

## **MASTERCRAFT AWARD PROCEDURE**

Authorizer: Vice President Academic / Student Affairs and Human Resources

Version: V3

Effective Date: 4/1/2012

### **PROCEDURE STATEMENT:**

In 1980, President Kenneth E. Hunter established the Mastercraft Award to recognize student achievement of excellence in program-related skills.

### **SCOPE:**

Participating students must be registered as part-time or full-time in an Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or Degree program. To qualify for final judging, entries must first be selected as winners at the program level

### **RESPONSIBILITIES:**

#### **Associate Registrar, Student Financial Services**

- Ensures procedure/process is adhered to and completed as per guidelines.

#### **Awards Officer**

- Coordinates the judging process.
- Communicates name of winner to the Director, Corporate Communications and the Associate Registrar.
- Submits the winner's name for publication in the convocation program and ensures the award is produced.

#### **Student** (individual project and or group project submitting the work)

- Attests that the work was fabricated by him or her or in the case of a group project by all identified group members.
- Holds Conestoga and judges free from any liability or claim for damage or loss other than willful negligence.
- Takes responsibility for the transportation of projects to and from the judging site.
- Submits project (individual or group) and recognizes that the decision of the judges is final.

### **Program Coordinator/Senior Faculty Member**

- The Program Coordinator or a senior faculty member from the program in which the project was created certify that to the best of his or her knowledge the entry was produced solely by the student (individual project) or students (group project).
- Develops and judges projects at the program level following the outlined criteria.

### **Program Manager**

- Notifies program level Mastercraft winners regarding the College level Mastercraft competition.
- Notifies the institutional wide Mastercraft competition winner.

### **PROCEDURE ELABORATION:**

1. To participate in the Mastercraft competition the Program Coordinator or faculty member must contact the Program Manager in either the School of Engineering & Technology or School of Computer Science & IT for competition registration and instructions.
2. Preliminary judging takes place at the program level.
  - a. Program team notifies students regarding the competition and its requirements.
  - b. If a program is offered at more than one campus the program coordinators and/or senior faculty members from the campuses will meet to choose one winner for the program.
3. Projects are judged by the faculty of the program in which the student or students are registered.
4. The criteria for judging are as noted below:
  - a. First impression
  - b. Creativity
  - c. Skills
  - d. Quality
  - e. There will only be one winning entry per program.
    - i. Program level winners are eligible for the institutional wide Mastercraft competitions that take place around the first week of May (for June convocation) and mid-August (for November convocation).
  - f. Only program level winners may participate in the institution wide Mastercraft competition.
5. The Program Manager, Engineering Technology provides the program level winners with information regarding the College level Mastercraft competition.
  - a. Student(s) are responsible for ensuring project is transported and set up for the competition.
6. Student Awards Officer will form a judging panel comprised of alumni or industry professionals and communicate the information regarding the competition.
7. Participants will have an opportunity to present their projects to the panel and answer questions from the judges.

8. Each judge on the panel will use the following criteria for scoring projects:
  - a. First impression
  - b. Creativity
  - c. Skills
  - d. Quality
    - \* Student(s) grades and presentation skills will **not** be taken into consideration.
9. The Student Awards Officer will convene the panel and discuss the panel scoring results and vote to select the recipient of the Mastercraft award.
  - a. If the judges cannot agree on one winner for the award, the final decision will be made by the chair of the judging panel.
10. The Student Awards Officer notifies the Program Manager, Engineering Technology, Manager, Welcome Centre, and the Associate Registrar of the winner.
11. Program Manager, Engineering Technology notifies the winner, Program Coordinators and participants.
  - a. The award amount is fixed at \$1,000 whether the award is won by an individual project (one student) or group project (more than one student).
  - b. The institutional level Mastercraft Award winner(s) will be recognized with a Conestoga Coat of Arms at convocation.

**REFERENCES:**

Academic Recognition Policy  
 Academic Credential Procedure  
 Grading Procedure  
 Honours Policy

**REVISION LOG:**

January 21 2011	Policies and Procedures Committee
January 26 2011	Academic Coordinating Committee
April 3 2013	Policies and Procedures committee
April 10 2013	Academic Coordinating Committee
November 15 2019	Academic Forum