

# STUDENT NEWSLETTER

## TABLE OF CONTENTS

<b>GENERAL NEWS.....</b>	<b>2</b>
New Resources on myCareer .....	2
Staffing Updates .....	2
Summer Job Search Tips .....	3
<b>CAREER RESOURCES.....</b>	<b>5</b>
2011 Job Fair .....	5
CCE Role in Employer recruiting on Campus “Career Connections” .....	5
Get Involved: As A Volunteer Peer Career Educator .....	6
<b>CAREER PROGRAMMING.....</b>	<b>7</b>
NEW: International Employment Prep Program .....	7
VIP Awards.....	8
Student Choice: Outstanding VIP Supervisor.....	8
Employers Choice: Outstanding VIP Student.....	9
<b>CO-OPERATIVE EDUCATION .....</b>	<b>10</b>
New Co-op Employers .....	10
Welcome Sessions for New Co-op Students Introduced.....	10
Co-op Education Awards .....	11
Student’s Choice: Outstanding Supervisor Award – Nicole Kupnicki, ENWIN .....	11
<b>IMPORTANT INFORMATION: Winter Work Term Placement .....</b>	<b>12</b>
Summer Services and Hours.....	13
Leddy Library, St. Denis Centre, Swimming Pool, Food Services .....	13

## **GENERAL NEWS**

### **myCareer News**

## **What's new on myCareer?**

The myCareer website provides University of Windsor 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 myCareer 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**

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](mailto:vip@uwindsor.ca).

## Summer Job Search Tips

**If you're a student, planning on working this summer, your search for a summer job should have already started... if not – you'll have to get cracking!**

The first thing you will have to consider is what you would like to do? Take a look at your skills and interests as well as the needs of the local economy where you will be spending your summer. Are you interested in working with kids? How about working on the beach, at a park, in the mountains, or at another outdoor job? You can look for opportunities on the myCareer job posting site as well as speaking with the Career Development Coordinator and Employment Advisor and ask how they can assist you with your job search.

Consider volunteer internship opportunities as well as summer job listings. An internship is an ideal opportunity to gain experience in a particular career field that supports your degree program. An internship is great way to test the waters in a variety of career fields and to gain "real-life" experience.

### **Network**

Speak with teachers, family, former employers, coaches, friends, parents of friends - anyone and everyone you can think of - and ask for contacts in your geographic and/or career fields of interest. Meet with (or call) these individuals for information about careers and advice about conducting your summer job/internship search.

### **Contact Employers**

Telephone or visit employers in your geographic and/or career areas of interest and inquire about summer jobs/internships. Be prepared to give a 15 second promo regarding your skills, strengths, and motivation for working with them. Most summer jobs are acquired by using this technique. If you write to employers, follow up with a phone call whenever possible to arrange in-person or telephone interviews.

## Summer Job Programs for Students

**Summer Student Employment Programs** - An opportunity to work on Parliament Hill. There are various positions available in the Senate, the House of Commons, and the Library of Parliament.

**Senate** – Student work program

<http://www.parl.gc.ca/information/about/programs/SenStudents/SenStudents-e.htm>

**House of Commons** – Student work program

<http://www2.parl.gc.ca/jobs-emplois/index.aspx?tpid=42170021-6c82-4902-9d8b-8298d74eb713>

**Library of Parliament** - Student Work Program

<http://www2.parl.gc.ca/Sites/LOP/Jobs/Students/index-e.asp>

**Parliamentary Guide Program**

<http://www2.parl.gc.ca/Sites/LOP/GuideProgram/index.asp?Language=E>

**Paid Internship Program - Parliamentary Information and Research Service**

<http://www2.parl.gc.ca/Sites/LOP/Jobs/PIRSInternship/index-e.asp>

**Young Canada Works**

YCW in Heritage Institutions allows students aged 16 to 30 have the opportunity to learn about Canada's history and cultural heritage. They help museums, archives and libraries in different parts of Canada in their efforts to reflect Canada to Canadians and they get on-the-job experience in areas such as research, heritage preservation, exhibits, and more.

