



SAIT Students' Association
Policies & Procedures

SAITSA Awards Program



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PREAMBLE

SAITSA supports SAIT students in their pursuit of higher education; the development and distribution of awards are one of the avenues SAITSA utilizes to achieve this objective. SAITSA is committed to celebrating those who encompass and embrace the spirit of what it means to be a member of the SAIT and SAITSA communities. Awards provided through SAITSA’s Awards Program recognize students and SAIT instructors and staff who demonstrate a commitment to building a community where students are inspired to learn, lead and be exceptional.

MISSION

To recognize students, apprentices, instructors and staff in the SAIT community who strive to contribute to a campus-community that fosters advocacy, leadership, philanthropy, and community spirit.

VISION

To encourage SAIT students and staff to help themselves while helping others.

DEFINITIONS

Advocacy

The act of supporting, recommending and/or arguing in favour of something such as cause, idea or policy.

Award

A generic term that describes a monetary value that may be presented to a person or club based upon specific criteria.

Awards Selection Committee (ASC)

This committee is responsible for selecting award recipients based on the merit of the applicant and their relevance to specific application criteria. The committee is comprised of the Executive Council and SAITSA staff.

Community Spirit

A student’s experience at SAIT should be about more than just academic performance; SAITSA strives to enhance the student experience by providing services, programs and opportunities for networking and personal development. Community spirit involves an individual’s desire to make their own, and others’, experiences at SAIT even more memorable, meaningful, and enjoyable.



Dependant

A person who relies on another, especially a family member, for financial and/or emotional support. Dependents may include, but are not limited to: siblings, child, parent, cousin, aunt or uncle, etc.

Good Standing

A student who has not been placed on academic or non-academic probation, has not academically withdrawn, and who has complied with all of his/her specific obligations as defined by SAIT Polytechnic.

Industry

Industry in this context is meant to be an encompassing term that includes those who are involved in either for-profit or not-for profit enterprises. Big or small, new or established business or non-profit organizations, SAITSA recognizes that every sector in the community contributes to the economy and provide employment and opportunities for SAIT graduates.

International Student

An international student is a student that requires a Study Permit to study at SAIT in a program that is longer than 6 months.

Instructor Excellence Selection Committee

An ad-hoc committee, chaired by the VP Academic, and comprised of a minimum of five Directors or students at large. Executive Council, other than the VP Academic, cannot sit on this committee.

Leadership

While hard to define, effective leaders tend to lead by example and demonstrate exemplary qualities of integrity, honesty, creativity, dedication and humility while attempting to achieve an established goal and/or vision through the work of a team and/or committee.

Keystone Awards

SAITSA's Keystone Awards have been developed to honor and recognize individuals who have had significantly contributed to SAITSA's mission and vision. The Keystone Awards are as follows: DC Fleming, JM Parker, Therese Murray, and the Marcel Carpenter awards.

Philanthropy

The practice of volunteering your time and energy to enhance the SAIT student experience.

SAIT Community

The larger SAIT Community includes students, volunteers, instructors and staff who work full or part-time for SAIT or SAITSA. While SAITSA staff and members (students) are a part of the overall SAIT community, in the context of the Marcel Carpenter award, SAIT Community strictly refers to those who are directly employed by SAIT.

SAITSA Community

The SAITSA Community is encompassing of all SAITSA members, staff and supporters. To be a member of the SAITSA Community simply means that one supports SAITSA in its efforts to develop a community where students are inspired to learn, lead and be exceptional.



SAITSA Member

A student currently registered at SAIT Polytechnic who has paid their SAITSA fees in full, as described in the “Tuition and Fees” section of the SAIT Polytechnic Academic Calendar.

Student at Large

A fee-paying member of SAITSA who is appointed to a committee or board.

Volunteer Hours

In order to be eligible for certain awards, an applicant must have documented volunteer hours with SAITSA. Applicants should track the time they spend officially volunteering for SAITSA, and periodically cross-reference their hours with SAITSA’s Student Experience department throughout the year.



