Ignite is an inclusive experiential learning program that will continue to subsidize on-campus employment opportunities at the University of Windsor throughout 2019-20. The Office of Career Development & Experiential Leaning (CDEL) coordinates the program and administers the funding in partnership with Student Awards & Financial Aid. All points marked with stars (🟋🟋🟋) are new for 2019-2020 or different from the 2018-19 program.

### **Job Proposals**

* To be considered for funding through this experiential learning program, job proposals must:
  + Provide an opportunity for a student to apply their skills and knowledge in an authentic work setting and be exposed to authentic workplace demands;
  + Identify at least one competency that can be developed by students that take on the role;
  + Articulate at least one learning outcome that can be achieved by students that take on the role;
  + Incorporate direct supervision, mentorship, and feedback by one or more faculty or staff members.
* Job proposals can be made for one-term (Fall only OR Winter only) or two-term (Fall AND Winter) positions. A job proposal can request multiple openings, but a separate proposal is required for every unique position.
* 🟋🟋🟋 Job proposals can be submitted via [Qualtrics](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_6tHFiciIfs1HheB) (rather than directly into mySuccess) by July 21st.
* Proposals will be reviewed, scored and ranked by an Evaluation Committee using a comprehensive rubric and applicants will be notified of results the week of August 19.
* 🟋🟋🟋 Individuals that sit on Provost’s Council (i.e. those in a dean or AVP role) will have an opportunity to review and notify CDEL of positions that are deemed a priority for the operations in their portfolios.

### **Funding Structure**

* 🟋🟋🟋 Supervisors will be reimbursed up to $2,000 for a two-term position or $1,000 for a one-term position on actual expenditures on hourly wage, vacation pay, and other mandatory costs associated with paying the students (EI, CPP, EHT, etc.). Any expenditures over and above the funding allocation from Ignite will be the responsibility of the department.
* It is the responsibility of the supervisor and department to keep track of how many hours the Ignite student(s) worked to ensure that they stay within budget. Calculations for approximate number of hours that can be worked for $1000 and $2000 allocations are available on the Ignite [website](http://www.uwindsor.ca/career-development-experiential/395/ignite-2018-2019-wage-subsidy-calculations) ([www.uwindsor.ca/ignite](http://www.uwindsor.ca/ignite)).
* Ignite students must be paid from the supervisor’s departmental budget or research grant student casual wage account with a WKS classification ending in 81520 (operating accounts) or 67160 (trusts and research accounts).
* Supervisors will set rate of pay (must pay at least minimum wage, currently $14/hr).
* A student can only hold one Ignite-funded position each year and supervisors will be reimbursed a maximum of $2,000 for each student in a two-term position or $1,000 for those in a one-term position.
  + Ignite-funded positions can be shared across multiple students and/or supervisors can hire a new student into an Ignite position if an earlier hire does not fulfill the role and use up the allocated funding.
* Reimbursements are completed in two installments, one in February and another in May, if applicable.
* 🟋🟋🟋 Leaving a significant portion of allocated funds unused may reduce likelihood of receiving future funding.

### **Student Eligibility**

* In order to be hired into an Ignite-funded position, students must:
  + Be in good academic standing (cumulative average of 60% or higher and not be on academic probation);
  + Be registered in a minimum course load (60% for domestic; 80% for international; 40% for students with a documented permanent disability);
  + Not be on a co-op work term in the semester they are employed in an Ignite position.
* Students cannot work more than 24 hours a week on campus and students with a GA or TA role are limited to 100 hours of work per semester.
* 🟋🟋🟋 After being hired into an Ignite position, students are to attend a mandatory one-hour Launch Session facilitated by CDEL within the first two weeks of their start date. Students must be paid for the time they attend the session as part of that week’s payroll.

### **Student Job Applications, Hiring and Payroll**

* Jobs that have been funded will be posted on mySuccess so students that meet the requirements may apply beginning September 3. Supervisors may also recruit through their own channels to identify suitable candidates.
* 🟋🟋🟋 Students that meet all of the eligibility requirements can begin working as early as September 3 and must attend a Launch Session within two weeks of their first day of work.
* Supervisors should review eligibility requirements with candidates prior to submitting the [Ignite Student Hiring Authorization](http://www.uwindsor.ca/career-development-experiential/ignite-employer) to Human Resources and directing the student to a Launch Session.
  + Students can be hired for Fall or Fall & Winter positions until Friday November 1st.
    - Unused Fall funding may be retracted and reallocated to additional Winter positions.
  + Hiring deadline for Winter 2020 positions or replacements for Fall & Winter roles that have been vacated is February 24, 2020.
* If a student is found to be ineligible to hold an Ignite-funded position, no funds owing/paid to that student will be reimbursed. It is advised that supervisors wait for a confirmation of the student’s eligibility prior to having them start work.
* Supervisors or designates must submit Ignite timesheets to Payroll and pay students on a bi-weekly basis.

### **Reflection Activities**

* Onus is on both supervisors and Ignite student employees to complete check-ins.
* Three check-ins (Initial, Mid-Point and Final) are required for students hired for both Fall & Winter terms and two check-ins (Initial and Final only) are required for students that are hired only for one term.
* After the check-ins, students must complete an online final reflection on their experience directly on mySuccess.

### **Timeline**

### **Questions? Interested in learning more?**

CDEL will be hosting supervisor information sessions on July 11th and July 16th, 2019. All faculty and staff interested in applying for Ignite funding and hiring students through the program are encouraged to attend. If you have any questions, please contact Samantha DesRosiers at [ignite@uwindsor.ca](mailto:ignite@uwindsor.ca) or ext. 2577. If you want to read more about the services we offer, visit [www.uwindsor.ca/cdel](http://www.uwindsor.ca/cdel).