



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 Intern of the Year Award 2011-Self
Nomination

Date: February 11, 2011

We are very pleased to announce that nominations are now being accepted for the 2011 Moraine Valley Community College "Intern of the Year" Award! And again this year, students will have the opportunity to nominate themselves.

The 2011 Intern of the Year will be announced at the 5th Annual *Intern and Employer Meeting and Awards Ceremony* on Tuesday, May 3, 2011. All students nominated will be recognized and receive a certificate of appreciation for his or her contributions. Intern nominees will be reviewed on the following criteria:

- Exceptional job performance rating
- Evidence of improving upon the success of the organization
- Evidence of assisting in initiating a new project or program

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 (CEIA) Two-Year College Student Achievement Award and the Midwest Cooperative Education and Internship Association (MCEIA) Student Scholarship award. For more information on these awards, please visit their website, <http://www.ceiainc.org/awards/twoyear.htm> and <http://mceia.org/get-involved/awards-and-recognitions>.

Our 2010 award recipient, Tina Sawa, who worked as an intern at Moraine Valley Community College's Information Management Systems Department, will be acknowledged at the 2010 Cooperative Education and Internship Association Annual Conference as an Honorable Mention for the Two-Year College Student Achievement Award.

We encourage you to consider nominating yourself if you feel you have demonstrated excellent work habits and would be a worthy representative of the MVCC community. Please review and complete the enclosed form to nominate yourself as the 2011 MVCC "Intern of the Year" and return to Marie Harrell, Internship Manager, no later than Friday, March 18, 2011 by fax or mail. The fax number is 708-974-8772; 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



STUDENT INTERN SELF-NOMINATION FORM

To be completed by the student intern with letter of support from their supervisor/employer or faculty internship coordinator 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: _____

Please complete Part I and Part II on the next page

MVCC INTERN OF THE YEAR AWARD

STUDENT INTERN SELF-NOMINATION FORM

Please print or type your responses below for both parts

Nominated Intern's Name _____

PART I

Attach a Nomination Letter from your supervisor/employer or faculty internship coordinator 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.

PART II

Please rate and circle your 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

Also provide comments supporting your rating.

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	

Employer Signature

Date