



## ARTS CO-OP UNDERGRADUATE STUDENT OF THE YEAR AWARD 2021

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 may be noted on the recipient's UBC transcript. This award is for work terms completed during Winter 2021 (Jan-Apr 2021), Summer 2021 (May-Aug 2021), or Fall 2021 (Sep-Dec 2021).

The annual award recognizes outstanding achievement in all aspects of the Arts Co-op student's performance, including academic achievement, co-op work term achievement, and contributions to UBC and/or the wider community. The award will be given by the Associate Dean of Arts, Students, on the advice of an Arts Co-op Award Committee. In addition, the Arts Co-op Student of the Year Award recipient may be nominated on behalf of UBC Co-op Programs 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 80 points; the value of each criterion is indicated in brackets. The committee is seeking well-rounded candidates with accomplishments in:

#### **Co-op Work Term Achievement / Employer Evaluation Form (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 W21/S21/F21.
- The employer representative is to complete the *Undergraduate Student of the Year Award Employer Nomination Form*, addressing the following points:
  - What were the student's duties/responsibilities?
  - 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.)? Did they bring ideas from their academics? Was the student given extra duties or opportunities because they performed above expectations?
  - 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?
- Electronic signature required in the form

#### **Student's Personal Nomination Statement (30 points):**

- Student submits a 2-page personal statement, addressing the following points:
  - Your career and personal development:
    - Reasons why you participated in co-op and why you are happy you did
    - In what ways 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, promoting co-op to others, or involvement in other UBC or community-related activities?



- Your academic development:
  - In what ways did it impact your academic experience? Did your studies relate to your work; if so how did it help you? Did your co-op work term(s) impact your choices about your degree program or course selections? Your academic accomplishments when you returned to school from a work term, if applicable?
- Comments need to be limited to experiences from the specific co-op work term(s) and UBC/community-based involvement for this award – W21/S21/F21. However, you can weave in previous experiences to demonstrate the journey to your nomination work term(s).
- Electronic signature required in the form
- **Tips:** Strong personal statements include in-depth paragraphs with specific examples. Following the STAR formula (situation/task/actions/result) where possible is recommended.

#### **Resume (5 points):**

- Up-to-date, **with co-op work terms indicated**
- Include other employment (paid/volunteer), academic achievements, extra-curricular activities, contribution to co-op education activities, particularly from 2021. Include start/end dates.
- Include accomplishment statements where possible.

#### **Academic Achievement (5 points):**

- Cumulative average; student maintains or exceeds the Program minimum of 72% cumulative GPA
  - If your GPA is below the minimum 72%, please explain and we will take your reasoning and explanation into account when evaluating your nomination package.
  - Note: we will only consider applicants with minimum cumulative averages of 70% and higher.

#### **Contribution to UBC or wider community (5 points):**

On your resume, please indicate your contributions to the UBC community and/or co-operative education generally during the specific work terms for this award – W21/S21/F21. Examples of activities could include:

- UBC extra-curricular activities (clubs or other; unpaid opportunities)
- Arts Co-op Students' Association as an executive member, team member, or volunteer:
  - 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 2022).
- Acted as an ambassador for the Arts Co-op Program by engaging in public presentations during student recruitment information sessions, or other events such as networking sessions, group facilitation, or other activities during co-op pre-employment conferences/workshops
- Describe your level of involvement / duties involved / dates.

#### **Portfolio Samples (5 points):**

Student submits relevant work/volunteer/extra-curricular/academic samples during W21/S21/F21:

- Include a table of contents for the samples indicating the title of the piece, context, and why you've included it.
- 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 2021 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

Note: Do not include awards certificates and/or citations: these should be listed in your résumé.



## EVALUATION PROCESS

---

The Arts Co-op Award committee will meet in December or early January to review all nomination submissions and decide on the year's recipient.

The committee may be composed of Arts Co-op employers, alumni and co-op staff. Winners will be announced in February/March, and will be featured in 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 DETAILS

---

Either the co-op student or the student's employer may initiate this process. In either case, the student and employer are responsible for submitting the information required for the nomination forms.

Your nomination information must include the following items:

- 1) **Student Nomination Information** - [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_en9O8LePCbtT8y2](https://ubc.ca1.qualtrics.com/jfe/form/SV_en9O8LePCbtT8y2)
  - Completion of information requested in the link above, plus
  - Upload 1 PDF document containing:
    - Student personal statement in the following format:
      - 2-pages max. / single-spaced / 1-inch margins / 10 point font (min.)
    - Resume:
      - 2-pages max.
    - Portfolio samples:
      - 2-pages max. plus 1-page table of contents
- 2) **Employer Nomination Information** - [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_d40qtZC7mzDJ6hU](https://ubc.ca1.qualtrics.com/jfe/form/SV_d40qtZC7mzDJ6hU)
  - Completion of information requested in the link above

**Once you submit your online form, responses cannot be revised.**

## NOMINATION DEADLINE

---

- The deadline for the 2021 nomination year is **Thursday, December 9 @ 9:00 am**
- Only complete packages that meet the guidelines will be forwarded to the award committee.