



Strategies for Submitting CEIA Award Nominations



The Cooperative Education & Internship Association (CEIA) is the leader in work-integrated learning with more than 680+ members across the US & Canada.

Each year, CEIA celebrates outstanding achievements in the field by offering several national awards.

CEIA recognizes students, educators and employers who have excelled in or made significant impact in work-integrated learning.



Your Presenters



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Awards are given in areas of student achievement, research excellence, outstanding employer contribution and outstanding educator contribution.

The nominations committees select the winners in each category.

Awards are bestowed given each year and presented at the Awards Banquet at the annual CEIA conference.





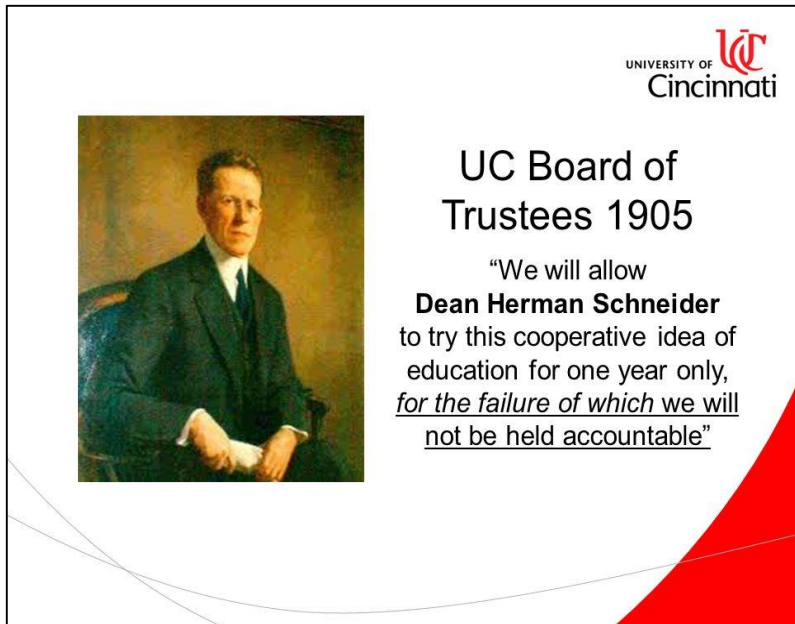
Dean Herman Schneider Award

Instituted in 1965 for an educator from faculty or administration.

Presented for a significant and comprehensive record of contributions for the advancement of the philosophy and practice of cooperative education or internships over a sustained period of time.

Named for Herman Schneider who was Dean of the College of Engineering at the University of Cincinnati (1906-28) and President of the University (1929-32). Schneider made a unique contribution to higher education, when in 1906, he founded the first program of cooperative education in the United States. Over his years Schneider addressed many industry groups about his plan, arbitrated disputes, published widely, and designed co-op programs for other schools, including the New York Public School System.

Schneider demonstrated a tremendous ability to balance opposites; in this case tempering his idealism with pragmatism, as reflected in his following comment on the co-op system, "It is not held, of course, that this method of training will supply full-fledged engineers, aged twenty three years; but it is believed that it will provide a better preparation, a stronger foundation, for the successful practice of engineering."





Dean Herman Schneider Award

Criteria:

- Evidence of success in the practice of cooperative education or internships, such as time in field, or managing quality growth of a home institution's program.
- Distinguished service, leadership and advancement for the field at the state, regional, national, and/or international levels.
- Evidence of scholarly activity in support of the philosophy and/or practice of cooperative education or internships in publications, speaking engagements, workshop presentations, consulting, evaluation, assessment, research, etc.
- Evidence of successful efforts to expand the practice and/or philosophy of cooperative education or internships on an institutional, state, national and/or international level, such as serving as a mentor, role model or providing guidance to others in the field.
- Typically more than ten years of service in the field, for program(s), institution/employer(s), and professional organization(s).
- Nominations should clearly describe the significant & comprehensive record of contributions of the nominee over a sustained period of time, including specifically, how the nominee meets the above criteria.



Dean Herman Schneider Award

Application:

A statement, not to exceed two pages, single spaced, describing why the nominee meets the criteria for consideration of the Dean Herman Schneider Award.

Include their resume or Vitae, if possible.

What is the selection committee looking for?

The selection committee has often had difficulty assessing some nominees' candidacies due to vague generalities as to their accomplishments. Example: statements such as, "...has held numerous leadership roles," or "...has published many articles," are not helpful without examples or specifics.

Specific citations of a nominee's three most significant leadership roles or three best publications would better portray their record.



