2014 Brock Co-op Student of Year Award

Nomination Form, Application Package Guidelines and Checklist

Co-op Programs

Nomination package MUST include the following items:

- ☐ **Nomination form, completed and signed by the 2014 work term employer and nominee.**
  - The information and signature of the employer must match the company representative that wrote the Employer's statement. Nomination form is attached.

- ☐ **Employer's statement on company letterhead and signed (2 page maximum, 10 point font)**
  - If someone other than your employer nominated you, also attach a statement of who they are and why they think you should be co-op student of the year

  This letter must include the following points:
  - The 2014 period the student completed their 2014 work term with you (i.e. Winter, Fall or Spring 2014). ****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.****
  - 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, this letter should contain specific examples and offer any insights into the student's work habits and character.

- ☐ **Student's personal statement with signature (2 page maximum, 10 point font)**
  Describe how co-operative education has enhanced your
  - Career development;
  - Personal development;
  - and Academic experience.

- ☐ **Student's bio (150 words maximum)**
  - This can be a highlighted summary of your achievements described in your personal statement.

- ☐ **Student's updated resume (2 page maximum, 10 point font)**

- ☐ **Student's current transcript**
  - This can be an unofficial transcript cut and pasted from your Brock self-serve online account into a Word document. Be sure to include your current overall average (% out of 100%).

- ☐ **Student's portfolio (optional, but encouraged - 2 page maximum)**
  - 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 letters of recommendation, published work. Awards and citations are to be listed in your résumé. 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.

All nomination packages must meet all guidelines to be forwarded to the selection process. Please review very carefully. Students are limited to one submission per year.

BROCK CO-OP STUDENT OF THE YEAR AWARDS 2014

NOMINATION FORM

CO-OP EMPLOYER

Company's Name:	
Employer's Name:	
Title/Department:	
Mailing Address:	
Work Phone:	E-mail:

☐ I received permission to support the student below for the CAFCE Co-op Student of the year Award (2014) and CAFCE has my permission to use non-confidential information for promotional purposes.

I agree to the use of information provided in this nomination (minus confidential information) by EWO for the promotion of co-operative education. **Yes** **No** (Please select desired response)

I (please select the appropriate response) **nominate / support the nomination** of the student below for the EWO Co-op Student of the year Award (2014).

Signature (required): Date:

CO-OP STUDENT NOMINEE

Nominee's Name (Last Name, First Name, Middle):
Mailing Address as of March 2015:
E-mail:

☐ I have given permission to be nominated for the CAFCE Co-op Student of the year Award (2014) and to allow CAFCE to use the non-confidential materials for promotional purposes.

I agree to the use of information provided in this nomination (minus confidential information) by EWO for the promotion of co-operative education. **Yes** **No** (Please select desired response)

I have given permission to be nominated for the EWO Co-op Student of the year Award (2014).

Signature (required): Date:

Brock University

Co-op Programs