



## Cooperative Education and Internship Association Best Practice Award

As Cooperative Education and Internship professionals, we are frequently tasked to develop innovative solutions to a variety of program issues and problems. The purpose of the CEIA’s **Best Practice Award** is to spotlight these new approaches and their application to other programs nationwide.

We want to highlight as many ideas as possible, thus we have created a new award called the **CEIA Best Practice Award** and will recognize the best practice for an annual award as **CEIA’s Best Practice of the Year**.

The award and process is under the direction of the Immediate Past President, who is the Chair of the Awards Committee.

### Definition of Best Practice

A *best practice* is any program, project, process, procedure, or strategy that has produced a positive change in one or more of a program’s core operations, and which:

1. Measurably improves the efficiency or effectiveness of service or support systems for your program;
2. Is replicable with modification in other school programs; and
3. Is an innovative or creative solution to the problem addressed.

### **INSTRUCTIONS FOR COMPLETION OF THE NOMINATION PACKAGE**

#### Format

Nominees are requested to prepare a **narrative** describing the need or problem, the solution developed and implemented by the organization/institution, and an evaluation of the program/project.

Present the information using the following outline and headers (Details provided below under Guidance):

- I. PROGRAM SUMMARY
- II. PROGRAM DESCRIPTION
  - A. Need or Problem Identified
  - B. Solution
- III. PROGRAM EVALUATION

Nominees may also provide supporting documents, such as brochures, newspaper articles, letters of support, photographs, etc.

#### Guidance for Preparing Narrative:

As you write your narrative, please keep in mind you are writing for your peers, so you should provide enough detail regarding what, why, and how, should another program or organization wants to replicate your program or project.

Under each heading below, comments or questions are provided to help guide preparation of your narrative. Responses to these comments or questions (if available and applicable to your program) should be included. The length of your narrative should be at least two pages.

- I. PROGRAM SUMMARY
 

Provide a concise description of the program—the need, what you did about it, and the outcome(s) described numerically if possible.
- II. PROGRAM DESCRIPTION
  - A. NEED OR PROBLEM IDENTIFIED
 

State concisely the need or problem identified including the target population.

## B. SOLUTION (BEST PRACTICE)

1. Describe the change implemented- the solution to the problem.

Consider:

What was the required change and the goal of this change?

Why was this change the best solution?

What were the innovative or creative aspects of the solution, if any?

How did this change or program meet or correlate with your overall mission?

How or what did you define as program success? (outcome statement)

2. Describe how you implemented the solution and the level of effort required.

Consider:

Resources used: *Was the effort to change labor intensive? How many staff members were involved? What did they do to help implement your solution? Did you use volunteers? How many? Did you have to hire consultants? What did they do? Can you estimate the cost of implementing the program? What were/are your funding sources? What new technology did you have to buy & apply to implement the program (if any)?*

Collaborative efforts (if applicable): *Who did you work with, how, and why?*

Steps taken: *What activities, steps, or tasks were needed to develop the program or make the necessary changes?*

3. Describe how the program (or project, or strategy, etc.) works or operates.

Consider:

What processes or steps make the program work?

What resources and collaborative efforts, are needed to operate the program?

What quality control processes do you have in place to ensure/verify the program is operating as intended?

How does this program fit into the ongoing work of the organization? Is it part of an existing program? Does it interface with other units of your organization?

## III. PROGRAM EVALUATION

1. Describe the quantified, measured performance outcomes for the program.
2. Include any other measures you have that demonstrate output efficiency, and effectiveness over a given timeframe.
3. In addition, you may also provide qualitative assessments of program outcomes.
4. Why do you consider this program a success?
5. How long has this program been operating? Is there a “track record” of program success over time?
6. What have you learned from doing this program?
7. What advice or recommendations would you have for others considering your program?

\* Completed package and coversheet will be sent to the current Immediate Past President. \*

### The Selection Process

A panel set up by the Awards Committee Chairperson will select one **Best Practice Award** winner and will be based on candidates’ application and results.

### Winner Recognition

**Best Practice Award** winner will be announced at the annual CEIA Conference. The winner will receive a recognition plaque. Winner may be asked to present a short PowerPoint presentation during the conference.

### Entry Criteria

Entrants must be a current member of CEIA.

Entries must be received by November 15<sup>th</sup>.

**CEIA Best Practice Award  
Cover Sheet**

**Organization** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_, **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Director/Manager** \_\_\_\_\_

**Contact Person for this Nomination**

\_\_\_\_\_

**Contact Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Title of Nominated  
Program/Practice/Idea** \_\_\_\_\_

\_\_\_\_\_

**Deadline: December 1<sup>st</sup> of each year.**