

Canadian Engineering Memorial Foundation		Fondation commémorative du génie canadien
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CEMF ENGINEERING AMBASSADOR AWARDS for Undergraduates

GENERAL INFORMATION

Each year the Canadian Engineering Memorial Foundation selects several women to act as Ambassadors for the engineering profession and to serve as role models for other young women. Applicants must be enrolled in an accredited engineering program in Canada but are not in the final year of their undergraduate program. While applicants must be in good academic standing, marks are not a criterion for these awards. 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 may be provided so that Ambassadors can attend the CEMF Awards Ceremony should this event occur.
- Some Ambassador Awards include the **potential for mentorship and/or an employment opportunity (summer or co-op work term) with the award sponsor.**

ELIGIBILITY REQUIREMENTS

To be considered for one of the Ambassador Awards for undergraduates, applicants must

- Be a Canadian citizen or a Landed Immigrant with a Permanent Residence Card.
- Self-identify as female and be enrolled full-time in an accredited engineering program at a Canadian university but cannot be in the final year of their undergraduate program.
- Not have received an undergraduate award from the CEMF in the past (John Evans Entrance Award excluded).

There are several CEMF Ambassador Awards for undergraduates. Some awards have additional eligibility requirements as indicated in the table below. Each applicant for an undergraduate

award submits one application and the CEMF will ensure that applicants are considered for all awards for which they are eligible.

Ambassador Award	Description	Extra Eligibility	Award Value
Enbridge	Sponsored by Enbridge, a Canadian energy delivery company. There is a potential internship available.	No additional eligibility requirements	2 awards at \$10,000 each
Hatch	Sponsored by Hatch, a Canadian engineering consulting company. There is a potential internship available.	Must be registered in an accredited Engineering Program in a Quebec University	\$10,000
Pomerleau	Sponsored by Pomerleau, a Canadian leader in the building, infrastructure, civil engineering and renewable energy construction sectors. There is a potential internship available.	No additional eligibility requirements	\$5,000
Nellie Giffin Memorial	Sponsored by Frontier Field Engineering, a Canadian engineering company, in memoriam of the owners Grandmother	No additional eligibility requirements	\$5,000

Regional Awards BC/Yukon Prairie Ontario Quebec Atlantic	Sponsored by CEMF.	Must be registered in an accredited engineering program at a university in the region	\$5,000
Rona Hatt Engineering	Sponsored in memory of Rona Hatt, the first known female Canadian chemical engineer.	Must be registered in a chemical engineering program	\$5,000
Dillon Consulting Limited	Sponsored by Dillon Consulting Ltd, a Canadian engineering consulting company. There is a potential internship available.	No additional eligibility requirements	\$5,000

APPLICATION

Applicants must submit all the relevant application documents in electronic form to awards@cemf.ca by 11:59 pm (ET) on January 20, 2023. 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.
 - B. On the application checklist, provide the name, email, and phone number of second personal reference who can also attest to your extracurricular involvement and

leadership qualities. This individual may be contacted by the CEMF but does not need to complete a reference form.

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. The Letter of Support should be on university letterhead and confirm that the applicant meets the academic standards of the engineering program, is not in the final year of her undergraduate program 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.

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 should not exceed 25 minutes and it must be directed to a junior-high 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 Power Point 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. 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.

AMBASSADORS and CHAMPIONS

If you are selected as an Ambassador or a John Evans Champion, CEMF will contact you using the permanent contact information provided on your application form.

Ambassadors will be paid in two installments.

A **first installment of 40% of the award** is provided upon submission of a letter confirming your continued **enrollment** in an engineering program (i.e. enrolled as a full-time student in the academic year or term following your award application). This letter must be written by a Professor, Dean or from the administrative office of your program.

The **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 the next year of engineering study or successful completion of your undergraduate degree.

The **John Evans Champion Awards** recognize outstanding women who were unsuccessful in their application for one of the Foundation's main awards. As a John Evans Champion you receive a stipend of \$250 providing that the presentation submitted with the award application

is given to a junior-high or high school level audience. When you make your presentation, 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.

CEMF Undergraduate Awards – Checklist

Name:
 Permanent Mailing Address (Home):
 Email:
 Telephone:
 Alternative Contact Information:
 (Indicate whose number/email this is. I.e. Your cell/Parents/etc.)
 University: _____ Program: _____
Program year date as of January 1, 2023:
Year you anticipate graduating from your current program:

Submit each item below including a copy of this list to awards@cemf.ca by 11:59pm (ET), January 20, 2023

<input type="checkbox"/> Application Form and Checklist
<input type="checkbox"/> Declaration Form
<input type="checkbox"/> Proof of Citizenship or Permanent Resident status
<input type="checkbox"/> Informational letter
<input type="checkbox"/> Summary of your community, extracurricular and sports activities
<input type="checkbox"/> Your complete presentation with speaking notes
<input type="checkbox"/> Recording of you speaking about your passion for engineering
<input type="checkbox"/> Reference A from _____ (Name of reference). Ask this person to send the reference form directly to awards@cemf.ca
<input type="checkbox"/> Reference B (Name and Contact details only) Name: Email: _____ Telephone: _____
<input type="checkbox"/> Letter of support from _____ (Name of person who is writing letter). Ask this person to send the letter directly to awards@cemf.ca

I have read the application materials and agreed to abide by the terms of this award.

Signature: _____

Date: _____

October 2022