POLICY STATEMENTS

- 1.0** SAITSA awards are intended to honor and acknowledge those in the SAIT and SAITSA communities who have demonstrated initiative towards improving the SAIT student experience at every opportunity. In order to apply for and/or receive awards, students must be in good standing, as defined by SAIT.
- 2.0** Awards have been developed to acknowledge and reward members of our community, while also addressing specific needs in the community and promoting SAITSA's Strategic Plan. SAITSA recognizes that a revision of the awards program will be required within six (6) months of the approval of a new strategic plan.
- 3.0** New awards must be approved by the Board of Directors and cannot exceed the monetary value of the Keystone Awards.
- 4.0** Award eligibility and selection criteria will not include any condition defined as discriminatory under the Canadian Charter of Rights and Freedoms or the Alberta Human Rights and Multiculturalism Act except when the award or condition, at the time of establishment, can be reasonably viewed as intended for the benefit of the members of a disadvantaged group.
- 5.0** The application process for some awards may require the applicant to provide sensitive information; SAITSA will honour individual's rights to confidentiality.
- 6.0** Monetary awards exist to reward and supplement, not replace, funds available through work, savings and assets, government student loans and grants, and family/resources/income.
- 7.0** SAITSA values and appreciates all those who apply or who are nominated, however, each award will be awarded to the individual or club who meets the criteria to the greatest degree compared to other applicants/nominees.
- 8.0** In order to continually recognize those who have contributed to improving the SAIT student experience and to cultivate institutional memory, SAITSA will maintain a database of previous award recipients.
- 9.0** The SAIT Students' Association (SAITSA) recognizes the need to award an international student who demonstrates professionalism through extracurricular and academic activities.



PROCEDURES

1.0 Establishment of Awards & Amendments

1.1. Each award must have a:

- a. title
- b. historical or strategic context
- c. detailed application/nomination & selection criteria
- d. monetary value (when applicable)
- e. determinate number of awards to be distributed

1.2. Awards must be classified under one of the following:

- a. Keystone: advocacy, leadership, philanthropy or community spirit
- b. Student Experience
- c. Perseverance/Determination
- d. Visionary/Strategic Plan
- e. Instructor Recognition

1.3. In order for a new award to be established as part of the SAITSA Awards Program, an award must meet the following criteria:

- a. Proposed awards must meet a need that is not currently being met by existing awards.
 - i. A needs assessment must be conducted.
- b. The proposal must indicate what award category it belongs to and why, and all other information detailed in Awards procedure 1.2.
- c. The proposed award must be presented to the Governance and Advocacy Manager for review.
- d. The Governance and Advocacy Manager will then present the proposal to the Governance Committee for final review, and then to the Board of Directors for approval.
- e. Successful proposals will be added to the Awards program; only when there is sufficient time to promote the new award will it be included in the current academic year's award program.

1.4. The Awards Selection Committee is responsible for presenting recommendations and proposed changes to the SAITSA Awards Program to the Governance and Advocacy Manager no later than four (4) weeks following the Awards Banquet.

2.0 Award Values

2.1. A change in value to an existing award, must be approved by the Executive Council:

- a. The Executive Council must determine whether the change in value is reasonable and sustainable under the current funding model.
- b. Proposed value or changes to current value must take into account a potential change to other award values to reflect the established hierarchy (referenced in Policy: 3.0).

3.0 Applicant & Nomination Processes

3.1. Awards applications/nominations will close February 15, and will reopen the first day of the Spring Semester.

3.2. Students are to apply for awards online at www.saitsa.com prior to the deadline.



3.3. Nomination forms for the Marcel Carpenter Award can be completed online at www.saitsa.com prior to the deadline.

4.0 Recipient Selection

4.1. The Awards Selection Committee (ASC) is comprised of the following:

- a. VP Academic - Chair
- b. President
- c. VP External
- d. VP Student Life
- e. Two (2) SAITSA staff - appointed by the Executive Director

4.2. As defined in SAITSA's Bylaws, a conflict of interest may be real, perceived or potential. Should a conflict of interest arise during the selection process, it must be declared by the affected member:

- a. If required, a member may be replaced by another SAITSA staff member at the discretion of the Executive Director.

4.3. The ASC must use the criteria within the description of the award to determine the nominee's or applicant's eligibility:

- a. The applicant must meet the minimum criteria in order to be considered further;
- b. Recipient selection may be based on a ranking of GPA, number of volunteer hours, an assessment of responses on the application, a defined rubric or a combination of these.

