



## MARIE CARTER MEMORIAL UNDERGRADUATE ENGINEERING SCHOLARSHIP *APPLICATION INFORMATION AND CRITERIA*

The Canadian Engineering Memorial Foundation was founded in 1990 to develop scholarship and award programs that encourage women to choose engineering as a career to honour the memory of the 14 women at École Polytechnique whose contributions to Canada ended on December 6, 1989.

In 2015 the Foundation will be awarding a \$5,000 scholarship to a young Canadian woman studying engineering in Canada in memory of Marie Carter, a professional engineer and COO at Engineers Canada in Ottawa.

The successful applicant must be is a proven leader and an active volunteer in her community and will act as a role model to other young women to encourage them to pursue a career in engineering. This scholarship is **not** based on academic achievement.

Applicants must be female engineering students at the undergraduate level enrolled full-time in an accredited engineering program at a Canadian university. The scholarship recipient will be required to make at least one presentation to junior high school or high school students.

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

- **Promotion and Recognition.** The person selected for this scholarship will be featured in an annual winner's brochure with a biography and photo distributed nationally. A press release is also sent to the national media, professional engineering associations, the recipient's university and community media. As well, the winners' name, photo, university and year of receiving the scholarship are prominently promoted on the website. Throughout the year, the winner may be promoted through a variety of public relation methods from posters to media interviews.
- **Career Networking and Travel Opportunities.** The successful applicant will be invited to attend the CEMF Awards Luncheon to be presented with their award. This event is hosted by Engineers Canada in various national locations. Travel and accommodation will be provided, and the winner will be given an opportunity to meet and network with prominent members of the industry, leaders in engineering innovation and other scholarship winners. As well, the CEMF Board of Directors is made up of professional engineers who are available to support and/or mentor the winner in her pursuit of 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, all of our 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.** The scholarship recipient will act as an ambassador to engineering and serve as a role models for other young women to encourage them to become professional engineers.
- **A Scholarship for Leaders.** While recognizing academic excellence is important, CEMF scholarships are not awarded based on academic achievement. Instead, 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 this scholarship 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 be a Canadian citizen, or be a Landed Immigrant with a Permanent Residence card.
2. You must be a woman undergraduate student enrolled full-time in an accredited Canadian engineering program at a Canadian university. Visit the Engineers Canada website at [www.engineerscanada.ca](http://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, **you, as an individual, cannot** apply to more than one CEMF scholarship a year. You **cannot** win this scholarship more than once. However, you can, if unsuccessful this year, reapply in subsequent years to this scholarship if available or to another CEMF scholarship.
4. For four year programs: you must be in your first year, second year or the first term of your third year, prior to the January deadline.
5. For five year programs, including CO-OP 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 your community and university. **The scholarship will be awarded based primarily on how you are involved in your own community and the leadership skills that you have demonstrated.** There is a special emphasis placed on leadership and encouraging others to contribute to bettering Canadian society.
7. While all CEMF scholarship applicants must be in good academic standing, high marks are not a criterion.
8. You must be willing to act as a role model to encourage other women to pursue a career in engineering; the scholarship recipient must give a presentation to a high-school level audience using the presentation prepared for this application. Your ability to effectively communicate with these younger students will be a primary criterion.
9. You must give permission for your photo and name to be used by CEMF for scholarship promotional purposes.
10. You must have 100 per cent completed the application requirements listed below and submitted them by the stated deadline.
11. 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 scholarships in any given year depending on the quality of the applications. All decisions of the judges are final.
12. Applicants should be aware that their resumes/CVs may be used for recruitment purposes.

### **READY, SET – GO!!**

- Informational letters and transcripts 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 both hard copy AND electronic format on a Windows 7 Platform CD, DVD or Memory Stick. Quality of both hard copy and electronic copy are scored, so present both in a well-organized and complete format.\*

