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| cid:image001.jpg@01D37815.9B3478F0 | **IGNITE EMPLOYER NEWSLETTER**  **December 14, 2017** |

**Important Ignite Reminders**

Welcome to your last newsletter of 2017! I wish you the best of luck as you wrap up important tasks and projects and get ready for 2018.

Happy Holidays!


If you haven’t already done so, please complete your Initial Check In with your student(s) as soon as possible. This is especially important for students who are working in the Fall term only. You do not have to submit the form to mySuccess, as students are responsible for uploading their Check Ins.

The Final Reflection is now available on mySuccess for students who will be wrapping up their employment this month. **Students who are working in the Fall and Winter term do not have to complete their Midpoint Check In until January, and their Final Reflection until April.**

**Students who are only working in the Fall term need to upload all their Check Ins no later than January 3.**

**Winter 2018 Scheduling**

Since students have their class schedules, now is a great opportunity to plan and determine your student schedules for Winter 2018. Explore the Employer Toolkit on [mySuccess](https://success.uwindsor.ca/home.htm) for advice on scheduling, a scheduling template, hours tracker, 1-1 meeting template, and more!

Ignite students are eligible to work up to 80 hours per term. Students cannot work more than 24 hours per week between all on-campus employment, so if your student has another job on campus, remind them that they cannot work more than 24 hours per week between all jobs. Please ensure you are monitoring and tracking the number of hours your student works each week. Any hours worked by a student in excess of their Work Study allocation (80 hours) will be the responsibility of your department.

**Resources for Stressed Students**

Exam time can be very stressful for students. Stress and anxiety among students is especially prevalent during the month of December. If you think your student is struggling, you can refer them to the following resources:

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| **Student Counselling Centre (CAW)** | **UWSA Peer Support Centre (CAW)** | **UWindsor Care Alert Report** | **Good2Talk – 24 hour Student Helpline** |
| Provides free, confidential, professional counselling  <http://www1.uwindsor.ca/scc/> | 519-253-3000 ext. 4551  It is a drop-in centre where trained peer support volunteers offer peer counselling  [www.uwsa.ca/uwsa-services/peer-support-centre](http://www.uwsa.ca/uwsa-services/peer-support-centre) | <http://www.uwindsor.ca/studentexperience/304/care-alert>  Is a secure online form designed to support you in helping students who exhibit behaviours of concern to get the help they need  <https://uwindsor.ca1.qualtrics.com/jfe/form/SV_9Kw8zD8RgexnqW9> | 1-866-925-5454  Free, confidential and anonymous service that offers professional counselling, mental health information and connections to local resources |

**Professional Development Opportunities: January 2018**

The Department of Human Resources will be offering the following professional development workshops in January:

**Mental Health and “U”**

January 16, 2018, 09:30 AM – 11:30 AM

According to the Government of Canada, one in five Canadians will face a mental health concern in his or her lifetime. This session will highlight various mental health concerns and possible indicators. It will also provide an overview of how to support a student/colleague with mental health concerns and foster a safe and supportive campus culture. This workshop is especially useful for Ignite employers who working with students.

**It’s About Attention Management Not Time Management**

January 23, 2018, 09:00 AM – 10:30 AM

Advancements in technology have impacted the way we work and communicate. These advancements have also introduced added distractions into our lives impacting our ability to focus. This session will explore attention management as a strategy for getting things done, will highlight common distractions and provide tips for increasing focus and attentiveness.

[**Interested employers can register online here**](http://cleo.uwindsor.ca/hr/workshops/)