

CEIA recognizes distinguished achievement and excellence by annually recognizing outstanding students who have excelled in or made significant impact in work-integrated learning between September 1st of the previous year and August 31st of the nominating year.

The selected Student Achievement Award winners receive a plaque and \$500.00 presented at the Awards Banquet during the annual CEIA conference.

The following Student Achievement Awards are given:

- **The Cooperative Education Student Achievement Award**

*Student nominees must be enrolled in four-year or five-year degree undergraduate degree program who has participated in a Cooperative Education Program between September 1 of the previous year and August 31 of the nominating year.*

*The nominated student must have been officially registered as a cooperative education student through the University or College's formalized cooperative education program. The nominated student must have completed at least one co-op, but may be on an additional site at the time of nomination.*

- **The Internship Student Achievement Award**

*Recognizes an outstanding student enrolled in a four-year or five-year undergraduate degree program who has participated in an Internship Program, paid or unpaid, between September 1 of the previous year and August 31 of the nominating year.*

*The nominated student must have been 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 nominated student must have completed at least one internship, but may be on an additional internship site at the time of nomination.*

- **The Peggy Jarvie, University of Waterloo, International Work Experience Award**

*Student nominees must be enrolled in a two-year, four-year or five-year degree undergraduate program and have participated in a international work experience through a Cooperative Education Program, outside of the country they are studying in between September 1 of the previous year and August 31 of the nominating year.*

*The nominated student must have been officially registered as a cooperative education student through the University or College's formalized cooperative education program. The nominated student must have completed at least one co-op, but may be on an additional site at the time of nomination.*

- **The Two-Year College Student Achievement Award**

*Student nominees must be enrolled in a two-year degree program and have participated in a Cooperative Education or Internship Program, paid or unpaid, between September 1 of the previous year and August 31 of the nominating year.*

*The nominated student must either have been 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, or have been officially registered as a cooperative education student through the University or College's formalized cooperative education program. The 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 Submission Process:** To submit a student nominee for a Student Achievement Awards, submit your nomination online at: <https://www.surveymonkey.com/r/CEIAStudentAchievementAwards>

A student must be nominated by a CEIA member school or employer. Each member school or member employer can only nominate one student per award, if applicable.

The following information and supporting documentation are required to complete and submit a Student Achievement Award nomination:

1. CEIA Member:

Student Achievement Award Nominees must be nominated by a CEIA member with current, active membership.

Nominators will be asked to provide the contact information of the individual CEIA Member (name, title, institution/employer name, email address and telephone number) sponsoring the nomination.

2. Co-Op/Internship Site Sponsor Statement of Support:

Nominators will be asked to provide the contact information of the professional that wrote the Co-Op/Internship Site Sponsor Statement of Support. Nominators will upload the Site Sponsor Statement of Support during the nomination submission process.

The Co-op/Internship Statement of Support must be submitted on company/organizational letterhead.

The judges will be reviewing each nomination for details/examples of how the student's work-related duties as well as both the quantity and quality of their work positively impacted the company/organization.

Specific examples demonstrating the student's initiative and creativity in approaching their assigned work tasks/projects as well as commentary on the student's drive, professionalism or attitude are recommended for inclusion. It will be helpful to include a detailed description of what makes this student outstanding. If the student was bestowed any company/organizational awards/recognition or extended an offer of continued employment (another internship/co-op or full-time employment) with your company/organization, be sure to share that information.

3. Student Statement and Resume:

Nominators will be asked to provide the contact information of the student nominee including full name, major, anticipated graduation month and year, email address and telephone number.

Nominators will upload the student nominee's resume during the nomination submission process.

Nominators will upload the Student Statement during the nomination submission process.

The judges will be reviewing each nomination to see how well the student integrated the experiential learning opportunity into their academic and career pursuits.

Emphasis for the Student Statement should be on reflection and application versus the nature of the work or the industry where the student participated. The judges will be reviewing the Student Statement for examples and descriptions of insights the student gleaned into the company, industry and/or occupation/profession that they would not have had without this specific internship/co-op experience:

- How did the student grow from the experience?
- Did the experience confirm or shift the student's intended career plans?

**Nomination Deadline:** November 1st

*How are the Student Achievement Award Winners selected?*

A Selection Committee of active CEIA Members within each Network (Two-Year, Cooperative Education, Internship, or Global) review all student award nomination packets for their respective network award. Selection Committee members

cannot serve if their institution or organization plans to submit an award nomination. Each Selection Committee reviews each nomination and completes a standardized judging rubric to determine the Achievement Award Winner.

*When will you know if your Student Nominee won an award?*

You will be notified no later than February 1st whether your student nominee was selected by the awards selection committee.

Questions about Student Achievement Award nominations or criteria can be directed to [info@ceiainc.org](mailto:info@ceiainc.org)

# COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION, INC.

## Student Achievement Award Judges Rubric

Student Nominee Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Organization/Position Title: \_\_\_\_\_

Key for Awarding Points (Circle the appropriate number)

0 – Not Completed, 1 – Poor, 2 – Fair, 3 – Good, 4 – Excellent

### **Student Statement**

#### Projects:

- explained primary responsibilities and projects assigned in easy to understand, simple breakdown 0 1 2 3 4
- clearly articulated specifically how individual contributions positively impacted the organization

#### Learning:

- identified what new skills, abilities, and understandings were attained through work-integrated learning experience 0 1 2 3 4
- explained how they sharpened existing skills through this work-integrated learning experience
- articulated most significant success/proudest moment through the work-integrated learning experience
- touched on biggest learning moment through the work-integrated learning experience
- detailed how the work-integrated learning experience specifically aligns with academic coursework
- described how this student reflected on intern/co-op contributions, projects and performance
- addressed that this student utilized classroom concepts on-the-job

#### Career Readiness:

- addressed that the student was able to articulate knowledge, skills and abilities gained through this specific work-integrated learning experience 0 1 2 3 4
- indicated that the student is able articulate how this work-integrated learning experience prepared them for post-graduation success
- detailed how this student grew in organizational knowledge through identifying priorities of the organization and social dynamics in interpersonal and professional interactions
- explained how student grew in professional and industry knowledge

### **Site Sponsor Support Statement (must be on organizational letterhead)**

#### Work-Integrated Learning Experience Description:

- detailed why the work-integrated learning experience is critical to the organization 0 1 2 3 4
- described how this student exceeded expectations and went above and beyond normal intern/co-op contributions and performance
- described student growth in soft skills needed to succeed in the world of work

#### Organizational Impact:

- shared specific examples of this student's outstanding work, touching on initiative, creativity, professionalism, or original work – related to the assigned projects 0 1 2 3 4
- detailed if/how this student made a positive impact on their department, organization or operations, such as but not limited to: cost savings, process or quality improvements

#### Professional Growth:

- provided examples of how this student specifically grew professionally throughout this work-integrated learning experience 0 1 2 3 4

**Comments**

**Total:**

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Updated August 2018