



## ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS NOMINATION GUIDELINES FORM A

ACE-WIL BC/Yukon is looking to recognize students that participated in co-operative education (Co-op) and you can help! The two awards recognize: a college and a university student participating in co-operative education. Each of the two winning students, their institutions, and partner organizations will receive provincial recognition, as a result of these awards. Each winning student will receive a \$500 cash award.

An ACE-WIL BC/Yukon institutional member may nominate **one (1) candidate** with the support of the host organization/employer and approval of the student. All nomination materials become the property of ACE-WIL BC/Yukon to be used in promoting co-operative education. Each winning student may be required to provide their Social Insurance Number once announced.

### ELIGIBILITY:

- A. Undergraduate, diploma, or postgraduate student registered in a recognized post-secondary co-operative education program at an ACE-WIL BC/Yukon Member institution throughout the period from January - December 2023.  
**Secondary school students are not eligible for this award.**
- B. Student must be nominated by an ACE-WIL BC/Yukon institution member with support of the host organization/employer. An ACE-WIL BC/Yukon institution member may nominate no more than one (1) candidate per award.
- C. Each nomination must focus on one Co-op experience in 2023, even if the student participated in more than one. Candidates may not be nominated twice in two consecutive years for a co-operative education experience that spans two calendar years. The co-operative education must meet the CEWIL WIL Definition found [here](#)  
**NB: Please use Form B for other forms of work-integrated learning**

### SELECTION CRITERIA:

The ACE-WIL BC/Yukon Student of the Year Awards Committee evaluates candidates on their impact to the three main stakeholders of co-operative education. Each criterion carries 1/3 of the overall score, out of 90 (Rubric attached). Subsequent review within the committee of the merits of top candidates (based on initial scores) helps to determine the winners.

1. (30 pts) impact on partner organization
2. (30 pts) impact on student (self)
3. (30 pts) impact on institution

Further information about what the committee is looking for is described below.

### NOMINATIONS:

**Nomination MUST be submitted in one (1) PDF electronic document** titled by the Award Category, Student's Surname, First Name and Institution. (**Example: Co-op, Brooks, Samantha, University College of BC. pdf**) with the following items presented in the order below.

1. Nomination form (fillable PDF, completed and signed)
2. Organization/Employer Support form (fillable PDF, completed and signed)
3. Bio of their nominee (a maximum 150 words) to be used in ACE-WIL BC/Yukon communications
4. Student's 2-page essay on the benefits of Co-op
5. Student's portfolio (optional, two (2) pages maximum)
6. Student's current unofficial transcript

All applications must follow the current year's application process. Incomplete or improperly prepared nominations will be disqualified by ACE-WIL BC/Yukon. To avoid this happening, we recommend that you submit your nomination well in advance of the deadline, so that the ACE-WIL BC/Yukon committee can try to alert you if something is missing.

We wish all nominees the best in their consideration for the Student of the Year Awards. Any questions regarding the nomination requirements may be directed to ACE-WIL BC/Yukon Awards committee Co-chairs; Lianne Johnston at [johnstonli@douglascollege.ca](mailto:johnstonli@douglascollege.ca) or Sue Brown at [Sue.12brown@royalroads.ca](mailto:Sue.12brown@royalroads.ca)



## ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS GUIDELINES FOR NOMINATION MATERIALS FORM A

These guidelines are meant to assist institutions in choosing award nominees and preparing the nomination package. Packages that do not meet the guidelines may be removed from consideration. The committee is seeking well-rounded candidates who show evidence of achievement in all facets of co-operative education (Co-op).

### NOMINATION FORM - INSTITUTION MEMBER

There are good reasons why you are choosing to nominate your student and we are interested in learning about them! By filling out the nomination form, we will learn your insights on the following factors:

- **How the 2023 Co-op experience impacted the student** – did they show evidence of learning through their work terms by producing topnotch assignments or making decisions based on their experiences (e.g., changing education plans, making new employment leads); have they shown an ability to articulate the relevance between their Co-op experience, their study, and their career goals; have they shown an improved ability to navigate job search or other aspects of the professional working world; did they show extraordinary commitment to participating in Co-op?
- **How the student impacted their educational institution** – How have they helped promote Co-op to peers or academic units; have they helped other students with Co-op issues like whether to participate or how to succeed; have they created new Co-op opportunities for themselves or others; have they used workplace learning or professional connections to enrich learning back on campus? Some examples include: students developing new Co-op opportunities, being a peer helper, volunteering at mock interview sessions, sharing their Co-op experience in institutional promotions or events, inviting a member from their partner organization to academic initiatives like a course discussion and connecting faculty researchers with industry researchers.

