



## CEMF ENGINEERING AMBASSADOR AWARDS

### *CRITERIA*

Please refer to our General Information document for the complete list of current graduate and undergraduate engineering ambassador awards being offered by the Foundation to women studying engineering in Canada.

In addition to the monetary award (and in some cases, a summer employment opportunity), Award Ambassadors receive other benefits:

- **Promotion and Recognition.** Those selected are featured in our annual Winners Brochure with a biography and photo distributed nationally and a press release is sent to national and local media, professional engineering associations and the recipient's university. Winners' names, photos, and universities are posted on the website.
- **Career Networking and Travel.** Successful applicants can be invited to attend the CEMF Awards Ceremony. This event is hosted by Engineers Canada in various national locations. Travel and accommodation allowances are provided and winners will be given an opportunity to meet and network with the Foundation Board, prominent members of the industry, leaders in engineering innovation and other scholarship winners.
- **No Restriction on the use of the Award.** Unlike many other scholarships, CEMF does not require winners to apply the award to tuition, books or academic costs. Rather, awards are geared to helping students stay in engineering and can be used in any capacity, from living expenses to child care.
- **A Focus on the Future.** Winners act as ambassadors for the engineering profession and serve as role models for other young women to encourage them to become engineers.
- **A Scholarship for Leaders.** We award those who are proven leaders in their community who have dedicated time to extra-curricular activities and volunteerism.

### QUALIFICATION and ELIGIBILITY REQUIREMENTS

Applicants should review all eligibility requirements and use the checklist to ensure that all documents are included when applying. Applications that are missing required documents will be disqualified.

1. Applicants must be a Canadian citizen or a Landed Immigrant with a Permanent Residence Card.
2. Applicants must be either female undergraduate engineering students enrolled full-time in an accredited engineering program at a Canadian university or full-time graduate students with an undergraduate degree from an accredited Canadian engineering program, or have a P. Eng. designation or be a recognized E.I.T. in their province of residence.
3. While there is no limitation on the number of applications from any university or program, applicants cannot apply to more than one CEMF scholarship in any given fiscal year and if selected, cannot win a scholarship more than once. If unsuccessful, another application may be submitted in a subsequent year.
4. All CEMF engineering awards are open to all female students except those in the final year of their program.
5. You must be a leader, a volunteer and an active person in your community and elsewhere. Awards are made based primarily on how you are involved in your own community and the leadership skills that you have demonstrated.
6. While all CEMF award applicants must be in good academic standing, high marks are not a criterion.
7. Applicants must be willing to act as role models to encourage young women to pursue a career in engineering and must give a presentation to at least one junior high school or high school level audience using the presentation prepared for this application. The ability to effectively communicate with these younger students is very important.
8. Award Ambassadors and Champions must give permission for use of their photo and name by CEMF for promotional purposes.
9. Applicants must complete all application requirements and submit them by the deadline.

The selection process is a competition and a judging panel will use specific guidelines to select the recipients. Judges reserve the right not to issue any award in any given year and all decisions are final.

### **YOUR APPLICATION**

Applications and related documents must be emailed to [awards@cemf.ca](mailto:awards@cemf.ca) and must be typed and double-spaced. Material can be submitted in Microsoft Word, PDF format is preferred. Some of the required application material is in fillable PDF format. The only exceptions will be the Reference Letter and Letter of Support which can be emailed separately to [awards@cemf.ca](mailto:awards@cemf.ca).

