
2018 Outstanding Co-op/Intern of the Year Award Application Instructions

Each winner of this award will be honored with:

- \$500 monetary award
- Commemorative acknowledgement
- Name and picture displayed in 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, 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 2019.)
- 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 2018.
- Only continuing students enrolled in the Spring 2019 semester are eligible to apply. (Students must be present on Bradley's campus during the Spring 2019 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 2018, Spring 2018, Summer 2018, or Fall 2018* session. Applicant must also be a continuing Bradley student for *Spring 2019*.
- earned** a final grade of "Pass" or "Satisfactory." (Grade of incomplete does not qualify.)

NOTE: If you are a *Fall 2018* Co-op/Intern, your final report is due by 5:00 p.m. on November 30, 2018. Additional award application materials are due by 5:00 pm on Friday, January 4, 2019.

II. To apply for this award, you must complete and submit an award application package by 5:00 p.m. on Friday, January 4, 2019 to David Schwartz, 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, 2019, and sent to: David Schwartz, 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 the Smith Career Center 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.
- Supporting Materials:** Submit at least one additional document in support of your application. Suggested items may include nomination letter from your employer*, your résumé, sample of work/project, Power Point presentation, portfolio, or artwork, etc.
* 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 David Schwartz in the Smith Career Center, dschwartz@bradley.edu.

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)
- 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 the Smith Career Center at (309) 677-2510 or email dschwartz@bradley.edu.



2018 Outstanding Co-op/Intern of the Year Award
Application Form

The purpose of the 2018 Outstanding Co-op/Intern of the Year Award is to recognize one Co-op/Intern from each college for an exceptional Co-op/Internship experience completed during 2018.

The successful nominee must have exemplified an outstanding work ethic throughout their Co-op/Internship session allowing them to gain valuable career-related experience. The intern would have made a valuable contribution to the employer leaving a positive impression that will foster additional Co-op/Internships for future Bradley University students.

- Each nominee must have completed the Co-op/Intern assignment during 2018.
- Only continuing students enrolled in the spring 2019 semester are eligible to apply. (**Students must be present on Bradley's campus during the spring 2019 semester.**)
- Candidates must have registered their internship with the Smith Career Center.
- See the attached instructions for the complete list of necessary application materials.

Name _____ Date _____ BU ID # _____

College _____ Major _____ Overall GPA _____

Perm. Mailing Address _____

Local Mailing Address _____

Perm. Home Phone # _____ Cell Phone # _____

E-Mail Address _____

Name of Employer _____

Address of Employer _____

Name of Site Supervisor _____ Title of Site Supervisor _____

Email for Site Supervisor _____

Application materials submitted are for the Co-op/Internship assignment completed during:

January Interim 2018 Spring 2018 Summer 2018 Fall 2018

Anticipated Graduation Date _____

Submit application packet by 5:00 p.m. on January 4, 2019, to the Smith Career Center.

See the attached instruction sheet for details.