

CEWIL CANADA STUDENT OF THE YEAR AWARDS (2019)

NOMINATION GUIDELINES

CEWIL Canada is looking to recognize students that participated in work-integrated learning (WIL) and you can help! The four awards recognize: a college and a university student participating in co-operative education; and a college and a university student participating in other forms of work-integrated learning. Each of the four winning students, their institutions, and partner organizations will receive national recognition. Each winning student will receive a \$1,000 cash award (the Emery-Dufault Award funds \$500 towards each of the two co-operative education prizes.)

A CEWIL Canada institutional member may nominate **one (1) candidate** per award type (Co-op or Other Forms WIL) with the support of the partner organization and approval of the student. All nomination materials become the property of CEWIL Canada to be used in promoting work-integrated learning. Each winning student may be required to provide their Social Insurance Number once announced.

ELIGIBILITY:

- A. Undergraduate, diploma, or postgraduate student registered full-time in a recognized post-secondary work-integrated learning program at a CEWIL Canada Member institution throughout the period from January - December 2019. **Secondary school students are not eligible for this award.**
- B. Student must be nominated by a CEWIL Canada institution member with support of the partner organization. A CEWIL Canada institution member may nominate no more than one (1) candidate per award type (Co-op or Other Forms WIL.)
- C. Each nomination must focus on one WIL experience in 2019, even if the student participated in more than one. Candidates may not be nominated twice in two consecutive years for a work-integrated learning experience that spans two calendar years. The work-integrated learning must fall under one of the [9 WIL categories](#) as per the CEWIL WIL Definitions.

SELECTION CRITERIA:

The CEWIL Canada Student of the Year Awards Committee evaluates candidates on their impact to the three main stakeholders of work-integrated learning. Each criterion carries 1/3 of the overall score, out of 90. Subsequent review within the committee of the merits of top candidates (based on initial scores) helps to determine the winners.

1. (30 pts) impact on partner organization
2. (30 pts) impact on student (self)
3. (30 pts) impact on institution

Further information about what the committee is looking for is described below.

NOMINATIONS:

Nomination MUST be submitted in one (1) PDF electronic document titled by the Student's Surname, First Name and Institution. (**Example: Brooks, Samantha, University College of Canada.pdf**) with the following items presented in the order below.

1. Nomination form (fillable .pdf, completed and signed)
2. Partner Organization Support form (fillable .pdf, completed and signed)
3. Bio of their nominee (a maximum 150 words) to be used in CEWIL CANADA communications
4. Student's 2-page essay on the Benefits of Work-Integrated Learning
5. Student's portfolio (optional, two (2) pages maximum)

All applications must follow the current year's application process. Incomplete or improperly prepared nominations will be disqualified by CEWIL Canada. To avoid this happening, we recommend that you submit your nomination well in advance of the deadline, so that the CEWIL Canada office can try to alert you if something is missing.

We wish all nominees the best in their consideration for the Student of the Year Awards. Any questions regarding the nomination requirements may be directed to CEWIL Canada (cewil@cewilcanada.ca).

One (1) PDF electronic document of all completed nomination materials must be RECEIVED via e-mail (cewil@cewilcanada.ca) by Friday, January 24, 2020, 4:00 p.m. EST.

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GUIDELINES FOR NOMINATION MATERIALS

These guidelines are meant to assist institutions in choosing award nominees and preparing the nomination package. Packages that do not meet the guidelines may be removed from consideration. The committee is seeking well-rounded candidates who show evidence of achievement in all facets of work-integrated learning.

NOMINATION FORM - INSTITUTION MEMBER

There are good reasons why you are choosing to nominate your student and we are interested in learning about them! By filling out the nomination form, we will learn your insights on the following factors:

- **How the 2019 work-integrated learning experience(s) impacted the student** – did they show evidence of learning through their work terms by producing topnotch assignments or making decisions based on their experiences (e.g., changing education plans, making new employment leads); have they shown an ability to articulate the relevance between their work-integrated learning experiences, their study, and their career goals; have they shown an improved ability to navigate job search or other aspects of the professional working world; did they show extraordinary commitment to participating in work-integrated learning?
- **How the student impacted their educational institution** – How have they helped promote forms of work-integrated learning to peers or academic units; have they helped other students with WIL issues like whether to participate or how to succeed; have they created new WIL opportunities for themselves or others; have they used workplace learning or professional connections to enrich learning back on campus? Some examples include: students developing new WIL opportunities, being a peer helper, volunteering at mock interview sessions, sharing their WIL experience in institutional promotions or events, inviting a member from their partner organization to academic initiatives like a course discussion and connecting faculty researchers with industry researchers.

PARTNER ORGANIZATION SUPPORT FORM

The Awards Committee is also interested in the partner organization perspective; how did the student impact their workplace/partner organization (in 2019 only) – did they achieve something extraordinary; were they chosen or invited to represent the organization on research or other public domains, did they show evidence of bringing the best of themselves and their academic programs?

Through this form, we are looking for the following factors:

- The student's duties/responsibilities in 2019;
- The student's impact to the organization – did they bring ideas from their academics?
- Outstanding work achievements (e.g., cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.); and
- Extra duties or opportunities that were assigned because the student performed above expectations

**If the partner organization prefers, a letter (max. 2 pages on letterhead) may be submitted instead of the support form. The letter must include all information requested on the form, including the permission statement and a signature and date.*

NOMINEE BIO

The nomination package must include a bio of the nominee (a maximum 150 words) to be used in CEWIL Canada communications. (*Note all nominees will be honoured.)

STUDENT NOMINEE

Nominated students are required to prepare and submit:

1. An essay on the benefits of work-integrated learning - (two (2) pages maximum, 1 inch margins, 10 point font). The essay should be contextualized in the student's experience and could include topics like:
 - Reasons why you participated in work-integrated learning and why you are happy you did
 - How work-integrated learning has enhanced your personal, academic, and career development.

Students may also include up to 2 pages of additional items (Portfolio) they feel will give the selection committee a better idea of how work-integrated learning is important to them and how it has impacted them, their workplace (partner organization), and/or their school. Portfolios may include things like photos, articles, excerpts from research work, and letters of recommendation. Creativity is encouraged. Please note that additional documents similar to those already in the nomination package will not be considered.

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NOMINATION PACKAGE CHECKLIST

Please check your nomination document to ensure that all required materials are included and that they follow the prescribed order as below:

- Nomination Form** – Information provided (must be legible), dated and signed by CEWIL Canada Institution Member and Student nominee.
- Partner Organization Support Form** – completed and signed (*Or a signed letter that contains all the information that the form requests, including permission statement.*)
- Nominee Bio** – 150 word maximum that may be used for CEWIL communications once awards are granted.
- Student Nominee’s Essay**– 2 page maximum, 1 inch margins, 10 point font minimum on benefits of work-integrated learning
- Student Nominee’s portfolio** (optional, two (2) pages maximum)

Materials must be scanned into one .pdf document and titled by the Student’s Surname, First Name and Institution. **Example: Brooks, Samantha, University College of Canada.pdf.**