

ACE-WIL BC/Yukon WIL STUDENT OF THE YEAR AWARD (2018)

NOMINATION GUIDELINES

ACE-WIL BC/Yukon is looking for one university and one college WIL Student of the Year (2018) and you can help! The winning students, their institutions, and host organizations will receive provincial recognition as a result of these awards. Each winning student will receive a \$500 cash award.

An ACE-WIL BC/Yukon institutional member may nominate **one (1) candidate** for this award with the support of the host organization/employer and approval of the student. All nomination materials become the property of ACE-WIL BC/Yukon to be used in promoting work-integrated learning. Each winning student may be required to provide their Social Insurance Number once announced.

ELIGIBILITY:

- A. Undergraduate, diploma, or post-graduate student registered full-time in a recognized post-secondary program at a ACE-WIL BC/Yukon Member institution throughout the period from January - December 2018. **Secondary school students are not eligible for this award.**
- B. Student must be nominated by a ACE-WIL BC/Yukon institution member with support of the host organization/employer. An ACE-WIL BC/Yukon institution member may nominate no more than one (1) candidate for this award.
- C. The student must have had at least one work-integrated learning experience (other than co-operative education) in 2018, which forms part of the student's nomination. Candidates may not be nominated twice in two consecutive years for a work-integrated learning experience that spans two calendar years.

SELECTION CRITERIA:

The ACE-WIL BC/Yukon Student of the Year Awards Committee evaluates candidates on their impact to the three main stakeholders of work-integrated learning. Each criterion carries 1/3 of the overall score, out of 90. Subsequent review within the committee of the merits of top candidates (based on initial scores) helps to determine the winners.

1. (30 pts) impact on host organization
2. (30 pts) impact on student (self)
3. (30 pts) impact on institution

Further information about what the committee is looking for follows.

NOMINATIONS:

Nomination MUST be submitted in one (1) PDF electronic document titled by the Student's Surname, First Name Other Forms and Institution. **(Example: Brooks, Samantha, Other Forms University College of Canada.pdf.)** with the following items presented in the order below:

1. Nomination form
2. Bio of their nominee (a maximum 150 words) to be used in ACE-WIL BC/Yukon communications
3. Student's current unofficial academic transcript (to verify student's status)
4. Organization support form (completed and signed)
5. Student's 2-page essay on the Benefits of Work-Integrated Learning
6. Student's portfolio (optional, two (2) pages maximum)

All applications must follow the current year's application process. Incomplete or improperly prepared nominations will be disqualified by ACE-WIL BC/Yukon. To avoid this happening, we advise that you submit your nomination well in advance of the deadline, so the ACE-WIL BC/Yukon office can alert you if something is missing.

We wish all nominees the best in their consideration for the WIL (Other Forms) Student of the Year Award. Any questions regarding the nomination requirements may be directed to ACE-WIL BC/Yukon (liles@tru.ca).

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GUIDELINES FOR NOMINATION MATERIALS

The guidelines presented below assist institutions in choosing award nominees and preparing the nomination package. Packages that do not meet the guidelines may be removed from consideration. The committee is seeking well-rounded candidates who show evidence of achievement in all facets of work-integrated learning.

NOMINATION FORM - INSTITUTION MEMBER

There are good reasons why you are choosing to nominate your student and we are interested in learning about them! By filling out the nomination form, we will learn your insights on the following factors:

- **How the student impacted their workplace (in the year of nomination)** – did they achieve something extraordinary; were they chosen or invited to represent the organization on research or other public domains, did they show evidence of bringing the best of themselves and their academic programs?
- **How the 2018 work-integrated learning experience(s) impacted the student** – did they show evidence of learning through their WIL experience by producing top-notch assignments or making decisions based on their experiences (e.g., changing education plans, making new employment leads); have they shown an ability to articulate the relevance between their work-integrated learning experiences, their study, and their career goals; have they shown an improved ability to navigate job search or other aspects of the professional working world; did they show extraordinary commitment to participating in work-integrated learning?
- **How the student impacted their educational institution** – How have they helped promote forms of work-integrated learning to peers or academic units; have they helped other students with WIL issues like whether to participate or how to succeed; have they created new WIL opportunities for themselves or others; have they used workplace learning or professional connections to enrich learning back on campus (for example connect faculty or staff with their host organizations)?

STUDENT NOMINEE'S BIO & TRANSCRIPT

The nominating member must provide a bio of their student nominee (a maximum 150 words) to be used in ACE-WIL BC/Yukon communications. (*Note all nominees will be honoured). The nominating member must also provide a copy of the student's unofficial transcript.

HOST ORGANIZATION SUPPORT FORM

The Awards Committee is also interested in the host organization perspective. Nomination packages require one form to be filled out by a supervisor from a 2018 WIL (other than co-op education) experience. We are particularly interested in the following factors:

- The student's duties/responsibilities;
- The student's impact to the workplace
- Outstanding work achievements (cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives, etc.); and
- Duties or opportunities that were assigned to the student in addition to typical work responsibilities because the student performed above expectations

STUDENT NOMINEE

Nominated students are required to prepare and submit the following items:

1. One essay on the benefits of work-integrated learning - (two (2) pages maximum, 1 inch margins, 10 point font). The essay should be contextualized in the student's experience and could include topics such as:
 - Reasons why you participated in work-integrated learning and why you are happy you did
 - How work-integrated learning has enhanced your personal, academic, and career development;
2. A portfolio (maximum 2 pages) is also recommended. Students may include additional items they feel will give the selection committee a better idea of who they are as a person, and particularly as an experiential learner. Portfolios may include things like photos, newspaper and magazine articles, excerpts from research work, and letters of recommendation. Creativity is encouraged. Please note that any additional letters/essays similar to those already requested from the nominating institution, employer, and you in the nomination package are not acceptable.

