

### Nomination Form, Application Package Guidelines and Checklist

Nomination package MUST include the following items:

- Nomination form, completed and signed by the 2023 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 period the student completed their 2023 work term with you (i.e., Winter, Spring or Fall 2023). *\*Even if the student started their work term in the previous year (2022) or has had their work term extended into the next year (2024), the letter should still only reference their contribution in 2023.\**
- The student's duties/responsibilities during their 2023 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 contributed to your department/company.

This letter should contain specific examples into the student's work habits and character.

- Student's personal statement with signature (2 page maximum, 10-point font)**

Reflect on the following elements

  - How Co-op has impacted your career development
  - How Co-op has impacted your personal development
  - How Co-op has impacted your academic progression

This statement should demonstrate how Co-op has enriched these different areas and how you have contributed back to Co-op Education at Brock. Also, discuss how you have overcome any challenges or obstacles throughout your co-op journey.

- Student's bio (150 words maximum)**
  - A highlighted summary of your achievements described in your personal statement.
- Student's updated resume (2 page maximum, 10-point font)**
- Student's professional photograph (may be used for promotional purposes)**
  - Suggestion: Iris photobooth, located in CareerZone
- Student's current transcript**
  - This can be an unofficial transcript that you create using the following [template](#): 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 (2 page maximum, 10-point font)**
  - 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, and/or published work. Awards and citations are to be listed in your résumé. Please note that any additional letters/essays similar to those already requested will not be considered.
  - Discuss how you have contributed to your co-op employer, co-op education at Brock, and the community-at-large.

All nomination packages must meet all guidelines to be considered.

Please submit your nomination package to: [co-op@brocku.ca](mailto:co-op@brocku.ca)

**Application Deadline: September 15<sup>th</sup> 2023 at 8.00am**

# BROCK CO-OP STUDENT OF THE YEAR AWARDS 2023

## NOMINATION FORM

### CO-OP EMPLOYER

Organization's Name:	
Supervisor's Name:	
Title/Department:	
Mailing Address:	
Work Phone:	E-mail:
I received permission to support the student below for the Co-operative Education and Work-Integrated Learning Canada (CEWIL) Co-op Student of the Year Award (2023) and CEWIL has my permission to use non-confidential information for promotional purposes. Yes <input type="checkbox"/> No <input type="checkbox"/>	
I support the nomination of the student below for the Experience & Work Integrated Learning Ontario (EWO) Co-op Student of the Year Award (2023) and agree to the use of information provided in this nomination (minus confidential information) by EWO for the promotion of co-operative education. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature (required):	Date:

### CO-OP STUDENT NOMINEE

Nominee's Name (Last Name, First Name, Middle):	
Mailing Address as of March 2023:	
Brock E-mail:	
I have given permission to be nominated for the CEWIL Co-op Student of the Year Award (2023) and to allow CEWIL to use the non-confidential materials for promotional purposes. Yes <input type="checkbox"/> No <input type="checkbox"/>	
I have given permission to be nominated for the EWO Co-op Student of the year Award (2023) and agree to the use of information provided in this nomination (minus confidential information) by EWO for the promotion of co-operative education. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature (required):	Date:

# BROCK CO-OP STUDENT OF THE YEAR AWARDS 2023

## Selection Criteria

<b>Work Term Achievement</b>	<ul style="list-style-type: none"> <li>• Benefits to the organization (for example cost savings, improvement in quality of work or service, contribution to industry/field)</li> <li>• Outstanding work achievements (above and beyond the job description)</li> <li>• Impact on co-op employment (i.e. encouraged new hiring of other co-op students, recommended to return to the role (co-op/FT) etc.)</li> </ul>
<b>Contribution to Co-operative Education</b>	<ul style="list-style-type: none"> <li>• Promotion of co-operative education to peers or academic units</li> <li>• Helping other students succeed in co-op in the role or at Brock</li> <li>• Use of workplace learning or professional connections to enrich learning back on campus</li> <li>• Strengthening relationships between employers and Brock Co-op Education</li> </ul>
<b>Student's Personal Statement</b>	<p>Demonstration of the following areas of development:</p> <ul style="list-style-type: none"> <li>• Career</li> <li>• Personal</li> <li>• Academic</li> </ul> <p>Provide specific examples of how Co-op and the work term has impacted your career and personal development (incl. Brock Competencies).</p> <p>Highlights the connections between academics and the workplace and has enriched their experience.</p>
<b>Extra-Curricular Involvement</b>	<p>Examples can include:</p> <ul style="list-style-type: none"> <li>• Student governance</li> <li>• University sports / clubs / centres</li> <li>• Event participation via Co-Curricular Record/Student Experience Record</li> <li>• Community involvement/service (note that community has a flexible definition and may include that which is closest to the individual such as family)</li> </ul>
<b>Overall Assessment</b>	<ul style="list-style-type: none"> <li>• Overall assessment of the quality of the application</li> </ul>