

EWO CO-OP STUDENT OF THE YEAR AWARD (2012) SAMPLE NOMINATION

The following sample nomination has been created to provide an example of a well-developed employer letter, institutional letter, and co-op student personal statement. We have used material from previous nominations, the names of the student, coordinator, employer, company, awards, and publications have been changed for privacy.

Nomination forms must be presented in the following fashion:

1. Nomination form. Must be fully completed by all three parties and placed at the beginning of the nomination package.
2. Employer letter. There is to be only one letter, all others will be removed. If more than one person wishes to participate, they should collaborate in writing one joint letter. This letter must be on the company's official letterhead and signed.

It is very important for the employer's letter to describe what significant impact the co-op student had on the company by answering questions such as:

- Did the co-op student do something significant such as save the company money or bring about new business opportunities?
 - Did they improve company/staff morale, the quality of work, or perhaps the level of service?
 - Did they perform better than other co-op students?
 - Would you invite them back for another co-op term or consider offering them permanent employment after graduation?
 - Did their performance encourage you to hire other co-op students?
 - Did they perform above the expectations of the supervisors/manager?
3. The institution's letter will be next and there is to be only one letter, all others will be removed. If more than one person wishes to participate, they should collaborate in writing one joint letter. This letter must be on the institution's official letterhead and signed.
 4. The student's information follows both the employer and institution's letters in the following fashion:
 - a) Personal Statement (Maximum of 2 single-sided pages)
 - b) Current Academic Transcript (unofficial transcripts must be signed by Co-op Director)
 - b) Current Resume (Maximum of 2 single-sided pages)
 - c) Portfolio (optional, Maximum of 2 double-sided pages)

Please note that any additional material will be removed. The Co-Chair receiving the nomination packages in PDF form will confirm receipt via email of each package received.

The Selection Committee will announce the winners by early March. The winners will each receive a \$500 award, with certificates which will be presented by their institution during National Co-op Week 2013, and/or at the provincial EWO conference in May 2013.

***EWO would like to extend sincere thanks to CAFCE
for supporting our efforts by sharing its resources and extensive experience
with Co-op Student of the Year Awards.***

PDF copies of all nomination materials will be accepted via email and must be RECEIVED by close of business, 4:45 pm on
TUESDAY, JANUARY 22, 2013 to the Chair of EWO Co-op Student of The Year Awards 2012:
Kathleen McDowell, Chair EWO Co-op Student of the Year Awards Committee
mcdowell@utsc.utoronto.ca (416) 287-7488

**EWO CO-OP STUDENT OF THE YEAR AWARD (2012)
SAMPLE NOMINATION**

Please complete all sections of this nomination form including signatures. By signing this form all parties certify that the information provided is accurate. Any false information provided in a nomination may result in disqualification or retraction of the award.

Institution Information

| | |
|---|---------------------------------|
| Institution Name: <u>University College of Ontario</u> | |
| Name: <u>Denise Miller, Ms.</u> | |
| Title: <u>Co-operative Education Coordinator</u> | |
| Mailing Address: <u>8888 Sunshine Drive, Windsor, NL 1A2 3B4</u> | |
| Work Phone: <u>999-999-9999 x 999</u> | |
| E-Mail: <u>dmiller@uoc.ca</u> | |
| Nominee's Degree/Diploma/Program: <u>Bachelor of Business Administration, BA</u> | |
| Nominee number of years of study completed: <u>2nd year completed</u> | |
| Nominee number of work terms completed: <u>2</u> | |
| Nominee Cumulative Grade Point Average: <u>85%</u> | |
| EWO requests that you convert your grading system, where necessary, to present your candidate's grades as a percent out of 100. Where letter grades represent a range of marks (i.e. B+ = 77 – 79 %), grades should be rounded to the highest mark available in the range for that particular grade (79%). If the grade information requested above is incomplete the nominee will receive zero (0) points for the academic achievement score (max 15pts) in his/her evaluation. | |
| I (please select the appropriate response) <u>nominate</u> /support the nomination of the student above for the EWO Co-op Student of the Year Award. | |
| <u>Denise Miller</u> Signature | <u>January 15, 2011</u> Date |