### HOST ORGANIZATION/EMPLOYER SUPPORT FORM

The Awards Committee is also interested in the partner organization/employer perspective; how did the student impact their workplace/partner organization (in 2023 only) – did they achieve something extraordinary; were they chosen or invited to represent the organization on research or other public domains, did they show evidence of bringing the best of themselves and their academic programs?

Through this form, we are looking for the following factors:

- The student's duties/responsibilities in 2023;
- The student's impact to the organization – did they bring ideas from their academics?
- Outstanding work achievements (e.g., cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.); and
- Extra duties or opportunities that were assigned because the student performed above expectations

*\*If the partner organization prefers, a letter (max. 2 pages on letterhead) may be submitted instead of the support form.*

*The letter must include all information requested on the form, including the permission statement and a signature and date.*

### NOMINEE BIO

The nomination package must include a bio of the nominee (a maximum 150 words) to be used in ACE-WIL BC/ Yukon communications.

### STUDENT NOMINEE

Nominated students are required to prepare and submit:

1. An essay on the benefits of co-operative education - (two (2) pages maximum, 1-inch margins, 10-point font). The essay should be contextualized in the student's experience and could include topics like:
  - Reasons why you participated in Co-op and why you are happy you did;
  - How Co-op has enhanced your personal, academic, and career development.
2. Students may also include up to 2 pages of additional items (Portfolio) they feel will give the selection committee a better idea of how co-operative education is important to them and how it has impacted them, their workplace (partner organization), and/or their school. Portfolios may include things like photos, articles, excerpts from research work, and letters of recommendation. Creativity is encouraged. Please note that additional documents similar to those already in the nomination package will not be considered.



**ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS  
NOMINATION FORM A  
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Please complete all sections of this nomination form including signatures. Any false information provided in a nomination may result in disqualification or retraction of the award.

Only **ACE-WIL BC/Yukon members** may submit a nomination. ACE-WIL BC/Yukon educational institutions must have support of a host organization/employer, as shown by the completed Organization/Employer Support Form. If you are not an ACE-WIL BC/Yukon member, please have someone from your institution who is, sign and submit the nomination.

<b>ACE-WIL INSTITUTION NOMINATOR</b>	Institution's Name:					
	ACE-WIL BC/Yukon Member's Name					
	Title/Department:					
	Mailing Address:					
	Work Phone:			Email:		
	Nominee's Degree/Diploma Program to be listed on a certificate					
	Organization/Employer:					
	Dates of WIL experience:					
	<input type="checkbox"/> I received permission to nominate the student below for the ACE-WIL BC/Yukon Student of the Year Award (2023) and ACE-WIL BC/Yukon has my permission to use non-confidential information for promotional purposes.					
	Signature (required):				Date:	

<b>STUDENT</b>	Nominee's Name (Last Name, First Name, Middle):			
	Mailing Address as of March 2023:			
	E-mail:			
	<input type="checkbox"/> I give permission to be nominated for the ACE-WIL BC/Yukon Student of the Year Award (2023) and to allow ACE-WIL BC/Yukon to use the non-confidential materials for promotional purposes.			
	Nominee's Signature:		Date:	

**One (1) PDF electronic document of all completed nomination materials must be RECEIVED via e-mail ([info@acewillbc.ca](mailto:info@acewillbc.ca)) by Monday, January 29, 2024, 9:00 a.m. PST.**



**ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS  
NOMINATION FORM A  
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1) What are the top reasons (up to three) why you chose to nominate this student? (Up to 3 bullet points of no more than 50 words each for a maximum of 150 words total.)

2) Describe your nominee's excellence according to each of the two factors below. Please use bullet points. Where possible, provide an example. (500 words maximum per factor.)

a) Factor: Impact on Student:

- Engagement with co-operative education (how committed they are in participating **and** learning)
  
- Evidence of learning gained through 2023 Co-op experiences (e.g. have they made professional/educational/personal decisions based on what they have learned?)

b) Factor: Impact on Institution:

- How they have helped promote Co-op to peers or academic units
  
- How their Co-op has contributed to academic units (this could include things like how they enhanced classroom learning or how they generated new research topics or partnerships)
  
- Willingness to volunteer to help with Co-op (e.g. mentoring peers)
  
- Have they created new or maintained existing Co-op opportunities? If yes, please describe.

