

TRU CO-OP STUDENT OF THE YEAR AWARD

APPLICATION GUIDELINES

ABOUT THE AWARD:

This annual award recognizes outstanding achievement in all aspects of the Co-op student's performance, including academic achievement, work term learning, job achievement/employer evaluation, personal statement, contribution to co-operative education, and contribution to extra-curricular activities and the community. The award will be noted on the recipient's TRU transcript.

In addition, the TRU Co-op Student of the Year award recipient will be nominated for the Co-operative Education and Work-Integrated Learning Canada (CEWIL) and Association of Cooperative Education, BC & Yukon (ACE) Student of the Year awards.

PURPOSE:

- To promote outstanding student achievement in Co-operative Education
- To highlight TRU Co-op Students and Employers and recognize their contributions
- To provide support and funding (via monetary award) to high-achieving students

ELIGIBILITY:

1. Any student who has received a COM grade for one or more co-op work terms at TRU.
2. The work term (for which the student is applying) must be completed within the following semesters:
Fall 2021, Winter 2022, Summer 2022, Fall 2022
3. Past winners of the TRU Co-op Student of the Year Award are not eligible.

SELECTION CRITERIA:

The TRU Co-op Student of the Year Awards Committee evaluates candidates on their impact to the three main stakeholders of work-integrated learning. 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 winner(s).

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

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

APPLICATIONS:

Application **MUST** be submitted in one (1) PDF electronic document titled by the Student's Surname, First Name, and Institution. (Example: Smith, Joanna, Thompson Rivers University.pdf) with the following items presented in the order below.

1. Application form (fillable .pdf, completed and signed)
2. Organization/Employer Support form (fillable .pdf, completed and signed)
3. Student Biography (a maximum 150 words) to be used in TRU communications

4. Student's 2-page essay on the benefits of Co-operative Education
5. Student's resume (two (2) pages maximum)
6. Student's portfolio (optional, two (2) pages maximum)
7. Student's current unofficial transcript

All applications must follow the current year's application process. Incomplete or improperly prepared applications will be disqualified. To avoid this happening, we recommend that you submit your application well in advance of the deadline, so that the TRU Co-op Student of the Year Award committee can try to alert you if something is missing.

We wish all applicants the best in their consideration for the Co-op Student of the Year Award. Any questions regarding the application requirements may be directed to the TRU Co-op Student of the Year Award committee at careereducation@tru.ca, with "CSOTY Committee – Question" as the email subject line.

AWARDS:

We encourage you to apply for the [Association for Co-operative Education BC/Yukon \(ACE\) Award](#) and the [Co-operative Education and Work-Integrated Learning Canada \(CEWIL\) Award](#). Students wishing to apply for the CEWIL and ACE awards can only use the 2022 co-op work terms to apply. Award recipient will receive assistance from the Selection Committee to prepare applications for these awards.

APPLICATION DEADLINE:

One (1) PDF electronic document of all completed application materials must be RECEIVED via email to the Career and Experiential Learning - Attention CSOTY Committee at careereducation@tru.ca by Wednesday, November 30, 2022, 4:00 p.m. PST.

GUIDELINES FOR APPLICATION MATERIALS

The committee is seeking well-rounded candidates who show evidence of achievement in co-operative learning. These guidelines are meant to assist applicants in preparing the application package. Packages that do not meet the guidelines may be removed from consideration.

APPLICATION FORM – CO-OP COORDINATOR SUPPORT CHECKLIST

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

How The Co-operative Education Learning Experience(S) 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-operative education learning experiences, 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-operative education?

How The Student Impacted Their Educational Institution

- How have they helped promote co-operative education, to peers or academic units; have they helped other students with co-operative education issues like whether to participate or how to succeed; have they created new co-operative education 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-operative education opportunities, being a peer helper, volunteering at mock interview sessions, sharing their co-operative education 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.

CO-OP ORGANIZATION/EMPLOYER SUPPORT FORM

The TRU Co-op Student of the Year Award committee is also interested in the partner organization/employer perspective; how did the student impact their workplace/partner organization – 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 during their co-operative education work term;
- 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

STUDENT BIOGRAPHY

The application package must include a bio of the student (a maximum 150 words) to be used in TRU communications.

STUDENT APPLICANTS

Applicants 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-operative education and why you are happy you did
 - How co-operative education has enhanced your personal, academic, and career development.
2. Resume: student has demonstrated work history, accomplishments, and innovation through well presented, professional resume.
3. 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.

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TRU CO-OP STUDENT OF THE YEAR AWARD

SELECTION CRITERIA RUBRIC

The TRU Co-op 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. Subsequent review within the committee of the merits of top candidates (based on initial scores) helps to determine the winner(s).

