



For Instructors: How to submit your student's essay

STEP 1: Student Consent & Submission Form

Inform your student you'd like to enter his or her essay in the contest and gain their consent. To be eligible, s/he must complete and sign the Submission Form and return it to you *promptly*. You can access the form via link on our Homeroom page. There also may be printed copies in the Dept. Office. (You may also want to give them the FAQ sheet for students – see the link.) Once s/he returns the Submission Form to you, check to make sure it's complete, then forward it to the prize committee. You can send it one of two ways:

- If it's paper, drop it in the mailbox for Submission Forms in the Department office
- As an email attachment to arief_diane@smc.edu with the subject heading: "Essay Submission Form"

STEP 2: Student Prepares Essay for Submission

Your student should prepare (or already have) a clean, typed copy of the essay that's free of instructor comments or other mark-ups. If s/he wants to do a final round of minor proofreading or polishing, that's fine, but there should be no substantive revision of content after the paper has been graded. The student should email you their submission in an acceptable file format: .doc, .docx, .pdf, or .rtf

STEP 3: Submit the Essay

On your student's behalf, submit the essay as an attachment to the Prize Committee's email address at: smcessayprize@gmail.com NOTE: In the subject heading of your email, you must use the contest's submission code for that essay. The code is simple: It's the semester + section number. So for an essay from spring in Section 1944, the submission code would be Spring-1944. An essay from fall in Section 1879 is Fall-1879, and so on. The submission code must be in the subject heading of your email. If you want to nominate multiple submissions, each one should have its own email and corresponding submission code

DEADLINE: Make sure submissions are in by the time grade rosters are due for the semester

That's it! ☺ Thank you for your participation!

Still have questions? Review the **FAQs** and/or contact Diane Arief at arief_diane@smc.edu