



ACE-WIL CO-OP/WIL INDUSTRY PARTNER OF THE YEAR AWARDS – 2024

Nomination Guidelines

This Award recognizes those ACE-WIL industry partners that have demonstrated a strong commitment to co-operative education and other forms of work-integrated learning, through the support and hiring of co-op/WIL students and/or have shown a high level of overall support of our association through specific partnerships. Each Industry Partner of the Year will be recognized with a plaque, gift and letter of appreciation.

ACE-WIL member institutions are encouraged to nominate work-integrated learning industry partners; **ONE Co-op Industry Partner and/or One WIL Industry Partner in other forms of work-integrated learning, with the approval of the industry partner(s) involved. All nomination materials become the property of ACE-WIL to be used in promoting co-operative education and other forms of work-integrated learning.**

ELIGIBILITY:

Any ACE-WIL member in good standing may nominate an industry partner for this recognition. The nominated industry partners are reviewed and considered by the ACE-WIL Awards Committee based on their contributions within the past calendar year (2024).

SELECTION CRITERIA:

- A. Significant involvement with or outstanding contributions to projects or initiatives that benefit co-op/WIL provincially (i.e., research, sponsorship, advisory committee participation, etc.):
- B. Consistent record of hiring or otherwise engaging with co-op/WIL students and providing them with high-quality learning opportunities
- C. Provided student(s) with a designated mentor, additional training opportunities, professional development and critical work-place challenges:
- D. Created additional value by allowing student to expand their original job/project description to match their career goals or professional interests:
- E. Allowed students to attend decision-making meetings or become involved in challenging projects or assignments beyond the scope of the original job posting or project outline:
- F. Provided an above-average opportunity for the student to gain skills, experiences and leadership that would surpass a typical co-op/WIL opportunity:
- G. Attended or supported on-campus events, including career fairs, information sessions, interview clinics, networking events, poster or debriefing sessions, etc.

EVALUATION CRITERIA:

The ACE-WIL Awards Committee will use the criteria listed below to evaluate nominees. Nominees are scored initially on a scale of 50 and the value of each criterion is indicated in each of the five statements below. Subsequent review within the committee of the merits of top candidates (based on initial scores) helps to determine the overall winner.

1. **Contribution to Co-operative Education and or Work Integrated Learning** – 15 points
 - supporting on-campus events, either financially or with in-kind support, attending information sessions, career fairs, interview clinics, networking events, guest speakers, speaker panels, attending poster or debriefing sessions
2. **Quality of the experience** – 10 points
 - link with education, depth of work experience, level of responsibility, access to challenging projects or assignments, etc.
3. **Provision for a professional growth experience – career, competency and/or academic development** – 10 points
 - professional development, memberships or participation in professional associations, etc.
4. **Mentoring relationship provided to the student during the work term** – 10 points
 - providing networking and informational interview opportunities with other professionals, providing career development advice and guidance, etc.

One (1) complete PDF electronic nomination package must be RECEIVED by 9:00am, Monday, February 24, 2025, via info@acewilbc.ca



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5. **Evaluator assessment** and recognition of additional qualities of nominee – 5 points
 - highlight additional qualities or activities that further demonstrate commitment and excellence as a co-op/WIL industry partner.

NOMINATIONS:

Nomination packages **MUST** be one (1) PDF electronic document of the following items presented in the order below:

1. Nomination form including industry partner and nominator's signature
2. Nominator/institution's letter of support on letterhead, signed by the same person noted on the nomination form, (one (1) typewritten letter, two (2) pages maximum)
3. Optional: Student testimonials (two (2) pages maximum)

Guidelines for the content and for material of the nomination items listed above are outlined in the Nomination Material Guidelines. We strongly advise all co-op/WIL practitioners to read and follow the guidelines presented. Only those nomination packages that meet the guidelines will be forwarded to the selection committee.

Incomplete or improperly prepared nominations will be disqualified by the ACE-WIL Awards Committee.

NOMINATION MATERIAL GUIDELINES:

The guidelines presented below are provided to assist in the preparation of the nomination package. Nominators are advised to adhere to the guidelines stipulated. Packages that do not meet the guidelines will be removed from consideration.

Nominator: Institution Letter of Support

Submit one (1) typewritten letter of support, upholding your industry partner nominee and that addresses your students' and your own outstanding experience with this employer. Provided below is the scoring criteria for the awards. Consider including student testimonials. Submit the letter of support on institution letterhead (2 pages maximum, 1-inch margins, 10-point font min.). Where possible be specific with your examples. Please include your signature at the bottom of the letter.

Consider the following when preparing your institution letter of support:

- How did this industry partner contribute to co-op/WIL (i.e., supporting on-campus events, either financially or with in-kind support, attending information sessions, career fairs, interview clinics, networking events, guest speakers, speaker panels, attending poster or debriefing sessions, etc.)?
- How has the industry partner enhanced opportunities for the student's professional growth (i.e., career and competency development)?
- Can you describe the work experience provided by the industry partner and how it exceeded your students' and your own expectations in comparison to other industry partners?
- How does this industry partner foster exceptional experiences for co-op/WIL students?
- What mentoring relationships were provided to students during their co-op/WIL experiences? Describe any additional intangible qualities of this employer, if any.
- Has this industry partner worked with your institution in a co-op/WIL capacity for several years, or is this a new partnership that you anticipate nurturing? Discuss your relationship history or, if this is a new partner, describe how this relationship started, and your intentions for future engagement.

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NOMINATION FORM:

Please complete all sections of this nomination form including signatures. By signing this form all parties certify that the information provided is accurate. Any false information provided in a nomination may result in disqualification or retraction of the award.

Institution Name: _____

Name: _____

Title / Department: _____

Mailing Address: _____

Work Phone: _____

E-mail: _____

I received permission to nominate the industry partner below for the ACE-WIL Co-op Industry Partner of the Year Award (2024) and ACE-WIL has my permission to use non-confidential information for promotional purposes.

Signature

Date

Institution/Industry Information

Company / Organization Name: _____

Employer's Name: _____

Title / Department: _____

Mailing Address: _____

Work Phone: _____

E-mail: _____

I have given permission to be nominated for the ACE-WIL Co-op Industry Partner of the Year Award (2024) and to allow ACE-WIL to use non-confidential materials for promotional purposes.

Signature

Date

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Please check your nomination package to ensure that all required materials are included and that they follow the prescribed order as below:

- Nomination Form** – ACE-WIL Institution Member, and co-op/WIL Industry Partner Nominee typewritten information included, dated and signed. (Information must be legible)
- ACE-WIL Institution Letter of Support** – 2 pages maximum, 1-inch margins, 10-point font on the institution's letterhead with signature (nominator must be a member in good standing of ACE-WIL and the signature must match the person stated on the nomination form).
- Student Testimonial(s)** (optional, two (2) pages maximum)
- Co-op/WIL Industry Partner** hired a Co-op student or;
- Co-op/WIL Industry Partner** hired a student in another form of work-integrated in; Community & Industry Research, Apprenticeship, Entrepreneurship, Field Placement, Internships, Mandatory Professional Practicum/ Clinical Placement, Service Learning, Work Experience.
- Save Format** must be scanned as ONE .pdf document and titled by the Industry Partner's Surname, First Name, Organization and Award (IPOTY). Example: Brooks Samantha-ABC Widgets Corporation IPOTY.pdf

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