorCal
Arkansas	California – San Diego	Chesapeake
British Columbia, Canada	Colorado	Florida

Connecticut	Georgia	Illinois
Delaware	Indiana	Iowa
Hawaii	Massachusetts	Minnesota
Idaho	Mexico	Missouri
Kentucky	Mississippi	New Jersey
Louisiana	Nevada	Pennsylvania
Montana	New York – Excelsior	Texas – North*
Nebraska	New York – NYC	Texas – Central*
New Hampshire	North Carolina	Washington
New Mexico	Ohio	
New York – Long Island	Oklahoma	
North Dakota	Oregon	
Ontario, Canada	Rhode Island	
Quebec, Canada	South Carolina	
Texas – South*	Texas – East	
Utah	Texas – West and Panhandle*	
Vermont	Wisconsin	
West Virginia		
Wyoming		

*Although now merged, these regions will continue to have separate allocations for the Dean’s List award.

International

2 Finalists	3 Finalists	4 Finalists
Chinese Taipei	Australia	Romania
Cyprus	Benelux Region	United Kingdom & Ireland
DoD - Germany	Brazil	
France	China	
Greece	India	
Indonesia	Israel	
Italy	Jamaica	

Lithuania	Kazakhstan	
Malaysia	Libya	
Nigeria	Vietnam	
Poland		
Qatar		
Republic of Korea		
Saudi Arabia		
South Africa		
Thailand		

Dean’s List Award System

Link to judging portal: <https://my.firstinspires.org/Judging/>

Review Nominations

1. Click “Login” at the upper righthand corner. This will redirect to the www.firstinspires.org login page.



2. Log in using your username and password for your www.firstinspires.org account.

Login With *FIRST* Account

Email Address
Username

Password
Password

Show Password Remember My Login

Login

[Forgot Password](#)
Not registered yet? [Sign Up here](#)

3. Once logged in, click “FTC – Dean’s List Award”



4. Click “Edit/View” to access the nominations for the event.

FIRST Tech Challenge (FTC) Dean's List Award System			
2023 Dean's List Award Summary			
2023 FTC Events			
Event Name	Due Date	Winners / Finalists	
September ▼			
October ↑ Back to top ^			
NH Test DLA Interview Only Event <i>Interview Only</i> Nashua, NH USA	Oct 01, 2023	(interview-only event) 4 Completed Submissions	EDIT / VIEW
NH Test DLA Interview Only Event Remote <i>Interview Only</i> Nashua, NH USA	Oct 01, 2023	(interview-only event) 1 Completed Submissions	EDIT / VIEW
November ↑ Back to top ▼			
December ↑ Back to top ▼			
February ↑ Back to top ▼			

5. Click “Details” to access each individual nomination

FIRST Tech Challenge (FTC) Dean's List Award System			
2023 Dean's List Award - NH Test DLA Interview Only Event Remote			← Back to Event Summary
Semi-Finalists to be Judged at this event			
Semi-Finalist	Team Number	Team Name	
John (Jack) Smith Concord, NH Modified:12-Oct-2023	8845	Trinity High School	Print All Contact Info Details
			← Back to Event Summary

6. The student information, along with the essay from the coach will be shown on this screen. Make sure to read through the nomination essay prior to interviewing each student.

Preferred Name – If the student has a preferred name, it will be listed in parenthesis next to their legal name. If a preferred name is present, please be sure to use the preferred name when addressing the student during their interview.

View Submission

[Printable Page](#) [Back](#)

2023 NH Test DLA Interview Only Event Remote - Team 8845 - John (Jack) Smith 12-Oct-2023			
Team			Unlock
Team Number	8845	# Student on team	
City,State	Concord, NH		
Dean's List Award Nominee			
First Name	John (Jack)	Last Name	Smith
Year of graduation	2025	How long has the student been involved in FIRST?	5 years
Judging Venue			
Judge Nominee At	NH Test DLA Interview Only Event Remote		
Submitter Contact Information			
Submitted By	Coach Name		
Phone	6036663906	Email	coach1@gmail.com
Explain how the student embodies the philosophies of <i>Gracious Professionalism</i> [®] and <i>Coopertition</i> [®] through the FIRST Core Values: Discovery, Innovation, Impact, Inclusion, Teamwork and Fun. Please provide examples.			
Essay Test 1			
How has the student increased the awareness of FIRST? Describe the student's interests and/or plans to continue to engage with FIRST beyond high school. Please provide examples.			
Essay Test 2			
How does the student's individual contribution to the team benefit the team as a whole? Please provide examples.			
Essay Test 3			
Describe the students' experience in areas of STEM. This could include but is not limited to skills in engineering, software, CAD, fabrication, etc. Please provide examples.			
Essay Test 4			
Explain the student's leadership to their fellow team members. How do they motivate others? What is their leadership style? Please provide examples.			
Essay Test 5			
Please share anything else you would like us to know about the student, including academic performance, specialized skills, or extracurricular activities.			
Specialized skills, extracurricular activities, etc.			