Employer Information

| | |
|--|---------------------------------|
| Company/ Organization Name: <u>Best in the Business Inc.</u> | |
| Supervisor/Manager/Co-worker Name: <u>Peter Black, Mr.</u> | |
| Title: <u>Director, Product Development</u> | |
| Mailing Address: <u>000 Brunswick Avenue, Vancouver, BC 5C6 7D8</u> | |
| Work Phone: <u>999.999.9999</u> | |
| E-Mail: <u>pblack@bitb.ca</u> | |
| I agree to the use of information provided in this nomination (minus confidential information) by EWO for the promotion of co-operative education. <u>Yes</u> No (Please select desired response) | |
| I (please circle the appropriate title) <u>nominate</u> / <u>support</u> the nomination of the student above for the EWO Co-op Student of the Year Award. | |
| <u>Peter Black</u> Signature | <u>January 19, 2011</u> Date |

Student Information

| | |
|--|---------------------------------|
| Name: <u>Samantha Brooks, Ms.</u> | |
| Mailing Address: <u>000 Mellow Drive, QC 9E1 2F3</u> | |
| E-Mail: <u>SBrooks@hotmail.ca</u> | |
| I agree to the use of information provided in this nomination (minus confidential information) by EWO for the promotion of co-operative education. <u>Yes</u> No (Please select desired response) | |
| I agree to my nomination for EWO Co-op Student of the Year Award | |
| <u>Samantha Brooks</u> Signature | <u>January 16, 2011</u> Date |

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Kathleen McDowell, Chair EWO Co-op Student of the Year Awards Committee
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Example - Employer's Letter

Submit ONE (1) typewritten statement on company letterhead (2 pages maximum, single-sided, 1 inch margins, 10 pt font min.) commenting on the student's performance in the workplace. Cover the following points: the student's duties/responsibilities; the student's performance in comparison to your expectations or in comparison to other co-op students; any outstanding work achievements (cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.); how this student, or co-op students in general, have benefited your department/company. Where possible please be specific in your examples and offer any insights you may have on the student's work habits and character. Please include your signature at the bottom of the statement.

Only one employer letter per nomination and it must be on official letterhead and signed.

Dear Selection Committee:

It is my pleasure to support Samantha Brooks' EWO Co-op Student of the Year Award (2010) Nomination. Samantha was a pleasure to work with during her co-op, her interpersonal skills, positive attitude, work ethic, ability to work independently and in a team environment, was very beneficial to our company.

the student's duties/responsibilities...

Samantha came to Best in the Business Inc. to work for me as a Communications Assistant in mid-2010 through the University College of Ontario co-op program. Her duties were diverse and challenging, as our intent was to have her experience as much about daily life as a communications professional in the demanding world of software development as quickly as possible.

This meant being prepared to carry out duties ranging from newsletter writing and production, to preparing and implementing communication strategies, coordinating our regional promotional campaigns, and producing various confidential briefing notes and backgrounders for specific internal and external audiences.

the student's performance in comparison to your expectations or in comparison to other co-op students...

For someone with limited co-op experience and still in the early stages of her academic studies, it was expected to be a daunting task. However, she displayed an enthusiasm, commitment and maturity that enabled her to handle this challenge with confidence.

any outstanding work achievements (cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.)...

Samantha quickly demonstrated that she is not only a quick learner, but that she is also an intelligent, skilled individual whose professional approach and attitude far exceeds her age and education level. She was responsible for many achievements, including:

- ◆ Her first media strategy resulted in extensive international-wide media coverage, thanks to her creative approach and ability to identify key media hooks.
- ◆ After only a few weeks, becoming familiar enough with our software to voluntarily take on the writing and production of our monthly staff newsletter, "Enhance Your Team". She enhanced the look and feel of the four-page document and, bringing this task in-house, save the organization around \$2,000 a month on consultant and design fees.
- ◆ Participating in the judging of awards for entries for our "Most Inventive" employee award alongside communications professionals many years her senior.
- ◆ Perhaps her most significant and visible achievement - the organization's 2010 software development investment campaign. Despite her relative inexperience. Samantha volunteered to head up the campaign. Her efforts resulted in an increase of 100% in investments (\$16,000, up from \$8,500 the previous year).