## APPLICATION DOCUMENTS

1. **Application Form:** Print and complete the Application Form ensuring it is also electronically signed.
2. **Applicant Declaration:** Complete the Applicant Declaration Form, ensuring that it is electronically signed.
3. **Promoting Engineering:** Write an informational letter, no longer than three pages, addressed to the CEMF Judging Committee. Introduce yourself and state why you think you would be a good ambassador promoting engineering to women as a career and how you think your extracurricular activities make you a strong role model. Tell us about yourself: your hobbies, membership in groups, organizations, athletic and cultural achievements and what kind of person you are.
4. **Extracurricular Activities:** Using the Sample Activities Chart as an example, show your involvement in community and extracurricular activities. 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.
5. **Resume or CV:** An up-to-date copy of your resume or CV, no longer than two pages.
6. **References:**
  - a. Using the provided Reference Form, provide a reference from someone who can speak directly to your involvement in extra-curricular activities not affiliated with your university. This should be emailed directly to [awards@cemf.ca](mailto:awards@cemf.ca). Include the name, address, email and phone number of this person at the bottom of your Resume.
  - b. Also at the bottom of your Resume, provide the name, address, email and phone number of second personal reference who can also attest to your extracurricular involvement and leadership qualities.
  - c. Applicants for any graduate award must also submit a second formal reference form completed by the immediate faculty supervisor. This form should also be emailed directly to [awards@cemf.ca](mailto:awards@cemf.ca).
7. **Letter of Support:** Provide a Letter of Support from the Dean, Assistant or Associate Dean, Head of Engineering Department or Engineering Professor. This should be emailed directly to [awards@cemf.ca](mailto:awards@cemf.ca) and will not be shared with the Judges. Suggested criteria for approbation of candidates by Deans or their appointed delegate include :
  - Actively participates in extracurricular activities and demonstrates leadership skills;
  - Is a well-rounded individual;
  - Participates in public duties, community and volunteer work;

- Has good interpersonal and communication skills;
  - Has an interest in education;
  - Displays curiosity, perseverance, creativity, problem-solving skills;
  - Meets the academic standards of the university faculty;
  - For graduate students, is the applicant a full-time Ph.D. or Master's student, and a registered P.Eng, or has E.I.T. status.
- 8. Proof of Citizenship:** Include a photocopy of your birth certificate or proof of Canadian citizenship or a photocopy of your Permanent Resident Card. This document will not be sent to the Judges as it is for qualification purposes only.
- 9. Voice Sound Clip:** In a short voice recording (two minutes maximum), explain your passion for engineering. **This clip must be in WAV-format only.**
- 10. Voice Sound Clip Transcript:** Include a written transcript of your voice clip.
- 11. Presentation:** Your slide presentation (PPT or Prezi-based), should not exceed 25 minutes and it must be directed to a high school level audience. A text transcript of your talk must be in the Notes section of the Power Point or provided as a separate document. Include a bibliography of all your sources.

**Presentation: *Why I Chose To Become an Engineer***

Should you be selected as an Award Ambassador or Champion, this is the presentation you must give to a high school level audience. Ensure it is unique, exciting and inspiring since this is meant to make members of your audience want to enroll in engineering.

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

- i. Your passion for your chosen field of engineering and what influenced you most to choose this profession;
- ii. The variety of careers and opportunities for engineers;
- iii. The social responsibility of engineers including an explanation on how the profession is regulated through licensure.
- iv. 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.
- v. Whatever additional topics you consider essential to create a genuine and lasting interest in engineering on the part of your audience.

- 12. Video Clip of Your Engineering Principle Demonstration (GRADUATE APPLICANTS ONLY!):** The judges wish to see this part of your presentation live. 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 and AWARD ALLOTMENT REQUIRMENTS**

A judging committee appointed by CEMF will select the winners.

The committee's assessment will be based on all of the documents and information provided. 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. All decisions of the judges are final.

#### **Judging of Undergraduate student applications will be based on the following criteria:**

- a. Quality and creativity of your presentation as demonstrated in you presentation and speaking notes **(30%)**;
- b. Extent and scope of you involvement in community and extracurricular activities as outlined in the chart that you have prepared **(25%)**;
- c. Assessment of your passion for engineering as demonstrated in your voice clip **(15%)**;
- d. Quality of your informational letter about your volunteer, extracurricular, and ambassadorship qualities. **(10%)**;
- e. Content of the Reference Letter and the Letter of Support **(10%)**;
- f. Overall quality of your application **(10%)**.

#### **Judging of Graduate student applications will be based on the following criteria:**

- a. Effectiveness of your Power Point presentation **(30%)**;
- b. Effectiveness of your short Demonstration of an Engineering Principle Movie Clip **(15%)**;
- c. Informational letter written by you (Application Document #4) about your professional, volunteer, extracurricular and role model activities, etc. **(10%)**;
- d. Scope of community involvement and extracurricular activities that demonstrate leadership and outreach interests **(15%)**;
- e. Professional achievements through research and work experience **(10%)**;
- f. Achievements and leadership potential as perceived through the two reference letters and the Letter of Support on provided forms **(10%)**;
- g. Overall quality of your application **(10%)**.