Reviewing Notes in the Dean's List Award System

The below screenshot shows the fields each interviewer will fill out after the Interview. Once the notes have been entered, the reviewer will read the notes that support the nomination.

Judge Review	
Who/When	Review
Add Review	
	<p>Without verbatim repeating the information contained in the submission, please advise the Championship judges about any additional information you learned regarding the topics below:</p> <ul style="list-style-type: none"> + How Finalist represents <i>FIRST</i> + Finalist's expertise you believe worth highlighting + Finalist's individual contribution to team and <i>FIRST</i> overall + Finalist's leadership capabilities <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>characters 0 / left 10000</p>
	<p>Please provide any information you learned that is not included in the written submission that you believe is relevant for consideration.</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>characters 0 / left 10000</p>
<input type="radio"/> Strongly Disagree <input type="radio"/> Somewhat Disagree <input type="radio"/> Somewhat Agree <input type="radio"/> Strongly Agree	<p>Finalist truly represents the <i>FIRST</i> Core Values:</p>
<input type="radio"/> Strongly Disagree <input type="radio"/> Somewhat Disagree <input type="radio"/> Somewhat Agree <input type="radio"/> Strongly Agree	<p>Finalist has proven experience in areas of science, technology, engineering or mathematics (STEM):</p>
<input type="radio"/> Strongly Disagree <input type="radio"/> Somewhat Disagree <input type="radio"/> Somewhat Agree <input type="radio"/> Strongly Agree	<p>Finalist is a leader who you can envision leading future <i>FIRST</i> alumni:</p>
<input type="radio"/> Strongly Disagree <input type="radio"/> Somewhat Disagree <input type="radio"/> Somewhat Agree <input type="radio"/> Strongly Agree	<p>Essay accurately reflects the student interviewed:</p>
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #007bff; color: white;">+ Add</div>	

Dean's List Award: Helpful Terms

These terms are intended to assist mentors in writing the nomination essays and for students to use during the interview. The use of these terms is not a requirement for submitting a nomination.

- Dean's List Semi-finalists – Comprised of the two (2) students in their 10th or 11th school year* nominated by each team.
- Dean's List Finalists – The students selected at each *FIRST* Tech Challenge Regional Championship or *FIRST* Robotics Competition Regional and District Region.
- Dean's List Winners - Comprised of the ten (10) *FIRST* Robotics Competition and ten (10) *FIRST* Tech Challenge students selected from the applicable *FIRST* Dean's List Finalists.
- Leadership titles:
 - Captain - a top-level position of responsibility over the team.
 - Teams with a flat leadership structure may have captains that cover specific areas, while making larger decisions as a group with no defined leader
 - Teams with a structured leadership would have one or more captains with multiple Leads working under them to lead smaller team areas.
 - Lead - A leadership position over a specific area of responsibility and should include a "team area" below.
 - Either of the above can be preceded by "co-" to indicate they shared that responsibility with one or more individuals.
- Team Areas
 - Marketing - responsible for items like team branding, newsletters, website, etc.
 - Awards - responsible for working on award submissions or pit presenting preparation.
 - Finance - responsible for fundraising, grant writing, and sponsor relationships
 - Outreach - responsible for organizing and leading demonstrations and events not tied to competitions.
 - Drive Team/Scouting/Strategy - responsible for guiding the team's strategy, representing the team at competitions, and collecting data on the performance of other teams.
 - Mechanical - responsible for the mechanical design and build of the robot.
 - CAD can be included as a separate lead position or included alongside mechanical.
 - Electrical - responsible for the electrical design and build of the robot, including any sensors or custom circuits.
 - Programming - responsible for programming the robot.
 - Any team area that falls outside of the areas listed above should be detailed to provide the judges with appropriate context.
- Action-specific words:
 - Mentored – the student advises or trains, either in person or via phone/email/video conference, another team or team member, helping with technical or non-technical *FIRST* program specific issues.
 - Lead - the student leads an event if they are responsible for planning and execution. Can be preceded with "co-" to indicate a shared responsibility.
 - Planned - worked on the planning of the event but did not lead the execution.

- Executed - responsible for the execution of the event - onsite leader throughout the event.
- Conceived - Indicates the student introduced the initial concept.
- Helped/Assisted - Indicates the student had significant impact or participation, without being a leader in that situation.

Useful Links and Information

On-Call Support Numbers

On-Call Support

These numbers are for volunteer support only. Teams should not use these numbers to call about rulings or technical assistance.

Administrative, Judge, Referee and Non-Technical Issues: (603)206-2412

Scoring System (FTC Live) or other Technical Issues: (603)206-2450

Call or use the built-in chat feature on FTC Live

Pre-Event Support

Mon – Fri 8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)

Phone: (603)666-3906

Email: firsttechchallenge@firstinspires.org

Program Resources



[FIRST Tech Challenge Website](#)



[Event Search](#)



[Game and Season Resources](#)



[FIRST Tech Challenge Blog](#)



[Volunteer Resources](#)



[Team Email Blasts](#)

Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email firsttechchallenge@firstinspires.org. Thank you!