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How this student, or co-op students in general, have benefited your department/company...

Samantha Brooks made an outstanding contribution to the Best in the Business Inc. during her co-op. Not only did she help us to achieve a number of efficiencies such as those outlined above, she also earned the respect of many senior executives, department managers, and administration staff in our company.

Her fellow provincial communicators (AB International Communications Association) also recognized her talent and achievements by naming her 2010 Student of the Year for their provincial association. This prestigious honor was the result of an extensive evaluation process by senior communicators and others, and it a testimony to her value to her co-op employer.

Our confidence in her ability is demonstrated by our willingness to welcome Samantha into our Communications & Public Affairs team should the opportunity arise. She is bright, enthusiastic and self-motivated individual who represents her employer in a proud and professional manner.

Co-operative education enhances our business by bringing new energy into our offices and our purpose in being a co-op employer is to make co-op experiences diverse and challenging that provides an honest look into business in a demanding world.

We wish Samantha well in this nomination, and believe she is certainly worthy of your prestigious honour. Should you have any questions, please do not hesitate to contact me at 999.999.999 or e-mail at pblack@bitb.ca.

Sincerely,

Peter Black

Peter Black
Director, Product Development

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Example - Institution Representative's Letter

You are required to submit one (1) typewritten statement supporting the student nominee. Please submit the statement on institution letterhead (2 pages maximum, single-sided, 1 inch margins, 10 pt font min.) In your statement, please comment on the student's achievement in the co-op program; any achievements, awards, and extracurricular activities that you feel are worthy of mention; the student's activities in support of co-op education; and any insights on the student's personal qualities you feel warrant consideration. Where possible please be specific with your examples. Please include your signature at the bottom of the statement.

You are also required to verify the student's academic background and provide the student's cumulative grade point average. EWO requests that you convert all grading systems, where necessary, to present the candidate's grades as a percent out of 100. Where letter grades represent a range of marks (i.e. B+ = 77 – 79 %), grades should be rounded to the highest mark available in the range for that particular grade (in our example it would be 79%) **If the grade information requested on the nomination form is incomplete the nominee will receive zero (0) points for the academic achievement score (max 15 pts) in his/her evaluation.**

Only one institution representative letter per nomination and it must be on official letterhead and signed.

Dear Selection Committee:

I am pleased to put forth our nominee for the EWO Co-op Student of the Year Award (2010): Communication Co-op student, Samantha Brooks. I feel that the combination of Samantha's success as a co-op student, her numerous and continuing contributions to the University College of Ontario's Co-op program, and her stellar academic record make her the ideal candidate.

student's achievement in the co-op program...

Samantha completed her third co-op work term with the Best in the Business Inc. Part of her responsibilities included researching, doing the layout and writing of stories for the organization's internal newsletter. She was also involved in planning and implementing various communications strategies for the Board of Directors, for the management team, and for the community at large. In addition to her regular duties, she was instrumental in helping with the 2010 Software Development Investment Campaign. Under her leadership, the campaign saw an increase of more than 100 percent in employee support and investments. Subsequently, Samantha was awarded the AB International Communications Association (ABICA) 2010 Student of the Year, based on a communication plan she developed which was critical to the success of the 2010 Software Development Investment Campaign.

For her fourth co-op work term, Samantha successfully beat out 80 other applicants to work for Get a Job Employment Agency, as part of the new job development team (JD Team). This team consisted of herself, a second co-op student, and their supervisor. Throughout the course of one semester, the JD Team created a database containing contact information of over 5000 new organizations, they open dialogue with 137 new employers who were likely to hire within the next year, and they were responsible for 16 completely new job postings. Her supervisor was particularly pleased with Samantha's contributions, stating: "Samantha started and ran with it; exceeded expectations for production." However Jane did not confine herself to JD Team Activities. She also created and wrote the content for their web site targeted at potential employers, a project that she undertook completely on her own initiative. In addition to her contributions to Get a Job as part of her paid position, Samantha has also volunteered to speak in training sessions about the benefits of participating in a Co-op program.

student's activities in support of co-op education...