Charles F. Kettering Award

Since 1978 the Cooperative Education and Internship Association recognizes an employer from industry, business, or government who provides outstanding resources and service to the cooperative education and internship field.

This award is named after Charles F. Kettering. Kettering was a trustee and benefactor of Antioch College and Research Director of the General Motors Corporation, as well as Chairman of the Thomas Alva Edison Foundation.

Long an admirer the values of co-op, he was disappointed with the lack of national attention to co-op's 50th anniversary celebration and decided to do something about it. From his influential position, he was able to charge the Edison Foundation with the responsibility to focus appropriate attention on co-op. This resulted in a national study of co-op's values. This study ultimately resulted in the formation of the National Commission for Cooperative Education with the purpose to promote the expansion of cooperative education. Up until Kettering's involvement, any professional group in the field was not promoting co-op expansion.

Therefore, in a significant way, Kettering's intervention set into motion a new era in co-op, an era in which major efforts were undertaken to expand co-op to institutions throughout the country. Eventually these endeavors resulted in Title VIII federal funding.



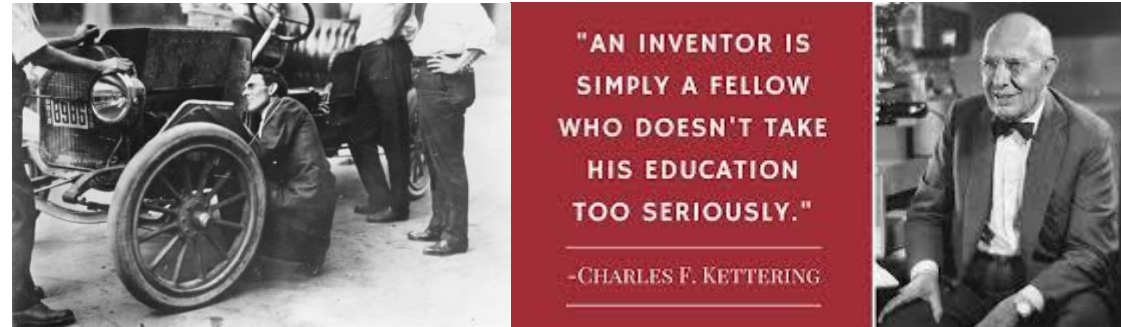


Charles F. Kettering Award

Criteria:

- Evidence of success in the practice of cooperative education and/or internships, such as time in field, management, and growth of home organization's program.
- Distinguished service, leadership and advancement to the field at the national, state, and/or regional level.
- Evidence of successful efforts to expand the practice and/or philosophy of cooperative education and/or internships on an employer level, such as serving as a mentor, role model or providing guidance to others in the field.
- Examples of how a nominee may meet these criteria could include, but are not limited to:
 - Years in the field, years of service to a program(s), institution/employer organization(s)
 - Management and growth of employer program(s), program size, life span, and quality compared to the total size
 - State and regional activities
Professional organization service as an officer, in committee work, organizing workshops or conferences
 - Mentoring, coaching, serving as an active role model

Charles F. Kettering Award



Application:

A statement, not to exceed two pages, single spaced, describing why the nominee meets the criteria for consideration of the Charles F. Kettering Award. Include their resume or Vitae, if possible.

What is the selection committee looking for?

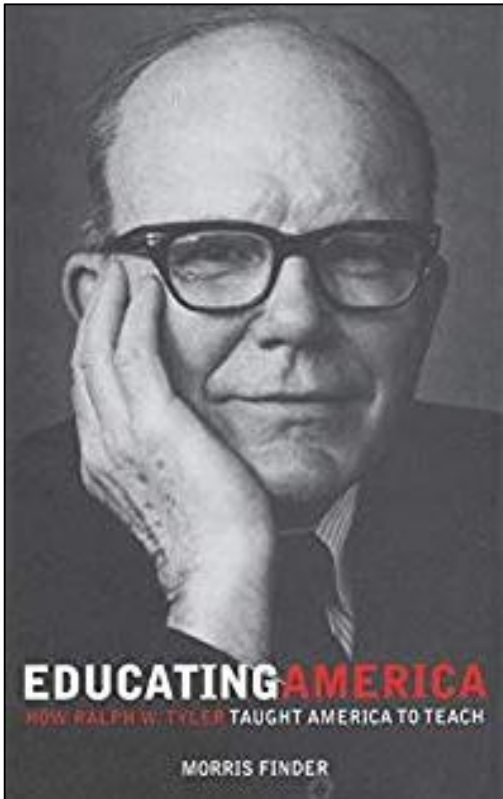
The selection committee has often had difficulty assessing some nominees' candidacies due to vague generalities as to their accomplishments. Example: statements such as, "...has held numerous leadership roles," or "...really worked to increase awareness about..." are not helpful without examples or specifics.