4.4. A student must be in good standing to receive an award:

- a. The ASC is to contact SAIT Records department to ensure the good standing of those selected to receive an award;
 - i. There are various reasons why SAIT may declare a student as "not in good standing"; the ASC should contact the student to let them know of their current standing with SAIT and provide the student an opportunity (less than one (1) week) to remedy the classification;
 - ii. In the case of a student not being in good standing, and unable to remedy the classification, another applicant must be considered and their status reviewed.

4.5. All award recipients, and those nominated for the Marcel Carpenter Award, are to be invited to the Awards Banquet, and must be provided a minimum of two (2) weeks' notice.

- a. The ASC will forward a list of invites to the organizer of the awards banquet.
- b. The organizer of the awards banquet has the discretion to fill vacant seats.

4.6. Reasonable efforts will be made by the awards banquet organizer to contact individuals or the families of the DC Fleming, JM Parker, Therese Murray and Marcel Carpenter awards, and are to be invited to the Awards Banquet with a minimum of two (2) weeks' notice.

5.0 Award Recipients

5.1. Recipients may be requested to voluntarily provide their Social Insurance Number to ensure compliance with Canada Revenue Agency regulations.

5.2. Recipients will be invited to the banquet no later than two (2) weeks prior to the Awards Banquet.

5.3. SAITSA will publish a list of all recipients and nominated instructors and post it for public access:



- a. Should a student or SAIT instructor/staff not wish to be listed publicly they must provide notice immediately upon being notified of their successful application/nomination.
- 5.4.** A summary of the achievements/accomplishments of the recipients will be announced during the Awards Banquet:
- b. Confidential/private information pertaining to finances or personal circumstances will not be included in the announcement or any public posting.
- 5.5.** Award cheques will not be reissued six (6) months past the date of issuance.

AWARD LISTINGS

6.0 KEYSTONE AWARDS

A keystone is considered an essential component to the optimum maintenance of a structure or system; SAITSA cannot achieve its mission without the keystone values and ideologies of: advocacy, leadership, philanthropy, and community spirit. It is through our volunteers, staff, services, programs and operations that SAITSA exemplifies these values and ideologies. The Keystone Awards are the most coveted of all SAITSA awards and honour those who have helped support SAITSA in its efforts to provide the best possible experience for all SAIT students. An individual is eligible to receive one of each Keystone Awards once every ten years, with the exception of the Marcel Carpenter Award, which can be won numerous times.

6.1. Advocacy

DC Fleming Award - \$1,250 - 1 recipient/year

Essay submission (500 word max) & letter(s) of reference

History

From 1934-1968 Donald C. Fleming worked at SAIT in a variety of roles; starting at SAIT as an instructor, Fleming worked to become the head of the Electrical Department and ultimately held the position of Principal of SAIT from 1964-1968. During his time at SAIT, Fleming tirelessly advocated for SAIT students to industry and community leaders about the true value of a SAIT education; Fleming fought to ensure that a SAIT education was treated equal-to or greater-than an education from a university. Since 2001, Fleming's significant commitment to advocating for SAIT students has been recognized by SAITSA through the presentation of this award.

Application Criteria

To be eligible for this award a student must be able to demonstrate significant involvement in advocacy initiatives that raised awareness around issues that affect SAIT students; advocacy initiatives may be classified as individual initiatives and/or SAITSA sponsored events. Examples of advocacy initiatives that impact students include, but are not limited to: affordable housing, rising costs of post-secondary education and financial aid, public transportation, security on campus, access to mental health services, etc.

Applicants are required to submit a minimum of one, and maximum of three, reference letters.



Selection Criteria

Recipients of this award will have demonstrated concern and contribution to the advancement of student issues/concerns. Preference may be given to an applicant who has contributed volunteer hours to SAITSA's advocacy initiatives and services such as the Student Support Centre.

6.2. Leadership

JM Parker Award - \$1,250 – 1 recipient/year

Essay submission (500 words max) & letter(s) of reference

History

Established in 2001, this award recognizes James Merv Parker's outstanding commitment to student leadership. For twenty-nine years, first as a Metals Instructor and later as the Assistant Director of Student Services, JM Parker was much admired by SAITSA's student leaders. This award serves to recognize those students who have shown great dedication to the SAIT community through student leadership.

Application Criteria

Only those who are currently a member of the SAITSA Board of Directors (BOD) are eligible to apply for the JM Parker Award. Applicants must demonstrate how they have inspired and supported other future leaders, and how their involvement with SAITSA and the BOD helped to support this achievement.