*\*The only exceptions are the Reference Letter and Letter of Support, as those providing this information may not want the applicant to see it in advance. In this case, the letter may be mailed to CEMF directly, this letter must be received by the deadline, 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 and electronic submission. Scan this document for your CD/DVD or Memory Stick.
2. **Application Form:** Print and complete the Application Form at the bottom of this document, ensuring it is signed for your hardcopy and electronic submission. Scan this document for your CD or Flash Drive.
3. **Promoting Engineering:** Write an informational letter, no longer than two pages, in proper business format, addressed to the CEMF and 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 chart provided at the end of this document as an example, create a list or chart showing your involvement in community and extracurricular activities. Your list should include your role, duration of the activity, frequency of the activity and any awards or recognitions you have received. Applicants must be prepared to provide proof of any listed activity or awards if asked by the judges (i.e. the phone number of a coach, a photocopy of a certificate, etc.)
5. **Résumé or CV:** Include an up-to-date copy of your resume or CV no longer than four pages.
6. **Two References:**
  - a. Using the form at the bottom of this document, supply a letter of reference from someone who can speak directly to your involvement in extra-curricular activities **not** affiliated with your university. This can be mailed directly to CEMF if so desired.
  - b. Provide a name, address, email and phone number of a second personal reference that the Committee may contact if required, who can attest to your extracurricular involvement and/or leadership qualities.
7. **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 and will not be shared with the judges.
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. **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 promotional purposes so make sure it is a photo you like!
10. **Voice Sound Clip:** In a short voice recording (two minutes maximum), explain your passion for engineering. **This clip must be in WAV-format only.**
11. **Voice Sound Clip Transcript:** Include a written transcript of your voice clip.
12. **Presentation:** Create a Power Point Presentation geared to a high school level audience, with a text transcript of what you will be saying while giving your presentation in the Notes section of the Power Point or as a separate word document. At the end, include a bibliography of all your sources. Your entire presentation time should not exceed 20 – 30 minutes.

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

Should you receive this scholarship, this is the presentation you must give to a high school level audience. Ensure it is unique, exciting and inspiring – >this is meant to make members of your audience want to enroll in engineering at university.

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

- Your passion for your chosen field of engineering and what influenced you most to choose this profession;
- The variety of careers and opportunities for engineers;
- The social responsibility of engineers including an explanation on how the profession is regulated including licensure.
- A demonstration of an engineering principle that will intrigue and motivate the audience while at the same time demonstrating the practical application of engineering to solving a problem. You should engage members of the audience in this demonstration.
- Whatever additional topics you consider essential to create a genuine and lasting interest in engineering on the part of your young audience.
- Presentations must include the transcript of what you are going to say as you deliver your presentation in the Notes section of the Power Point or as a separate Word document.
- There should be a bibliography at the end listing sources used.
- Please keep all file sizes reasonable, as they have to be downloaded by the judges.

## **JUDGING CRITERIA and AWARD ALLOTMENT REQUIRMENTS**

A judging committee appointed by CEMF will select the winner, with the judges being both professional engineers 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 and creativity of your presentation as demonstrated in the Power Point Presentation and speaking notes **(30%)**;
- b. Extent and scope of your involvement in the community and extracurricular activities as outlined in the Community Involvement Chart **(25%)**;
- c. Assessment of your passion for engineering as demonstrated in your voice clip **(15%)**;
- d. Quality of Informational Letter written by you about your volunteer, extracurricular, ambassador qualities, etc. **(10%)**;
- e. Content of the Reference Letter and the Letter of Support **(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 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. Failure to meet any of the following requirements by the set deadlines will result in the scholarship installments being withdrawn. Documentation may be sent in earlier than the set deadlines but not later.

The first installment of **\$3,000** upon provision of required documentation by **October 15, 2015** as set out below:

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 **\$2,000** will be provided once all the following requirements have been met by the set deadlines as set out below:

1. You must have made your presentations 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**. The attending teacher or group leader 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, 2016.**
2. A written update of community and/or extra-curricular involvement demonstrating leadership qualities received by CEMF by **October 15, 2016.**
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 received by CEMF by **October 15, 2016.**

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

### **APPLY NOW!**

*Double-check that all the documents required are in hardcopy and on CD, DVD or memory stick*

All applications must be submitted by all applicants directly to:

The Canadian Engineering Memorial Foundation  
CEMF Engineering Ambassador Scholarship  
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 16, 2015.**



## APPLICANT DECLARATION

Before completing and submitting my application for the CEMF Engineering Ambassador Scholarship and this Applicant Declaration, I declare that:

