



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

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## **UBC ARTS CO-OP SCHOOL OF INFORMATION STUDENT OF THE YEAR AWARD 2019/2020**

The Arts Co-op Program has created a Student of the Year Award for co-op students at the UBC School of Information. 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 2019 (Sep-Dec 2019), Winter 2020 (Jan-Apr 2020), or Summer 2020 (May-Aug 2020) 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 School of Information co-op student's performance, including academics, the workplace, and professional/community involvement. The awards will be given by the Associate Dean of Arts, Students, based on the advice of the UBC Arts Co-op's School of Information Advisory Committee and will be noted on the award recipients' transcripts.

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

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The UBC Arts Co-op's School of Information Student of the Year Award Committee, a subset of the UBC Arts Co-op's School of Information 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 have been enhanced by co-op.
- Student has been able to demonstrate the relevance of their study to the workplace and viceversa.

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

- Student has received an exemplary evaluation on their performance for the co-op work term for which they are being nominated.

**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 2019 to Aug 2020).*

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

- Student has maintained good academic standing within their current UBC School of Information degree program or has demonstrated significant progress in their academic degree program. Student has received awards, scholarships, bursaries or other recognition related to their UBC School of Information degree program.

*Please note the minimum GPA requirement to apply is 75% due to UBC Senate GPA award requirements.*

#### **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



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January Conference.

- Acted as a mentor to other co-op students.

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

- Student has contributed to the UBC School of Information 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
- 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
    - 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 their current degree program
- Attended workshops or tours related to their 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 they are being nominated
- Student's employer has reviewed the student's final co-op work term learning assignment and indicated this on their [UBC Arts Co-op School of Information Student of the Year Award 2019/2020 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.

**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 UBC Arts Co-op's School of Information Student of the Year Award Committee, a subset of the UBC Arts Co-op's School of Information 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 School of Information, and Arts Co-op representatives and should total 3-5 members. The award recipients will be announced in October 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 their complete nomination package apart from the employer nomination form and letter, which should be submitted directly from the employer to the Arts Co-op Office.*

### 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 School of Information degree program, professional development activities, and contributions to the Arts Co-op Community, UBC School of Information student community and/or other community involvement
4. Student's final work term learning assignment (video, presentation, poster, report, or eportfolio) 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 their UBC School of Information 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 [sarah.yoo@ubc.ca](mailto:sarah.yoo@ubc.ca).

5. Completed [UBC Arts Co-op School of Information Student of the Year Award 2019/2020 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 2019/2020 academic year must be submitted electronically as one PDF to <https://arco.air.arts.ubc.ca/ischool-student-of-the-year-award-student-submission/> by **11:59pm PST on Monday, September 7, 2020.**