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INSTITUTION NOMINATION FORM

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Please complete all sections of this nomination form including signatures. Any false information provided in a nomination may result in disqualification or retraction of the award.

Only **ACE-WIL BC/Yukon institution members** may submit a nomination. ACE-WIL BC/Yukon educational institutions must have support of a host organization, as shown by the completed organization nomination form. If you are **not** a ACE-WIL BC/Yukon institution member, please have someone from your institution who is, sign and submit the nomination.

ACE-WIL BC/YUKON INSTITUTION NOMINATOR	Institution's Name:	
	ACE-WIL BC/Yukon Member's Name:	
	Title/Department:	
	Mailing Address:	
	Work Phone:	E-mail:
	Nominee's Degree/Diploma Program to be listed on a certificate:	
	Nominee's Number of Years of Study Completed:	
	<input type="checkbox"/> I received permission to nominate the student below for the ACE-WIL BC/Yukon WIL Student of the Year Award (2018) and ACE-WIL BC/Yukon has my permission to use non-confidential information for promotional purposes. :	
Signature (required):	Date	

STUDENT	Nominee's Name (Last Name, First Name, Middle):	
	Mailing Address as of March 2019:	
	E-mail:	
	<input type="checkbox"/> I give permission to be nominated for the ACE-WIL BC/Yukon WIL Student of the Year Award (2018) and to allow ACE-WIL BC/Yukon to use the non-confidential materials for promotional purposes.	
	Nominee's Signature:	Date:

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INSTITUTION NOMINATION FORM

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1) What are the top reasons (up to three) why you chose to nominate this student?

2) Describe your nominee's excellence according to each factor. Where possible, provide an example. Max 200 words for each. (NOTE: WIL experiences referenced must be other than co-operative education.)

a. Impact on Host Organization

Evidence of transfer of knowledge from studies to practice setting (host organization)

Contribution to the workplace

b. Impact on Student

Engagement with work-integrated learning

Commitment to work-integrated learning

Evidence of learning gained through 2018 WIL experience(s)

c. Impact on Institution

Contribution to work-integrated learning through interaction with their peers

How they represent work-integrated learning to academic units

How they represent work-integrated learning to the host organization

Willingness to volunteer to help with work-integrated learning initiatives

3) Is there anything else you would like the committee to know?

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HOST ORGANIZATION SUPPORT FORM

Student Nominee's Name:

Student Nominee's Institution:

Supporter's Name:

Organization:

Dates of Student Nominee's work with organization:

Basic duties of the Student Nominee while with organization:

Describe how the student made a significant contribution (i.e., to your workplace, your stakeholders, project completion, bottom line, strategic goals, etc). **Please use at least one example and indicate the impact to the organization.** (max 250 words)

Did you give the student extra duties or opportunities because they performed above expectations and if so, please provide an example. (max 250 words)

Do you have other comments that you think the awards committee should know? (max 250 words)

I received permission to support the student below for the ACE-WIL BC/Yukon WIL Student of the Year Award (2018) and ACE-WIL BC/Yukon has my permission to use non-confidential information for promotional purposes.

Signature (required):

Date:

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STUDENT NOMINEE

Nominated students are required to prepare and submit the following items:

1. An essay on the benefits of work-integrated learning - (two (2) pages maximum, 1 inch margins, 10 point font). The essay should be contextualized in the student's experience and could include topics such as:
 - Reasons why you participated in work-integrated learning and why you are happy you did
 - How work-integrated learning has enhanced your personal, academic, and career development;
 - The impact work-integrated learning has had on your understanding of your program of study;
 - How work-integrated learning has improved your confidence as a developing professional and motivated you further
2. A portfolio (maximum 2 pages) is also recommended. Students may include additional items they feel will give the selection committee a better idea of who they are as a person, and particularly as an experiential learner. Portfolios may include things like photos, newspaper and magazine articles, excerpts from research work, and letters of recommendation, Creativity is encouraged. Please note that any additional letters/essays similar to those already requested from the nominating institution, employer, and you in the nomination package are not acceptable.

NOMINATION PACKAGE CHECKLIST

Please check your nomination document to ensure that all required materials are included and that they follow the prescribed order as below:

- Nomination Form** – Information provided (must be legible), dated and signed by ACE-WIL BC/Yukon Institution Member and Student nominee.
- Student Nominee's Bio** – 150 word maximum that may be used for ACE-WIL communications once awards are granted.
- Student Nominee's current academic transcript** (unofficial)
- Organization Support Form** – completed and signed
- Student Nominee's Essay**– 2 page maximum, 1 inch margins, 10 point font minimum on benefits of work-integrated learning
- Student Nominee's portfolio** (optional, two (2) pages maximum)

Materials must be scanned into one .pdf document and titled by the Student's Surname, First Name Other Forms and Institution. **Example: Brooks, Samantha, Other Forms University College of Canada.pdf.**