Specific citations of a nominee's three most significant leadership roles and specific service to the practice of work-integrated learning would be very well-received.



Ralph W. Tyler Award

*For Outstanding and Distinguished Research and Publication
in the Field of Cooperative Education and Internships*



James W. Wilson was the Asa S. Knowles Professor of Cooperative Education and Director of Northeastern's Cooperative Education Research Center for many years.

In 1987, he co-authored a comprehensive book about cooperative education, *Cooperative Education in a New Era*, as well as numerous other books and articles. He edited the *Journal of Cooperative Education*, and for many years conducted annual surveys of co-op programs in the USA. He arguably was the most prominent researcher in cooperative education in the second half of the last century.

This award recognizes outstanding contributions to the promotion and advocacy of research activity in cooperative education. The award is **not** given every year. The award is competitively determined and is intended to recognize longstanding contributions to the field both by participating in research activity and providing leadership for others.



Ralph W. Tyler Award

*For Outstanding and Distinguished Research and Publication
in the Field of Cooperative Education and Internships*

Criteria:

The nominees should show longstanding contributions to the field of cooperative education and internships both by participating in research activity and providing leadership for others in areas of research.

Application:

A statement, not to exceed two pages, single spaced, describing why the nominee meets the criteria for consideration of the James W. Wilson Award. Include their resume or Vitae as well.





Ralph W. Tyler Award

*For Outstanding and Distinguished Research and Publication
in the Field of Cooperative Education and Internships*

Rating Scale:

4=Evidence of exceptional performance and quality are clearly indicated.

3=Evidence of strong performance and quality are clearly indicated.

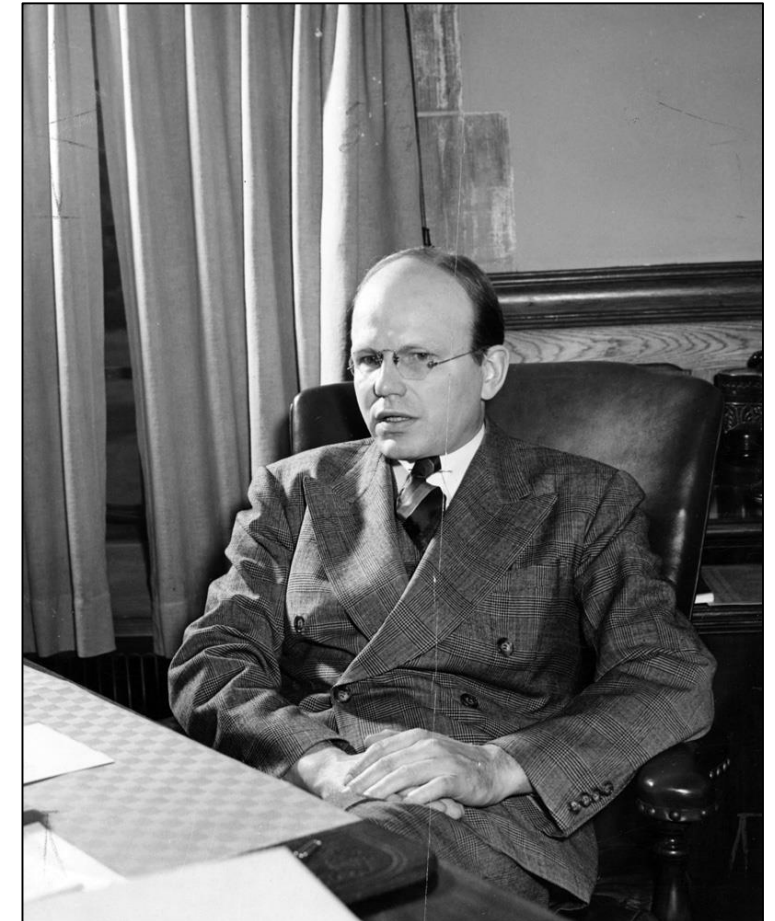
2=Evidence of reasonable performance and quality are indicated.

1=Evidence of minimal performance and quality are indicated.

0=No evidence of performance and quality indicated.

