

# Brock University Experiential Education Student(s) of the Year Award Application Guide

## Should you apply for this award?

Take the opportunity to visit the [Experiential Education Awards page](#) on the Co-op, Career and Experiential Education (CCEE) website to learn more about the award, criteria, where to find the application, and deadlines for completion. Near the bottom of the page is a 'Begin Application' button, select that to begin the process.

**Please be advised, this is a two-part application.** Further information will be provided to you as you move through the process. Please review this entire guide and prepare as much as possible ahead of the deadlines to ensure completeness and quality of the application.

## Application Part One

For Part One of the application, you will require the following:

- **Biographical Information**
  - Name, student number (and names & student numbers for teammates, if applicable)
  - Brock email address & current phone number
  - Current mailing address
- **Supporter Information**
  - You are required to have a minimum of one supporter of your application from the following options:
    - Community Partner/Supervisor
    - Experiential Education Staff Member
    - Faculty Member
  - Adjudicators will reach out to the listed individuals, so please ensure they're aware of your application.
  - You will need contact information of different degrees based on who your supporter is, so please review the application and ensure you have the correct information.
- **Experience/Project Information**
  - Title of Experience: Describe your experience completed in a title format (eg. Business Strategy Consulting Project, Namibia Field Experience, Teaching Placement in Community)
  - Course Code: What course code was this experience associated with?
  - Faculty Member Responsible: Who taught/delivered this experience?
  - Student Biographical Statement
    - Tell us a bit about who you are and your role as a student on the Brock campus. A highlighted summary of your contributions to the Brock, Niagara and/or broader communities
  - Describe the experience/project that you participated in
    - Provide a high-level overview of what you did during this experience, what were the expectations, what were the outcomes?

## Application Part Two

For Part Two of the application, you will require the following:

- **Current Academic Transcript(s) for each applicant**
  - Accepted file types: doc, docx, pdf, jpg, png, Max. file size: 3 MB.
  - These can be copies of unofficial transcripts from your Brock self-serve online account, copied into a Word document. Be sure to include current overall average(s).
- **Updated Resume(s) for each applicant**
  - Accepted file types: doc, docx, pdf, Max. file size: 10 MB.
  - 2 pages maximum each, 10pt font. Resume should clearly outline experiential learning and extra-curricular activities. **Resume must be reviewed by Career Education prior to submission ([careerzone@brocku.ca](mailto:careerzone@brocku.ca))**
- **Student Essay(s) on Experiential Learning**
  - Accepted file types: doc, docx, pdf, Max. file size: 10 MB.
  - Essay on the benefits of experiential learning (2 pages max, 1-inch margins, 10pt font), based on your experience. Topics could include: Reasons why you participated in experiential learning; how the opportunity has helped you to grow personally; how does the experience help you connect to the community; how experiential learning has enhanced your personal, academic, and career development; how the impact experiential learning has had on your understanding of your program of study; how experiential learning has improved your confidence as a developing professional and motivated you further; how your experience contributes to Brock's strategic priorities, such as fostering a culture of inclusivity, accessibility, reconciliation and decolonization.
- **Student Portfolio(s)**
  - Max. file size: 29 MB.
  - 2 pages max. Include any additional items that might give the selection committee a better idea of who you are as person and as an experiential learner. Items could include photos, articles, work samples, and letters of recommendation. Examples could include participation in any clubs or demonstrate allyship to any marginalized groups on campus. Please note that any additional letters/essays similar to those already included in application package are not acceptable.
- **Host Organization Letter of Support (Only if applicable)**
  - Accepted file types: doc, docx, pdf, Max. file size: 10 MB.
  - If the experience meets [CEWIL Canada's Definitions of Work-Integrated Learning](#) other than co-op (apprenticeship, internship, entrepreneurship, service learning, applied research projects, professional practicum, field placement, and work experience), **you must submit a letter of support**. It must be completed, signed and dated by a supervisor in the host organization. Information should include: Name of supporter and supporter's organization, dates of student nominee's work with the organization (only reference contributions in the current academic year), the role(s) & responsibilities of the student(s), the impact the student(s) had on the workplace, and any outstanding achievements.