



**UBC Arts Co-op Program  
Faculty of Arts**

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## **ARTS CO-OP UBC iSCHOOL-SLAIS STUDENT OF THE YEAR AWARD 2016/2017**

The Arts Co-op Program has created a Student of the Year Award for co-op students at the UBC iSchool - School of Library, Archival, and Information Studies (SLAIS). Two annual awards of \$1000 are available: one to an MLIS or Dual student (who used their MLIS background on the co-op job) and the other to an MAS or Dual student (who used their MAS background on the co-op job). These awards are for work terms completed during Fall 2016 (Sep-Dec 2016), Winter 2017 (Jan-Apr 2017), or Summer 2017 (May-Aug 2017) term. Please note that a student cannot apply for both the MLIS and MAS awards during the same competition year.

These annual awards recognize outstanding achievement in all aspects of the UBC iSchool co-op student's performance, including academics, the workplace, and professional/community involvement. The awards will be given by the Associate Dean of Arts, Student Success, based on the advice of the Arts Co-op UBC iSchool-SLAIS Advisory Committee and will be noted on the award recipients' transcripts.

### **SELECTION CRITERIA FOR THE AWARD**

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The Arts Co-op UBC iSchool Student of the Year Award Committee, a subset of the Arts Co-op UBC iSchool-SLAIS Advisory Committee, will use the criteria listed 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 who show evidence of accomplishment in: academics, the workplace, their co-op community, and professional/community activities. Points will be awarded on the quality of each component.

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

- Student's career, personal, and academic experiences has been enhanced by co-op
- Student has been able to demonstrate the relevance of his/her study to the workplace and vice versa

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

- Student has received an exemplary evaluation on his/her performance for the co-op work term for which he/she is being nominated based on the [Arts Co-op UBC iSchool-SLAIS Student of the Year Award 2016/2017 Employer Nomination Form](#) and recommendation letter 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 (Sep 2016 to Aug 2017).*

#### **Academic Achievement (10 points):**

- Student has maintained or exceeded an 80% cumulative GPA for his/her current UBC iSchool degree program
- Student has received, awards, scholarships, bursaries or other recognition related to his/her UBC iSchool degree program

#### **Contribution to Arts Co-op Community (10 points):**

- Student has contributed to the Arts Co-op community, particularly within the academic year for which the student is being nominated. E.g., The student has:
  - Acted as an ambassador by engaging in public presentations for the Arts Co-op Program during student recruitment information sessions or other Arts Co-op Program events such as the Arts Co-op Graduate January Conference



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**Professional Development Activities and Engagement in UBC iSchool Community and/or Other Communities (10 points):**

- Student has contributed to the UBC iSchool student community and/or other communities particularly within the academic year for which the student is being nominated. E.g., The student has:
  - Been active in the Library and Archives Students' Association as an executive member, team member, or volunteer
  - Participated in the UBC iSchool Experiential Learning Day
- Student has engaged in professional development activities. E.g., The student has:
  - Volunteered or participated in BCLA or AABC committees, events, or other professional activities
  - Been a member of professional associations such as:
    - American Library Association
    - Archives Association of British Columbia
    - ARMA International
    - Art Libraries Society of N. America (ARLIS/NA)
    - Association of Canadian Archivists
    - British Columbia Library Association
    - BC Public Library InterLINK
    - Canadian Council of Archives
    - Society of American Archivists
    - Special Libraries Association
    - Vancouver Association of Law Libraries
- Been published in professional organizations' or co-op employers' newsletters, journals, etc.
- Attended and/or presented at conferences related to his/her current degree program
- Attended workshops or tours related to his/her current degree program

**Final Work Term Learning Assignment and Portfolio Pieces (20 points):**

- Student has produced a high-quality final co-op work term learning assignment and included noteworthy, relevant portfolio pieces.
- Student has received a "Pass" for all co-op work term learning assignments and for the co-op work term for which he/she is being nominated
- Student's employer has reviewed the student's final co-op work term learning assignment and indicated this on their [Arts Co-op UBC iSchool-SLAIS Student of the Year Award 2016/2017 Employer Nomination Form](#).

**Note:** Assignments marked as confidential will only be read by the Arts Co-op staff member on the adjudication committee, not the entire adjudication committee, making them difficult to properly evaluate.

**Reviewer's Discretion (5 points):**

- Student's application is of an overall outstanding quality that goes beyond the above categories.

**ADJUDICATION PROCESS**

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The Arts Co-op Student of the Year Award Committee (UBC iSchool), a subset of the Arts Co-op UBC iSchool-SLAIS Advisory Committee, will meet annually in the fall to review all nomination packages and decide on the award recipients. Selection is based on co-op, academic, and extra-curricular accomplishments for the previous academic year. The sub-committee will be composed of employer, UBC iSchool, and Arts Co-op representatives and should total 3-5 members. The award recipients will be announced in September and will be featured in Faculty of Arts and/or UBC-related communication materials as well as relevant professional organizations' communication as appropriate.



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## NOMINATION PROCESS

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Either the co-op student 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 Packages:

Nomination packages must include the following items, sent in electronic format (1 PDF, including the URL for the student's video assignment if applicable – i.e., YouTube, Dropbox, etc.) in the following order:

1. Student's signed personal statement in the form of a letter to the adjudication committee (2 pages max., 1-inch margins, 10-point font min., standard business letter format)
2. Student's current academic transcript, **showing the student's calculated cumulative average** (unofficial copy from SSC is suitable)
3. Student's current resume (2 pages max., 1-inch margins, 10-point font min.), indicating scholarships, awards, bursaries, or recognitions related to the student's UBC iSchool degree program, professional development activities, and contributions to the Arts Co-op Community, UBC iSchool student community and/or other community involvement
4. Student's final work term learning assignment (video, presentation, poster, or report) for the term for which the student is being nominated. Other co-op assignments and the completed student evaluation form are NOT required. Where possible, information on awards the student has received, achievement certificates, letters of recognition and/or other portfolio pieces related to his/her UBC iSchool degree program should also be included. Please limit these to 5 pieces.

In addition, the following must be emailed separately, directly from the nominating co-op employer representative to [isabella.squarisi@ubc.ca](mailto:isabella.squarisi@ubc.ca).

5. Completed [Arts Co-op UBC iSchool-SLAIS Student of the Year Award 2016/2017 Employer Nomination Form](#) and accompanying recommendation letter written on the organization's letterhead, both signed by the co-op employer representative.

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

### APPLICATION DEADLINE

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Application packages for the 2016/2017 academic year must be submitted electronically to [isabella.squarisi@ubc.ca](mailto:isabella.squarisi@ubc.ca) by **8am on Tuesday, September 5, 2017.**