



To: Internship Site Supervisors/Employers

From: Marie Harrell, Internship Manager, Job Resource Center
Pamela Payne, Director, Job Resource Center

Re: Moraine Valley Community College Intern of the Year Award 2010

Date: January 29, 2010

We are very pleased to announce that nominations are now being accepted for the 2010 Moraine Valley Community College “Intern of the Year” Award!

Our 2009 award recipient, Krystal McPherson, who worked at Cintas as a Research Specialist Intern, was also the recipient of the 2009 Cooperative Education and Internship Association Two-Year College Student Achievement Award. Many interns from Moraine Valley have excelled in their internships, impressing everyone around them. So, once again, we are offering you the opportunity to honor the outstanding achievements and contributions by your Moraine Valley intern to their internship site. Please review and complete the enclosed form to nominate your intern!

The 2010 Intern of the Year will be announced at the 4th *Annual Intern and Employer Meeting and Awards Ceremony* on Tuesday, May 4, 2010. All students nominated will be recognized and receive a certificate of appreciation for his or her contributions. Invitations to internship employers and interns for the May 4th meeting will be mailed by the end of March.

In addition, the Intern of the Year award recipient from Moraine Valley will be considered as the nominee for the Cooperative Education and Internship Association Two-Year College Student Achievement Award. For more information on this award, please visit their website, <http://www.ceiainc.org/awards/twoyear.htm>.

I encourage you to consider nominating a MVCC intern who you feel has demonstrated excellent work habits and is a worthy representative of the MVCC community. Completed nomination materials should be returned to Marie Harrell, Internship Manager, no later than Friday, March 19, 2010 by fax or mail. The fax number is 708-974-1373; mailing address is MVCC, Job Resource Center, 9000 West College Parkway, RoomS-202, Palos Hills, IL 60465. All nominee information will be held in the strictest confidence.

Thank you in advance for your support of this award program to honor our interns.

MVCC INTERN OF THE YEAR AWARD



EMPLOYER NOMINATION FORM

**To be completed by the supervisor and/or employer and returned to the
Job Resource Center, Attn: Marie Harrell, 9000 West College Parkway, S-202
Palos Hills, IL 60465 by Friday, March 19, 2010**

Please print or type your responses below

Intern Name: _____

Mailing Address: _____

Phone: _____

E-Mail: _____

Dates of Intern Experience: _____

Internship Title: _____

Company Name: _____

Internship Site Supervisor: _____

Name of Nominator: _____

Title: _____

Department: _____

Phone: _____

Email: _____

Please turn over to respond to Part I and Part II

MVCC INTERN OF THE YEAR AWARD

Employer Nomination Form

Please print or type your responses below for both parts

Nominated Intern's Name _____

PART I

Please rate and circle your intern's work-related abilities and characteristics on a scale of 1-5:
Outstanding-5, Very Good-4, Above Average-3, Average-2, and Needs Improvement-1

Abilities/Characteristics	Rating	Comments
Met goals and objectives set out at beginning of internship	1 2 3 4 5	
Quality of work	1 2 3 4 5	
Communication Skills	1 2 3 4 5	
Potential for Leadership	1 2 3 4 5	
Works well with others	1 2 3 4 5	
Organizational Ability	1 2 3 4 5	
Initiative	1 2 3 4 5	
Job Attitude	1 2 3 4 5	
Does more than expected	1 2 3 4 5	
Time Management	1 2 3 4 5	
Attendance	1 2 3 4 5	

PART II

Attach a Nomination Letter to this form to include:

- (1) Duties and responsibilities of intern,
- (2) Job performance of intern,
- (3) Contributions to organization that warrant special attention.

Please make this statement as comprehensive as possible to give your nominee the best chance at the award.

Employer Signature

Date