

Marjorie and Bill Springer Center for Excellence in Internships
Smith Career Center – Bradley University
2011 Outstanding Co-op/Intern of the Year Award
Application Instructions

Each winner of this award will be honored with:

- **\$200 monetary award**
- **Commemorative acknowledgement**
- **Name and picture displayed on plaque in Michel Student Center and Smith Career Center**
- **Name and picture in the *Scout***
- **Name and picture featured on the Smith Career Center website**
- **Recognition at an Employer Advisory Board meeting, Spring Job Fair, Co-op/Intern Advisory Board meeting, and/or other Smith Career Center activities.** (Winners will be *required* to attend and speak at some of the above functions during spring 2012.)
- **Recognition within your college.** (Type of recognition will vary with each college.)

One award will be granted per college. The Smith Career Center reserves the right not to select an award winner, if the nominees do not meet the requirements. Past award winners are not eligible.

Please follow these instructions carefully, if you wish to be considered for the award.

- EACH NOMINEE MUST HAVE COMPLETED THE CO-OP/INTERNSHIP ASSIGNMENT DURING 2011.**
- ONLY CONTINUING STUDENTS ENROLLED IN THE SPRING 2012 SEMESTER ARE ELIGIBLE TO APPLY.**
(*STUDENTS MUST BE PRESENT ON BRADLEY CAMPUS DURING THE SPRING 2012 SEMESTER.)

I. To be eligible for this award, you must have:

- **registered** your co-op/internship with the Smith Career Center and completed the work assignment during the *January Interim 2011, Spring 2011, Summer 2011, or Fall 2011* session. Applicant must also be a continuing Bradley student for Spring 2012.
- **earned** a final grade of “Pass” or “Satisfactory.” (Grade of incomplete does not qualify.)
- **completed and submitted** all Cooperative Education & Internship paperwork normally required to complete your co-op/intern course, including:
 - Cooperative Education & Internship Student Agreement, Parts 1 & 2
 - Cooperative Education & Internship Student Pre-Evaluation
 - Cooperative Education & Internship Goals Statement, completed with your Co-op/internship site supervisor within the first two weeks of your Co-op/internship
 - Cooperative Education & Internship Final Evaluation Packet (green report)
 - Part 1: Student Final Evaluation
 - Part 2: Reflection Paper / Final Essay
 - Cooperative Education & Internship Student Performance Evaluation, completed by your Site Supervisor

NOTE: **If you are a Fall 2011 Co-op/Intern, please note that your final report is due by 5:00 pm on November 28, 2011. Additional materials required for the award application are due by 5:00 pm on Wednesday, January 4, 2012, to Dawn Koeltzow in the Smith Career Center. See next page for a list of application materials.

II. To apply for this award, you must complete and submit an award application package by **5:00 pm on Wednesday, January 4, 2012** to Dawn Koeltzow, Award Selection Committee, Smith Career Center (Burgess Hall, First Floor). If you are mailing your application materials, they need to be postmarked no later than January 4, 2012, and sent to: Dawn Koeltzow, Smith Career Center, Bradley University, 1501 W. Bradley Ave., Peoria, IL 61625.

Your application package should include the following:

- **Application Form** for the Outstanding Co-op/Intern of the Year Award
- **Letter of Application** (1-3 page letter addressed to the Award Selection Committee, describing why you are the best candidate to receive the award.)
- **Reflection Paper / Final Essay** (This is the paper that you submitted to your Co-op/Intern Faculty Advisor or SCC Career Advisor at the end of your co-op/internship assignment. The Award Selection Committee can use the same essay that was already submitted, or you can edit your document and send in a new one.)
- **Employer Letter** (Letter written by your co-op/internship site supervisor letting us know why you would be an excellent candidate for the award. Letter can be submitted with your application materials or sent directly to Dawn Koeltzow in the Smith Career Center, dkoeltzow@bradley.edu.)
- **Supporting Materials** (Suggested items may include your résumé, sample of work/project, Power Point presentation, portfolio, or art work, etc.)

III. Award Applications will be judged based on the following criteria:

Application Materials

- Content of student Letter of Application and Reflection Paper / Final Essay
- Quality of student materials (consider neatness, grammar, punctuation, format, degree of error, etc.)
- Supporting Materials (creativity, relevance)
- Strength of employer nomination
- Overall impression of application materials

Co-op/Internship Experience

- Relevance to major/career interest of student
- Quality of work experience (e.g. learning opportunities, work environment, training, job responsibilities.
- Overall impression of internship experience

Intern's Accomplishments

- Progress toward achieving goals (compared to Goals Statement submitted for the assignment)
- Accomplishments (degree of responsibility, contribution to job, achievement of personal and professional growth, work performance, etc.)
- Overall impression of student (professionalism, academic achievement, campus involvement, etc.)

Questions? Please contact Dawn Koeltzow in the Smith Career Center, 309.677.2510.