

Canadian Engineering Memorial Foundation

3-247 Barr Street
Renfrew, Ontario K7V 1J6
1-866-883-2363 info@cemf.ca www.cemf.ca



Fondation commémorative du génie canadien

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JOHN EVANS ENGINEERING ENTRANCE AWARD GENERAL INFORMATION

Each year the Canadian Engineering Memorial Foundation selects a number of women to act as Ambassadors for the engineering profession and to serve as role models for other young women.

John Evans, P.Eng was a Director and Vice-President of the Foundation, a committed supporter of women in engineering and a judge for CEMF awards. His legacy included a donation for an award to be made to a woman entering an accredited engineering program in Canada from high school.

While applicants must be in good academic standing, the award is not based on academic achievement. Ambassadors are selected based on their enthusiasm for engineering, their involvement in volunteer activities, leadership, communication and interpersonal skills. One of the key requirements is that each 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, Ambassadors 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 are provided so that Ambassadors 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 CEMF Ambassadors.
- **Engineering work placement** opportunity with Fortis Inc. at one of their Canadian utilities. Travel assistance to the Fortis utility for placement employment may be available but is not guaranteed.

ELIGIBILITY REQUIREMENTS

To be considered for the John Evans Entrance Award, applicants must

- be a Canadian citizen or a Landed Immigrant with a Permanent Residence Card.
- self-identify as female.
- be a recent graduate or about to graduate from a Canadian high school and have submitted an application to an accredited engineering program at a Canadian university. The selected applicant must show proof that they are enrolled as a full-time student in an accredited program before they are entitled to receive the first award allotment.

YOUR APPLICATION

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.

Applicants must submit all of the relevant application documents in electronic form to awards@cemf.ca by the stated deadline. Acceptable file formats depend on the type of document but a number of 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.

APPLICATION DOCUMENTS

- 1. Application Form and Checklist:** Complete the Application Form; use the Checklist to ensure you have included all of 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. Reference:** Provide a reference from someone who can speak directly to your involvement in community and/or extracurricular activities and who is not affiliated with your high school. Your reference must use the standard form that is provided and should email the completed form directly to awards@cemf.ca by the application deadline.
- 7. Letter of Support:** Ask your high school official (e.g. Principal, Vice-Principal) to write a letter of support on school letterhead and email it directly to awards@cemf.ca by the application deadline. The Letter of Support should confirm that you have recently graduated or are about to graduate from a Canadian high school and 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.
- 8. 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.**
- 9. Presentation - *Why I Chose To Become an Engineer***

Your presentation (PPT or Prezi-based file format) should not exceed 15 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 – preferably in the Notes section of the Power Point presentation or as a separate document. The speaking notes need not be a formal script and should convey a sense of how you would make the presentation to a group of junior-high or high school students. Include a bibliography of all your sources.

JUDGING CRITERIA

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

- a. Quality of your presentation for junior-high or high school students as demonstrated in your slides and speaking notes **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.

AWARD INSTALLMENTS

If you are selected for this award, CEMF will contact you using the permanent contact information provided on your application form. You will receive the monetary portion of your award in two installments.

The **first installment of 40%** is provided upon written confirmation from the Dean or administrative office that you are enrolled as a full-time student in the first year of an engineering program.

The **second installment of the balance of the of the award** is provided when all of the following requirements have been met:

- a. Provision of a letter from the Dean or administrative office of your program confirming your acceptance into second year of the program **and** that you have enrolled as a full-time student.
- b. 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.