Pennsylvania Association of Colleges and Employers
The JoAnne Day Student of the Year Awards

PennACE would like to recognize the achievements and contributions made by undergraduate students enrolled at member institutions who have completed an internship or co-op assignment. The JoAnne Day Student of the Year Awards was created for this purpose in honor of a career development professional. There are **four** categories, each awarding $500.

AWARD CATEGORIES:

Select the category that best represents the nature of your internship/co-op; *not* the employer's industry.

Undergraduate students in a baccalaureate degree program may select one of the following three categories:

- **Technical Award**: Students must have completed an internship or co-op assignment that is related to (or similar to): engineering, computer science/information technology, sciences or research
- **Liberal Arts Award**: Students must have completed an internship or co-op assignment that is related to: educational services, social science/service, humanities or human services, government, communication, arts, entertainment
- **Business Award**: Students must have completed an internship or co-op assignment that is related to: business, marketing, management, accounting, business development or strategy, finance

Undergraduate students in an associate degree program who have completed an internship or co-op assignment in any category (Technical, Liberal Arts, or Business) are eligible for the **Associates Degree Award**.

If you are unsure of which category best fits your experience, contact the Committee Chairperson

ELIGIBILITY REQUIREMENTS:

- Students must be currently enrolled or a current year graduate of a post-secondary institution in Pennsylvania that has a current PennACE membership.
- Each student may only be nominated for one category. However, multiple submissions may be made by employers or schools (i.e.: ABC University may nominate multiple students for any category; XYZ company may nominate more than one of their interns).
- Students must have completed their internship/co-op during the academic year (including the summer semester/term) in which the award is given. For the 2013 awards, nominees must have completed their assignments during Fall 2012, Spring 2013, and/or Summer 2013. Nominees must have worked at their assignment a minimum of 120 hours.
- Students do not need to have obtained academic credit for their internship/co-op to be eligible for nomination.
- Students doing an internship on their own campus are eligible to apply, however, there must be an employer support letter and a university support letter from two different persons. Each statement must follow the instructions below; it should be clearly stated which is the employer support letter and which is the university support letter.

SELECTION PROCESS:

All nomination packets will be reviewed and evaluated by the selection committee. The 2013 award recipients will be announced in December and officially recognized at the spring 2014 PennACE Conference.

APPLICATION PROCESS:

Nomination packets **must** be submitted **in full** by the last Friday in October (10/25/2013) to the Student of the Year Award Committee Chairperson:

Gwen Miller
Associate Director, Career Services
Lebanon Valley College
101 N. College Ave., Annville, PA 17003
gmiller@lvc.edu; 717-867-6381

See Reverse Side for Nomination Packet Requirements

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NOMINATION PACKET REQUIREMENTS:

_____ Completed and signed nomination form

_____ Current student resume. Students are encouraged to have their resume reviewed by their career center. ***Do not include GPA on resume***. (If honor societies or awards are included, student still should not refer to a corresponding GPA.)

Three support statements:

_____ 1. **Student Statement** – Students must provide a typed, double-spaced statement of their internship experience that is no more than two pages in length.
Address the following topics:
- Where and when the internship/co-op occurred with a brief description of the site
- Projects that you worked on (alone or in a team)
- Skills and/or abilities attained or further developed as a result of your experience
- How the internship/co-op is connected to your academic experience
- How it has influenced your college and future career plans or goals.
- Be sure to note any honors or recognitions relevant to the internship/co-op, and/or contributions and achievements to the employer, your school, or the community.

_____ 2. **Employer Support Statement**: Your internship/co-op employer must write a typed, double-spaced support statement (no more than two pages in length) to be submitted ***on company letterhead.***
The following topics should be addressed:
- Students work related duties and projects along with quantity and quality of work
- Examples of the student's initiative, and/or creative, original work
- Examples of how the student was challenged
- Reflection on the overall impact that the student had on the department or organization
- Be sure to note any published work or presentations made by the student and/or any recognition or awards given to the student by the organization.

_____ 3. **College/University Support Statement**: The student must obtain a college/university support statement from a faculty member or administrator from his or her campus. Statement must be no more than two pages in length, typed, and double-spaced; ***must be on school/institution letterhead***.
The following topics should be addressed:
- Students involvement in or contributions to the campus and/or the community
- Student's character
- Student's academic performance (this must be addressed in general terms only – ***do not refer to GPA***)
- In addition, this statement should address how the student's internship/co-op experience contributed to his/her academic experience, even if the assignment was not completed for academic credit.

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Nomination Form

STUDENT INFORMATION

NAME: _____

COLLEGE/UNIVERSITY: _____

MAJOR: _____ GRADUATION DATE: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

INTERNSHIP/CO-OP POSITION TITLE: _____

DATES OF EMPLOYMENT (MONTH/YEAR & START/END DATES): _____

SELECT ONE: *This **award category** is self-selected based on the nature of your internship/co-op position.*			
☐ TECHNICAL CO-OP/INTERN	☐ LIBERAL ARTS CO-OP/INTERN	☐ BUSINESS CO-OP/INTERN	☐ ASSOCIATE DEGREE CO-OP/INTERN

EMPLOYER/SITE SUPERVISOR INFORMATION CHECK HERE IF YOU ARE THE NOMINATING PARTY ☐

SUPERVISOR: _____ TITLE: _____

EMPLOYER/ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

COLLEGE/UNIVERSITY INFORMATION CHECK HERE IF YOU ARE THE NOMINATING PARTY ☐

TITLE: _____ DEPARTMENT:_____

RELATIONSHIP TO STUDENT (FACULTY/ADVISOR/etc.):_____

COLLEGE/UNIVERSITY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____

STUDENT VERIFICATION:

I acknowledge that the above information is correct and that all required materials are included in this packet.

_____ _____

Student Signature Date