

## 2016 Fall Valedictorian Information Package and Nomination Form

The information and nomination form included within this package is for November 2016, 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. Open to all graduating full-time and part-time undergraduate and graduate students who are in good standing
2. One Valedictorian for each of the following convocation ceremonies will be selected:
  - i. Friday November 17, 2016
    - 9:30 a.m.: Faculties of Business, Social Sciences and Humanities
  - ii. Friday November 17, 2016
    - 2:30 p.m.: Faculty of Health Sciences
  - iii. Friday November 18, 2016
    - 9:30 a.m.: Faculties of Engineering and Science
3. Valedictorians will speak at the convocation in which they graduate
4. The Valedictorian will write and deliver an address (no longer than 5 minutes) to fellow graduates, faculty, honoured guests, family and friends attending the convocation ceremony
5. Any questions about this Information Package and Nomination Form should be directed to [gsevent@mcmaster.ca](mailto:gsevent@mcmaster.ca)- subject line "Valedictorian"

### Timeline:

**Monday, August 15, 2016**

Nomination Period Opens. Information Packages and Nomination Forms are available online at <http://graduate.mcmaster.ca/news-and-events/sgs-news/731-valedictorian-nominations-are-open>

<b>Thursday, September 29, 2016</b>	Hard copy/paper completed Nomination Packages must be submitted by 4:00 PM at the School of Graduate Studies (Gilmour Hall- 212). Late nominations will not be accepted.
<b>October 18-19, 2016</b>	Interview Period
<b>Tuesday November 4, 2016</b>	Valedictorians announced
<b>November 17-18, 2016</b>	Fall Convocation Ceremonies

**Eligible Nominators:**

- One undergraduate or graduate student graduating during the Fall 2016 convocation is eligible to nominate a fellow student graduating during the Fall 2016 convocation.
- Nominations must be for student eligible to graduate in the same convocation session as the nominator (e.g. morning on November 17 for Business, Humanities and Social Science; afternoon on November 17 for Health Science, and the morning on November 18 for Engineering and Science.)

**Eligible Secondary Nominators:**

- Two secondary nominators are required.
- At least one secondary nominator must be eligible to graduate in the same convocation session as the nominator
- In addition, the other secondary nominator may be one of the following: Dean, Associate Dean, Chair, Chair/Director, Supervisors or Members of the Graduate Council or Members of Scholarship Selection Committees

**SELECTION COMMITTEE MEMBERS ARE NOT ELIGIBLE TO NOMINATE STUDENTS FOR VALEDICTORIAN**

**Nomination Package Requirements:**

Nominees **must** include the following with their nomination:

- Nomination Form (last page of this information package);
- Maximum 2-page letter outlining why the nominee accepts the nomination of Valedictorian (written by nominee), which speaks to the nominee's academic achievements, leadership, and reason for wanting to be Valedictorian.
- One copy of the nominee's Curriculum Vitae;
- Two letters of reference: both letters should speak to the nominee's academic achievements, leadership, communication ability, and appropriateness as

Valedictorian. At least one letter must come from a faculty member; letters from members of the valedictorian selection committee will not be accepted.

*Candidates are advised not to include any other materials, as they will be removed from the nomination package. Students are not required to submit a copy of their transcript; SGS will verify the student's academic standing.*

### **Structure of Selection Committees:**

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

- 2-4 Associate Deans (Graduate) from the relevant set of Faculties, or designates
- 1 faculty member from each relevant Faculty appointed by the Associate Vice-President and Dean (Graduate Studies) in consultation with the appropriate Faculty Deans;
- 1 graduate student from each of the relevant Faculties, appointed by the Graduate Student Association;
- The MSU Vice President Education, or designate.

### **Weighting of Selection Components:**

The Selection Committee will focus on the following three areas: Academic Achievements, Leadership, and Communication. Below is the breakdown for each section:

#### **Academic Achievement:**

- High academic achievement is required. Academic achievement includes both performance in any undergraduate or graduate-level courses and evidence of potential and demonstrated excellence in research.

#### **Leadership:**

- Potential and demonstrated leadership is defined according to the same criteria as those set out by the Tri-Councils, which includes, but is not limited to:

##### **Personal achievement:**

- Professional involvement in dance, arts, music, etc.;
- Significant artistic achievement;
- Recognized athletic achievement, especially in a leadership role;
- Entrepreneurial achievement (startup company);
- and/or foreign travel and study.

##### **Involvement in academic life:**

- Mentoring/ teaching;

- Supervisory experience;
- Involvement in student government and in the university community, including committees, teams, Senate, boards, ethics committees, etc.;
- Project management;
- Roles in professional societies; and/or organization of conferences and meetings.

**Volunteerism/ community outreach:**

- Community involvement in charity or not-for-profit organizations;
- Civic engagement;
- Parliamentary page positions and internships;
- Political activity;
- and/or elected positions.

**Communication:**

- Candidates selected from nominations based on Academic Achievement and Leadership will be invited to an interview with the appropriate selection committee. 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), and the committee may ask additional questions.
- Interview period: October 18-19, 2016 in Gilmour Hall, Room 212/B

**Fall 2015 Valedictorian Nomination Form**

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)

1. Printed Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Signature: \_\_\_\_\_ Program: \_\_\_\_\_

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

2. Printed Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Signature: \_\_\_\_\_ Program: \_\_\_\_\_

3. Printed Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Signature: \_\_\_\_\_ Program: \_\_\_\_\_

*If a secondary nominator is a faculty member, please indicate the rank and Faculty, in place of the Student #.*

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The candidate must sign his/her name below to indicate his/her acceptance of the nomination.

Printed Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Signature: \_\_\_\_\_ Program: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Mailing Address:  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

Must be submitted to the School of Graduate Studies Gilmour Hall 212 no later than Wednesday, September 28 at 4pm