



AMEC ABORIGINAL UNDERGRADUATE ENGINEERING SCHOLARSHIP FOR WOMEN IN ENGINEERING

APPLICATION INFORMATION AND CRITERIA

ABOUT THE AMEC ABORIGINAL UNDERGRADUATE ENGINEERING SCHOLARSHIP

In 2006, AMEC formed a partnership with the Canadian Engineering Memorial Foundation to encourage more Canadian Aboriginal women to pursue a career in engineering.

One scholarship valued at \$5000 will be provided annually to an Aboriginal female engineering student at the undergraduate level enrolled in an accredited university engineering program at a Canadian university.

Along with the financial award, there are many other great reasons for applying for this scholarship:

- **Promotion and Recognition.** Those selected for a CEMF scholarship are featured in an annual Winners Brochure with a biography and photo distributed nationally, an individualized press release is sent to the National Media, Aboriginal organizations, professional engineering associations, the recipient's university and community media. As well, the winners' names, photos, university and year of receiving the scholarship are prominently promoted on the website. Throughout the year, winners are promoted through a variety of public relation methods from posters to media interviews.
- **Affiliation with AMEC.** AMEC is an international project management and services company that designs, delivers and supports client assets for customers across the public and private sectors. AMEC has approximately 4000 employees

at 74 locations across Canada and may offer future assistance and job opportunities to scholarship recipients or applicants.

- **Career Networking and Travel Opportunities.** Recipients will be invited to attend the CEMF Awards Luncheon to be presented with their award. This event is held at the AGM of Engineers Canada. Location of this event is held across Canada. Travel and accommodation will be provided, and the winners are given an opportunity to meet and socialize with prominent members of the industry and leaders in engineering innovation. As well, the CEMF Board of Directors is made up of professional engineers who are available to advise and/or mentor winners in pursuing a successful career.
- **Recipients Can Use the Monies in Any Capacity.** Unlike many other scholarships, CEMF does not require students to apply the award to tuition, books or academic costs. Rather, scholarships are geared to helping students stay in engineering and can be used in any capacity the student requires – from living expenses to child care.
- **A Focus on the Future.** Scholarship recipients act as ambassadors to the field of engineering and serve as role models for other young Aboriginal women to encourage them to become professional engineers.
- **A Scholarship for Leaders.** While recognizing academic excellence is important, the AMEC Aboriginal Undergraduate Engineering Scholarship is not awarded based on academic achievement. Rather, the focus is on female students who are proven leaders in their community and who have dedicated time to extra-curricular activities and volunteerism while serving as a role model to others.
- **We Are Here to Help.** Applicants can call CEMF toll-free while preparing their application to ask questions or for clarification of requirements. **1-866-883-2363.**

QUALIFICATION & ELIGIBILITY REQUIREMENTS

Applicants to these scholarships should review the eligibility requirements listed below closely along with using the checklist provided to ensure **ALL** required documents are included when applying.

Applications that are missing required documents will be immediately disqualified.

1. **You must show proof of ancestry.** This can be done in several ways by providing: a certified copy of a Status or Treaty card; a certified copy of a Métis membership card; a certified copy of an Nunavut Trust Certificate card, roll number or any other proof accepted by Inuit communities; proof that an ancestor's name has been entered in the Indian Register according to the Indian Act, or on the Band list of an individual Band, or on the Inuit roll. You can also prove ancestry: through providing evidence of an ancestor who received a land