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

| Criteria | Parameters/Considerations/Examples | Score |
|---------------------------------|---|-------|
| Impact on the Institution | <p>A. How the student impacted their educational institution.</p> <p>B. How have they helped promote forms of co-operative education to peers or academic units; have they helped other students with co-operative education issues like whether to participate or how to succeed?</p> <p>C. Have they created new co-operative education opportunities for themselves or others?</p> <p>D. Have they used workplace learning or professional connections to enrich learning back on campus?</p> | 30 |
| Impact on Organization/Employer | <p>The student's duties/responsibilities during their co-op work term:</p> <p>A. The student's impact to the organization – did they bring ideas from their academics?</p> <p>B. Outstanding work achievements (e.g., cost savings, process/quality improvements, design/development innovations, improved customer service, significant research, or other initiatives etc.).</p> <p>C. Extra duties or opportunities that were assigned because the student performed above expectations.</p> <p>D. How the student made a significant contribution (e.g., to the workplace, stakeholders, project completion, bottom line, strategic goals, etc.).</p> | 30 |
| Impact on Student (Self) | <p>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:</p> <p>A. Reasons why you participated in co-operative education and why you are happy you did.</p> <p>B. Engagement with co-operative education (how committed they are in participating and learning); and</p> <p>C. Evidence of learning gained through their co-operative education experience(s) (e.g. have they made professional/educational/personal decisions based on what they have learned?).</p> <p>D. How co-operative education has enhanced your personal,</p> | 30 |

| | | |
|--|---|-----------|
| | academic, and career development. E. (Portfolio) how co-operative education is important to them and how it has impacted them, their workplace (organization/employer), and/or their school. F. What challenges has the student overcome? | |
| | | Total /90 |

TRU CO-OP STUDENT OF THE YEAR AWARD

APPLICATION PACKAGE CHECKLIST

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

- Application Form** – Information provided (must be legible), dated and signed by the Career and Experiential Learning Department Member and Student
- Co-op Organization/Employer Support Form** – completed and signed
- Student Biography** – 150 word maximum that may be used for TRU communications once awards are granted
- Student Applicant Essay** – 2 page maximum, 1-inch margins, 10-point font minimum on benefits of co-operative education
- Student Resume** – 2 page maximum
- Student Nominee’s portfolio** – 2 page maximum (optional)
- Student Nominee’s unofficial transcript**

Materials must be scanned and submitted in one (1) PDF electronic document titled by the Student’s Surname, First Name, and Institution. (Example: Smith, Joanna, Thompson Rivers University.pdf). Application package must be RECEIVED via email to the Career and Experiential Learning - Attention CSOTY Committee at careereducation@tru.ca by Wednesday, November 30, 2022, 4:00 p.m. PST.

TRU CO-OP STUDENT OF THE YEAR AWARD

APPLICATION FORM

Please complete all sections of this application form including signatures. Any false information provided in a application may result in disqualification or retraction of the award.

The applicant must have support of a host organization/employer, as shown by the completed Organization/Employer Support Form.

| Student | |
|-------------------------------|--------------|
| Applicant's Name: | |
| Mailing Address: | |
| Email Address: | |
| Applicant's Signature: | Date: |

Career and Experiential Learning Department Information

| | |
|---|--|
| Institution Name: | |
| CEL Faculty Member Name | |
| Title/Department | |
| Work Phone | |
| Email Address | |
| Applicant's Degree/Diploma to be listed on a Certificate | |
| Co-op Organization/Employer | |
| Date(s) of Co-op Work Term(s) | |

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|

**TRU CO-OP STUDENT OF THE YEAR AWARD
CO-OP CORDINATOR SUPPORT CHECKLIST**

1. What are the top reasons (up to three) why you chose to support this student? (Up to 3 bullet points of no more than 50 words each for a maximum of 150 words total.)

2. Describe your student'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 their co-operative education experience (how committed they are in participating **and** learning)
- Evidence of learning gained through their co-operative education experience(s) (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-operative education to peers or academic units
- How their co-operative education experience 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 any aspect of co-operative education (e.g. mentoring peers)
- Have they created new or maintained existing co-operative education opportunities? If yes, please describe.

**TRU CO-OP STUDENT OF THE YEAR AWARD
ORGANIZATION/EMPLOYER SUPPORT FORM**

| | |
|---------------------------------------|--|
| Student Applicant Name: | |
| Student Applicant Institution: | |
| Student Supervisor Name: | |
| Organization/Employer: | |
| Dates of Co-op Work Term: | |

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)

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

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

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|-----------------------|-------|
| Signature (required): | Date: |
|-----------------------|-------|