Score	Materials being evaluated	criteria
	Excellence in Research activity: list of research currently being conducted	✓ Does current research demonstrate a commitment to the discovery of new knowledge that will provide a deeper understanding or new theory of cooperative education, internships, and WIL?
	Excellence in Research activity: Candidates' CV & list of publications	✓ Authorship/co-authorship of peer-reviewed published materials such as journal articles, articles in conference proceedings, monographs, books, book chapters, artistic works, software development, or other professional and technical documents;
		✓ Authorship/co-authorship of published materials such as editorially reviewed articles, articles in conference proceedings, translations, software development, cases, artistic works, or other professional and technical documents; and/or ✓ Citations received for publications (Research Gate Score or Google Scholars Citations).
	Description, summary & evidence of Leadership for others doing research in The field of Cooperative Education	✓ Demonstration of mentoring of other researchers in the field of Cooperative Education ✓ Evidence of supervising student research in Cooperative Education
	Summary of contributions to research Initiatives of CEIA	✓ Length of involvement with CEIA ✓ Annual Conference presentations and/or Engagement ✓ Demonstrated Leadership in the research agenda for CEIA

Total Points: _____ Average Score: _____





Best Practices Award

(Individual or Program)

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.

Definition of a 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:

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

Eligibility:

All current, active CEIA individual or organizational members are eligible.





Best Practices Award

(Individual or Program)

INSTRUCTIONS FOR COMPLETION OF THE NOMINATION PACKAGE

Format

Nominees are requested to prepare a **narrative** (formatted in WORD), not to exceed two pages, single spaced, describing the need or problem, the solution developed and implemented by the organization/institution, and an evaluation of the program/project.

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

Present the information using the following outline:(details provided below under Guidance)

- I. PROGRAM SUMMARY
- II. PROGRAM DESCRIPTION
 - a. Need or Problem Identified
 - b. Solution
- III. PROGRAM EVALUATION

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 want 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 limited to two pages, if possible.



Best Practices Award

(Individual or Program)

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

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.

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?



Best Practices Award

(Individual or Program)

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

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?



Student Achievement Awards

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.

For the 2020 Student Achievement Awards bestowed at the 2020 Annual Conference in San Diego, student achievement award nominees will need to have completed their work-integrated learning experience between September 1st, 2018-August 31st, 2019.



Student Achievement Awards

- The Two-Year College Student Achievement Award

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.

- The Cooperative Education Student Achievement Award

Student nominees must be enrolled in four-year or five-year degree undergraduate degree program. 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 rotation.

- The Internship Student Achievement Award

Student nominees must be enrolled in four-year or five-year degree undergraduate degree program. 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.

- 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 an international work experience. The nominated student must have been officially registered as a cooperative education student through the University or College's formalized cooperative education program.





Student Achievement Awards

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: _____ 0 1 2 3 4

explained primary responsibilities and projects assigned in easy to understand, simple breakdown
clearly articulated specifically how individual contributions positively impacted the organization

Learning: _____ 0 1 2 3 4

identified what new skills, abilities, and understandings were attained through work-integrated learning experience
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

0 1 2 3 4

Career Readiness:

addressed that the student was able to articulate knowledge, skills and abilities gained through this specific work-integrated learning experience
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: _____ 0 1 2 3 4

detailed why the work-integrated learning experience is critical to the organization
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: _____ 0 1 2 3 4

shared specific examples of this student's outstanding work, touching on initiative, creativity, professionalism, or original work – related to the assigned projects
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: _____ 0 1 2 3 4

provided examples of how this student specifically grew professionally throughout this work-integrated learning experience

Comments _____

Total: _____

Updated August 2018

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.

Student Achievement Awards

Submitting a Student Achievement Award follows a simple, three step process:

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.





Student Achievement Awards

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.

What is the selection committee looking for?

- 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.



Student Achievement Awards

COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION, INC.

Student Achievement Award Judges Rubric

Key for Awarding Points (Circle the appropriate number)

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

Site Sponsor Support Statement (must be on organizational letterhead)

Work-Integrated Learning Experience Description:

0 1 2 3 4

detailed why the work-integrated learning experience is critical to the organization
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:

0 1 2 3 4

shared specific examples of this student's outstanding work, touching on initiative, creativity,
professionalism, or original work – related to the assigned projects
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:

0 1 2 3 4

provided examples of how this student specifically grew professionally throughout this work-integrated
learning experience



Student Achievement Awards

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.

What is the selection committee looking for?

- 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?



Student Achievement Awards

COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION, INC.

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Career Readiness:

addressed that the student was able to articulate knowledge, skills and abilities gained through this specific work-integrated learning experience
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



Student Achievement Awards

FAQs

- ***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.

