Brock University

Co-op Programs

# Nominate your Brock Co-op student for the 2014 Brock University Co-op Student of the Year Award!

## What is the Brock Co-op Student of the Year Award?

It is an honour given by the Brock Co-op Programs Office that recognizes a co-op student's excellence in job performance, academic achievement and responsibility, and particular contributions to their co-op employers, to Co-operative Education and the community-at-large.

## What are the benefits of winning?

You will gain heightened exposure of your organization through local media outlets and in the Brock community, specifically during Co-operative Education Week which is held in March. If your co-op student is selected for this honour, they might also be considered for the:

- Education at Work Ontario (EWO) Student of the Year Award, or
- Canadian Association for Co-operative Education (CAFCE) Student of the Year Award.

This may also lead to additional promotion of your organization through these outlets. For more information on these associations, please see below.

## Criteria for Selection:

- Job Achievement
- Contribution to Co-operative Education (e.g. volunteer ambassador for co-op, assisting at co-op events)
- Student's Personal Statement
- Contribution to Extra-Curricular Activities at School and/or the Community
- Student's Resume
- Above Average Academic Achievement
- Overall Assessment/Personal Comments by Employer and Co-op Office Staff

## I want to nominate my co-op student. How do I proceed?

- If necessary, obtain permission from your manager to nominate the student.
- Complete the employer section of the nomination form. The student nominee will provide this form to you and it can also be found on our website.
- The student's application package must include an Employer's statement, in which the co-op student's supervisor during their 2014 work term describes the student's accomplishments / contributions on the job. Complete an employer's statement according to the following guidelines.
  - The statement should not exceed a 2 page maximum.
  - Must be on company letterhead, signed and in 10 point font.
  - State the 2014 period the student completed their 2014 work term with you (i.e. Winter, Fall or Spring 2014). ***<u>*Even if the student started their work term in the previous year (2013) or has had their work term extended into the next year (2015), the letter should still only reference their contribution in 2014.*</u>***
  - The student's duties/responsibilities during their 2014 work term;
  - 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.); and
  - How this student has 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.

**The deadline for applications is Friday, December 5, 2014 at 5:00 pm**
**For more information, please visit: www.brocku.ca/co-op/current-students/soty**

Additional information on CAFCE and EWO Awards:

**CAFCE Co-op Student of the Year Award**

The winning students, their institutions, and employers will receive national recognition as a result of this award. In addition, the winners will both receive a $1,000.00 cash award (the CAFCE award of $500.00 and the Emery-Dufault award of $500.00).

For more information about this award, please visit the CAFCE website.

Brock nominees are selected and submitted to CAFCE by the Brock University Co-op Programs Office.

**EWO Co-op Student of the Year Award**

The recipient of the EWO award will be presented with a certificate and $500. For additional information, please visit the EWO website.

Brock nominees are selected and submitted to EWO by the Brock University Co-op Programs Office.