

## Student of the Year Award: Step-by-Step Application Instructions for Student

*Note: you and your supervisor will have access to one joint application.*

### Step-by-step Instructions:

1. Confirm with your supervisor to see if they have already begun their application. If they have, use the link they sent to you.
2. If you are starting the application, visit the Lassonde Co-op/Internship Student of the Year 2023 Online Application Form to create an account.
3. Once logged in, select “Apply”.
4. On the left, add your student as a collaborator by clicking “Add a Collaborator” and enter your supervisor’s email address in the box provided.
5. To be considered for the award, you will need to ensure that all of the following sections under the “Your Tasks” tab are completed:
  - a) Personal Information
  - b) Personal Statement
  - c) Resume
  - d) Unofficial Transcript
  - e) Supervisor Statement
  - f) Submission Agreement (Student)
  - g) Submission Agreement (Supervisor)
6. Upload your required documents in PDF form and ensure your supervisor has done the same with their Supervisor Statement
7. You and your supervisor must complete and sign the “Submission Agreement” forms
8. Review all tasks and ensure they are marked as complete and submit

### File Naming Convention to use when saving your documents

Your personal statement, resume and supervisor statement must be uploaded respectively as unique documents in PDF under each task section and titled under the following formula:

‘Your Name/Last Name\_Award\_Document’

Ex.1: Nicole Joseph\_Award\_Personal Statement

Ex. 2: Nicole Joseph\_Award\_Resume

Ex. 3: Nicole Joseph\_Award\_Unofficial Transcript

Ex. 4: Nicole Joseph\_Award\_Supervisor Statement

Log In

Register



Lassonde School of Engineering

## Lassonde Co-op/Internship Student of the Year 2023

You are invited to complete an application for the Lassonde Co-op/Internship Student of the Year Award 2023. The two winning students receive a certificate and a prize from the Lassonde Co-op & Internship Program to recognize their achievements. All nominated students receive a letter and certificate of recognition.

*Please ensure that a form does not already exist with your student's name or your supervisor's name at which point you would complete that application and not a new one.*

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Students:	<p>Complete the forms and upload the required documents as indicated.</p> <p>Whether or not you have uploaded your Supervisor's Statement on their behalf, your supervisor's signature is required on the release form. Please add your supervisor as a collaborator before continuing.</p> <p>Please remember to sign the student release form before submitting!</p>
Employers:	<p>Add your student to the application before uploading the Supervisor Statement, if your student has not already started an application.</p> <p>Please remember to sign the release form before saving and closing!</p>

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Value

CA\$500.00

APPLY

Opens

To add a person to an application, after clicking apply, click on "Add A Collaborator" on the left of the screen and put their email address in the box provided. An email will be automatically sent to the collaborator. You should also notify the person you added so they can watch out for an email with activation instructions.

If you've been requested to collaborate on a form do not select apply. Click on that form and complete it.

Value

CA\$500.00

APPLY

Opens

2023 Oct 18 11:00 AM  
(EDT)

Deadline

2023 Nov 19 11:59 PM  
(EST)