Applicants are required to submit a minimum of one, and maximum of three, reference letters.

Selection Criteria

Preference may be given to those who have actively pursued opportunities for further engagement with the BOD and its committees, and to those who have volunteered their time to SAITSA events and programs that promote leadership, such as Elections, Leadership Exchange, etc. The Executive Director and Manager, Governance and Advocacy will be consulted for final recipient selection.

6.3. Philanthropy

Therese Murray Award - \$1,250 – 1 recipient/year

Essay submission (500 words max) & letter(s) of reference

History

Established in 2001, this award honors a treasured alumni of the SAIT community, Therese Murray. Through years of dedication and commitment to improving the SAIT student experience, Therese was involved in many initiatives that led to improved campus life experiences. Most notably, Therese was a member of the Disability Awareness Committee from 1989-1991; the committee won an award for their efforts towards improving accessibility on campus. The wheelchair ramps, automatic doors and Braille around campus are still with us today. SAITSA applauds the selfless philanthropic efforts of individuals such as Therese Murray through this award.



Application Criteria

In the spirit of Therese Murray, this award is presented to an individual who dedicates their time and efforts towards encouraging a more inclusive and welcoming campus-community. Applicants must have volunteered a minimum of forty (40) hours with SAITSA; applicants must indicate their recorded number of volunteer hours within their application. Applicants should indicate what inclusivity/welcome events on campus they have either volunteered for and/or participated in. Applicants are encouraged to describe how being a member of the SAITSA community enhanced their student experience and contributed to their personal and academic success.

Applicants are required to submit a minimum of one, and maximum of three, reference letters.

Selection Criteria

Preference may be given to the applicant with the most volunteer hours, however other factors will contribute to the final decision. The Manager of Student Experience will be consulted for final recipient selection.

6.4. Community Spirit

Marcel Carpenter Award – no monetary value – 1 appointed recipient/year

Nomination

Impact Statement (250 words max)

History

Since 1986, Marcel Carpenter has demonstrated outstanding dedication to both SAIT and SAITSA; since 1990 Marcel has been an instructor and coordinator for SAIT and an advisor and mentor to the SAITSA team. This award was first established in 2001, and while 2016 marked Marcel's official retirement from SAIT, his spirit and dedication to the SAIT and SAITSA communities will continue to be recognised through this award. This award is presented to a SAIT staff or instructor who has demonstrated outstanding dedication to SAITSA and the SAIT community. The award intends to recognize those in the SAIT community who contribute to enhancing the community spirit on campus by being actively engaged in the promotion of SAITSA services, programs, operations and elections.

Nomination Process

Any SAITSA or SAIT community member may nominate an individual who they feel demonstrates exceptional commitment to collaboration, networking, community building and/or mentorship with SAITSA. The nominator must provide an impact statement that briefly explains the impact that the nominee has had on the SAIT and SAITSA relationship.

Selection Process

The ASC will take into consideration the number of years the nominee has been involved with SAITSA, whether or not they have previously received the award, and request testimonials from SAITSA staff who have worked closely with the nominee. If required, the nominator will be contacted for further information



7.0 STUDENT EXPERIENCE AWARDS

SAITSA strives to ensure the experience of every SAIT student is enhanced through our programs, services and operations; from the ground up, SAITSA is run by and for SAIT students. While we have a team of dedicated full-time staff to ensure continuity and successful implementation of the strategic plan, all that SAITSA offers would not be possible without our passionate and enthusiastic volunteers and participants. The following awards recognize the significant impact that students, volunteers and clubs have within SAITSA.

7.1. Apex Awards - \$750 – 12 individuals/year

Summary Essay (250 words max)

History

Since 2001 SAITSA has been awarding SAITSA members who have demonstrated outstanding commitment to SAITSA's mission to foster a community where students are inspired to learn, lead and be exceptional. Previously known as the Gold, Silver and Bronze awards, the Apex Awards celebrate the cream of the crop, and demonstrate a pinnacle of commitment to SAITSA. Commitment comes in many shapes and sizes; from volunteers, to the Board of Directors, Weal writers, part-time staff and participants, everyone is a fundamental component of the efficient and effective functioning of SAITSA.