- ***What do the winners receive?***

The selected Student Achievement Award winners receive a plaque and \$500.00 presented at the Awards Banquet during the annual CEIA conference. CEIA will cover the cost of one night in the conference hotel for the award winners and the banquet meals for the award winners and up to two guests.

- ***Who pays for the student to travel to the CEIA Annual Conference Awards Banquet?***

Nominating schools and/or employers will typically cover the travel costs for the student to attend. CEIA also has a CEIA Student Fund to assist student award recipients with travel expenses.

- ***What are the requirements for formatting (page numbers, spacing, margins, single-spaced, etc.)?***

There are no requirements surrounding page numbers, spacing, etc.

We are looking for quality and depth of the award nomination documents as outlined on our [rubric](#).



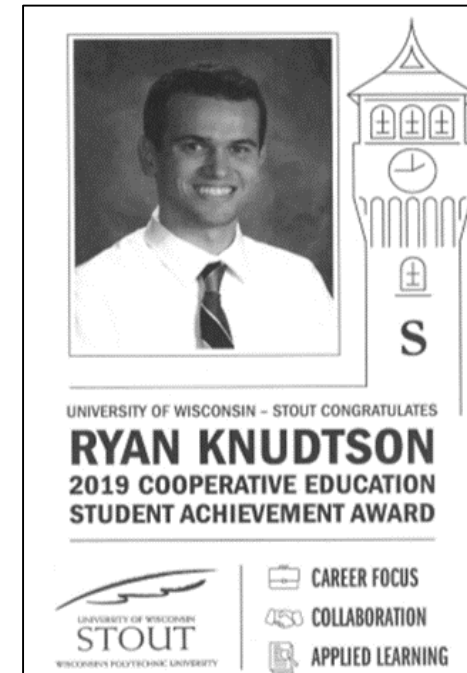
Student Achievement Awards

Thank you for this incredible honor!

On behalf of students like me, the University of Wisconsin-Stout, and Johnsonville, I would like to thank you for sponsoring this award and all that the CEIA does for professional development through internships and cooperative experiences.

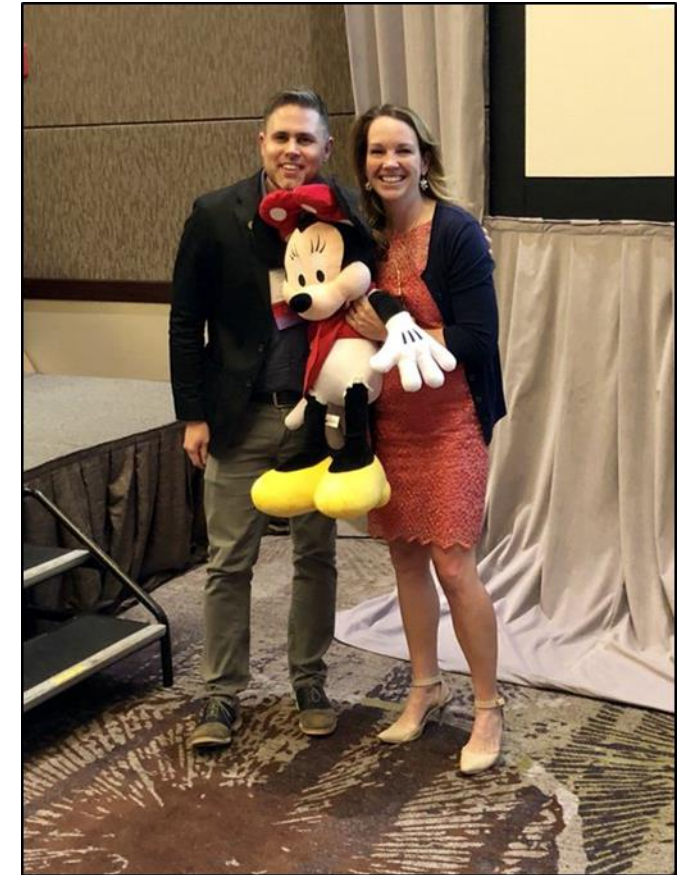
Sincerely,

Ryan Knudtson



All CEIA Achievement Awards

- Deadline to submit nominations = November 1st
- Nominators will be notified by February 1st of the following year regarding the status of their nomination.
- All nominations **must** be submitted by a current CEIA member school or employer.
- Each member school or member employer can only nominate **ONE** student per award, if applicable.
- The entire nomination packet is submitted through a Survey Monkey survey upload (similar to adding an attachment to an email).



All CEIA Achievement Awards

