

UBC ARTS CO-OP PROGRAM

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<http://co-op.arts.ubc.ca>

ARTS CO-OP UNDERGRADUATE STUDENT OF THE YEAR AWARD 2011

Thanks to private donations to the Arts Co-op Program, we are able to offer an award for the Co-op Student of the Year. The award is worth \$500, and will be noted on the recipient's UBC transcript. This award is for work terms completed during Winter 2011 (W11), Summer 2011 (S11), or Fall 2011 (F11).

The annual award will recognize outstanding achievement in all aspects of the Arts Co-op student's performance, including academic achievement, job achievement/ employer evaluation, personal statement, contribution to co-operative education, and contribution to extra-curricular activities. The award will be given by the Assistant Dean of Arts, Students, on the advice of the Arts Co-op Advisory Committee. In addition, the Arts 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 which are national and provincial competitions.

Selection Criteria for the Award

The Arts Co-op Student of the Year Award Committee uses the criteria below to evaluate candidates. Nominees are scored initially on a scale of 100 points; the value of each criterion is indicated in brackets. The committee is seeking well-rounded candidates with accomplishments in:

Academic Achievement (15 points):

- Cumulative grade point average; student maintains or exceeds the minimum 72% GPA
- Recipient of scholarships, awards, or bursaries related to current degree program (please indicate any achievements on your resume)

Job Achievement / Employer evaluation (30 points):

- Student nominees should select one co-op employer representative to complete the *Undergraduate Student of the Year Award Employer Nomination* form, which is available online at: http://co-op.arts.ubc.ca/fileadmin/Arts_Co-op/documents/forms/SOTYEmployerNomination-UG.doc
- Alternately, the employer may choose to nominate their co-op student for the award. In either case, the representative should be an employer the student worked for during W11/S11/F11.
- Student submits a signed *Employer Nomination* form and a recommendation letter written on the organization's letterhead and signed by the employer.

Student's Personal Statement (15 points):

- One personal statement in the form of a short essay (2 pages max/single-sided, 1 inch margins, 10 pt font min., standard business letter format) describing how co-operative education has enhanced your career and personal development, and academic experience.
- Please use specific examples where possible.
- Comments need to be limited to experience from the specific work terms for this award – W11/S11/F11.

Contribution to Co-op Education (15 points):

On your resume, please indicate your contributions to the Arts Co-op Program and/or co-operative education generally. Examples could include:

- Active in the Arts Co-op Students' Association as an executive member, team member, or volunteer
- Acted as an ambassador by engaging in public presentations for the Program during student recruitment information sessions or other co-op office organized events
- Assisted with presentations during co-op pre-employment training activities

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

On your resume, please indicate your extra-curricular activities at UBC or in the community:

- Activities within the academic year of the nomination will be the focus during evaluation
- Where possible, awards, certificates of achievement, or letters of recognition should be included in the portfolio

Resume (10 points):

- Up-to-date with co-op work terms indicated
- Includes other employment, education/academic achievements, extra-curricular activities, contribution to co-op education activities

Evaluator Assessment (5 points):

- Evaluator's assessment and recognition of intangible qualities of nominee

Nomination Process:

Either the co-op student him/herself or the student's employer may initiate this process. In either case, the student is responsible for gathering and submitting the documents required for this nomination.

Evaluation Process:

A sub-committee of the Arts Co-op Advisory Committee will meet in late December/early January to review all nomination submissions and decide on the year's recipient.

The sub-committee will be composed of employer, faculty, and co-op staff representatives. Winners will be announced in January, and will be featured in the ACSA Newsletter, and other Faculty of Arts or UBC related communication materials. The award winner will automatically be nominated for the CAFCE & ACE Co-op of the Year Awards in late January.

Nomination Packages:

Nomination packages must include the following items, presented in a **portfolio/folder** in the following order:

1. Student's personal statement with signature
2. Completed *Undergraduate Student of the Year Award Employer Nomination* form
3. Employer recommendation letter written on the organization's letterhead, signed by the Co-op employer representative
4. Student's current academic transcript (unofficial copy from SSC is suitable)
5. Student's updated resume (2-pages max.)
6. Relevant work/volunteer/extra-curricular/academic samples during W11/S11/F11. Please limit to 4-6 pieces max.

Note: Only complete packages that meet the guidelines will be forwarded to the selection committee.

Application Deadline:

The application deadline for the 2011 nomination year is **Monday, December 12, 2011 @ 9am**. Application packages must be submitted to the Arts Co-op Office, Buchanan C121.