- grant or a script grant under the Manitoba Act or the Dominion Lands Act; written confirmation of Aboriginal ancestry from the Department of Indian Affairs or by writing a statutory declaration attesting to Aboriginal ancestry, supplemented by letters or documentation supporting that declaration from an official or a recognized native organization, or from a relative in the Aboriginal community.
2. You must be a female undergraduate student enrolled full-time in an accredited Canadian engineering program at a Canadian university. Visit the Engineers Canada website at www.engineerscanada.ca where all accredited Canadian university engineering programs are listed to check your eligibility.
 3. While there is no limitation on the number of applications from any university or program, as an individual, you have not applied to any other CEMF scholarship this year; if unsuccessful you can reapply in subsequent years to this scholarship or another CEMF scholarship. You can also not win this scholarship more than once although you can receive another CEMF scholarship.
 4. For four year programs: you must be in first year, second year or the first term of your third year, prior to the January deadline.
 5. For five year programs: you must be in first year, second year, third year or the first term of your fourth year prior to the January deadline.
 6. You must be a leader, a volunteer and an active person in the Aboriginal community and at university. **Scholarships are awarded based primarily on how you are involved in your own community and leadership skills that you have demonstrated.** Special emphasis is placed on leadership and encouraging others to contribute to bettering Canadian society. Work experience may also be considered.
 7. **Grades do not constitute a criterion for the award of this scholarship.**
 8. You must be willing to act as a role model to encourage other Aboriginal women to pursue a career in engineering; scholarship recipients must give a presentation to a high-school level Aboriginal audience using the presentation prepared for this application.
 9. You must have 100 per cent completed the application requirements listed below and submitted them by the stated deadline.
 10. You are aware this is a competition and a judging panel will use specific guidelines to select the recipients (see below). Judges reserve the right not to issue any scholarship in any given year depending on the quality of the applications.

READY, SET – GO!!

- All Word documents must be typed and double-spaced in 12-point Times New Roman font.
- The entire application is to be provided, including original signed documents, in hard copy accompanied by an electronic copy on a Windows XP Platform CD or Flash Drive. Any required forms should be printed, filled out and then scanned by the applicant for the CD or Flash Drive.*

*The only exception is the reference letter and letter from the Dean, as those providing this information may not want the applicant to see it in advance. In this case, references or the Deans' office can mail CEMF directly and CEMF will scan the document for the judges.

APPLICATION DOCUMENTS

1. **Applicant Declaration:** Print and complete the Applicant Declaration at the bottom of this document, ensuring it is signed for your hardcopy. Scan this document for your CD or Flash Drive.
2. **Application Form:** Print and complete the Application Form at the bottom of this document, ensuring it is signed for your hardcopy. Scan this document for your CD or Flash Drive.
3. **Letter:** Write an Informational Letter, no longer than two pages, in proper business format and addressed to the **AMEC and CEMF Judging Committee**. Introduce yourself, state why you think you would be a good ambassador promoting engineering to women as a career. Do not duplicate your essay below.
4. **Community Activities:** Please write to the Judges explaining how you are involved in your community and show where you have demonstrated leadership and initiative where the word “community” is taken to include your university school, church, neighbourhood, or village. Applicants must be prepared to provide proof of any activity or awards if asked by the judges (i.e. the phone number of a coach, a photocopy of a certificate etc.)
5. **Reference Letter:** Supply one letter of reference from a non-family member and someone not affiliated with the university, (Elder, past teacher, employer), attesting to your leadership abilities and identifying at least one example of the leadership qualities above. References can mail this form to CEMF directly if so desired.
6. **Letter of Support:** Provide a Letter of Support from the Dean, Assistant or Associate Dean, Head of Engineering Department or Engineering Professor. This can be mailed directly to CEMF if so desired.

7. **A Colour Photograph:** This will not be sent to the judging panel, but in the event you are selected to receive this scholarship, it will be used for informational purposes.
8. **Proof of Ancestry:** Include a photocopy of your proof of ancestry as listed above.
9. **Essay:** Prepare an essay outlining your personal “journey”, explaining your passion for engineering, what made you choose engineering and your dreams and aspirations when you become an engineer.
9. **Voice Sound Clip:** In a short voice recording (five minutes maximum), explain your passion for engineering. *This clip must be in WAV-format only.*

Should you receive this scholarship, this is the presentation you will give to an Aboriginal high school audience. Ensure it is unique, exciting and inspiring – this is meant to make your audience *want* to enroll in engineering at university.

JUDGING CRITERIA & AWARD ALLOTMENT REQUIREMENTS

A judging committee appointed by CEMF will select the winners, with the judges being both professional engineers, members of the Aboriginal community and non-engineers when possible.

The committee’s assessment will be based on all of the documents and information provided by the applicant. Any application that is incomplete in any way will be rejected prior to judging and CEMF will inform the applicant of the disqualification. Another application from that student will not be accepted until the following year. All decisions of the judges are final.

