

Welcome to the CEIA Best Practices Award Submission form

**CEIA recognizes distinguished achievement and excellence by annually recognizing educators and employers who have excelled or made significant impact in work-integrated learning.**

**Previous Achievement and Excellence Award winners can be viewed [online](#).**

**Best Practices 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 Practices Award is to spotlight these new approaches and their application to other programs nationwide.**

**Definition of Best a 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.**

Nominee Information

\* 1. CEIA Member

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

Submit the contact information of the CEIA Member submitting the Award nomination.

<b>Name</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Member Institution or Member Employer Name</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>
<b>Website</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>

\* 2. Best Practices Nominee

Submit the contact information of your Best Practices Nominee

<b>Name</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Institution/Employer Name</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>
<b>Website</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Title of Nominated Program/Practice/Idea</b>	<input type="text"/>

**\* 3. Best Practices Nominee's Director/Manager/Supervisor**

Submit the contact information of the Director/Manager/Supervisor of your Best Practices Nominee.

**Name**

**Title**

**Institution/Employer Name**

**Department**

**Email Address**

**Phone Number**

**\* 4. Will you be in attendance at the annual CEIA Conference?**

Yes

Unsure

No

## Best Practices Award Nomination Packet

\* 5. Upload your Nomination Package, remembering -

**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

Choose File

Choose File

No file chosen

Thank you for submitting a Student Achievement Award Nomination!

- \* 6. CEIA recognizes and sincerely appreciates the time and effort you invested to compile the required support statements. Further, CEIA commends you as well as your institution's obvious commitment to work-integrated learning.

*How is the Best Practices Award selected?*

A Selection Committee of active CEIA Members, including past award recipients if possible, reviews all award nomination packets to determine the Achievement Award Winner.

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

You will be notified no later than February 1st whether your nominee was, or was not, selected by the awards selection committee.

*Questions?*

If you have any additional questions regarding the Award Selection Process, please reach out to the CEIA Executive Director at [info@ceiainc.org](mailto:info@ceiainc.org)

I understand that only one Best Practices Award Winner is selected annually.

I understand this screen is confirmation that my award nomination packet has been formally received by CEIA.

I understand that I will be notified by February 1st if my nominee was, or was not, selected to receive a Student Achievement Award.