Application Criteria

Intended to reward anyone who demonstrates outstanding commitment to SAITSA, applicants of this award may be volunteers, Weal contributors, Directors, club members, or simply fans of SAITSA. Applicants are encouraged to describe how their involvement with SAITSA has improved their overall student experience. Applicants are encouraged to describe in detail what events, services and/or programs of SAITSA they were involved with, and an approximate number of hours committed to SAITSA-related activities. Photos, articles, etc. can be submitted to support their application. Reference to specific SAITSA staff members as a character reference is encouraged.

Selection Criteria

The intent of the award is to encourage and reward active SAITSA engagement; in order for SAITSA's events, programs and services to be successful, we need both volunteers and participants. Ideally, recipients of this award will have demonstrated that they both volunteered and participated actively in SAITSA events, programs, services, etc. Preference may be given to a student from a satellite campus, who despite the challenge of distance, seeks to be involved with SAITSA. Preference may also be given to an applicant who is a trade/apprentice student, who either during their course time at SAIT or during their apprenticeship hours, demonstrated a desire to be involved with SAITSA.



7.2. Club of the Year Award - \$1,000 – 1 club/year

Summary Essay (500 words max)

History

One of the challenges SAIT students face is meeting new people with common interests outside of the classroom; SAITSA clubs provide an opportunity for students to come together to learn, develop skills, network and/or simply meet new people and have fun. Since 2001 SAITSA has been recognizing one club a year that demonstrates outstanding dedication to improving student life on campus.

Application Criteria

This award is only available to SAITSA-registered clubs. Clubs that demonstrate a commitment to being actively engaged and involved with SAITSA may be given preference.

The Club President must be the applicant and must provide the following information in a brief summary:

- Number of club events held, type of events and attendance
- Events planned for remainder of academic year
- Succession plan to ensure continuity for the club
- List of SAITSA events the club participated in
- Number of Clubs' Board meetings attended
- Funds raised (if applicable) either for donations to other causes, or funds for club use

Clubs who have received this award in the past three years must demonstrate how the award benefitted the club.

Selection Criteria

The SAITSA Clubs Coordinator is to be provided all applications by the Chair of the ASC and is to make the final decision after cross-referencing the information provided by the Clubs' Presidents.

8.0 GRIT AWARDS

Completing assignments, attending class, managing group-work and studying for exams is just part of the story for a student; students must also manage their personal life, challenges, and relationships, all while managing the heavy workload a SAIT education demands. SAITSA recognizes that it takes a special and determined person to succeed academically while managing the many challenges life throws their way. The Grit Awards reward those who demonstrate perseverance and determination while completing their studies at SAIT.

8.1. Perseverance Award - \$500 – 4 individuals/year

(1 apprentice/trade, 1 satellite campus, 2 main campus)

Personal Statement (250 words max)

History

SAITSA appreciates that the pressures students face can sometimes be overwhelming; the pressures of school combined with personal, financial or societal issues can make graduating impossible for some. Established in 2013, this award recognizes those who, despite challenges



and adversity, have persevered to succeed academically. Recipients of this award have will have demonstrated that in the face of adversity, they persevered to achieve academic success.

Application Criteria

Applicants must possess a minimum 3.0 GPA at the time of application, and provide evidence to support this claim.

Applicants for this award must demonstrate in a short personal statement how they overcame adversity to achieve academic success.

Adversity can be defined in many ways, and may have occurred during the students' time at SAIT or prior to becoming a SAIT student. Some examples of adversity are: low-income family status, abusive situations, racism, civil war, teen-pregnancy, loss of a loved one, mental health, bullying, discrimination, etc.

Information on any activist, community, or social group that the applicant is involved with may also be taken into consideration.

Information provided will remain confidential and will not be made public

Selection Criteria

SAITSA applauds all students who apply to for this award, however the Awards Selection Committee is required to only select four (4) recipients. Recipients of this award will be selected based on a weighing of the applicants' triumph over adversity and their GPA.

Information on any activist, community, or social groups that the applicant is involved with may also be taken into consideration.

**8.2. Caregiver Award - \$500 – 4 students/year
(1 apprentice/trade, 1 satellite campus, 2 main campus)
Personal Statement (250 words max)**

History

Since 2014 SAITSA has been recognizing those who provide primary care to a dependent or dependents while pursuing full-time post-secondary education. Intended to award those who demonstrate a commitment to family as well as the pursuit of higher education, the Caregiver Award serves to recognize committed and compassionate students.

Application Criteria

Applicants must possess a minimum 3.0 GPA at the time of application, and provide evidence to support this claim.

