
FACULTY NEWSLETTER

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GENERAL NEWS

myCareer News

What's new on myCareer?

New this fall, the myCareer website will provide VIP employers with an opportunity to create and manage their own account with options such as booking network/ information sessions, posting jobs, reviewing applications and resumes, and even scheduling and conducting on-campus interviews. Co-op employers will also have this opportunity in the future.

This website provides students, as well as recent University alumni, with information about available career services, current employment opportunities, and a wide variety of career resources. Processes related to Co-operative Education and the Volunteer Internship Program (VIP) are facilitated through the myCareer website. A new addition to the website are webinars designed to assist students with their career planning and development and development of their employment readiness skills.

These new webinars include:

- a. Developing a Life/Career Plan
- b. Developing a Professional Resume/Cover Letter
- c. Understanding LMI and Developing a Personalized Job Search
- d. Developing Interview Skills and techniques
- e. The fine Art of Networking
- f. Preparing for a Job Fair
- g. Transitioning from School to Work for Students with Disabilities

Students may access the new webinars and view other CCE resources, by signing onto myCareer via the student portal at <https://myuwindsor.ca> and click the resource page.

Staffing Updates

The Centre for Career Education would like to welcome the new VIP Coordinator. Kerri Zold, our Applied Learning Coordinator, will be on maternity leave until April 2012. We are pleased to announce that Linda DiPaolo has joined our team and will be coordinating the Volunteer Internship Program in Kerri's absence. Linda comes to us with an extensive background in volunteer management as well as experience in career advising and coordinating internships and is sure to be an asset to our team. She can be reached at (519) 253-3000 ext. 3559 or vip@uwindsor.ca.

CAREER RESOURCES

2011 Job Fair – A Partnership to the Future

Over 1600 students from both the University of Windsor and St. Clair College flocked to the St Clair College on the 25th January 2011 to meet with 49 potential employers. The annual job fair brought employers from across Canada and the United States to meet our students and upcoming graduates. Students were able to meet and distribute their resumes to employers of interest while networking and gaining valuable contacts.

The Centre for Career Education would like to thank all of those who participated and contributed to such a successful event for both employers and students, after all this is our “Partnership to the Future”!

A reminder to students for future years: please bring copies of your resume, dress appropriately for the occasion, research potential employers, and be prepared to ask questions.

CCE Role in Employer Recruiting on Campus

THE CENTRE FOR CAREER EDUCATION PRESENTS “CAREER CONNECTIONS”

The Centre for Career Education has been working hard to present career opportunities to all students at the University of Windsor in a wide variety of career streams, by assisting employers in establishing an on-campus presence, and through the promotion of University of Windsor students and their perspective faculties and programs. For the period of December 2010 to March 2011, CCE has:

CCE has hosted on-campus information sessions for the following employers:

- RCMP**
- IBM**
- Hydro One Networks**
- Imperial Oil**
- Canada 2 Korea**
- Durham District School Board**
- Ministry of Education - Odyssey Program**
- Kognitive Marketing**

CCE has hosted on-campus information sessions for the following educational institutions:

- Canteach**
- ACLE – English Summer Camp Tutor in Italy**
- Odyssey Program – Council of Ministers of Education**
- University of Toronto - Master of Management in Professional Accounting**

CAREER PROGRAMMING

Call for VIP Employers

The Volunteer Internship Program provides students with the opportunity to gain career-related transferable skills, explore employment in their field of study and get involved in the community. VIP places students in a 40-hour volunteer position with a local non-profit or publicly funded organization and ultimately helps the students achieve the goals they set out during their VIP placements.

The deadline for job postings for the Summer 2011 VIP program is **April 29, 2011**

Employers are able to post VIP job positions by simply visiting the link below. The link will redirect you to the Centre for Career Education's Employer VIP site and give you more information about areas of academic study that are part of the VIP program as well as sample volunteer placements. For any additional information please send an e-mail to vip@uwindsor.ca The Centre for Career Education would also like to thank all the employers who have participated in the VIP program. We recognize your contribution to our student's achievement of established learning outcomes through the provision of practical placement opportunities.

Post a Summer 2011 VIP position at:

<http://cronus.uwindsor.ca/units/cce/Employers.nsf/inToc/70DE18C5E8402EA58525706100671A70>

New VIP Employers

The Centre for Career Education would like to welcome our new employers as participants in the Volunteer Internship Program at the University of Windsor. The VIP Employers play a vital role in helping our students gain invaluable work experience in their field of study or interest. We would like to welcome the following new employers who posted for the first time in the Winter 2011 work term. We look forward to continued success working with the following:

- **Circle-Box Pictures**
- **Windsor Essex Care for Kids Foundation**
- **Windsor Student Centre Pharmacy**
- **Young Professionals Windsor**

VIP Awards

Student's Choice 2010: Outstanding VIP Supervisor – Joe Amort, President of Better Business Bureau of Windsor & Southwestern Ontario

Every year students send in their nominations for the Student's Choice: Outstanding VIP Supervisor Award. The students are given this opportunity to recognize a supervisor who was an exceptional mentor and went above and beyond normal expectations to ensure the student had a quality VIP placement. This award takes the work experience and the interaction of the supervisor with the student into account.

The quality of the work experience describes how the student was:

- Allowed to have input;
- Treated as a member of the organization;
- Challenged;
- Encouraged to take initiative.

Supervisor ratings are based upon how the supervisor:

- Made time for the student;
- Acts as a mentor;
- Is committed to the student's development;
- Is committed to expanding the student's knowledge.

This year, there were eleven employer nominations. We are delighted to announce that the winner is **Joe Amort**, the President of the Better Business Bureau of Windsor & Southwestern Ontario. He was nominated by Tyler Compton (Winter 2010 VIP student) and David Takacs (Fall 2010 VIP student), both of who worked with Joe as Investigations Researchers.

