

McMaster Engineering Co-op Student of the Year Award 2021

The Co-op Student of the Year Award recognizes outstanding students in the Engineering Co-operative Education program at McMaster University. This is an award that recognizes students' workplace and academic achievements, as well as contributions to McMaster and the greater community.

Benefits of Winning the Co-op Student of the Year Award:

1. Financial Prize
2. Recognition on the Engineering Co-op and Career Services (ECCS) website, and in other co-op communications and publications
3. Presentation of a certificate for your career portfolio
4. Nominating employer is mentioned in all promotions

Eligibility:

5. The candidate must be registered as a full-time McMaster University Engineering Co-op undergraduate and graduate student
6. The candidate must have completed at least one co-op work term during the 2021 calendar year
7. The candidate must be in good academic standing with the Faculty of Engineering.
8. The candidate must not have previously won the award.

Selection Criteria:

1. The Selection Committee will evaluate candidates on their impact to the three main stakeholders of co-operative education. Each criterion carries 1/3 of the overall score, out of 90.
2. (30 pts) Impact on employer
3. (30 pts) Impact on student (self)
4. (30 pts) Impact on institution

2 winners will be chosen annually from the Faculty of Engineering.

The nomination packages will be reviewed by a panel of judges (including co-operative education and Faculty of Engineering staff, faculty, and co-op student alumni) to determine the winner for each level.

Who can nominate a student for the award?

1. A candidate's co-op employer (direct supervisor or colleague) from a work term completed in Winter, Summer or Fall of 2021
2. A candidate can nominate him or herself. The candidate's work term co-op employer must support the nomination for the award.

Nomination Package:

The nomination package must include the items listed below:

1. **Completed Nomination form** signed by the student and employer
2. **Employer support form**

A supporting letter from the employer (two (2) pages maximum, 1 inch margins, minimum of 10 point font) answering the following:

1. Basic duties of the student during the work term (max 250 words)

2. Description of how the student made a significant contribution to the workplace. Include at least one example and indicate the impact to the organization (max 250 words). Examples could be cost savings, process/quality improvements, design/development innovations, improved customer service, significant research or other initiatives, impact on stakeholders, project completion, strategic goals, etc.
3. Did you give the student extra duties or opportunities because he/she performed above expectations? If so, please provide an example (max 250 words)
4. Any other comments that you think the awards committee should know? (max 250 words)

The employer letter must be written on company letterhead and signed by the same person nominating the student.

3. **Personal statement** from the student nominee (two (2) pages maximum, 1 inch margins, minimum of 10 point font), describing the student's experience and the impact of co-op on the student. The essay could include topics such as:
 1. Reasons why you participated in co-op and why you are happy you did;
 2. How co-operative education has enhanced your personal, academic, and career development;
 3. The impact your co-operative education experience has had on your understanding of your program of study;
 4. How co-operative education has improved your confidence as a developing professional and motivated you further
4. **Student's Contribution to Co-operative Education:** a letter from the student nominee (1 page maximum, 1 inch margins, minimum of 10 point font) describing how the student has impacted his/her educational institution or co-op at McMaster. This could include topics such as helping promote co-operative education to peers or academic units, helping other students with co-op issues or job search, serving as a co-op mentor or on the Co-op Student Advisory Council, creating new co-op opportunities for themselves or others, or using workplace learning or professional connections to enrich learning back on campus.
5. **Student Nominee's Resume** with co-op experiences clearly identified (2 pages maximum, 1 inch margins, minimum of 10 point font)
6. **Student Nominee's Bio** – 150 word student bio that will be used by ECCS to present nominees at the McMaster Co-op Student of the Year Reception, and may be submitted to CEWIL and EWO. The bio should highlight the work experience for which the student was nominated, and other contributions to the co-op community (For bio examples see: <https://www.cewilcanada.ca/awardsCSOTY.html> or <http://www.ewo.ca/site/student-of-the-year-award>).
7. **Nominee's photo**- jpeg file. This photo will be used by ECCS as your profile photo to accompany your Nominee Bio, and may be used on social media, in McMaster promotional marketing, and on the ECCS website and Engineering Co-op Facebook page. Preferable if photo is a headshot.

Conditions:

8. Students are limited to one nomination per year
9. The decision of the selection committee is final and may not be appealed
10. The student nominee must allow McMaster University to use his/her name, profile, and photograph for publication and promotional purposes

Deadline:

Completed Nomination Packages should be submitted to Elizabeth Clark at elclark@mcmaster.ca by **11:59pm (EST) on Wednesday, January 5th, 2022.**

2021 McMaster Engineering Co-op Student of the Year Nomination Form

Please complete all sections of this form including all required signatures. By signing this form all parties certify that the information provided is accurate and provides McMaster University with permission to use names and non-confidential information for promotional purposes. Any false information provided in a nomination may result in disqualification of the award.

Employer Information:

Company or Institution Name: _____

Nominator's Name: _____

Title / Department: _____

Mailing Address: _____

Work Phone: _____ Email: _____

Duration of work term (4, 8, 12 or 16 months): _____ Completion Date: _____

Work Term for which the student is nominated:

☐ Winter 2021 ☐ Summer 2021 ☐ Fall 2021

Required:

☐ I have permission to nominate or support the student below for the McMaster Engineering Co-op Student of the Year Award (2021), and McMaster University has my permission to use non-confidential information for promotional purposes.

Employer Signature: _____ Date: _____

Co-op Student Nominee Information:

Name (Last name, First name): _____ Student #: _____

Program: _____ Email: _____

Required:

☐ I grant McMaster University Engineering Co-op and Career Services permission to use any non confidential information in the nomination package for promotional purposes.

Student Signature: _____ Date: _____

2021 McMaster Engineering Co-op Student of the Year Nomination Form

Nomination Checklist:

1. Nomination form signed by both Employer and Student
2. A statement from your employer (2 pages max) on company letterhead and signed
3. A personal statement from the student nominee (2 pages max)
4. Contribution to Co-op Letter from the student nominee (1 page max)
5. A copy of the nominee's resume highlighting co-op experiences
6. Nominee's Bio (150 words)
7. Nominee's Photo
8. Unofficial copy of the nominee's transcript
9. Student's Portfolio (optional; 2 pages max)

All materials should be scanned into **one (1) PDF document** and titled by the Student's Surname, First Name, and Program. Example: Doe, Jane, Physics. Employers may opt to submit their supporting statement directly to McMaster if preferred.

Nomination materials must be received via email at elclark@mcmaster.ca by **Monday, January 5th, 2022 at 11:59pm EST.**