

# **The Laurier Alumni Co-op Employer of Excellence Award**

## **Terms of Reference**

The Laurier Alumni Co-op Employer of Excellence Award recognizes an alumnus/a who has made an outstanding contribution to Laurier's Co-operative Education program by:

- Being a consistent and longstanding employer of Laurier students;
- Providing outstanding support, training, and mentorship to Laurier co-op students ensuring the best possible co-op experience;
- Demonstrating broad-based interest in and support of co-op education at Laurier.

It is presented jointly by Laurier Co-op and the Office of Development & Alumni Relations.

### **Terms**

- May be awarded annually
- Recipient must be an alumnus/a of the University

### **Process**

- The award will be promoted and nominations will be sought on the Co-op website and through ongoing communication with co-op students and the employer community. In addition, a variety of internal and external communications methods will be used to reach a broad audience.
- A written submission will be required by Friday, June 11, 2010, outlining the nominee's qualifications based on the criteria outlined in the Terms of Reference.
- Nominations will be forwarded to Laurier's Co-op Marketing Manager who will co-ordinate the award nomination process.
- Nominations will be reviewed by a selection committee comprised of: Associate Director, Co-op Education; Director, Co-operative Education & Career Development; Vice-President: Development & Alumni Relations; and Director, Alumni Relations.
- The award recipient will be recognized with a plaque and the award will be announced through a press release made available to internal and external audiences. The selection committee will establish how the award is to be presented on an annual basis.
- The terms of the award will be reviewed annually by the selection committee.

March 11, 2010



## The Laurier Alumni Co-op Employer of Excellence Award

Presented jointly by Laurier Co-op and

The Office of Development & Alumni Relations

Nomination

### Nominee Information:

Alumnus/a:	
Organization:	

### Nominated by:

Name:	
(please circle) <b>Student</b> <b>Alumnus/a</b> <b>Employer</b> <b>Other</b> _____	
Address:	
Phone:	
Email:	

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Please outline the nominee's qualifications based on the criteria outlined above (you are welcome to include additional pages).

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Any supporting documents attached? (please circle)	Yes    No
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Please submit your nomination to Laurie Lahn, Marketing Manager, Laurier Co-op by June 11, 2010.

Mail: Wilfrid Laurier University, 75 University Avenue West, Waterloo, Ontario, N2L 3C5

Email: [llahn@wlu.ca](mailto:llahn@wlu.ca)

Fax: (519) 884-8829