

## Co-op Student of the Year

The annual award recognizes outstanding achievement in all aspects of the co-op student's performance, including academic achievement, work term learning assignments, job achievement/ employer evaluation, personal statement, contribution to co-operative education, and contribution to extra-curricular activities.

The award is valued at approx. **\$600** and 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 CAFCE (Canadian Association for Cooperative Education) and ACE (Association of Cooperative Education, BC & Yukon) 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

- Any student currently registered in the TRU co-op education program.
- The work term (for which the student is being nominated) must be completed within the award year (September – August annually).

**\*\*\*NOTE:** Past winners of the TRU Co-op Student award **are not** eligible. Past winners are encouraged to contact their Co-op Coordinator and apply for the Association for Co-operative Education BC/Yukon (ACE) Award [http://www.co-op.bc.ca/student\\_of\\_the\\_year](http://www.co-op.bc.ca/student_of_the_year) and the Co-operative Education and Work Integrated Learning Award (CEWIL) - Co-op Student of the Year

### Annual Timelines

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| <ul style="list-style-type: none"> <li>• Award Promotions / Communication to Students</li> <li>• Deadline for Nominations</li> <li>• Selection Committee Review of Nominations</li> <li>• Selection Committee Meeting / student selected</li> <li>• Notification to TRU Financial Aid and Awards</li> <li>• Notification to Student Award Recipient</li> <li>• Announcement and Promotion of Recipient</li> <li>• Nominate award recipient for Career Education and Work-Integrated Canada (CEWIL) &amp; BC Association for Co-operative Education Awards (ACE)</li> </ul> | <p>July - September</p> <p>October 10</p> <p>second week of October 15</p> <p>second week of October 15</p> <p>October 20</p> <p>End of October</p> <p>November - January</p> <p>January 25</p> |
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### Selection Criteria for the Award

The TRU Co-op Student Award is aligned with the Association for Co-operative Education (BC) and the Co-operative Education and Work-Integrated Learning Canada (CEWIL) for Co-op Education standards, and the award criteria and is scored on a scale of 100 points.

The selection committee is seeking well-rounded candidates who show evidence of accomplishment in: academics, the workplace, their co-op community, and extracurricular/community activities. Points will be awarded on the quality of each component.

#### SELECTION CRITERIA:

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) student's resume (which includes previous employment)
6. (15pts) student's personal statement (why do you feel you are the co-op student of the year award winner)
7. ( 5pts) evaluator assessment and recognition of intangible qualities of nominee

**Students are required to prepare a paper based professional portfolio, including an introduction and table of contents. Please include evidence based on the following categories.**

#### **Job Achievement / Employer evaluation (30 points):**

The student has received an exemplary employer evaluation on his/her performance for the co-op work term for which he/she is being nominated (based on the [TRU Co-op Student of the Year Award Employer Nomination form](#)) and has also received a letter of recommendation completed by the co-op employer representative chosen by the student.

**Note:** The co-op employer representative chosen by the student must be for a co-op work term in the academic year for which the student is being nominated.

#### **Academic Achievement (15 points):**

The student should have a cumulative grade point average of 3.0 or better (B average). The student has received awards, scholarships, bursaries or other recognition related to his/her current degree program

**Contribution to Co-op Education (15 points):**

The student has contributed to the Co-op community, TRU community and/or other communities, particularly within the academic year for which the student is being nominated. For example:

- Been active in TRU Co-op Community
- Acted as an ambassador by engaging in public presentations for TRU Co-op Program during student recruitment information sessions or other Co-op Program events
- Assisted with presentations during Co-op pre-employment training activities

**Contribution to extra-curricular activities at school and community (10 points):**

The student has participated in extra-curricular activities at TRU and/or in other communities, particularly within the academic year for which the student is being nominated.

**Student's Resume (10 points):**

The student has demonstrated work history, accomplishments, and innovation through a well presented resume.

**Student's Personal Statement (15 points):**

The student's career, personal, and academic experiences has been enhanced by co-op. The student has been able to demonstrate the relevance of his/her study to the workplace and vice versa. Co-op will provide clear guidelines and expectations for statement submission.

**Evaluator Assessment and Recognition of Intangible Qualities of Nominee (5 points):**

Overall impression of presentation and professional quality considered by the assessor.

**Adjudication Process:**

The TRU Co-op Student of the Year Award Committee will meet annually in the fall to review all nomination packages and adjudicate the award recipients. Selection is based on co-op, academic, and extra-curricular accomplishments for the previous academic year.