<http://www.canadianheritage.gc.ca/special/jct-ycw/index-eng.cfm>

**FSWEP**

The Public Service Commission (PSC) of Canada recruits full time university and college students for the Federal Student Work Experience Program (FSWEP). The program is a computerized national inventory of students seeking a student job with the federal government. Hiring departments conduct searches on the national inventory based on their hiring criteria to select their candidates. The PSC will contact the selected candidates by phone to check their interest and availability. There is no deadline for applying to the general inventory; however, certain departments hire students earlier than others. <http://jobs-emplois.gc.ca/fswep-pfete/index-eng.htm>.

**First Nations and Inuit Summer Student: Career Placement Program**

This program will support opportunities for career-related work experience and training to in-school First Nations and Inuit youth living on reserves or in recognized communities during the summer months. The overall purpose is to assist students in preparing for their future entry into the labour market.

<http://www.ainc-inac.gc.ca/edu/ep/ys/iy/index-eng.asp>

**National Research Council (NRC)**

The NRC Summer Employment Program provides students with practical career-related experience in research and development, library sciences, communications and marketing. Summer positions are offered at NRC institutes and corporate offices. <http://www.nrc-cnrc.gc.ca/eng/index.html>

**Ontario Government Summer Student Hiring**

Ontario government ministries and agencies provide a wide range of interesting summer jobs for students throughout Ontario. Students in secondary school, college, or university can participate. Each ministry decides what summer positions will be available. Each ministry is also responsible for hiring, which usually takes place sometime in the spring, depending on starting dates of the positions. Jobs range from 6 to 16 weeks in length. <http://www.gojobs.gov.on.ca/YNPS.asp>

**City of Toronto Parks and Recreation**

The City of Toronto Parks & Recreation Department hires students for summer positions in all areas of the City of Toronto, the former Scarborough, Etobicoke, and Toronto South. Jobs can include camp counselors for general and specialty camps, lifeguards, instructors, and fitness instructors. <http://www.toronto.ca/parks/hiringnow/index.htm>

**Ontario Place's Summer Employment**

There are resources here, at Toronto's Ontario Place, specifically for people looking for summer employment opportunities. [http://www.ontarioplace.com/en/09\\_jobs/student.html](http://www.ontarioplace.com/en/09_jobs/student.html)

## **CAREER RESOURCES**

### **Job Fair 2011 – 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 25<sup>th</sup> 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**

## Get Involved – As A Volunteer Peer Career Educator

The Centre for Career Education in Dillon Hall has current vacancies for Peer Career Educators. As a Peer Educator, you are a helpful, knowledgeable role model who builds strong and meaningful relationships with other University of Windsor students, advising and mentoring them in their career development. In turn, you have the opportunity to enhance your own communication, presentation, leadership, and interpersonal skills. You can build upon current strengths and gain experience in peer helping. You gain knowledge of CCE Services, as well as of resume writing, job search, and career development strategies and materials. In addition, there will be ongoing professional development and training, and letters of reference.

### Benefits of being a Peer Educator

You will receive:

- An opportunity to get involved on campus
- An opportunity to learn about the work environment
- Extensive training with an emphasis on skill development
- Practical experience delivering one-to-one and group peer assistance
- An opportunity to be involved in a vibrant student group
- Career-related skills and teach your peers valuable career related skills
- An opportunity to participate in Peer Educator events, projects and groups
- An opportunity to enhance your communication, leadership, helping and personal growth skills
- A letter of reference upon completion of your duties
- An opportunity to network with employers through various events
- An opportunity to document skills development on a co-curricular transcript

**In addition to the ongoing personalized training you will receive in your role as a PEER Educator, you will also receive specialized individual career development coaching to assist you in achieving your personal career goals.**

### Time Commitment:

3 - 5 hours per week, Fall & Winter terms

### How to Volunteer

The Centre for Career Education is currently recruiting Peer volunteers for the Fall semester. **Students interested in being a Peer volunteer should send a resume and cover letter to: [efair@uwindsor.ca](mailto:efair@uwindsor.ca).**