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**ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS  
ORGANIZATION/EMPLOYER SUPPORT FORM A**

Student Nominee's Name:	
Student Nominee's Institution:	
Student Supervisor's Name:	
Organization:	
Dates of Student Nominee's work with organization:	

1) Basic duties of the student while with organization. (max 250 words)

2) Describe how the student made a significant contribution (i.e. to your workplace, your stakeholders, project completion, bottom line, strategic goals, etc.). Please use at least one example and indicate the impact to the organization. (max 250 words)

3) Did you give the student extra duties or opportunities because they performed above expectations and if so, please provide an example (max. 250 words)

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**ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS  
ORGANIZATION/EMPLOYER SUPPORT FORM A**

4) Do you have other comments that you think the awards committee should know? (max 250 words)

I received permission to support the student above for the ACE-WIL BC/Yukon Co-op Student of the Year Award (2023) and ACE-WIL BC/Yukon has my permission to use non-confidential information for promotional purposes.

Signature (required):	Date:
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*\*If the partner organization prefers, a letter (max. 2 pages on letterhead) may be submitted instead of this support form. The letter must include all information requested on the form, including the permission statement and a signature and date.*

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via e-mail ([info@acewillbc.ca](mailto:info@acewillbc.ca)) by Monday, January 29, 2024, 9:00 a.m. PST.**



## ACE-WIL BC/YUKON CO-OP STUDENT OF THE YEAR AWARDS SUPPORT FORM A

Please check your nomination document to ensure that all required materials are included and that they follow the prescribed order as below:

- Nomination Form** – Information provided (must be legible), dated and signed by ACE-WIL BC/Yukon Institution Member and Student nominee.
- Organization/Employer Support Form** – completed and signed (*Or a signed letter that contains all the information that the form requests, including permission statement.*)
- Nominee Bio** – 150 word maximum that may be used for ACE-WIL communications once awards are granted.
- Student Nominee’s Essay**– 2 pages maximum, 1-inch margins, 10-point font minimum on benefits of co-operative education
- Student Nominee’s portfolio** (optional, two (2) pages maximum)
- Student Nominee’s unofficial transcript**

Materials must be scanned into one PDF document and titled by the Student’s Surname, First Name and Institution. **Example: Co-op, Brooks, Samantha, University College of BC.pdf. Submitted by Monday, January 29, 2024 @ 9:00a.m.PST.**

**One (1) PDF electronic document of all completed nomination materials must be RECEIVED via e-mail ([info@acewillbc.ca](mailto:info@acewillbc.ca)) by Monday, January 29, 2024, 9:00 a.m. PST.**



**ACE-WIL BC /YUKON CO-OP STUDENT OF THE YEAR AWARDS  
SELECTION CRITERIA RUBRIC FORM A**

The Committee evaluates candidates on their impact to the three main stakeholders of co-operative education. Each criterion carries 1/3 of the overall score, out of 90.

1. (30 pts) impact on partner organization
2. (30 pts) impact on student (self)
3. (30 pts) impact on institution

<b>Criteria</b>	<b>Parameters/Considerations/Examples</b>	<b>Score</b>
Impact on Partner Organization	<ul style="list-style-type: none"> <li>A. Significant Impact/above normal expected performance/extraordinary achievement.</li> <li>B. Bringing ideas, solutions, and perspectives from their academic study.</li> <li>C. Took initiative to become involved outside of their regular expectations; may include being invited to represent organization e.g. presentations, public events, or stakeholder consultations.</li> </ul>	30
Impact on Student (self)	<p>An essay on the benefits of Co-op - (two (2) pages maximum, 1-inch margins, 10-point font). The essay should be contextualized in the student's experience and could include topics:</p> <ul style="list-style-type: none"> <li>A. Evidence of reflective learning &amp; implementation of that learning through Co-op assignments, academic choices, and career choices.</li> <li>B. Goal setting and achievement; overcoming challenges; evidence of effort to engage in Co-op.</li> <li>C. Took initiative to become involved outside of their regular expectations; may include being invited to represent organization e.g. presentations, public events, or stakeholder consultations.</li> </ul>	30
Impact on Institution	<ul style="list-style-type: none"> <li>A. Ambassador of institution/promoter of co-operative education.</li> <li>B. Mentor/help other Co-op students.</li> <li>C. Recruit/create new Co-op opportunities.</li> <li>D. Enrich learning back on campus, e.g. recruit guest speakers for campus events or classes, connect faculty with contacts, and use experience to enrich course discussions/assignments.</li> </ul>	30
		Total/90

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