Judging will be based on the following criteria:

- a. Quality of Informational Letter (10%);
- b. Quality and creativity of your Essay explaining your personal “journey” (30%);
- c. Assessment of your passion for engineering as demonstrated in your voice clip (15%);
- d. Extent and scope of the applicant’s involvement in the community and extracurricular activities as outlined in the Community Involvement Letter (25%);
- e. Content of the letter of reference (10%)
- f. Overall quality of your application, both electronic and hardcopy (10%).

Judges will base a large part of their assessment on the presentation – it must be unique, interesting, and convincingly encourage young women in the audience that engineering is a career path they should follow and enroll in an accredited Canadian university engineering program.

YOU ARE A WINNER!

In April of the year of applying, the judges will inform AMEC and CEMF of the selected recipient of the scholarship(s). CEMF will contact you using the permanent contact information provided on your application form.

Successful applicants will be paid in two installments – **\$3,000** within approximately four months of the application deadline date and **\$2,000 one year** after the first installment.

1. Send us a letter confirming your continued enrolment in your engineering program prior to payment of the first installment that gives proof of promotion to the next year or term of engineering study. This letter must state you have returned to the classroom from a professor, Dean or administrative office for your program.
2. A written report to CEMF prior to payment of the second installment which shall include:
 - a. A written update of community and/or extra-curricular involvement demonstrating leadership qualities.
 - b. A letter from an attending teacher or group leader as proof you made your presentation to at least one high school level audience.
 - c. Proof of promotion to the next year of engineering study (again, showing you have returned to the classroom) or have graduated from the program.

Scholarship funds may be used by the winners as they wish!

CEMF will guide you through the process, inform you if you are invited to attend the awards presentation and help make travel arrangements, will send you a copy of the press release and winners' brochure and make all efforts to support your future career in engineering. Your photo, university and year of study will be posted on the website.

APPLY NOW!

Double-Check – Do you have all the documents required in hardcopy and on CD or Flash Drive?

All applications must be submitted by all applicants directly to:

The Canadian Engineering Memorial Foundation
AMEC Aboriginal Undergraduate Engineering Scholarship Award
P. O. Box 370, 3-247 Barr Street
Renfrew, Ontario K7V 4A6

All application packages must be Post-marked or Courier Date-stamped no later than
Midnight Friday, January 15, 2010.



APPLICANT DECLARATION

I have read the instructions, and hereby make application for the AMEC Aboriginal Undergraduate Engineering Scholarship, and I declare:

1. That I have personally written my application, the essay and the presentation, addressed all required issues fully and completely and that, to the best of my knowledge, the information provided in this application is true;
2. That I am a full-time student in engineering at the named university;
3. That I am a Canadian Aboriginal;
4. That if awarded a scholarship I agree to arrange to deliver my proposed presentation to at least one high school audience within the next calendar year.
5. That if awarded a scholarship I agree to provide my SIN Number to CEMF for Income Tax Purposes.
6. That, as a recipient of the award and as a condition of receiving the first installment, I will confirm in writing that I continue to be enrolled in engineering and I will provide proof of my promotion into the next year of study in that field.
7. That, as a recipient of the award, approximately twelve (12) months after receiving the first installment I will:
 - a. Confirm in writing that I continue to be enrolled in engineering and have been promoted to the next year of engineering study,
 - b. Confirm that I have made at least one presentation to a high school audience and support that with a letter from an attending teacher.
8. That, as a recipient of the award, I agree to help fulfill the mandate of the Canadian Engineering Memorial Foundation by actively promoting engineering as a career choice for Aboriginal women and for young people in general; and
9. That I agree to allow my name, photograph, presentation and study plans to be released publicly if I receive a scholarship.

Signature of applicant

Date



**AMEC ABORIGINAL UNDERGRADUATE ENGINEERING SCHOLARSHIP
APPLICATION FORM**

Applicant's Name: _____

Permanent Mailing Address (Home): _____

Permanent Mailing Address (Home): _____

Applicant's Telephone No: _____ (home, residence or parents)

Applicant's Email: _____

Other Phone or Contact: _____

University: _____ Program: _____

Specialty: _____ Expected Date of Graduation: _____

Year of Study: _____

Signature: _____ Date: _____