



MORaine VALLEY COMMUNITY COLLEGE

To: Moraine Valley Community College Interns

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

Re: Moraine Valley Community College Job Placement Center
2011 Internship Employer of the Year Award

Date: February 11, 2011

We are very pleased to announce that nominations are now being accepted for the 2011 Moraine Valley Community College Job Resource Center "Internship Employer of the Year" Award! As an intern from Moraine Valley Community College, you have the opportunity to nominate your employer for this award!

Eligible employers are those that hosted a Moraine Valley Community College student for an internship between July 1, 2010 and June 30, 2011. Internship Employer nominees will be reviewed on the following criteria:

- Evidence of success in working with the internship program.
- Evidence of successful efforts to expand the practice and/or philosophy of internships on an employer level, such as serving as a mentor, role model, or providing innovative ways to enhance career exploration for the intern.

The 2011 Internship Employer of the Year will be announced at our 5th Annual *Intern and Employer Meeting and Awards Ceremony* on Tuesday, May 3, 2011. All employers nominated will be recognized and receive a certificate of appreciation for their contributions. Invitations for the May 3rd meeting will be mailed by the end of March.

In addition, the Internship Employer of the Year Award recipient from Moraine Valley will be considered as a nominee for the Midwest Cooperative Education and Internship Association Employer of the Year Award. The only criterion is that they be a member of MCEIA. For more information on this award, please visit their website, <http://www.mceia.org/awards.html>. The recipient of the 2010 Internship Employer of the Year award was Oak Lawn Park District, for their outstanding work with the Moraine Valley Community College students in their internship.

We encourage you to consider nominating an employer who you feel deserves this award. Completed nomination materials should be returned to Marie Harrell, Internship Manager, no later than Friday, March 18, 2011 by fax or campus mail. The fax number is 708-974-8772 and the mailing address is S-202. All nominee information will be held in the strictest confidence.

Thank you in advance for your support of this award program to honor our employers that work with our students.

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 18, 2011**

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 complete Part I and Part II on the next page

INTERNSHIP EMPLOYER OF THE YEAR 2011 AWARD

STUDENT NOMINATION FORM

Please print or type your responses below for both parts

Nominated Employer Name: _____

PART I

Attach a Nomination Letter to this form to include:

- (1) Description of employer involvement with Moraine Valley Community College students, faculty, and staff
- (2) Quality of internship opportunities
- (3) Contributions to your internship experience

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

PART II

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

Also provide comments supporting your rating

Abilities/Characteristics	Rating	Comments
Assisted student to meet goals and objectives set out at beginning of internship	1 2 3 4 5	
Willingness to provide evaluation at completion of internship	1 2 3 4 5	
Provided training	1 2 3 4 5	
Provided opportunities for student for leadership experience	1 2 3 4 5	
Followed through on what was stated at beginning of internship	1 2 3 4 5	
Provided mentoring and role modeling for intern	1 2 3 4 5	
Provided opportunities for students to gain hands-on experience in field	1 2 3 4 5	

Student Signature

Date