



# Outstanding Intern of the Year Award

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## ***Why apply?***

- \$500 monetary award
- Networking opportunities and resume builder
- Name and picture displayed in Smith Career Center, the Smith Career Center website, TV monitors and bulletin boards across campus
- Recognition at a Smith Career Center Employer Advisory Board meeting and within your college (varies by college)

## ***Am I eligible?***

You must have:

- Registered your experience with the Smith Career Center in an undergraduate internship/co-op course and completed the work assignment during the January Interim 2025, Spring 2025, Summer 2025, or Fall 2025 semesters
- Earned a final grade of "Pass" or "Satisfactory"
- Registered as a student for Spring 2026 and able to participate on-campus throughout the term
- Not received this award in the past

## ***Are there other things I should know about this award?***

- 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
- You may be asked to represent your college and the Smith Career Center at some events

## ***What do I need to include?***

*\*Each item listed below must be submitted for your application to be considered.*

- ☐ **Application Form** (attached)
- ☐ **Letter of Candidacy:** A letter (500 -1,000 words) addressed to the Award Selection Committee, describing why you are the best candidate from your college to receive the award.
- ☐ **Resume:** Your current resume version which includes the experience listed on your Application Form.
- ☐ **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 (1)* additional document in support of your application. Suggested items may include: nomination letter from your employer or site supervisor (letting us know why you would be an excellent candidate for the award), sample of work/project, PowerPoint presentation, portfolio, artwork, etc.

## ***When is my application due?***

Applications are due by 12:00 p.m. Wednesday, January 7, 2026.

Please submit electronically (PDF preferred) to Jean Berry at [jlberry@bradley.edu](mailto:jlberry@bradley.edu)



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## ***How will my application be judged?***

*Applications will be judged based on the following criteria:*

### *Application Materials*

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

### *Your Co-op/Internship Experience*

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

### *Your Growth and Development*

- Progress toward achieving your goals (as compared to goals 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.)

## ***What if I have questions?***

Please contact the Smith Career Center at (309) 677-2510 or email [jlberry@bradley.edu](mailto:jlberry@bradley.edu)



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## 2025 Application Form

The purpose of the 2025 Outstanding Intern of the Year Award is to recognize one Co-op/Intern from each Bradley University college for an exceptional cooperative/internship experience completed during 2025.

The successful applicant will have:

- gained a deep understanding of the value of experiential learning as it relates to classroom learning
- demonstrated an outstanding work ethic throughout their Co-op/Internship session allowing them to gain valuable career-related experience
- made a valuable contribution to the employer leaving a positive impression that will foster additional cooperative/internship experiences for future Bradley University students

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 of Site Supervisor \_\_\_\_\_

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

January Interim 2025 ☐

Spring 2025 ☐

Summer 2025 ☐

Fall 2025 ☐

Anticipated Graduation Date \_\_\_\_\_