1. I was given the opportunity to seek independent legal advice regarding the terms and conditions of the CEMF Engineering Ambassador Scholarship and the Applicant Declaration and either waived the opportunity to seek independent legal advice or did indeed seek independent legal advice and have made a conscientious and informed decision to accept the terms and conditions;
2. I have personally written my application, prepared the CD/DVD/Memory Stick presentation, addressed all required issues fully and completely and that, to the best of my knowledge, the information provided in this application is true;
3. I am a full-time student in engineering in an accredited program at the named university;
4. If awarded the scholarship I agree to arrange to genuinely deliver my proposed presentation to at least one high school audience with appreciable attendance of students prior to and provide the Questionnaires in a signed, sealed envelope plus the letter of proof of presentation to CEMF on or before **June 30, 2016**;
5. If awarded the scholarship I agree to provide my SIN Number to CEMF for Income Tax purposes.
6. As a recipient of the award and as a condition of receiving the first installment I understand and conscientiously accept that CEMF will rescind its contract with me and withdraw the CEMF Engineering Ambassador Scholarship if I breach any of the following obligations:
  - If I fail to continue to act as an ambassador in the field of engineering and to serve as a role model for other young women to encourage them to become professional engineers;
  - If any common law fraud, fraud in equity, negligent or innocent misrepresentations in my application and within the Declaration are uncovered;
  - If inconsistencies in character, leadership skills and commitment to the goals and objectives of CEMF are uncovered in contradiction to what I, or any of my references, have represented in my application;

- If I make disparaging, condescending or uncivil remarks and comments about CEMF, its staff and members; and
  - If I fail to provide a letter to CEMF by **October 15, 2015** confirming my continued full-time enrolment in an engineering program that proves promotion to the next year or term of engineering study from a Professor, Dean or Department Head.
7. As a recipient of the award and as a condition of receiving the second installment I understand and conscientiously accept that CEMF will rescind its contract with me and withdraw the CEMF Engineering Ambassador Scholarship if I breach any of the following obligations:
- If I fail to continue to act as an ambassador in the field of engineering and to serve as a role model for other young women to encourage them to become professional engineers;
  - If any common law fraud, fraud in equity, negligent or innocent misrepresentations in my application and within the Declaration are uncovered;
  - If inconsistencies in character, leadership skills and commitment to the goals and objectives of CEMF are uncovered in contradiction to what I, or any of my references, have represented in my application;
  - If I make disparaging, condescending or uncivil remarks and comments about CEMF, its staff and members; and
  - If I fail to provide the following documents to CEMF by **October 15, 2016**:
    - A. A written update of community and/or extracurricular involvement demonstrating leadership qualities and volunteerism.
    - B. A letter confirming my continued enrolment in an engineering program that proves promotion to the next year or term of engineering study from a Dean, Professor or Department Head, or proof of successful graduation from the program.
8. Should I fail to meet **any** of the requirements or deadlines above, CEMF has the right to rescind the contract and pull any remaining scholarship payments.
9. As a recipient of the award, even after the full award is paid out to me by CEMF, I have a continuous obligation to help fulfill the mandate of CEMF by actively promoting engineering as a career choice for women and for young people in general. CEMF reserves the right to sever all ties with me should I breach this obligation.

10. I agree to allow my name, photograph, presentation and study plans to be released publicly if I receive a scholarship.

11. I agree that information regarding any reason for the scholarship monies being rescinded as listed above, may be shared with other involved parties who may have sponsored or supported CEMF and/or the scholarship.

12. My CV and scholarship application documentation may be used by CEMF for recruitment purposes.

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Signature of Applicant

Date

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Witness Name/Signature/Address

Date

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

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

## CEMF ENGINEERING AMBASSADOR SCHOLARSHIP APPLICATION FORM

Applicant's Name: \_\_\_\_\_

Scholarship Region (by province of your university, not home):

\_\_\_\_\_ (B.C., Prairies, Ontario, Quebec, Atlantic)

Permanent Mailing Address (Home): \_\_\_\_\_

\_\_\_\_\_

Applicant's Telephone No: \_\_\_\_\_ (The number where you can be reached should you win the award)

Applicant's Email: \_\_\_\_\_

Other Phone or Contact: \_\_\_\_\_ (an alternate number where you can be reached, please indicate who's number this is, i.e. cell phone; parents, etc.)

