

NJCEIA STUDENT OF THE YEAR AWARDS 2010

APPLICATION INSTRUCTIONS

Eligibility

- Nominated student(s) must be endorsed by the host institution career or co-op office professional staff member or by a member of NJCEIA
- Nominated student(s) must be currently enrolled (either full-time or part-time) at a two or four-year degree-granting institution
- Nominated student(s) must have completed one co-op/internship term by May 2010; internship completed between May 2009 and April 2010.

Award

- NJCEIA sponsors a search for outstanding co-op/ internship students each academic year. A cash award of \$300 will be presented to a winner or a two-year and four-year degree institutions.
- We encourage all NJCEIA members to nominate candidates. Please note that more than one student may be nominated by a college or university.

Nomination Packet includes the following:

- Student Application form
- Student Statement
- Employer/Site Sponsor Form & Statement

Criteria for Selection

- Student's quality and quantity of work, and achievements on the job
- Student's initiative and/or original work
- Student's overall impact and contributions to the employer

Student Statement

A 1-2 page summary explaining and supporting the student's eligibility with the following sub-headings and explanations (1000 words or less):

- Introduction – where and when the internship/co-op took place; brief description of the site sponsor
- Projects – what projects and assignments did the student complete independently and/or in a team-oriented setting; what significant accomplishments were made on the job and to the employer
- Learning- what new skills and abilities did the student attain
- Future plans- how has the experience enhanced the student's career development and goals

*Attach the statement to the student application form and **return both to the college's co-op/ internship office by 4 pm, Friday, March 26, 2010.***

Employer/Site Sponsor Statement

A 1-2 page summary on organization letterhead.

- Student's work-related duties, quality of work including any examples of student's initiative, creativity, etc.
- Any published papers, presentations, or other formal presentations of their work
- Any awards or recognition from the organization or department
- The overall impact of the student on the department or organization

Process

- All completed sets of entries **MUST** be received by the VP of Awards & Recognition **no later than Friday, April 2, 2010 by the college's co-op/internship representative**. Late entries and incomplete entries will be disqualified.
- Entries should be mailed to: Tammy J. Samuels, VP, Awards & Recognition
Rutgers University, Career and Interview Center – Busch Campus
604 Bartholomew Road, Piscataway, NJ 08854-8002
- Judging will be completed by a committee of career/co-op professionals by **May 3, 2010**.
- A student winner will be selected from a two-year institution and four-year institution.
- Winners will be notified by mail and invited to the NJCEIA Awards Luncheon on June 10, 2010.
- All nominators will receive an award announcement letter upon completion of the judging.

2010 NJCEIA STUDENT OF THE YEAR AWARDS

STUDENT APPLICATION FORM



Please complete all the requested fields.

STUDENT INFORMATION

Student Name _____

Mailing Address _____

College _____ Major _____

Phone _____ e-mail _____

Dates of Co-op/Internship Experience _____

Co-op/Internship Job Title _____

Expected Date of Graduation _____ Undergraduate _____ OR Graduate _____

CO-OP/INTERNSHIP SITE INFORMATION

Company Name _____

Address _____

Supervisor's Name _____

Supervisor's Title _____

Phone _____ e-mail _____

COLLEGE INFORMATION

Name of Co-op/Internship Director/Coordinator/Adviser _____

Title _____

Name of Institution _____

Address _____

Phone _____ e-mail _____

Student's Overall Grade Point Average _____

STUDENT'S SIGNATURE: I acknowledge that the above information is correct, and I am eligible to apply for this award.

_____ Date _____

COLLEGE REPRESENTATIVE'S SIGNATURE: I acknowledge that the above information is correct. I endorse this student for the NJCEIA STUDENT OF THE YEAR AWARD.

_____ Date _____

Printed Name _____ Title _____

STUDENT STATEMENT

A 1-2 page summary explaining and supporting your eligibility with the following sub-headings and explanations (1000 words or less). Attach the statement to the student application form and return both to the college's co-op/ internship office **no later than 4 p.m., Friday, March 26, 2010.** (Please see application instructions for more detail.).

**2010 NJCEIA STUDENT OF THE YEAR AWARDS
EMPLOYER/SITE SPONSOR FORM**



NOMINEE INFORMATION

Student Name _____

Co-op/Internship Job Title _____

Dates of Co-op/Internship Experience _____

I hereby recommend the above student for consideration as a candidate for a **2010 New Jersey Cooperative Education and Internship Association (NJCEIA) Student of the Year Award.**

EMPLOYER INFORMATION

Company Name _____

Mailing Address _____

Your Name _____

Your Title _____

Phone _____ e-mail _____

EMPLOYER STATEMENT

Please prepare a 1-2 page statement in support of your student on company letterhead. Please include the following (1000 words or less):

- Student's work-related duties, quality of work including any examples of student's initiative, creativity, etc.
- Any published papers, presentations, or other formal presentations of their work
- Any awards or recognition from the organization or department
- The overall impact of the student on the department or organization and how this student compares with other co-op/intern students you have worked with in the past

EMPLOYER'S SIGNATURE: I acknowledge that the above information is correct, and I endorse this student for the NJCEIA STUDENT OF THE YEAR AWARD.

_____ Date _____

Please return this form and your attached support statement to the student or the student's co-op/ internship office no later than **4 p.m. Friday, March 26, 2010.**