Applicants for this award must demonstrate in a short personal statement what challenges they have faced in regards to managing their school work and care for dependents, and how they have overcome them to succeed academically. Applicants should indicate if they have accessed any of SAITSA's support services such as the free income tax filing, foodbank, Good Food Box program, etc.

Selection Criteria

SAITSA strives to support all students in their endeavors to succeed academically despite challenges, however the Awards Selection Committee is required to only select four (4) recipients. Applicants who have utilized SAITSA's foodbank program, income tax filing program, etc., may be given special consideration.



8.3. International Student Award - \$500 - 1 recipient/year

Personal Statement (250 words max)

History

SAITSA strives to ensure all students, no matter where they come from, feel as though they can call SAIT their home and SAITSA their family. Established in 2014, this award acknowledges an international student who has demonstrated a passion towards being involved in the SAITSA community, while also succeeding academically.

Application Criteria

Applicants must be an international student and have contributed a minimum of twenty (20) volunteer hours to SAITSA initiatives.

Applicants must also possess a minimum 3.0 GPA at the time of application, and provide evidence to support this claim.

Applicants must demonstrate in a short personal statement how their involvement with SAITSA has positively contributed to their overall SAIT student experience.

Selection Criteria

Recipients of this award will have demonstrated that their student experience was positively influenced by being involved with SAITSA. While the minimum number of hours is twenty (20), preference may be given to an applicant with considerably higher number of volunteer hours who still meets the minimum GPA.

9.0 VISIONARY AWARDS

In 2015, SAITSA's Board of Directors established a three-year Strategic Plan, which outlines three key priorities designed to provide focus and to enhance the student experience and increase value for our student membership.

The three priorities identified in the strategic plan are:

1. Student Stakeholders

SAITSA is working to develop and maintain stakeholder relationships with key individuals and organizations in the community to create more networking and learning opportunities for students. The following awards recognize those in the student community who demonstrate an initiative towards increasing opportunities for students to engage with industry leaders; they also serve to recognize students who embrace the entrepreneurial spirit.

2. Student Space Expansion

SAITSA is currently in the process of designing and building a space on campus specifically for students; the new SAITSA building will be the headquarters on-campus for non-academic activities. SAITSA recognizes that a student's time here at SAIT is about more than classes, reports and exams; SAITSA aims to improve the SAIT student experience partially through providing space through which students can express themselves, study and/or relax.



3. Organizational Sustainability

SAITSA operates under a Social Enterprise Model, which means that the revenue generated by our operations (Station Market, Gateway Pub, Odyssey Coffeehouse, etc.) filters directly back into our services and programs. In addition, it also means that SAITSA strives to minimize our environmental impact through the use of compostable take-out containers, locally sourced products, and organic food options.

The following awards were designed to encourage collaboration and engagement of the student body with SAITSA's 2015-2018 strategic plan:

9.1. Industry Engagement Awards - \$500 – 2 individual students & 1 SAITSA club/year Impact Statement (250 words max)

Context

SAIT prides itself on developing partnerships with business and industry leaders that provide opportunities to students beyond SAIT, Calgary, and even Canada. SAITSA sees the value of these relationships, and recognizes that students play an important role in the success and continuity of new and established industry relationships with SAIT. This award, established in 2016, rewards individual students and clubs who demonstrate outstanding involvement with industry in Calgary and beyond. The recipients of this award demonstrate that their desire to engage with industry went beyond self-interests and focused on the SAIT student community as a whole.

Application Criteria – Individual

In a short impact statement applicants are asked to demonstrate how they have engaged with business or industry in the current academic year and how their engagement has/will positively impact students.

Students must also indicate what their continuity/succession plan is to ensure momentum of the relationship will not cease when the student graduates.

Quantifiable information, such as a list of events held, number of participants/attendees, number of SAIT students with placements at that place of business, etc. will be taken into consideration.

Contact information of partnering industries/individuals is required to confirm relationship.

Application Criteria – Club

The Club President must be the one to submit the application form; the Club President must indicate in a short impact statement how their club has engaged with business or industry in the current academic year and how their engagement has/will positively impact students.

The Club President must also indicate what the club's continuity/succession plan is to ensure momentum of the relationship will not cease after this academic year.

Quantifiable information, such as a list of events held, number of participants/attendees, number of SAIT students with placements at that place of business, etc. will be taken into consideration.

