



Outstanding Intern of the Year Award

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 and within your college (varies by college)

Am I eligible?

You must have:

- Registered your co-op/internship with the Smith Career Center and completed the work assignment during the January Interim 2023, Spring 2023, Summer 2023, or Fall 2023 semesters
- Earned a final grade of “Pass” or “Satisfactory”
- Registered as a student for Spring 2024 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?

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. Monday, January 8, 2024.

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



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



Outstanding Intern of the Year Award

2023 Application Form

The purpose of the 2023 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 2023.

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 2023

Spring 2023

Summer 2023

Fall 2023

Anticipated Graduation Date _____