In all cases, 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.

### **WINNERS and RUNNER's-UP**

If you are successful, in the spring of the year of applying, CEMF will contact you using the permanent contact information provided on your application form.

Successful winners will be paid in two installments. Failure to meet any of the following requirements by the set deadlines will result in installments being withdrawn. Documentation may be sent in earlier than the set deadlines but not later. If you did not win the award but are selected because of the excellence of your submission, you will be contacted so that you can plan your presentation.

#### **A. For Undergraduate Ambassador Award Winners:**

The first installment of **60%** of the award will be provided upon provision of required documentation by **October 15, 2016:**

1. Prior to payment of the first installment, a letter confirming your continued **enrolment** in an engineering program that proves promotion to the next year or term of engineering study. This letter must come from a Professor, Dean or from the administrative office of your program. This does not mean a letter simply saying you were accepted back into engineering – rather it should state that you have been accepted back into engineering **and** have been enrolled in the program.

The second installment of the balance of the award will be provided once all of the following requirements have been met by the set deadlines as set out below:

1. You must have made your presentation(s) to a high school level audience and handed out the *Presentation Questionnaire* for your audience to complete (the *Questionnaire* will be provided to you by CEMF). Those *Questionnaires* are to be collected at the end of your presentation and put **in a sealed envelope with the flap signed by the attending teacher or group leader**. That person must also provide a signed letter stating you made your presentation to a high school level audience and that they signed the questionnaire envelope. **This letter and the questionnaires must be provided to CEMF on or before June 30, 2017.**
2. A written update of community and/or extra-curricular involvement demonstrating leadership qualities received by CEMF by **October 15, 2017.**

3. Proof of promotion to the next year of engineering study (again, showing you have returned to the classroom) or have graduated with your degree, to be received by CEMF by **October 15, 2017**.

#### **B. For Graduate Ambassador Award Winners:**

The first installment of **60%** of the award will be provided upon provision of a letter from the faculty supervisor confirming your continued enrolment in your graduate engineering program on or by **October 15, 2016**.

The second installment of the balance of the award amount will be issued when the following have been met by the deadlines indicated:

4. You must have made your presentation(s) to a high school level audience and handed out the *Presentation Questionnaire* for your audience to complete (provided by CEMF). Those *Questionnaires* are to be collected at the end of the presentation and put **in a sealed envelope with the flap signed by the attending teacher or group leader**. That person must also provide a signed letter stating you made your presentation to a high school level audience and that they signed the questionnaire envelope. **This letter and the questionnaires must be provided to CEMF on or before June 30, 2017**.
5. A written update of community and/or extra-curricular involvement demonstrating leadership qualities received by CEMF by **October 15, 2017**.
6. Proof of continued enrolment in the Ph.D. program or successful completion thereof to be received by CEMF by **October 15, 2017**.

#### **C. For all Awards Applicants**

The *John Evans Champion Awards* recognize outstanding women who were unsuccessful in their application for one of the Foundation's main awards in spite of the excellence of their qualifications and presentation.

Selected Champions will receive a stipend of \$250 providing that the presentation submitted with the award application is given to a high school level audience. Those in attendance must complete the *Presentation Questionnaire* (provided by CEMF). Those *Questionnaires* are to be collected at the end of the presentation and put **in a sealed envelope with the flap signed by the attending teacher or group leader**. That person must also provide a signed letter stating you made your presentation to a high school level audience and that they signed the questionnaire envelope. **This letter and the questionnaires must be provided to CEMF on or before June 30, 2017**.

CEMF will inform you if you are invited to attend the Awards Ceremony and help you make travel arrangements.

**APPLY!**

**Applications must be submitted to:  
[awards@cemf.ca](mailto:awards@cemf.ca) before Midnight, Friday, January 15, 2016.**

*October 20, 2015*