

SHELL Canada Enhanced Learning Fund 2017-2020



TERMS OF REFERENCE

• Shell Canada Enhanced Learning Fund (SELF) •

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Shell Canada Enhanced Learning Fund (SELF)

SELF is a fund of \$160,000 for a three year period from 2017 to 2020, managed by the University of Alberta Career Centre. The fund supports U of A students to participate in experiential learning opportunities that have a focus on sustainable energy, the environment and the economy. Priority will be given to applicants from the following: Faculty of Engineering, Faculty of Science, and Alberta School of Business.

This document describes the guidelines for the funds donated by Shell Canada to be used for experiential learning activities by University of Alberta students. These funds will support activities for students, including club activities and field trips, with a focus on Geoscience, Engineering and Business to align with Shell's Graduate Recruitment priorities. Priority will be given to projects related to the Oil and Gas industry.

Eligibility

- Students registered at the University of Alberta at the time of the activity, including but not limited to, full-time, part-time, undergraduate and graduate.
- Clubs, Teams or Associations (CTAs) that are registered at the University of Alberta and/or endorsed by their home Faculty/School. CTAs must provide evidence they have the administrative capacity to manage funds.

Funding Limits

- Limits are at the discretion of the Selection Committee and shall not exceed the total cost of the activity. Funding limits will generally be kept at \$1,500 for individuals and \$3,000 for CTAs.

Application

- Applicants are required to complete in full the Shell Canada Enhanced Learning Fund (SELF) Application Form.
- Two competitions annually for receipt of applications for activities eligible for SELF funding as follows:
 - Deadline of October 15 for activities occurring between January 1 to June 30
 - Deadline of April 15 for activities occurring between July 1 to December 31
- The Selection Committee may adjust the deadlines, depending on known scheduled events during the upcoming year. The student body will be informed well in advance of any deadline changes.

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Field Trip Applications

Working with their professors and student clubs, students must demonstrate a direct relevance of a proposed field trip to their course work, the energy sector, and any proposed site visit. Preference will be given to sites where Shell Canada has a presence and for trips that include students from a variety of Faculties/Schools. Field trips will be funded by applying the general principle that travel costs should not be a deterrent to the execution of an activity.

Applications can include students who are presenting at conferences or who wish to attend conferences (national or international). Eligible costs may include travel costs,* registration fees, and poster printing.

Ineligible:

- Please note that field trips to tour Shell operations/facilities and other oil and gas companies are currently not eligible for funding due to the logistics of managing multiple stakeholder requests for tours.

Club, Team, Association (CTA) Applications

Project ideas must demonstrate relevance to course work, and Shell Canada's business. Preference will be given to projects that facilitate interaction between Shell Canada employees and students. Ideas may include guest lecture opportunities, projects, competitions, workshops, and so on. The CTA funds are used for special activities and events of the CTA.

An application for funding of major team projects (e.g. U of A Great Northern Concrete Toboggan Race team project; U of A Space Elevator Research Team project) normally will be considered only once per year. Teams must submit a budget and clearly show the purpose for SELF resources. Eligible expenses may include travel costs,* materials and equipment, venue rental, and catering.

Ineligible:

- Regular administration expenses of CTAs (non-specific activities, general activities, office furniture and equipment, etc).
- Funding for Teaching and/or Graduate Assistants.
- Application for activities and events that are already completed prior to application.

Application Evaluation Process

Recommendations for granting of applications and distribution of funds will be determined by a Selection Committee. The Selection Committee will meet two times a year to judge applications and allocate funds, ensuring that the annual amount of funding available is distributed fairly and proportionately over two rounds of funding.

The key criteria used by the Selection Committee for evaluating applications to the SELF program are:

- Applications are complete and applicant(s) deemed to be eligible;
- Quality of enhanced educational experience to be realized for the student(s);
- Promotion of each participant's professional development;
- Relevance to Shell Canada's business operations or employees;
- Potential to contribute lasting or 'leveraged' benefits to the community at large in understanding sustainable energy, environment, and economy issues and opportunities.

Priority will be placed on projects related to the Oil and Gas industry and in the Faculties of Engineering and

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Science (Geosciences) and School of Business. Additional comments regarding the evaluation process:

- At a minimum, the Selection Committee shall consist of:
 - Chair from the U of A Career Centre (voting only to break tie, if applicable).
 - Two students (voting), from a Faculty/School affiliated with SELF. Members shall serve for a one-year term.
 - Two Faculty members (voting) selected by the U of A Career Centre from one of the Faculties/Schools affiliated with SELF. Members shall serve for a two-year term.
 - One representative from Shell Canada (non-voting).
- In exceptional circumstances, the Chair, in consultation with Shell Canada's representative on the Selection Committee, may grant last-minute funding if application forms are completed and justification of urgency is provided.
- Once the applications have been evaluated, the Career Centre will notify applicants (successful and unsuccessful) and arrange for distribution of funds.

Reporting

- All recipients are required to complete in full the Shell Canada Enhanced Learning Fund (SELF) Final Report Form, which includes a financial accounting for SELF monies, and submit to the Career Centre upon completion of the activity.
 - Copies of all submitted Final Report Forms will be provided to Shell Canada.
- The report shall be submitted within 20 days of completion of the activity, or by the end of the fiscal year (March 31) in which the student received funding if the activity is completed with less than 20 days remaining in the fiscal year.
- All recipients are required to attend and give a brief presentation at the annual SELF Symposium.

General Principles

- The funds are intended mainly to provide 'seed' or supportive funding for the various activities and will not normally support 100% of an activity – allocation of support is at the discretion of the Selection Committee.
- All funded activities will: enhance the knowledge and skills required of today's student(s); align with the career objectives of the participant(s); and potentially create lasting or leveraged educational benefits for other students and the community at large.
- SELF will not fund any aspects of internship placement.
- For any activities funded by the SELF where printed or publicity/promotional materials are produced (brochures, announcements, etc.), the support of the SELF shall be acknowledged and the Career Centre and Shell Canada logos shall appear. All uses of Shell logo must be approved by Shell.
 - The Selection Committee, at its discretion, may apply other accountability and/or publicity requirements at the time the activity is evaluated.
- All expenses incurred must pertain directly to the funded activity.

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- All participants must adhere to all University of Alberta policies and procedures. This includes, but is not restricted to, the Code of Student Behaviour, Travel Reimbursement Procedure, and Goods and Services Expense Reimbursement Procedure.
- Allocated funds will be disbursed as follows:
 - CTA funds will be transferred to an account affiliated with University of Alberta registration or to the endorsing Faculty/School (in which case all expenses will be processed by the affiliated Faculty/School). Funds may be transferred prior to completion of the activity.
 - Individual funds will be paid out as an expense reimbursement after completion of the activity, and will be processed by the Career Centre.

***Definitions of Activities Supported by SELF Program**

Field trip – An activity engaged in by a student which is deemed to enhance the student's educational experience in the area of sustainable energy, environment and economy. Examples: field trips within courses in related curriculum; student exchanges; study abroad; attendance at conferences and seminars; presentations in the community; special projects.

Experiential learning opportunity – An activity that is deemed to advance the knowledge, skills and experience required of today's students and to align with the career objectives of the participant(s).

Club, Team or Association (CTA) – An organized group which promotes learning and professional development among students. The CTA must be registered at the University of Alberta and/or be endorsed by their home Faculty/School.

Travel costs – Airfare, ground transportation (train, taxi, bus, etc.), accommodation, conference registration, meals, parking, etc. Note that expenses must align with University of Alberta policies.