

# Co-op Student of the Year

Bachelor of Commerce, Bachelor of Applied Sciences & Bachelor of Arts

## Nomination Package



### Employer Information:

Student Nominee:

Please notify the student well in advance of the deadline, so the student has time to prepare a personal statement, resume and portfolio. If you need the Co-operative Education office to contact the student, email the Co-op Co-ordinator as soon as possible.

Company:

Supervisor:

Supervisor's Email:

Phone:

Supervisor's Signature:

Date:

### Employer Donation Information (Optional):

Our company would like to make the following donation to the Co-op Awards:

\$250.00     \$500.00 (Please make cheque payable to the University of Guelph - Co-operative Education)

### Student Information:

Name:

Student ID:

Degree Program:

Email:

Phone:

Student's Signature:

Date:

**\*Note:** By signing this form you agree to give the University of Guelph, as well as the provincial and national co-op associations - Education at Work (EWO) and Co-operative Education and Work Integrated Learning Canada (CEWIL) - permission to use the nomination package (minus confidential information) for purposes of promoting Co-operative Education.

### Nomination Checklist:

- Nomination form signed by the employer and student
- Employer Letter of Support signed and on company letterhead (2 page maximum)
- Student's Work Performance Evaluation complete online by Employer & hard copy attached
- Student's personal statement is signed (2 page maximum)
- Student's current resume is attached
- Student's portfolio \*optional, 2 pages maximum
- Student's current academic transcript (Co-operative Education office to provide to committee following package submission)
- Staff Evaluation (to be provided by the Co-operative Education office at time of consideration)

**\*The nomination package can be emailed to [recruit@uoguelph.ca](mailto:recruit@uoguelph.ca)**



**CO-OPERATIVE  
EDUCATION**

[www.recruitguelph.ca](http://www.recruitguelph.ca)

[recruit@uoguelph.ca](mailto:recruit@uoguelph.ca)

(519) 824-4120 x52323

## **Student Guidelines** **Co-op Student of the Year Award**

### **A. Student's Personal Statement (maximum 2 pages)**

For best results, your statement should describe the impact you had on the company. We have provided scoring criteria for the award, a sample personal statement and a sample portfolio to help guide you.

While the portfolio is optional, we strongly recommended you include it in your package to give the selection committee a better sense of you and your accomplishments. To begin, consider the following questions when writing your personal statement:

- Did you do something significant such as save the company money or bring about new research or business opportunities?
- Did you improve the company or staff morale, quality of work, or perhaps the level of service?
- Have you been invited back for another Co-op term or offered permanent employment after graduation?
- Did your performance encourage the company to hire other University of Guelph Co-op students?
- What are your academic achievements? Any scholarships? Honour Lists?
- How do you think you have contributed to the Co-operative Education Program?
- Are you the first University of Guelph Co-op student at this company?
- Did you develop this work term opportunity on your own?
- Have you mentored other Co-op students, participated in co-operative education events, or participated on Co-op committees?
- Have you participated or volunteered in extracurricular activities at school and/or in the community?
- What was your motivation to do so?

### **Scoring Criteria:**

#### **The Co-op Awards Selection Committee scores nominees as follows:**

- Job Achievement - Including Work Performance Evaluation (30 points)
- Academic Achievement (15 points)
- Contribution to extracurricular activities at school and/or community (10 points)
- Contribution to Co-operative Education (15 points)
- Resume (10 points)
- Student's personal statement (15 points)
- Evaluator assessment and recognition of intangible qualities of nominee (5 points)

**Note:** The Selection Committee will announce the winners before December 31 of the current year. The winners will each receive a \$1,000 cash prize, a certificate of honour and a permanent name placement on a plaque. An awards reception will be held in March of the following year.

## **B. Employer letter (maximum 2 pages)**

For best results, your letter should describe the impact your Co-op student had on the company. We have provided the scoring criteria for the awards and a sample letter to help guide you.

**Also, consider the following questions when writing your letter:**

- Did the Co-op student do something significant such as save the company money or bring about new research or business opportunities?
- Did this student improve company or staff morale, the quality of work, or perhaps the level of service?
- Did this student perform better than other Co-op students you have hired over the years?
- Would you invite this student back for another Co-op term or consider offering permanent employment after graduation?
- Did this student's performance encourage you to hire other University of Guelph Co-op students?
- Did this student perform above your expectations?

**Note:** This letter must be signed and on company letterhead and only one employer letter will be considered for this student. If more than one person would like to comment on the student's performance, this can be done in a joint letter. If you have any questions, email [recruit@uoguelph.ca](mailto:recruit@uoguelph.ca) or call (519) 824-4120 ext. 52323

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