The Center for Career Development is accepting nominations for the University of Connecticut’s 2014 Intern of the Year Award. This award is granted to interns who are recognized by both their internship organization and the University of Connecticut for displaying exceptional qualities and making significant contributions during their interning term. Depending on the quality and quantity of applicants, there may be multiple winners for different academic areas, leading up to one 2014 UConn Intern of the Year. Nominations may be initiated by the student intern, the UConn Internship Coordinator from the academic department/faculty member, or the employer; all three must be submitted by the deadline (hard copy, fax, or email) for a complete nomination package.

A Judges Rating Form is included in this packet of information and is strongly encouraged to be followed by all participants involved in the award submission, for best consideration.

Questions may be directed to Beth S Settje, Associate Director, 860-486-3013 or internships@uconn.edu.

Nominee Criterion:

- Completed all hours and requirements of the internship as defined by the employer and the department overseeing the internship; the internship must have lasted a minimum of ten weeks between 9/1/13 and 8/31/14 during student’s sophomore, junior, or senior year at UConn.

- Student must currently be in, or have graduated with, good standing with the University.

- Leadership: Have demonstrated leadership ability and taken initiative in the internship to go above and beyond position requirements.

- Service/Activities: Have participated in community and campus involvement.

- Academic achievement: Submit a transcript with a cumulative GPA of at least 2.5 /4.0.

- Essay: Student nominees are to write an approximately 600 word/maximum two-page essay on why they believe that they have gone above and beyond their responsibilities and contributed to the betterment of the organization where they interned. The students should include projects they were involved in, how they learned from their experience, and how the internship may have influenced their career goals. Nominees may include information about other campus and community involvement if it is related to the internship. See the Judges Rating Form for specifics, and use as a guide for statement.

- References: Applicants are to acquire two letters of recommendation: the first from the UConn faculty or staff member who was affiliated with the student’s internship experience, and a second from the student’s internship supervisor/employer. Use the Judges Rating Form as a guide for the statement.

Nomination deadline: Completed nomination forms may be delivered to the Center for Career Development, WCB 201, no later than Monday, November 3, 2014, 4 PM.

Depending on submission numbers, candidates from each of the following schools may be recognized as semi-finalists: Agriculture, Health & Natural Resources, Business, Education, Engineering, Liberal Arts and Sciences, Fine Arts, and Nursing. One finalist will be selected from this pool of semi-finalists to be submitted to represent the University for the Cooperative Education & Internship Association (CEIA) 2014 National Intern of the Year Award, to be granted in March 2015, in Atlanta, GA at the organization’s national conference.
The University of Connecticut's 2014 Intern of the Year Award

Cover Sheet and Checklist

Name: ________________________________________________________________
Local Address: _________________________________________________________
Local Phone: __________________________________________________________
Email: ________________________________________________________________
Permanent Address: ____________________________________________________
Permanent Phone: _______________________________________________________  
Major (if applicable): ____________________________________________________

The following items are attached:

☐ Transcript, must clearly acknowledge the GPA is over a 2.5/4.0
☐ Student Essay – follow criteria, no more than 600 word/two pages
☐ Critiqued Résumé, that contains the internship on it
☐ Faculty/Staff Reference – the cover sheet and letter of recommendation
☐ Employer Reference – the cover sheet and letter of recommendation
☐ Dates of Work Term: / to /

Submit this completed form and all attachments to the Center for Career Development, Wilbur Cross 202. Students are HIGHLY encouraged to have their résumés critiqued at the Center for Career Development prior to submission.

Only complete applications will be considered. Students will be notified of their status prior to the end of the fall semester.

Due November 3, 2014 to the Center for Career Development, WCB 202
The University of Connecticut’s 2014
Intern of the Year Award
Nomination form: UConn Faculty/Staff

Nominee’s name: ____________________________________________

Internship organization name: __________________________________

In a maximum of two pages, please explain why this student deserves to be recognized as The University of Connecticut’s Intern of the Year. Include how you have come to know the student and how to your knowledge, he/she is deserving of this award. Include details of the student’s academic performance, examples of his/her initiative as an individual, and any recognition the student has received from the University of Connecticut or any other organizations. Also explain how this student displays leadership qualities, involvement on campus and in the community, as well as his/her individual character. Applicants will be rated based upon their recommendations, so please describe the content of the internship and the applicant’s eligibility thoroughly. See the Judges Rating Form for specifics, and use as a guide for writing the letter.