Thank you to all the students and employers who participated in the Volunteer Internship Program this semester.

Employer's Choice 2010: Outstanding VIP Student - Victoria Tremblay, AIDS Committee of Windsor

Ten employers sent the CCE their nominations for outstanding students. The two categories were the quality of the student's on the job performance and student's demonstration of going above and beyond expectations.

Quality of the student's on the job performance is based on the:

- Level of challenge in the role the student performed within;
- Student's consistent demonstration of a high level of professionalism;
- Student's consistent demonstration of a high level of dedication to the volunteer placement and related duties;
- Student's meaningful contribution to the advancement of the VIP employer's goals through exemplary performance in assigned tasks.

Demonstrated how the student went above and beyond expectations by:

- Taking initiative when performing assigned tasks;
- Committing themselves to the VIP employer beyond the minimum 40-hour requirement;
- Making a unique contribution to the organization by taking on an exceptionally challenging project or assignment;
- Bringing forth a new idea or initiative.

This year, of the ten nominated, **Victoria Tremblay** was chosen to be the Outstanding VIP student. Her employer, Pauline Nash, AIDS Committee of Windsor spoke highly of Victoria for her work as a Health Promotion & Education Assistant in Fall 2010. Ms. Nash pointed out that Victoria went above and beyond what was expected of her and stated that Victoria exemplifies what a volunteer should be.

Congratulations Victoria Tremblay on winning the Outstanding VIP Student Award! Thank you all for participating in this great program.

International Employment Prep Program

Securing work experience has proven to be one of the top challenges that international students face during their studies and upon graduation. For this reason, the Centre for Career Education will be piloting a customized employment preparation program in intersession for international students that will enhance their understanding of the Canadian workplace, develop their employment readiness skills, and/or provide an opportunity to gain some work experience.

Program Goals

- To aid international students in the development of employment readiness skills such as career planning, job search strategies, resume and cover letter writing, interview skills and company/internet research;
- To provide an opportunity that will assist international students to develop a better understanding of the expectations of the Canadian workplace;
- To work collaboratively with international students in the development of a career plan related to their individual needs, interests, and goals.

Please continue to follow myCareer for more information on our International Employment Prep Program.

CO-OPERATIVE EDUCATION

New Co-op Employers

The Centre for Career Education would like to extend a warm welcome to the following new Co-op employers who have participated in the Co-operative Education process at the University of Windsor for the Winter 2011 term.

- **Antic Entertainment**
- **Benson Inkster Brighton Professional Corporation**
- **Contract Glaziers**
- **Greenfield Ethanol**
- **Insight Enterprises**
- **KSR International Co.**
- **MBSP LLP**
- **MSSC Merritor Suspension Systems**
- **Percy Mac Donald CA**
- **RC Spencer & Associates**
- **Sirius Machine and Tool**
- **The Walsh Group**

Hire a Co-op Student for Summer 2011!

We are seeking co-op opportunities for students in Business, Computer Science, Earth Science, Engineering, Kinesiology and Physics. Round 3 of the co-op job competition began on April 5th. Interviews and offers are ongoing. If you would like to learn more about hiring a co-op student for the summer, please contact:

For Business: Lisa Fransen, 519-253-3000, ext. 3893, lisa@uwindsor.ca
For Engineering: Sue Ross, 519-253-3000 ext. 3972, sueross@uwindsor.ca
For Kinesiology & Sciences: Jeff Quinlan, 519-253-3000 ext. 3562, jeffq@uwindsor.ca

Student's Choice: Outstanding Supervisor Award (Fall 2010)

Every semester the University of Windsor's Centre for Career Education presents the **Student's Choice: Outstanding Supervisor Award**. This award is designed to allow Co-op students an opportunity to recognize a supervisor who was an exceptional mentor and went above and beyond normal expectations to ensure the student had a quality placement.

The winner of the Fall 2010 Student's Choice: Outstanding Supervisor Award is **Nicole Kupnicki** from ENWIN Group of Companies.

Ms. Kupnicki was nominated by Heena Walia, a Business Administration student. The Student's Choice: Outstanding Supervisor Award is awarded based on several different criteria including: the quality of the work experience of the student, and the degree to which the supervisor acted as a mentor and was committed to enhancing the student's knowledge and development.

Heena felt that Ms. Kupnicki provided strong leadership and mentoring skills. Heena also praised Ms. Kupnicki's encouragement, inspiring attitude and interest she demonstrated towards her long term growth and development by providing professional advice and ongoing support.

Nominees for the Students Choice: Outstanding Supervisor Award Fall 2010 included:
Jeff Dufault, Kautex Textron, nominated by Ryan Smith
Jeff Dufault, Kautex Textron, nominated by Jin Qian

The Student's Choice: Outstanding Supervisor Award is a way to build awareness of the co-op program and encourage employers to strive for the best learning experience for themselves and the student. We would like to thank all the students and employers for participating in the Co-op Program.

Welcome Sessions for New Co-op Students Introduced

In the fall, we launched a new introductory session for students beginning co-operative education activities. These were small group, interactive discussion sessions with the Director of the Centre for Career Education designed to provide students with the opportunity to learn more about what to expect and how to succeed in co-op. The following are some examples of the common questions or issues that were addressed through informal discussion:

- What is a co-op placement?
- What do you think is the value of co-operative education?
- What do you think your role in co-op will be? The role of the CCE? The role of faculty?
- Why are there co-op fees? What do you think they are used for?
- Are co-op placements guaranteed?
- How do you think the process of finding a co-op job works?
- What do you think is involved for staff members in obtaining a co-op job opportunity for students to apply to?
- How can you increase your chances of securing a co-op position?