Contact information of partnering industries/business is required to confirm relationship.



Selection Criteria - Individual

The recipients of this award will be those who have clearly demonstrated how they engaged with industry and what the results of those relationships were.

Preference will be given to those who demonstrate a continuity/succession plan.

The Awards Selection Committee will select the two individual student recipients, and the SAITSA Clubs Coordinator will select the Club recipient.

9.2. Entrepreneur Award - \$500 – 2 recipients/year

Personal Statement (250 words max)

Context

This award serves to recognize students who demonstrate leadership, ambition, ingenuity and the entrepreneurial spirit of a business owner. Large or small ambitions, SAITSA aims to recognize those who demonstrate a passion towards entrepreneurship.

Application Criteria

Applicants are asked to briefly describe their business (what they sell, how many employees, etc.), how they manage their responsibilities as a student and entrepreneur, and what motivates them to own their own business. Applicants are encouraged to include what involvement they have had with SAITSA.

Applicants who have previously won this award are welcome to apply, however they must also demonstrate how previously winning the award advanced their entrepreneurial ambitions.

Selection Criteria

Recipients will be selected based on the students' ability to express how they balance their responsibilities as a student and business owner. Preference may be given to those who have participated in SAITSA events, especially those aimed towards student-entrepreneurs, such as SAITSA Marketplace.

9.3. Sustainability Award - \$500 – 2 individual recipients & 1 club/year

Impact Statement (250 words max)

Context

Small actions have big impacts; SAITSA strives to do its part to minimize its impact on the environment and encourages its members to do the same. This award recognizes those who try to minimize the impact SAIT and its students have on the environment and the community, either through individual initiatives, class or group projects, and/or committee work.

Application Criteria

Applicants are required to provide an impact statement that outlines what actions towards environmental sustainability/protection/conservation they have taken over the last year, and what impacts their actions have had on the SAIT community. Applicants are encouraged to include what involvement they have had with SAITSA.

Selection Criteria

Decisions will be based on the applicants' ability to demonstrate what impact their actions have had on the SAIT community. Special consideration may be given to those who participated in



SAITSA's Sustainability Committee events such as Earth Expo, etc. The Chair of the Sustainability Committee will be consulted for final recipient selection; the Clubs Coordinator will determine the recipient of the club award.

10.0 INSTRUCTOR AWARDS

Positive experiences with instructors have enormous impacts on individuals; whether it's a personal struggle or academic, a memorable instructor will be one that wants students to succeed and will help them achieve their potential. Instructors that inspire, support and encourage deserve to be acknowledged, which is why SAITSA provides opportunities for students to nominate instructors they feel go above and beyond to ensure students' experiences are positive and memorable.

10.1. Instructor Excellence Awards – no monetary value – 9 instructors/year

(1 instructor/school of study)

Nomination (500 words max)

History

We believe outstanding instructors should be acknowledged for their dedication and hard work at SAIT, which is why we honour their commitment at the annual SAITSA Awards banquet each spring. Since 2008, SAITSA has been encouraging students to nominate their instructors for this prominent award.

Nomination Process

Instructors can be nominated by their students at any time of the year; in order to be considered for the current academic year's award process the nomination must be received by February 15th, applications will reopen at the beginning of the spring semester for the following academic year.

To nominate an instructor, the student must describe in detail how the instructor possesses one or more of the following qualities, not to exceed 500 words:

- Provides extra time and resources above and beyond the call of duty
- Is accommodating, sympathetic and respectful to student concerns and lifestyles
- Utilizes multiple resources to appeal to different learning styles
- Has outstanding organization and preparation for class
- Has interest and enthusiasm for teaching and student success
- Has fair testing and grading
- Embraces diversity
- Has a willingness and appreciation for students' input and questions
- Fosters a positive classroom environment

Selection Process

Submissions are assessed by the Instructor Excellence Selection Committee based on statements of how the award criteria is satisfied to illustrate teaching excellence. Including detailed examples and outcomes of how an instructor demonstrates teaching excellence helps the selection committee in its review. The number of nominations an instructor receives will also be taken into consideration.



The committee shortlists nominees to three instructors from each school who best exemplify teaching excellence, and the top candidate is then selected to receive an Instructor Excellence Award. Preference may be given to an instructor who has not previously won an award, or who has not won in the last two years.