Submitted by: ____________________________ Date: ______________
Title: ____________________________ Department: ____________
Email: ____________________________ Telephone: ____________

Nominator’s signature: ____________________________

Attach this form to the recommendation letter. Completed applications, reference letters and nomination forms are due by November 1st. It is up to you if you would like the nominee to read your letter.

Either give the student back the nomination form and your letter to add to his/her application packet or fax or email your letter directly to the Center for Career Development at 860-486-6450 or internships@uconn.edu. Please be sure to put “Intern of the Year and the student’s last name” in the subject line.

Questions? Contact Beth Settje, Associate Director, via the internship email address above or call 860-486-3013.
Nominee’s name: ____________________________________________

Internship organization name/division: ______________________________

In a maximum of two pages, please explain why this student deserves to be recognized as The University of Connecticut’s Intern of the Year. Include information about his/her day-to-day duties as an intern, the quantity of work given, as well as the quality of work produced. Please give examples of the student’s initiative and creativity in his/her work, as well as examples of any exceptional presentations or papers he/she produced as an intern. Outline any professional growth you observed. Explain any recognition or awards the student may have received from the organization. Most importantly, explain how the student may have contributed to the betterment of the organization, and the overall impact the intern had upon your organization. Applicants will be rated based on their recommendations, so please describe the content of the internship and the applicant’s eligibility thoroughly. See the Judges Rating Form for specifics, and use as a guide for writing the recommendation letter.

Submitted by: ____________________________________________ Date: ______________

Title: ______________________________________________________

Address: ___________________________________________________________________

Email: ____________________________ Phone: ______________

Nominator’s signature: ________________________________________________

Attach this form to the recommendation letter. Completed applications, reference letters and nomination forms are due by November 3rd. It is up to you if you would like the nominee to read your letter.

Either give the student back the nomination form and your letter to add to his/her application packet or fax or email your letter directly to the Center for Career Development at 860-486-6450 or internships@uconn.edu. Please be sure to put “Intern of the Year and the student’s last name” in the subject line.

Questions? Contact Beth Settje, Associate Director, via the internship email address above or call 860-486-3013.
The University of Connecticut of Connecticut
Intern of the Year Award
Judges Rating Form

Student’s Name: ____________________________________________

Major & College/School: ____________________________________________

Points Awarded
(Circle the appropriate number)
0 – No, 1 – Yes
0 – Not Completed, 1 – Poor, 2 – Fair, 3 – Good, 4 – Excellent

Application Form
Completely filled out and signed ____________________________ 0   1

Student Résumé
Formatted well and maintains a professional appearance 0   1
Includes no spelling or grammatical errors (circle 0 if there are errors/1 if none) 0   1
Demonstrated Leadership 0   1
Described the co-op or internship position/experience w/nominating employer 0   1   2   3   4
Included well developed and relevant content 0   1   2   3   4

Student Statement
Maintained two page limit ____________________________ 0   1

Included an Introduction – where/when the opportunity took place; snapshot of the employer 0   1   2   3   4
Described Projects – what projects did the student work on alone and/or in a team-oriented setting? 0   1   2   3   4
Highlighted Student Learning – what new skills, abilities, and understanding did the student attain?
How is reflection evident? 0   1   2   3   4
Identified Future Plans – What are the student’s future plans? How has the opportunity influenced the student’s future plans or goals? 0   1   2   3   4

College/University Support Statement:
Maintained two page limit ____________________________ 0   1

Included recognition, honors, or awards from the college/university or other organization 0   1
Acknowledged examples of the student’s initiative, creativity, or original work 0   1   2   3   4
Noted student’s involvement on campus and/or in the community 0   1   2   3   4
Incorporated student’s commitment to work integrated learning 0   1   2   3   4
Provided examples of student’s character 0   1   2   3   4

Employer Support Statement:
Maintained two page limit ____________________________ 0   1

Addressed student’s work-related duties 0   1   2   3   4
Identified student’s work ethic 0   1   2   3   4
Included examples of the student’s initiative, creativity, and/or original work 0   1   2   3   4
Clearly highlighted student’s communication skills (Oral and Written) 0   1   2   3   4
Indicated the overall impact of this student on the department or organization 0   1   2   3   4

This is a copy of what will be used to rate the student’s application. Please use as a guide for the résumé and supporting statements. Do not complete it yourself or submit with the nomination packet.

Updated Fall 2014