COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION, INC.
Student Achievement Awards Instructions

Eligibility:
- Must be nominated by a member of CEIA.
- Nominated student must have been registered for one or more of their work terms between Sept. 1 of the previous year, and Aug. 31 of the nominating year.

Cooperative Education
- Nominated student must have completed at least two work terms or be enrolled in their second work term at the time of nomination.
- Nominated student must be enrolled in a four-year / five-year undergraduate degree program.
- Nominated student must be registered in a cooperative education program, meeting the traditional definition of multiple work terms.

Internship Program
- Nominated student must be enrolled in a four-year or five-year undergraduate degree program.
- Nominated student must be participating in an internship program that is recognized by the college or university, whether for academic credit or otherwise under the guidance of a faculty or staff member.

Two-year College/Program
- The student must have completed at least one term or semester of cooperative education or internship experience (paid or unpaid) in a two-year program.

Award:
- The recipient will receive a $500 cash award.
- The recipient will receive a recognition plaque.
- The recipient will be announced and profiled through a brief PowerPoint presentation at the CEIA National Conference.
- All nominated students will receive a letter of recognition.

Additional Information:
- We request that each institution or site sponsor nominate only one individual for each award.
- The awards committee reserves to right to determine award eligibility.
- If you have a question about eligibility, please contact the appropriate CEIA Vice President.

Nomination Packet Must Include:
- Application Form
- Student Résumé
- Student Statement
- College/University Support Statement
- Site Sponsor Support Statement

Student Statement:
Two-page, double-spaced, executive summary briefly discuss the following:
- How co-op experiences have impacted college and future career.
- Achievements, awards, honors and self initiative both on the job and in school.
• Contributions to the employer, school, and community.
• Any other pertinent information to support the nomination.
• Future career goals.

**College/University Support Statement:**
Two-page, double-spaced, executive summary briefly discuss the following:
• The student’s academic performance.
• Examples of the student’s initiative, creativity, or original work.
• Any recognition, honors or awards from the college/university or other organizations.
• Any leadership positions.
• The student’s involvement on campus and in the community.
• The student’s character.

**Site Sponsor/ Employer Support Statement:**
Two-page, double-spaced, executive summary briefly discuss the following:
• The student’s work-related duties, quantity of work, and quality of work.
• Examples of the student’s initiative or creative or original work.
• Examples of how the student was challenged during their co-op/internship assignment.
• Any published papers, presentations or other formal presentations of their work. (Do not include, just discuss)
• Any recognition or awards from the company.
• The student’s involvement in the community.
• The student’s involvement in improving the company co-op/internship program.
• The overall impact of this student on the department or company.
• Any other pertinent information to support the nomination.

**Process:**
**Deadline: November 15 - Completed nomination packet must be received by this date!**
• Early February: Winning student, college/university, and site sponsor notified.
• March/April: CEIA Conference and public announcement of winner.
• Judging will be completed by committee of internship/co-op professionals.
• Judges will be sent all nomination packets along with a score sheet and return form.
• Student receiving the highest rankings from the judges will be selected as “award recipient”.

**Nomination Packet Must Include:**
• Application Form
• Student Résumé
• Student Statement
• College/University Support Statement
• Site Sponsor Support Statement

**Nomination packet should be e-mailed to:**
• The Vice President of the Cooperative Education Network
• The Vice President of the Internship Network
• The Vice President of the Two-year College/Program Network

See: [http://www.ceiainc.org/awards](http://www.ceiainc.org/awards) for Vice Presidents’ contact information
Date:

Award Applying For:
 ___Cooperative Education
 ___Internship
 ___Two Year College/Program

Student Nominee Name:
Local Address:
Local Phone:
E-mail:
Permanent Address:
Permanent Phone:

University Nomination Contact Name:
College / University:
Address:
Email:
Phone Number:

Employer Nomination Contact Name:
Company Name / Division:
Address:
Email:
Phone Number:

Student Major:  Cumulative GPA:

Number of Co-op/Internship Terms Completed:

Please list the company name and dates of all work terms completed in reverse chronological order:

bullet Company Name: Dates of Work Term: / to /
bullet Company Name: Dates of Work Term: / to /
bullet Company Name: Dates of Work Term: / to /