ARTS CO-OP UNDERGRADUATE STUDENT OF THE YEAR AWARD 2020

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 2020 (Jan-Apr 2020), Summer 2020 (May-Aug 2020), or Fall 2020 (Sep-Dec 2020).

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, Students, on the advice of the Arts Co-op Advisory Committee. In addition, the Arts Co-op Student of the Year Award recipient may be nominated on behalf of UBC Co-op for the CEWIL (Co-operative Education and Work-Integrated Learning) and/or ACE/WIL (Association of Cooperative Education and Work-Integrated Learning, BC & Yukon) Student of the Year Awards (national/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:

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 W20/S20/F20.
- 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, addressing the following points:
  o What were the student's duties/responsibilities?
  o What outstanding work achievements/accomplishments/impacts 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.)?
  o 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?
  o How did this student or co-op students in general, benefit the department/company?
  o Would you hire this student again, particularly after graduation, if there was an opportunity available?
  o 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.

Student's Personal Letter (15 points):
- One personal letter, in the following format:
  o 2-pages max/single-sided
  o single-spaced, 1-inch margins, 10 point font (min.)
  o standard business letter format, with signature
  o please indicate your GPA in your letter OR at the start of your resume
  o please indicate which specific work term your nomination is for (i.e. W20/S20/F20)

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- 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, 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 or course selections? 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 – W20/S20/F20.

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 "Highlights of Qualifications" section of your resume.
- Include other employment, education/academic achievements, extra-curricular activities, contribution to co-op education activities, particularly from 2020. Include accomplishment statements where possible.

Academic Achievement (15 points):
- Cumulative average; student maintains or exceeds the minimum 75% GPA
  - If your GPA is below the minimum 75%, please explain.
  - **NOTE**: If your GPA is between 72-75% we will take your reasoning and explanation into account when evaluating your nomination package. However, if your GPA is below 72% we recommend you not apply, as this is a UBC Senate GPA award requirement, and your nomination would be disqualified. Consider applying the following year if you meet the minimum requirement.
- 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 and in the online nomination form):
  - Provide a brief description of the purpose and scope of the award including monetary value, if any (i.e. for achievement in?)

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 during the specific work terms for this award – W20/S20/F20. 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, networking, facilitation of sessions, or other activities during co-op pre-employment conferences.
- Describe your level of involvement / duties involved / dates.
- If you are a Mentor (through the ACSA Mentorship Program), be sure to indicate involvement dates (i.e. already mentoring a mentee or starting in 2021).

Contribution to Extra-curricular Activities at School and/or in the Community (10 points):
On your resume, please indicate your volunteer extra-curricular activities at UBC or in the community during the specific terms for this award – W20/S20/F20:
- Describe involvement / duties involved / dates.

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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".

Nomination Process_____
Either the co-op student 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 early to mid-December to review all nomination submissions and decide on the year's recipient.

The sub-committee may be composed of Arts Co-op employers, alumni and co-op staff. 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 could potentially be nominated for one or both of the CEWIL & ACE Co-op Student of the Year Awards in late January.

Nomination Package Submission Checklist_____

Complete the online nomination form: https://arco.air.arts.ubc.ca/undergraduate-soty/
- Once you submit your online form, **responses cannot be revised**.
- Submit the nomination form including nomination package online by **4:00 pm on Mon, Nov 23, 2020**

Your nomination package must include the following items, **sent in 1 PDF file, filename "Surname, First Name.pdf" (eg. Lee, Morgan.pdf)** <u>in the following order</u>:

1. Student's personal letter with signature
2. Employer Recommendation Letter written on the organization's letterhead, signed by the Co-op employer
3. Employer *Undergraduate Student of the Year Award Employer Nomination* Form
4. Student's updated resume (2 pages max.)
5. Samples: Relevant work/volunteer/extra-curricular/academic samples during W20/S20/F20:
   - Include a table of contents for the samples indicating the title of the piece, context, and why you've included it.
   - Limit of 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:
      - work created during 2020 co-op work term(s) (check with your employer for confidentiality aspects)
         - sections of a report, social media posts, newspaper or magazine articles, website content
      - sections of academic or published work
      - other
   <u>Note</u>: Do not include awards certificates and/or citations: these should be listed in your résumé.

Nomination Deadline_____

- The deadline for the 2020 nomination year is **Mon, Nov 23, 2020 @ 4:00 pm,** submitted online.
- Note: Only complete packages that meet the guidelines will be forwarded to the selection committee.