## **CAREER PROGRAMMING**

### **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.

## 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.

## VIP Awards

### **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.

## **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**

### **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?

## **Co-op Education Awards**

### **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.

## IMPORTANT INFORMATION: Winter Work Term Placement

### Important Co-op Dates

#### **Junior Work Term Business and Business/Computer Science Co-op student Deadlines:**

<u>Assignment</u>	<u>Due Date</u>
Learning Journal #3: "Work Term Reflection"	Approximately 12 weeks into the work term
Round Table Discussion / Post Work Term Reflection Session	Within the first month of classes during the summer 2011 academic semester
Co-op Learning Portfolio	<b>Monday, May 16<sup>th</sup> 2011, by 4:00pm</b>

#### **Intermediate + Senior Work Term Business and Business/Computer Science Co-op Student Deadlines:**

<u>Assignment</u>	<u>Due Date</u>
Work Term Report Co-op Learning Portfolio	<b>Monday, May 16<sup>th</sup> 2011, by 4:00pm</b>

#### **Junior Work Term Computer Science Co-op Student Deadlines:**

<u>Assignments</u>	<u>Due Dates</u>
Written Assignment #4: Final Report Co-op Learning Portfolio	<b>Monday, May 16<sup>th</sup> 2011, by 4:00pm</b>

#### **Intermediate + Senior Work Term Computer Science co-op Student Deadlines:**

<u>Assignments</u>	<u>Due Dates</u>
Work Term Report Co-op Learning Portfolio	<b>Monday, May 16<sup>th</sup> 2011, by 4:00pm</b>

#### **Earth Science, Engineering, Kinesiology, Operational Research and Physics and High Technology Co-op Term Deadlines:**

<u>Assignments</u>	<u>Due Date</u>
Work Term Report Co-op Learning Portfolio	<b>Monday, May 16<sup>th</sup> 2011, by 4:00pm</b>

For more information on Assignments and Deadlines please visit: Your CLEW site.

For those students competing for co-op positions in the Fall, please check your e-mail for CCE notifications on Fall competition dates.

## Summer Services and Hours

### LEDDY LIBRARY

Check website for the most recent updates:

<http://web4.uwindsor.ca/units/leddy/leddy.nsf/Hours!OpenForm>

### ST. DENIS CENTRE

<b>Spring / Summer Hours</b>	
<b>Monday, May 1, 2011 through Wednesday, August 31, 2011</b>	
Monday to Thursday	7:00 AM – 10:00 PM
Friday & Saturday	7:00 AM – 9:00 PM
Sunday	12:00 PM – 6:00 PM

### SWIMMING POOL

<b>Recreational Swim – Spring / Summer Hours</b>		
<b>Monday, May 1, 2011 through Wednesday, August 31, 2011</b>		
<b>Days</b>	<b>Afternoon</b>	<b>Evening</b>
Monday / Wednesday	12:00 PM – 2:00 PM	8:30 PM – 10:00 PM
Tuesday / Thursday	No Session	8:30 PM – 10:00 PM
Friday	12:00 PM – 2:00 PM	7:30 PM – 9:00 PM
Saturday	1:30 PM – 3:30 PM	6:30 PM – 8:00 PM
Sunday	1:00 PM – 4:00 PM	No Session
<b>Lane Swimming Hours</b>		
<b>Days</b>	<b>Evening</b>	
Monday & Wednesday	8:00 PM – 8:30 PM	
Friday	7:00 PM – 7:30 PM	

### Facility Closed Statutory Holidays

Hours may change due to classes, practices and special events. Please call the Sports Den Desk (519)253-3000 ext. 7029 or check the monthly calendar for specifics, (eg during intercollegiate seasons 3:00 – 7:30 pm unavailable for community use).

### Food Services

Check website for the most recent updates: <http://www.uwindsor.ca/food/>