Currently the selection committee will be comprised of TRU Co-op Coordinators. In future years, the Career Education Department will explore options for creating a CED Advisory Committee that could potentially be involved in adjudicating the award.

Student Award recipients will be announced in November. The award winner will automatically be nominated for the CAFCE & ACE Co-op of the Year Awards in January.

**Nomination Process:**

Either the co-op student him/herself or the student's co-op employer may initiate this process. The nominating employer must be an employer the student worked for in the academic year for which the student is being nominated.

**Note:** In either case, the student is responsible for gathering and submitting his/her complete nomination package.

**Nomination Portfolios:**

Nomination Portfolios must include the following items, presented in the order below:

1. Introduction to the portfolio
2. Student's signed personal statement in the form of a short essay-2 pages max., single-sided, 1-inch margins, 10-point font min., standard business letter format-(*why do you feel you are the co-op student of the year award winner*)
3. Student's **current** academic transcript, showing the student's calculated cumulative average (unofficial copy from SSC is suitable)
4. Student's current resume, indicating scholarships, awards, bursaries, or recognitions and contributions to the TRU Co-op community, TRU community, and/or other community involvement
5. Completed [TRU Co-op Student of the Year Award Employer Nomination Form](#) and accompanying recommendation letter written on the organization's letterhead, both signed by the co-op employer representative
6. Student's updated relevant information, including all work term learning assignments and co-op
6. Co-coordinator's assignment comments for the co-op work term for which the student is being nominated. Where possible, awards, achievement certificates, or letters of recognition should also be included in the portfolio.

**Note:** Only complete nomination portfolios that meet the guidelines will be forwarded to the adjudication committee.

**Application Deadline:**

Completed applications must be submitted in person to the TRU Career Education Department (Old Main 1712) **no later than October 10 by 9 am.**

**TRU CO-OP STUDENT OF THE YEAR AWARD  
EMPLOYER NOMINATION FORM**

**To be completed by the student:**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Signature:</b>		<b>Date:</b>	

**To be completed by the employer:**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Position Title:</b>		<b>Phone Number:</b>	
<b>Organization/ Company:</b>		<b>Email:</b>	

The above student is being considered for the TRU Co-op Student of the Year Award. Your frank and thoughtful comments about the candidate’s performance in your workplace will assist the review committee in assessing the student’s accomplishments.

Dates of student’s employment in your workplace: \_\_\_\_\_

What was the nature of your association with the student (circle)?    Manager    Supervisor    Co-worker

How well do you know the applicant? (circle)    Slightly                  Reasonably Well                  Very Well

**Part I: Accomplishment Ranking**

Please rank this student’s accomplishments in comparison to other students or comparable workers you have employed using the table below.

	Top 3%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to judge
<b>Performance</b> Has sense of responsibility is productive						
<b>Reliability</b> Is prompt, dependable, conscientious						
<b>Ability to work collaboratively</b> Respects others						
<b>Initiative</b> Skillfully and creatively manages resources						
<b>Problem-solving ability</b> Analyzes problems, has common sense, is decisive						
<b>Maturity</b> Responds well under pressure, acts on constructive criticism						

<b>Integrity</b> Is honest, behaves ethically						
<b>Empathy</b> Understands and respects disparate perspectives						
<b>Adaptability</b> Is flexible, adapts easily to change						
<b>Listening ability</b> Listens actively, checks for understanding						
<b>Willingness to learn</b> Eager to master new duties and tasks						
<b>Written communication skills</b> Communicates clearly and effectively						
<b>Oral communication skills</b> Communicates clearly and effectively						
<b>Technical skills</b> <b>Good</b> understanding and ability to use technology effectively						

**Part II: Recommendation Letter**

Please attach a letter (2-pages maximum, 1 inch margins, 10-point font minimum) on company/organization letterhead. Your letter is a vital component of the adjudication process; please provide detailed examples and offer insights into the student’s work habits and character where possible. Please answer the following questions in your letter:

- What were the student’s duties/responsibilities?
- Did the student have any outstanding work achievements that make this candidate an exemplary co-op student (cost-savings, process/quality improvements, design/development innovations, improved customer service, significant research, or other initiatives)?
- How was the student’s performance in comparison to your expectations?
- How did this student, or co-op student in general, benefit the department/company?
- What else would you like us to know about the student’s performance?

**Please include your signature at the bottom of the letter, in addition this evaluation form.**

**Note:** *The winner of this award will be nominated by Thompson Rivers University for the provincial and national Student of the Year Award competitions. You will be notified if your candidate is the successful nominee and may be asked to submit revised letters reflecting the other award criteria.*

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Date**