

# **ACE CO-OP STUDENT OF THE YEAR AWARDS**

## **Nomination Guidelines**

ACE is looking for a university co-op student and a college co-op student of the year! The winning students, their institutions, and employers will receive local recognition as a result of these awards. Each winning student will receive an ACE award of \$500.00.

**ACE member institutions are encouraged to nominate two candidates with the approval of the employers involved. Spread the word - THE INITIATOR CAN BE EITHER THE CO-OPERATIVE EDUCATION EMPLOYER OR THE CO-OPERATIVE EDUCATIONAL INSTITUTION!**

ACE requests that members direct their co-op professionals, faculty and employers to this form (no more than two (2) candidates per institution). All nomination materials become the property of ACE to be used in promoting co-operative education and each student will be required to provide their **Social Insurance Number** upon winning.

### **ELIGIBILITY:**

- A. Any undergraduate or diploma student registered full-time in a recognized post-secondary co-operative education program throughout the period from January – December of the year of the award.
- B. In order to be eligible for this award, students must be nominated by any individual from a ACE member institution or a participating co-op employer. ACE requests that each institution or employer nominate no more than two (2) candidates. Wherever possible, the nominees should be from different programs within the institution.
- C. The work term, for which the student is being nominated, must be completed within the calendar year of the award.

### **SELECTION CRITERIA:**

The ACE Co-op Student of the Year Awards Committee uses the criteria listed below to evaluate candidates. Nominees are scored initially on a scale of 100 points. The value of each criterion is indicated in brackets. Subsequent review within the committee of the merits of top candidates (based on initial scores) helps to determine the two winners.

1. (30pts) job achievement
2. (15pts) academic achievement
3. (15pts) contribution to co-operative education
4. (10pts) contribution to extra-curricular activities at school and/or the community-at-large
5. (10pts) resume (which includes previous employment)
6. (15pts) student's personal statement
7. ( 5pts) evaluator assessment and recognition of intangible qualities of nominee

### **NOMINATIONS**

**Nomination packages MUST include eight (8) hard copies OR one (1) hard copy + one (1) PDF electronic document of the following items presented in the order below. Please copy materials back-to-back:**

1. nomination form
2. employer's statement on company letterhead and signed
3. institution's statement on institution's letterhead and signed
4. student's personal statement with signature
5. student's current academic transcript (present the candidate's grades as a percent out of 100)
6. student's current resume
7. student's portfolio (optional, two (2) page MAXIMUM)

**Guidelines for the content and for material of the nomination items listed above are outlined in the Nomination Material Guidelines. We strongly advise all students, employers, and co-op educators to read and follow the guidelines presented. Only those nomination packages that meet the guidelines will be forwarded to the selection committee. Incomplete or improperly prepared nominations will be disqualified by ACE.**

---

**Eight (8) hard copies OR one (1) hard copy + one (1) PDF electronic document of all completed nomination materials must be RECEIVED by close of business (5 p.m. Pacific Standard Time) on JANUARY 26th (no faxes please).**

**Leanne MacKenzie, ACE Student of the Year Committee Chair, Kwantlen Polytechnic University, 12666 - 72nd Ave, Surrey, BC V3W 2M8**

# **ACE CO-OP STUDENT OF THE YEAR AWARDS**

## **Guidelines for Nomination Materials**

The guidelines presented below are provided to assist in the preparation of the nomination package. Nominees are advised to adhere to the guidelines stipulated. Packages that do not meet the guidelines may be removed from consideration for the award by CAFCE. All parties are reminded that the committee is seeking well-rounded candidates who show evidence of achievement in all facets of the student's background: academics, the workplace, and extracurricular/community activities.

### **INSTITUTION REPRESENTATIVE**

You are required to submit one (1) typewritten statement supporting the student nominee. Please submit the statement on institution letterhead (2 pages maximum, 1 inch margins, 10 pt font min.) In your statement, please comment on the student's achievement in the co-op program; any achievements, awards, and extracurricular activities that you feel are worthy of mention; the student's activities in support of co-op education; and any insights on the student's personal qualities you feel warrant consideration. Where possible please be specific with your examples. Please include your signature at the bottom of the statement.