Samantha is a member of *Give a Hand Up*, a group of volunteer Communications Co-op students who promote the co-op program to potential students and employers through various media. As part of *Give a Hand Up*, she is furthering her Web design skills by putting *It is Written*, a newsletter written for and by co-op students, online.

achievements, awards, and extracurricular activities that you feel are worthy of mention...

In the academic realm, Samantha continues to excel. Her cumulative grade point average of 4.00, or the equivalent of an 'A', has meant that she has received the University College of Ontario's Excel Scholarship, valued at \$3500, and the Revealed Scholarship, which pays her yearly tuition. She has managed to maintain her excellent grades while taking courses in a variety of disciplines, including Business Administration, Psychology, English, Economics, and Communications.

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insights on the student's personal qualities you feel warrant consideration...

On a personal level, Samantha keen sense of humor and easy-going nature were much appreciated in our office, as she was able to both work hard and play hard at the appropriate times! Her creative abilities have been evident in much of the top-quality work she has produced, from Web sites to brochures to written pieces. Samantha's positive, professional attitude is one of her strongest traits. Both her professionalism and creativity were rewarded over the summer as she and her co-op colleague won the "greatest exchange contest" at a "Computer Concepts" (IT Sector) event in Vancouver for their 3 minute "sell" of co-op students to the high tech industry.

In closing I would like to direct the members of the committee to Samantha's personal website. In it, Samantha has a page devoted to explaining the benefits of joining co-op for students (this was done prior to and independent of the nomination). Co-op has been as much a beneficiary of Samantha as she has of Co-op. Please do not hesitate to contact me should you require any further information regarding this nomination.

Sincerely,

Denise Miller

Denise Miller
Co-operative Education Coordinator
Business Administration Co-op Program

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Example - Student's Personal Statement

You are required to prepare and submit the following items:

1. One (1) typewritten personal statement (2 pages maximum, single-sided, 1 inch margins, 10 pt font min.) describing how co-operative education has enhanced your career development, personal development, and academic experience. Where possible please be specific in your examples. Your comments need not be limited to experience from the specific work term for which you are being nominated. Please include your signature at the bottom of the statement.
2. A copy of your current resume (2 pages maximum, single-sided). Co-op work terms/experience should be clearly identified, and noted with work term dates. Extracurricular and community activities, scholarships and awards, etc. should also be noted.
3. A portfolio (2 pages, double-sided, maximum) is also recommended. You may include any items you feel will give the selection committee a better idea of who you are as a person. You may submit photocopies of newspaper and magazine articles, previous employer evaluations, letters of recommendation, published work, awards and citations, etc. Additional statements/essays/letters similar to those already requested from the institution, employer, and you in the nomination package are not acceptable. This is an optional component.

Samantha Brooks
000 Mellow Drive
Toronto, Ontario 9E1 2F3

My name is Samantha Brooks and I am a third year Communications co-operative education student at the University College of Ontario.

How co-operative education has enhanced your career development...

Co-operative education has been very beneficial in helping to refine my career and academic goals. My co-op work terms have provided me with the opportunity to learn many skills that help determine my strengths and areas of interest in business. During my third co-op as a Communications Assistant with the Best In The Business, the pieces of the puzzle that would reveal my future career began to fall into place - and I could honestly envision a future as a communications professional. I found my passion.

Thanks to co-operative education, I now have a variety of new skills and experiences in my repertoire. The program provides me with essential employment research skills. My co-op work terms have also exposed me to the diversity of the communications industry, from advertising to web design, and allowed me to network and develop numerous contacts. My position at Best of the Business provided me with a solid foundation in effective communication, including writing, public speaking, research, and design skills. It involved a variety of team dynamics, from a small marketing team to the entire corporation, I learned a great deal about the communication, flexibility, and the give and take required to ensure the success of any team.

Academic experience...