University: \_\_\_\_\_ Program: \_\_\_\_\_

Specialty: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Year of Study: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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## LARSHIP REFERENCE FORM / FORMULAIRE DE RÉFÉRENCES

Applicant's Name / *Nom de la candidate* :

Name of the Referee/Reference / *Nom du répondant/référence* :

Title / *Titre* :

Organization or Institution /  
*Organisme ou établissement* :

Full Mailing Address & Telephone Number / *Adresse postale au complet et numéro de téléphone* :

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Completion of this recommendation form is a necessary part of the application process for the CEMF Engineering Ambassador Scholarship.

The Judging Committee of the Canadian Engineering Memorial Foundation places a great deal of importance on your confidential recommendation. We realize this requires time and effort on your part and we greatly appreciate your assistance.

**A prompt return to the applicant is important.**

If possible, please type or print your responses.

*Le processus d'application pour les bourses de la Fondation commémorative du génie canadien exige que ce formulaire de recommandation soit complété.*

*Le comité de sélection de la Fondation commémorative du génie canadien donne beaucoup de poids à ces recommandations confidentielles. Nous comprenons le temps et l'effort que cette démarche peut nécessiter et nous apprécions votre coopération.*

*Si possible, dactylographier ou écrire vos réponses en caractères d'imprimerie.*

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How long have you known the Applicant and in what capacity? / *Depuis combien de temps connaissez-vous la candidate, et à quel titre?*

What, in your opinion, differentiates this Applicant from her peers? / *D'après vous, qu'est-ce qui différencie cette candidate de ses paires?*

Comment on Applicant's leadership potential, organizational and motivation skills. / *Veillez commenter les qualités leadership, et les talents d'organisation et de motivation de la candidate.*

Comment on the Applicant's communication and interpersonal skills, and ability to work with others. / *Veillez commenter les compétences interpersonnelles de la candidate, son habileté à communiquer et à travailler en groupe.*

Comment on the Applicant's analytical skills, creativity, curiosity, perseverance, problem-solving and “doing.” / *Veillez commenter les talents analytiques, la créativité, la curiosité, la persévérance, l'habileté à résoudre des problèmes et le penchant pour l'action de la candidate.*

When you compare this Applicant to other students at her level you have taught, led, guided, employed, how does she compare overall. / *Lorsque vous comparez cette candidate à d'autres étudiant(e)s du même niveau auxquels vous avez enseigné, que vous avez dirigés, guidés, employés, comment se compare-t-elle en général?*

Exceptional/Unique <i>Exceptionnelle/unique</i>	Above Average <i>Au dessus de la moyenne</i>	Average <i>Dans la moyenne</i>	Unable to Rank <i>Incapable de la classifier</i>
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Feel free to provide any further comments that you feel would aid the Judging Committee in the evaluation of the Applicant. Additional pages may be attached. / *N'hésitez pas à fournir des commentaires supplémentaires qui assisteraient le comité de sélection dans l'évaluation de la candidate. Vous pouvez ajouter des pages additionnelles.*

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Signature of Referee

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Date

Signature du répondant



### Sample Applicant Information on Community, Extracurricular and Sports Activities

Name of Applicant: \_\_\_\_\_

University: \_\_\_\_\_ Program: \_\_\_\_\_

Year	Community Activities	Timing	Awards/Recognition (Note)
2012	Community theatre group	2 plays. Practice 2 nights per week	
2013	Festival – volunteer at BBQ stand	Evenings one week and one Saturday	
2010-present	Guide leader	Weekly plus one week Summer Camp	
2013	Took advanced art classes in Life Drawing	Every Saturday morning	
2014	Volunteer at Seniors' home	3 Saturdays	Given plaque from Senior Citizen's home
	<b>Extracurricular, including Sports Activities</b>		
2012	Soccer – High School	Weekly practice & games during school year	Made Team Captain
2013	Secretary of High School Student Council	Weekly meeting during year plus preparation. Help organize activities	
2010-14	On community Soccer Team	Weekly practice & games during summer	
2014	University Debating Team	Weekly practice/competition	2004 Ontario Champs

(Syntax revisions - September 2014)