

## CEMF ENGINEERING AMBASSADOR AWARD for Graduate Students

### GENERAL INFORMATION

Each year the Canadian Engineering Memorial Foundation selects a woman in graduate engineering program to act as an Ambassador for the engineering profession and to serve as a role model for other young women. While applicants must be in good academic standing, marks are not a criterion for these awards. The Ambassador will be selected based on their enthusiasm for engineering, their involvement in volunteer activities, leadership, communication, and interpersonal skills. One of the key requirements is that the Ambassador must deliver at least one presentation to a junior-high or high-school audience to explain “Why I Chose to Become an Engineer”

In addition to a monetary award, the Ambassador will receive these benefits:

- **Promotion and Recognition.** Ambassadors are featured in the annual CEMF brochure which is distributed nationally. A press release is sent to national and local media, professional engineering associations and the recipient’s university. Names, photos, and university affiliations are posted on the Foundation website.
- **Career Networking and Travel.** Travel and accommodation allowances may be provided so that the Ambassador can attend the CEMF Awards Ceremony. This is an opportunity to meet and network with members of the Foundation and Engineers Canada Boards as well as other awardees.

### ELIGIBILITY REQUIREMENTS

To be considered for the **Claudette Mackay Lassonde Ambassador Award** for graduate students, applicants must:

- be a Canadian citizen or a Landed Immigrant with a Permanent Residence Card
- self-identify as female
- be a graduate of an accredited engineering program from a Canadian university or have a P. Eng. designation or be a recognized E.I.T. in their province of residence and currently enrolled as a full-time graduate student in an engineering program at a Canadian university

### APPLICATION

Applicants must submit all of the relevant application documents in electronic form to [awards@cemf.ca](mailto:awards@cemf.ca) by the stated deadline. Acceptable file formats depend on the type of document, but several common formats can be used (e.g. pdf, wav, ppt, Prezi). The applicant must ensure that each document is in a format that is accepted by the Foundation.

Any application that is incomplete will be rejected and CEMF will inform the applicant of the disqualification. Another application from that student will not be accepted until the following year.

## APPLICATION DOCUMENTS

1. **Application Form and Checklist:** Complete the Application Form; use the Checklist to ensure you have included all the required documents and sign electronically.
2. **Applicant Declaration:** Complete the Applicant Declaration Form, ensuring that it is electronically signed.
3. **Proof of Citizenship:** Include a scan of your birth certificate or proof of Canadian citizenship or your Permanent Resident Card. This document will not be sent to the Judges as it is for qualification purposes only.
4. **Promoting Engineering:** Write an informational letter addressed to the CEMF Judging Committee. Tell the judges about yourself, state why you think you would be a good ambassador for promoting engineering as a career for women and how you think your volunteer activities make you a strong role model for young women. The letter should be presented in an appropriate business format and should not exceed 2 pages.
5. **Extracurricular and Community Activities:** Use the format shown in the table for community, extracurricular and other activities to summarize your involvement as a volunteer. Include your role, duration of the activity, frequency and any awards or recognition received. Applicants must be prepared to provide proof of any listed activity or awards if asked by the judges.
6. **Resume or CV:** An up-to-date copy of your resume or CV, no longer than two pages.
7. **References:**
  - A. Provide a reference from someone who can speak directly to your involvement in extra-curricular or community activities. Your reference must complete the standard form that is provided and should email the form directly to [awards@cemf.ca](mailto:awards@cemf.ca).
  - B. Applicants for a graduate award must also provide a second reference form completed by their immediate faculty supervisor. Your supervisor should email this form directly to [awards@cemf.ca](mailto:awards@cemf.ca).
8. **Letter of Support:** Provide a Letter of Support from the Dean, Assistant or Associate Dean or Department Chair. This letter should be emailed directly to [awards@cemf.ca](mailto:awards@cemf.ca). The Letter of Support should be on university letterhead and confirm that the applicant is a full-time Ph.D. or Master's student and a registered P. Eng or has E.I.T. status. The letter can also address details such as:
  - Active participation in extracurricular activities and demonstrated leadership skills.
  - Participation in public duties, community, and volunteer work.
  - Interpersonal and communication skills.
  - Personal strengths such as curiosity, perseverance, creativity, problem-solving skills.
9. **Voice Sound Clip:** In a short voice recording (two minutes maximum), explain your passion for engineering. **Check the sound quality (i.e. volume and clarity) before submitting.** (WAV file format)

## 10. Presentation - *Why I Chose to Become an Engineer*

Through this creative and imaginative presentation, you must cover at least the following:

- A. Your passion for your chosen field of engineering and what influenced you most to choose this profession.
- B. The variety of careers and opportunities for engineers.
- C. The social responsibility of engineers including an explanation on how the profession is regulated through licensure.
- D. A demonstration of an engineering principle that will intrigue and motivate the audience that demonstrates the practical application of engineering to solving a problem. You should engage members of the audience in this demonstration.
- E. Whatever additional topics you consider essential to create a genuine and lasting interest in engineering on the part of your audience.

Your presentation (PPT or Prezi-based file format) should not exceed 25 minutes and it must be directed to a junior-high or high school level audience. Ensure it is engaging, exciting and inspiring since this is meant to make members of your audience want to enroll in engineering.

Include a set of speaking notes - in the Notes section of the Power Point or as a separate document. The speaking notes should not be a formal script and should convey a sense of how you would make the presentation to a group of high school students. Include a bibliography of all your sources.

## 11. **Video Clip of Your Demonstration of an Engineering Principle:** You do not have to film your entire presentation, only the portion of you doing your demonstration of the engineering principle noted above.

This video clip must be a short 5 -10-minute movie in WMV format, compressed to no more than 100 MB, of yourself in front of a live audience of at least three people, demonstrating the interactive part of the above presentation. While professional quality is not expected, the movie should be a high standard production, not amateur; this is a heavily weighted judging component and selected award winners' video presentations may be used by CEMF on YouTube and elsewhere to help promote the profession.

### **JUDGING CRITERIA**

The judging panels' assessments are based on the information provided in the application documents to assess the key criteria for the CEMF Ambassador:

- A. Quality of your presentation for junior-high or high school students as demonstrated in your slides and speaking notes. Be sure to address all the required elements as outlined above in the application details. **Weighting (35%)**

- B. Extent and scope of your involvement as a volunteer in community and extracurricular activities **Weighting (25 %)**
- C. Assessment of your passion for engineering **Weighting (20%)**
- D. Assessment of your potential to be an effective role model for young women and ambassador for engineering. Judges consider leadership potential, communication and interpersonal skills, perseverance, and creativity. **Weighting (20%).**

Judges reserve the right not to issue an award in any given year and all decisions of the judges are final.

### AMBASSADOR

If you are selected as the Ambassador, CEMF will contact you using the permanent contact information provided on your application form.

**The Ambassador** will be paid in two installments.

A **first installment of 40% of the award** is provided upon provision of a letter from your faculty supervisor confirming your continued enrolment in a full-time graduate engineering program.

A **second installment of the balance of the award** is provided once you submit the following:

1. Confirmation that you have made a presentation to a junior-high or high school level audience. You must collect completed questionnaires from members of your audience (the *Presentation Questionnaire* will be provided to you by CEMF) and the attending teacher or group leader must provide a letter confirming that you made the presentation.
2. Proof of enrolment in a full-time graduate program or successful completion of your graduate degree.

October 2020