



**UBC Arts Co-op Program**  
**Faculty of Arts**  
Buchanan C121, 1866 Main Mall  
Vancouver, British Columbia V6T 1Z1

Phone 604.822.1529  
Fax 604.822.4667  
Email [arts.co-op@ubc.ca](mailto:arts.co-op@ubc.ca)  
[www.artscoop.ubc.ca](http://www.artscoop.ubc.ca)

## **ARTS CO-OP UNDERGRADUATE STUDENT OF THE YEAR AWARD 2017**

Thanks to private donations to the Arts Co-op Program, we are able to offer an award for the Arts Co-op Student of the Year. The award is worth \$1000, and will be noted on the recipient's UBC transcript. This award is for work terms completed during Winter 2017 (W17), Summer 2017 (S17), or Fall 2017 (F17).

The annual award recognizes outstanding achievement in all aspects of the Arts Co-op student's performance, including academic achievement, job achievement/employer evaluation, personal letter, contribution to co-operative education, and contribution to extra-curricular activities. The award will be given by the Associate Dean of Arts, Student Success, 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/or 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 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 75% GPA
- Recipient of scholarships, awards, or bursaries related to current degree program and **within the academic year of the nomination** (please indicate any achievements on your resume):
  - Provide a brief description of the purpose and scope of the award including monetary value, if any (i.e. for achievement in?)

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

- Student nominees should select one co-op employer representative. Alternately, the employer may choose to nominate their co-op student for the award (note: the employer needs to inform the student of the nomination). In either case, the representative should be an employer the student worked for during W17/S17/F17.
- The employer representative is to complete the *Undergraduate Student of the Year Award Employer Nomination Form*, which is available for [download here](#).
- In addition, the employer completes a recommendation letter, answering the following points:
  - What were the student's duties/responsibilities?
  - Did the student have any outstanding work achievements/accomplishments/impacts that made this student an exemplary co-op student (cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.)?
  - How was the student's performance in comparison to your expectations? Or in comparison to other co-op students you have worked with? Does it make you want to hire other co-op students in the future?
  - How did this student or co-op students in general, benefit the department/ company?
  - Would you hire this student again, particularly after graduation, if there was an opportunity available?
  - What else would you like us to know about the student's character/personality/values, and/or their performance?
- Letter should be signed, on company letterhead, 2-pages max., 1 inch margins, 10 point font
- Student submits a signed *Employer Nomination* form and a recommendation letter



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

- One personal letter, in the following format:
  - 2-pages max/single-sided
  - single-spaced, 1-inch margins, 10 point font (min.)
  - standard business letter format, with signature
  - please indicate your GPA in your letter or at the start of your resume
  - please indicate which specific work term your nomination is for (ie, W17, S17, or F17)
- Your letter should describe how co-operative education has enhanced:
  - your career and personal development (for example, did your work term impact your choices about future co-op terms? Jobs after graduation? Did it impact your interest in getting involved further with the co-op program, such as through ACSA, or promoting co-op to others?)
  - your academic experience (for example, did your studies relate to your work? did co-op impact your choices about your degree program? your academic accomplishments when you returned to school from a work term?)
- Please use specific examples where possible.
- Comments need to be limited to experiences from the specific work terms for this award – W17/S17/F17.

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

On your resume, please indicate your volunteer 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 conference activities
- Describe your level of involvement / duties involved / dates

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

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

- Describe involvement / duties involved / dates
- Activities within the academic year of the nomination will be the focus during evaluation

### **Resume (10 points):**

- Up-to-date, with **co-op work terms indicated**
- Please indicate your cumulative GPA for your current degree at the beginning of the "Highlight of Qualifications" section of your resume
- 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
- This is the section where points will be awarded for relevant work samples; see details below in "Nomination Package"



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### 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 December to review all nomination submissions and decide on the year's recipient.

The sub-committee will be composed of employer, faculty, alumni and co-op staff representatives. Winners will be announced in January, and will be featured in the UBC Arts Co-op newsletters, website, and social media channels, as well as UBC Faculty of Arts or UBC-wide related communication materials. The award winner will automatically be nominated for one or both of the CAFCE & ACE Co-op Student of the Year Awards in late January.

### Nomination Packages:

Nomination packages must include the following items, sent in electronic format (1 PDF or ZIP file) in the following order:

1. Student's personal letter with signature
2. Employer *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
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 W17/S17/F17:
  - Include a table of contents for the samples indicating the title of the piece, context, and why you've included it.
  - Limit to 2-4 samples max., with each sample no longer than 2 pages.
  - You may include any items you feel will give the selection committee a better idea of who you are as a person or highlight skills you've developed. You may submit photocopies of work created during your co-op work term(s), newspaper and magazine articles, previous letters of recommendation, or academic/published work.
  - Do not include awards certificates and/or citations: these should be listed in your résumé.

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

### Application Deadline:

- The application deadline for the 2017 nomination year is **Mon, November 27 @ 4:00 pm**, to [arts.co-op@ubc.ca](mailto:arts.co-op@ubc.ca).