

VALEDICTORIAN INFORMATION PACKAGE & NOMINATION FORM SPRING 2019



The information and nomination form included within this package is for Spring 2019, and may not apply to following years. Please follow the information carefully.

THIS VALEDICTORIAN PACKAGE INCLUDES

- General Guidelines
- Timeline
- Definitions of Eligible Nominators and Secondary Nominators
- Application Package Requirements
- Structure of Selection Committees
- Selection Components
- Nomination Form

GENERAL GUIDELINES

1. Full-time and part-time undergraduate or graduate students, who have either an average of at least 7.0 in their last academic year OR a cumulative average of at least a 7.0 are eligible to become Valedictorian of their graduating class. Academic average is based on the last academic session review. Courses taken over the current year are not considered in the calculation of one's average, either in the last academic year or cumulative average.
2. Second degree students are eligible to apply provided they have completed at least 30 units in the program of which they are convoking. Their Cumulative Average may be determined by courses taken in another Faculty or Program.
3. One valedictorian for each of the following convocation ceremonies will be selected:
 - 1 Health Science
 - 1 Arts & Science/Humanities
 - 2 Science (1 Morning Ceremony/1 Afternoon Ceremony)
 - 2 Business (1 Morning Ceremony (undergrad)/ 1 Afternoon Ceremony (grad))
 - 2 Social Science (1 Morning Ceremony/1 Afternoon Ceremony)
 - 1 Nursing
 - 2 Engineering (1 Morning Ceremony, 1 Afternoon Ceremony)
4. Valedictorians will speak to the convocation from which they graduate, and the selected valedictorians will be notified of the date and time of their convocation via their information packages.
5. Any questions about this Information Package & Nomination Form should be directed to Stephanie Bertolo, MSU Vice President (Education) at vped@msu.mcmaster.ca.

All nominations are due by Monday, March 4th at 4:30pm at your respective faculty/program office (listed inside)

SELECTION TIMELINE

Monday, January 28th, 2019	Nomination Period Opens. Information Packages & Nomination Forms are available from: MSU (MUSC 201). Information Packages and Nomination Forms are also available online at www.msumcmaster.ca/valedictorian .
Monday, March 4th, 2019	Completed Nomination Packages must be submitted by 4:30 p.m. to your respective faculty/program office. Late nominations will not be accepted.
Friday, March 29th, 2019	Following the closure of nomination period, interviews will commence for four weeks, up until this date. All final decisions will be forwarded to the MSU Vice President (Education). All candidates will be contacted with the results within three (3) business days.

ELIGIBLE NOMINATORS

Any graduating undergraduate or graduate student convoking during the Spring 2019 convocation is eligible to nominate a fellow graduating undergraduate or graduate student convoking during Spring 2019 convocation. (This includes all Mohawk or Conestoga nursing students who will be convoking at the McMaster Nursing ceremony.)

ELIGIBLE SECONDARY NOMINATORS

- Any graduating undergraduate or graduate student registered in the relevant faculty (defined above in Eligible Nominators);
- Dean, Associate Dean, Assistant Dean, Director, or Faculty Member;
- Chair of the Undergraduate Council and Chair of the Undergraduate Council Awards Committee;
- Chair of the relevant Faculty Awards Committee.

Please Note: At least one secondary nominator must be a graduating undergraduate student from the relevant faculty.

NOTE: SELECTION COMMITTEE MEMBERS ARE UNABLE TO NOMINATE STUDENTS FOR VALEDICTORIAN

NOMINATION PACKAGE REQUIREMENTS

Nominees must include the following with their nomination:

- Nomination Form (second last page of this information package);
- Maximum 2-page letter outlining why the nominee accepts/wants the nomination of Valedictorian (written by nominee); this letter should reflect McMaster and/or Community Involvement;
- One copy of Curriculum Vitae/Resume;
- Two letters of reference: one must be academic; one must be work or volunteer. Letters from the selection committee will be not permitted.

Candidates are advised not to include any other materials, as they will be removed from nomination package.

Students are not required to submit a copy of their transcript. Respective Faculty and/or Program Office will complete verification of the nominee's cumulative average.

STRUCTURE OF SELECTION COMMITTEES

Selection Committees are comprised of both faculty and students from the following areas of campus:

- Associate Deans, or designates;
- 1 faculty member appointed by the Associate Deans or designate;
- 1 student, appointed by the Graduate Student Association (GSA);
- 1 student from the MSU Student Representative Assembly (of that faculty), or MSU member appointed by the MSU Vice President (Education);
- 1 student appointment from the McMaster Association of Part-time Students (MAPS), where possible.

WEIGHTING OF SELECTION COMPONENTS

The Selection Committee will focus on the following two areas: McMaster and/or Community Involvement, as well as Interview/Presentation. Below is the breakdown for each section:

McMASTER AND/OR COMMUNITY INVOLVEMENT

Involvement will be shown in the nominee's resume, nomination letter, and any letters of support. Consideration should be given to: leadership, volunteer activities, positive impact upon the community and/or individuals, and depth of commitment (i.e. time and quality etc.)

- Examples of McMaster and Community Involvement include the following areas:

Student Groups (Faculty Societies, Clubs, etc.)
Student Support (SAS, Career Services, Peer Support Services, etc.)
Student Government (MSU, GSA, Senate, MAPS)
Community Involvement (Schools, Hospitals, etc)

INTERVIEW AND PRESENTATION

Candidates that are selected from nominations will be invited to an interview with the respective selection committee. The Selection Committee sets the questions and each nominee will be asked the same questions. During this interview, nominees will be required to present the speech they would give should they be selected as the Valedictorian (speeches are to be no longer than a maximum of 5 minutes).

For further questions, please contact:

Stephanie Bertolo
MSU Vice President (Education)
vped@msu.mcmaster.ca
905-525-9140 ext. 24017

I hereby nominate _____ to be considered for
the valedictorian of _____
(Please name faculty/program)

Nominator (must be an eligible nominator as defined in the information package):

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

Secondary Nominators (must be an eligible nominator as defined in the information package):

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

If student number for a second secondary nominator is not applicable, please indicate position and faculty.

The candidate shall sign their name below.
This will indicate their acceptance of the nomination.

Nominee

Printed Name: _____

Signature: _____

Student #: _____ Program: _____

Undergraduate Student

Graduate Student

Current Mailing Address

WHERE TO SUBMIT COMPLETED NOMINATION PACKAGES:

Social Sciences	KTH 134
Humanities	CNH 107
Arts & Science	LRW 3038
Health Science	HSC 2E18
Nursing	HSC 2J34
Science	BSB 129 (office closes at 4:00pm)
Engineering	JHE H301
Business	DSB 112 or RJC 333