



## **MASTERCRAFT AWARD**

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: A23\_V2

Effective Date: 3/22/2013

### **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.

### **DEFINITIONS:**

#### **Full-time Student:**

A student enrolled for at least 70% of the hours, or 66 2/3% of the courses in the current session/level of the Program of Study.

#### **Part-time Student:**

A student enrolled in fewer than 70% of the hours, or 66 2/3% of the courses in the current session/level of the Program of Study.

#### **Program of Study:**

A planned and coordinated selection of courses delivered to an identified study body, at the successful conclusion of which an appropriate credential is awarded.

#### **Convocation:**

A formal ceremony for the conferment of academic credentials and awards.

#### **Program Guild Shield:**

In 1976, Kenneth Edward Hunter, President of Conestoga College of Applied Arts and Technology, initiated a unique method of linking College programs to ancient heraldic arts. A world authority in heraldry, Mr. A. Colin Cole, Garter King of Arms of the College of Arms,

London, England, assisted with appropriate correlations between programs and related guilds and with the design for the college's armorial bearings. The heraldic arts enrich Conestoga's ceremonial occasions and provide a sense of historical affiliation with those craftsmen whose creativity and determination have been the foundation of today's society.

**RESPONSIBILITIES:**

Manager, Financial Aid/Student Awards

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

Awards Officer

- Coordinates the judging process.
- Communicates name of winner to the Manager, Corporate Communications and the Associate Registrar.
- Ensures the winner's name is noted in the convocation guide and award is produced.

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

- Attest that the work was fabricated by him or her or in the case of a group project by all identified group members.
- Hold Conestoga and judges free from any liability or claim for damage or loss other than willful negligence.
- Take responsibility for the transportation of projects to and from the judging site.
- Submission of the project (individual or group) 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).
- Develop and judge projects at the program level following the outlined criteria.

**Procedure:**

Preliminary Judging - Program Level

Student Eligibility

- Participating students must be registered as part-time or full-time in a certificate, diploma or degree program.

1. Projects will be judged by the faculty of the program in which the student or students are registered.
2. There will only be one winning entry per program.
3. Projects will be judged on the following criteria:
  - a. First impression
  - b. Creativity
  - c. Skills
  - d. Quality

4. 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).
5. To participate in the Mastercraft competition the Program Coordinator or faculty member must contact the Program Manager in the School of Engineering and Information Technology for competition registration and instructions.

Judging - College Level

1. Only program level winners may participate in the institution wide Mastercraft competition.
2. Projects will be judged on the following criteria:
  - a. First impression
  - b. Creativity
  - c. Skills
  - d. Quality
    - i. Student(s) grades and presentation skills will not be taken into consideration.
3. In the event that the judges cannot agree on one winner for the award, the final decision will be made by the chair of the judging panel.
4. The award amount is fixed at \$1000.00 whether the award is won by an individual project (one student) or group project (more than one student).
5. The institutional level Mastercraft Award winner(s) will be recognized with a Coat of Arms at Convocation.

**Note:**

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.

**References:**

- Honours Policy
- Academic Recognition Policy
- Academic Credential Procedure
- Grading Procedure

**REVISION LOG:**

<b>Revision Date</b>	<b>Summary of Changes</b>
January 21 2011	Policies and Procedures Committee - Approved
January 26 2011	Academic Coordinating Committee - Approved
April 3 2013	Policies and Procedures committee – Revisions Approved
April 10 2013	Academic Coordinating Committee – Revisions Approved