You are also required to verify the student's academic background and provide the student's cumulative grade point average. **ACE requires that you convert all grading systems, where necessary, to present the candidate's grades as a percent out of 100.** Where letter grades represent a range of marks (ie. B+ = 77 – 79 %), grades should be rounded to the highest mark available in the range for that particular grade (79%) **If the grade information requested on the nomination form is incomplete the nominee will receive zero (0) points for the academic achievement score (max 15 pts) in his/her evaluation.**

### **EMPLOYER REPRESENTATIVE**

You are required to submit one (1) typewritten statement on company letterhead (2 pages maximum, 1 inch margins, 10 pt font min.) commenting on the student's performance in the workplace. Please cover the following points in your statement: the student's duties/responsibilities; the student's performance in comparison to your expectations or in comparison to other co-op students; any outstanding work achievements (cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.); how this student, or co-op students in general, have benefited your/his/her department/company. Where possible please be specific in your examples and offer any insights you may have on the student's work habits and character. Please include your signature at the bottom of the statement. **This letter will represent 30% of the final score.**

### **STUDENT NOMINEE**

You are required to prepare and submit the following items:

1. One (1) typewritten personal statement (2 pages maximum, 1 inch margins, 10 pt font min.) describing how co-operative education has enhanced your career development, personal development, and academic experience. Where possible please be specific in your examples. Your comments need to be limited to experience from the specific work term and calendar year for which you are being nominated. Please include your signature at the bottom of the statement.
2. A copy of your current resume. Co-op work terms/experience should be clearly identified, and noted with work term dates. Extracurricular and community activities, scholarships and awards, etc. should also be noted.
3. A portfolio (max. 2 pages) is also recommended. You may include any items you feel will give the selection committee a better idea of who you are as a person. You may submit photocopies of newspaper and magazine articles, previous employer evaluations, letters of recommendation, published work, awards and citations, etc. Additional statements/essays/letters similar to those already requested from the institution, employer, and you in the nomination package are not acceptable. This is a maximum of two pages.

**Eight (8) hard copies OR one (1) hard copy + one (1) PDF electronic document of all completed nomination materials must be RECEIVED by close of business (5 p.m. Pacific Standard Time) on JANUARY 26th (no faxes please).**

**Leanne MacKenzie, ACE Student of the Year Committee Chair, Kwantlen Polytechnic University, 12666 - 72nd Ave, Surrey, BC V3W 2M8**

# ACE CO-OP STUDENT OF THE YEAR AWARDS

We wish all nominees the best in their consideration for the Co-op Student of the Year Awards. Any questions regarding the nomination requirements may be directed to the ACE Committee Chair of the selection committee at [leanne.mackenzie@kwantlen.ca](mailto:leanne.mackenzie@kwantlen.ca)

## Nomination Form

Please complete all sections of this nomination form including signatures. By signing this form all parties certify that the information provided is accurate. Any false information provided in a nomination may result in disqualification or retraction of the award.

### Institution Information

Institution Name: _____	
Name: _____	
Title / Department: _____	
Mailing Address: _____	
Work Phone: _____	
E-mail: _____	
Nominee's Degree/Diploma Program: _____	
Nominee's Number of Years of Study Completed: _____	
Nominee's Number of Work Terms Completed: _____	
Nominee's Cumulative Grade Point Average: _____ % (as a percent out of 100)	
<b>ACE requires that you convert your grading system, where necessary, to present your candidate's grades as a percent out of 100. Where letter grades represent a range of marks (i.e. B+ = 77 - 79 %), grades should be rounded to the highest mark available in the range for that particular grade (79%).</b> If the grade information requested above is incomplete the nominee will receive zero (0) points for the academic achievement score (max 15 pts) in his/her evaluation.	
I (please circle the appropriate title) nominate/support the nomination of the student below for the ACE Co-op Student of the year Award.	
_____ Signature	_____ Date

### Employer Information

Company / Organization Name: _____	
Supervisor / Co-worker / Business Coach: _____	
Title / Department: _____	
Mailing Address: _____	
Work Phone: _____	
E-mail: _____	
I agree to the use of information provided in this nomination (minus confidential information) by ACE for the promotion of co-operative education. <b>Yes No</b> (Please circle desired response)	
I (please circle the appropriate title) nominate/support the nomination of the student below for the ACE Co-op Student of the year Award.	
_____ Signature	_____ Date

### Student Information

Name: _____	
Current Mailing Address: _____	
E-mail: _____	
I agree to the use of information provided in this nomination (minus confidential information) by ACE for the promotion of co-operative education. <b>Yes No</b> (Please circle desired response)	
I have given permission to be nominated for the ACE Co-op Student of the year Award.	
_____ Signature	_____ Date