

(Updated October 2015)

COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION, INC.
Student Achievement Awards Instructions

Eligibility:

- Must be nominated by a member of CEIA, from all countries represented by institutional or company membership.
- Nominated student must have been registered for one or more of their work terms between September 1 of the previous year, and August 31 of the nominating year.

Cooperative Education

- Nominated student must be enrolled in a four-year / five-year undergraduate degree program.
- Nominated student must have completed at least one co-op, but may be on an additional site at the time of nomination. Nominated student must have been officially registered as a cooperative education student through the University or College's cooperative education program.

Internship Program

- Nominated student must be enrolled in a four-year or five-year undergraduate degree program.
- Nominated student must have completed at least one internship, but may be on an additional site at the time of nomination.
- Nominated student must be affiliated with an internship program that is recognized by the college or university, whether for academic credit or otherwise under the guidance of a faculty or staff member. The college or university supports the internship in some capacity.

Two-year College/Program

- Nominated student must be enrolled in a two year undergraduate program.
- Nominated student must have completed at least one internship or cooperative education experience, but may be on an additional site at the time of nomination.

Award:

- The recipient will receive a cash award, to be determined by CEIA and awards committee.
- The recipient will receive a recognition plaque.
- The recipient will be announced and profiled through a brief PowerPoint presentation at the annual CEIA National Conference.
- The recipients and their nominating academic institutions will be featured on the CEIA website for one year, with past winners archived and available to access.

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 chairing each respective award.

Nomination Packet:**Include These Five Items; No Extra Documentation Will Be Accepted:**

- Completed Nomination Application Form, with appropriate signatures
- Student Résumé
- Student Statement
- College/University Statement of Support
- Employer Statement of Support

Details about the content of each item above can be found in the Judges Ratings Form. Feel free to use this rubric as a guide when organizing the nominated student's packet. The judges will be reviewing each nomination to see how well the student integrated the experiential learning experience into his/her academic and career pursuits. Emphasis is on reflection and application v. the nature of the work or the industry where the student participated.

Process:

- Submit all pages as one PDF via email, to respective CEIA Vice President overseeing the specific award process; CEIA VP Contact Information located on the [CEIA Student Award Page](#).
- Include all five elements of the Nomination Packet; incomplete packets will be disqualified.
- Deadline: *December 1* - Completed nomination packet must be received by this date!

Nomination Application Form

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

Date:

Award Applying For:

- Cooperative Education
- Internship
- Two Year College/Program

Student Nominee Name:

Local Address: _____

Local/Cell Phone: _____

E-mail: _____

Permanent Address: _____

Permanent Phone: _____

University Nomination Contact Name:

Department: _____

College / University: _____

Address: _____

Email: _____

Phone Number: _____

Employer Nomination Contact Name:

Company Name / Division: _____

Website: _____

Address: _____

Email: _____

Phone Number: _____

Student Major:

Cumulative GPA:

Signatures:

Nominating CEIA Member

Nominated Student