In addition to enhancing my career development, co-operative education has vastly improved my academic experience at UCC. Having previously felt cut off from the world outside academia, the program has added depth and meaning to my education by bridging the disparity between the academic and working worlds. With a broader range of real-world experience to draw from, I can now relate to issues and concepts discussed in class at a more practical and personal level, and I have returned to classes with a renewed interest in my education.

I also find that co-op has another positive impact on academics that is less apparent. The co-op infrastructure changes the academic setting by allowing students to be more involved with defining the school curriculum. My classmates and I all try to let our professors know what kind of knowledge is valuable in the workplace, and they in turn try to build on what we may have learned over co-op work terms. This furthers the circular, knowledge building process, and has made me more conscious about my education and how I can make the most out of it.

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Personal development...

Beyond my academic and career aspirations, co-op has also added to my personal growth and development. During my first co-op position, I went through a major organizational restructuring process when regional health boundaries were realigned in the province. This experience taught me crisis communications, but - more importantly - it taught me how to deal with constant uncertainty and change. Interacting and working with from across the Region, all with their own worries and fears, I learned to be sensitive, professional and flexible at all times. And although the atmosphere of uncertainty was a bit unnerving at times, I consider myself fortunate to have been involved in such a unique learning experience.

My first co-op supervisor recommended that I join the AB International Communications Association (ABICA). Joining this association has been particularly valuable. Through my participation with ABICA, I have gained a good understanding of the local communications industry, met many professional communicators, judge professional communication awards, and received the local chapter's Student Member of the Year Award. Both directly and indirectly, co-op has helped me connect with and start making a name for myself in the communications industry.

The skills I have gained through co-op not only help at school, but in my volunteering also. Just this past December I was able to use my project management skills to help the Future Dreams Foundation, a non-profit organization, to plan out how they would plan out their short-term volunteer projects. Even further, co-op has been the financial enabler of my volunteer work. Tuition, room, and board cost approximately \$16,000 each year, and because this many students go into debt, a debt that sometimes forces them to use their free time to earn money. With co-op, however, I have been able to support myself, and have both the extra time and money to attend various national and international communication workshops and also participate in many community activities to improve neighbourhood safety.

Furthermore, co-operative education has also provided me with the opportunity to see more of our country. It gave me the opportunity to live in Ottawa during my first co-op work term, which was an amazing experience, and now Vancouver. I took the opportunity to visit the many museums, galleries, historic sites, and participate in the special events in both cities.

In all honesty, I cannot quite imagine what I would be doing right now if it were not for the co-operative education program. Co-op has not only enhanced my career development, academic experience and personal growth, it has helped me end my ongoing quest for a decision. I am no longer afraid of the future, unsure of what lies beyond graduation. Co-op has prepared me for what lies ahead, and I am eager and excited to pursue my passion for communicating.

Sincerely,

Samantha Brooks

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INCLUDE THE FOLLOWING AS WELL:

CURRENT ACADEMIC TRANSCRIPT
(as of January 2012)

Please note: If an unofficial academic transcript is submitted it must have the co-operative education department's director or co-op coordinator verify it with their signature.

OPTIONAL

A portfolio (2 pages, double-sided, maximum) is also recommended. Clearly title your Portfolio Pages. You may include any items you feel will give the selection committee a better idea of who you are as a person. You may submit photocopies of newspaper and magazine articles, previous employer evaluations, letters of recommendation, published work, awards and citations, etc. Additional statements/essays/letters similar to those already requested from the institution, employer, and you in the nomination package are not acceptable.

Excess material will be removed, if you wish to include various awards and examples of your work, you may wish to reduce their size and paste on one sheet as in the example below.

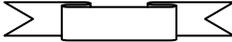
NOTE: You may use both sides of the two pages to display your portfolio items. You are not to include materials that would be considered additional support material for this EWO Co-op Student of the Year Award competition which includes material from your own institution's Co-op Student of the Year Award competition.

PORTFOLIO - Samantha Brooks
(page one, front side)

Media Release....
Best in the Business presents

Media inquires please contact:
Samantha Brooks
Communications Assistant
000.000.0000

Communication Award
Presented to
Samantha Brooks
for outstanding
performance.....


**Awarded to
Samantha Brooks**
in recognition of her
volunteering services to the