

ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARD (2018)

NOMINATION GUIDELINES

ACE-WIL BC/Yukon is looking for one university and one college Co-op Student of the Year (2018) and you can help! The winning students, their institutions, and employers 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 co-op employer and approval of the student. All nomination materials become the property of ACE-WIL BC/Yukon to be used in promoting co-operative education and 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 co-operative education 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 co-op employer. An ACE-WIL BC/Yukon institution member may nominate no more than one (1) candidate for this award.
- C. Co-op programs must meet the **CEWIL Canada Definition of Co-operative Education** (<http://www.cewilcanada.ca/co-op-defined.html>).
- D. The student must have had at least one co-op work term in 2018, and it is the performance in the 2018 work term(s) that form part of the student's nomination. Candidates may not be nominated twice in two consecutive years for a work term 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 co-operative education. 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 employer
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 and Institution. (**Example: Brooks, Samantha, Co-op 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. Employer support form (completed and signed)
5. Student's 2-page essay on the Benefits of Co-operative Education
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 that we can alert you if something is missing.

We wish all nominees the best in their consideration for the WIL (Co-op) 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 co-operative education.

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 co-operative education experience(s) impacted the student** – did they show evidence of learning through their work terms 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 terms, 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 co-operative education?
- **How the student impacted their educational institution** – How have they helped promote co-operative education to peers or academic units; have they helped other students with co-op issues like whether to participate or how to succeed; have they created new co-op 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 employers)?

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.

EMPLOYER SUPPORT FORM

The Awards Committee is also interested in the employer perspective. Nomination packages require one form filled out by a supervisor from a 2018 co-op work term. 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 co-operative education - (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 co-op and why you are happy you did;
 - How co-operative education 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 the co-op employer, as shown by the completed employer 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 Co-op 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 Co-op 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.

a. Impact on Employer/Host Organization

Evidence of transfer of knowledge from studies to workplace

Contribution to the workplace/employer

b. Impact on Student

Engagement with co-operative education

Commitment to co-operative education

Evidence of learning gained through 2018 co-op work term(s)

c. Impact on Institution

Contribution to co-operative education through interaction with their peers

How they represent co-op to academic units

How they represent co-op to the employer/host organization

Willingness to volunteer to help with co-op initiatives

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

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EMPLOYER SUPPORT FORM

Student Nominee's Name:

Student Nominee's Institution:

Supporter's Name:

Organization/Employer:

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 Co-op 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:

ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARD (2018)

STUDENT NOMINEE DOCUMENTATION

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

1. **An essay on the benefits of co-operative education - (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 co-op and why you are happy you did;
 - How co-operative education has enhanced your personal, academic, and career development;
 - The impact your co-operative education experience has had on your understanding of your program of study;
 - How co-operative education 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)
- Employer 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 Co-op and Institution. **Example: Brooks, Samantha, Co-op University College of Canada.pdf.**