

# COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION, INC.

## Student Achievement Awards

### *Instructions*

#### **Eligibility:**

- Must be nominated by a member of CEIA
- Nominated students must have been registered for one or more of their work terms between Sept. 1 of the previous year, and Aug. 31 of the nominating year

#### *Academic Internship*

- Nominated students must be a junior or senior, enrolled in a four-year degree program.

#### *Cooperative Education*

- Nominated students must have completed at least two work terms or be enrolled in their second work term at the time of nomination.
- Nominated students must be enrolled in a four-year / five-year degree program.
- Nominated students must be registered in a cooperative education program meeting the traditional definition of multiple work terms.

#### *Two-year College/Program*

- The student must have completed at least one term or semester of cooperative education/internship experience (paid or unpaid) in a two-year program

#### **Award:**

- The recipient will receive a \$500 cash award
- The recipient will receive a recognition plaque
- The recipient will be announced and profiled through a brief PowerPoint presentation at the CEIA National Conference
- All nominated students will receive a letter of recognition

#### **Additional Information**

- We request that each institution or site sponsor nominate only one individual for each award
- The awards committee reserves the right to determine award eligibility.
- If you have a question about eligibility, please contact the appropriate CEIA Vice President.

#### Nomination Packet Includes

- Application Form
- Student Résumé
- Student Statement
- College/University Support Statement
- Site Sponsor Support Statement

#### **Student Statement:**

Two-page double-spaced executive summary briefly discuss the following:  
How co-op experiences have impacted college and future career.

- Achievements, awards, honors and self initiative both on the job and in school
- Contributions to the employer, school, and community.
- Any other pertinent information to support the nomination.
- Future career goals.

**College/University Support Statement:**

Two-page double-spaced executive summary briefly discuss the following:

- The student's academic performance
- Examples of the student's initiative, creativity, or original work
- Any recognition, honors or awards from the college/university or other organizations
- Any leadership positions
- The student's involvement on campus and in the community
- The student's character

**Site Sponsor/ Employer Support Statement:**

Two-page double-spaced executive summary briefly discuss the following:

- The student's work-related duties, quantity of work, and quality of work.
- Examples of the student's initiative or creative or original work.
- Examples of how the student was challenged during their co-op/internship assignment.
- Any published papers, presentations or other formal presentations of their work. (Do not include, just discuss)
- Any recognition or awards from the company.
- The student's involvement in the community.
- The student's involvement in improving the company co-op/internship program.
- The overall impact of this student on the department or company.
- Any other pertinent information to support the nomination.

**Process:**

- **Deadline: November 15: Complete nomination packet must be received by this date**
- Early February: Winning student, college/university, and site sponsor notified
- March/April: CEIA Conference and public announcement of winner
- Judging will be completed by three-five internship/co-op professionals
- Judges will be sent all nomination packets along with a score sheet and fax return form
- Student receiving the highest rankings from the judges will be selected as "award recipient"

**Nominations Must Include:**

- Application Form (next page)
- Student Résumé
- Student Statement
- College/University Support Statement
- Site Sponsor Support Statement

**Nomination packet should be e-mailed to:**

**The Vice President of the Internship Network**

**The Vice President of the Cooperative Education Network**

**The Vice President of the Two-year College/Program Network**

See: <http://www.ceiainc.org> for the VP Contact Information

# **CEIA Student of the Year Nomination Cover Sheet**

Please copy and complete this form in a new Word document.

Date:

**Award Applying For:**

- Academic Internship
- Cooperative Education
- Two Year College/Program

**Student Nominee Name:**

Local Address:

Local Phone:

E-mail:

Permanent Address:

Permanent Phone:

**University Nomination Contact Name:**

College / University:

Address:

Email:

Phone Number:

**Employer Nomination Contact Name:**

Company Name / Division:

Address:

Email:

Phone Number:

Student Major:

Cumulative GPA:

Number of Co-op/Internship Terms Completed:

Please list the company name and dates of all work terms completed in reverse chronological order:

Company Name:                      Dates of Work Term: / to /

Company Name:                      Dates of Work Term: / to /

Company Name:                      Dates of Work Term: / to /

Company Name:                      Dates of Work Term: / to /

Company Name:                      Dates of Work Term: / to /

Company Name:                      Dates of Work Term: / to /