



Co-op Student of the Year Award

January 2015 - December 2015

PURPOSE

Each year the Co-operative Education department will select two students to receive the Yvonne Thompson Page Co-op Student of the Year award which recognizes outstanding co-operative education and internship students at Camosun College. The award was established by Yvonne's friends and colleagues at Camosun College, pays tribute to the energy, enthusiasm, and dedication that Yvonne brought to her position as the co-op coordinator in the Office Administration program. Yvonne touched many people with her vibrant and colourful approach to life.

Two candidates from Camosun College will be selected annually for this award.

1. One award of \$450 – open to any student who has completed at least one co-op or internship work term
2. One award of \$600 – open only to students who have completed a subsequent work term (ie: 2nd or 3rd) and must be eligible for a co-op designation

Note: Students may only apply to one of these awards per year.

In addition to receiving a recognition certificate, each award winner will receive a cash award and be profiled on the college website. In addition, the successful candidates will be invited to enter into the National (CAFCE) and Provincial (ACE) Co-op Student of the Year award nominations, each of which offer an additional \$500 cash prize if selected by the CAFCE and ACE selection committees.

ELIGIBILITY

\$450 YTP Award: In order to receive this award, a student must have successfully completed at least one work term and be registered as a Camosun College student for at least one semester or quarter in the same calendar year that the award is given.

\$600 YTP Award: In order to receive this award, a student must have successfully completed at least two work terms and be registered as a Camosun College student for at least one semester or quarter in the same calendar year that the award is given.

For both of these awards, applications are considered from students who have successfully completed a work term between **January and December 2015**.

APPLICATION and SELECTION

To apply, students submit an application package which includes the following items, in the order below:

1. application form
2. student's personal letter
3. student's current academic transcript
4. student's current resume
5. employer's letter on company letterhead



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SELECTION CRITERIA

The Co-op Awards Committee uses the criteria listed below to evaluate candidates:

Student Letter		20 pts
• Work term achievement and experience	8 pts	
• Contributions to Co-operative Education	4 pts	
• Contributions to Camosun College	2 pts	
• Contributions to the community	3 pts	
• Letter format and articulation	3 pts	
Employer Letter		15pts
• Based on work term achievement e.g. level of responsibilities, personal and occupational growth, contribution to employer's organization, application of education, level of employability skills.		
Student's Current Resume		8 pts
• Content	5 pts	
• Format	3 pts	
Academic Achievement		7 pts
• GPA	5 pts	
• Significant improvement/overcoming difficulties	2 pts	

APPLICATION DEADLINES

Applications are due to the Co-operative Education & Student Employment office by **November 23, 2015**.

Applicants will be notified of the selection committee's decision within 2 weeks of the submission date.



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CONTENT AND FORMATTING GUIDELINES FOR STUDENT AND EMPLOYER LETTERS

Students

Submit one (1) typewritten personal letter addressed to the Yvonne Thompson Page Selection Committee (2 pages in length, 1 inch margins, 10 pt font minimum) and describe the following:

- your achievements on your co-op work term(s)
- how co-operative education has enhanced your career development, personal development, and academic experience. Where possible be specific in your examples.
- your contribution to extra-curricular activities at school and/or the community-at-large
- your contribution to co-operative education through activities such as mentoring other co-op students, being an ambassador for the college, and/or promoting co-op education

Please include your signature at the bottom of the letter.

Employers

Submit one (1) typewritten letter on company letterhead (2 pages maximum, 1 inch margins, 10 pt font minimum), addressed to the Yvonne Thompson Page Selection Committee, commenting on the co-op student's performance in the workplace. Please cover the following points in your letter:

- the student's duties/responsibilities
- the student's performance in comparison to your expectations, or in comparison to other co-op students; any outstanding work achievements (cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives etc.)
- how this student, or co-op students in general, have benefited your department/company.

Where possible be specific in your examples and offer any insights you may have on the student's work habits and character. Please include your signature at the bottom of the letter.



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This award has been established to recognize outstanding co-operative education students at Camosun College. Two students will be selected for this annual award.

To apply for the award, hand in your application package to the Co-operative Education & Student Employment office by the appropriate deadline for your program area. Applicants will be notified of the selection committee's decision within two weeks of the submission date. The official award presentation will take place during National Co-op week (typically in March).

Please **check one** award that you wish to be considered for:

_____ \$450 YTP (at least one work term completed)

_____ \$600 YTP (more than one work term completed and be eligible for a co-op designation)

First Name: _____

Last Name: _____

Student Number: _____

Mailing Address: _____

City: _____

Province: _____

Postal Code: _____

Phone: _____

Email: _____

Academic program: _____

How many work terms have you completed? _____

Have you completed the eligibility requirements for a credential designation with

Internship _____ or Co-operative Education _____

Include the following documentation with this application, in the following order:

_____ personal letter

_____ current academic transcript

_____ current resume

_____ employer's letter on company letterhead