

**VIP-CSL  
PLACEMENT CONFIRMATION FORM  
Experiential Learning**
**Career Development &**

VIP-CSL students will complete page one on their own and then page two and three at a meeting with their community supervisor. Student will email completed form to their supervisor to be reviewed and signed electronically and sent back to the student who will upload the form to Blackboard by the deadline. \*Only need to include address and transportation details if all or part of the role will take place at the organization.

**THIS FORM IS TO BE COMPLETED BY THE STUDENT AND SIGNED BY THE SUPERVISOR**

Student Name: Mohit	Student Email: sharma88@uwindsor.ca
Placement Organization: <b>Active Care Response Team (ACrT)</b>	
VIP Job Title: Research and Analytics (in-person)	
Supervisor (name and title): Lizzy Walker	
Supervisor Phone: (519)252-5552	Supervisor Email: lizzy.walker@acrinternational.org
Organization Address*: 30 Tuscarora St., Suite 816, Windsor, ON N9A 6Y6	
Transportation*: <input type="checkbox"/> Own car <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Other	

Please select one option below:

☒ **Option 1: Accept my match.**

By choosing Option 1, you are **accepting** the VIP-CSL placement that you were matched with for the current academic term. You have met with the supervisor and completed Part 2 of this document.

☐ **Option 2: Decline; I have found my own placement.**

By choosing Option 2, you are **declining** the VIP-CSL placement that you were matched and have **found your own placement**. You have already met with your supervisor and submitted a VIP-CSL Job Posting form and completed Part 2 of this document. Placements must be approved by the Applied Learning Coordinator before you begin volunteering.

☐ **Option 3: Decline my match and withdraw.**

By choosing Option 3, you are **declining** the VIP-CSL placement that you were matched with and do not plan to pursue another organization on your own. You understand that the administration fee is non-refundable. You do not have to complete the rest of this document.

**If you have selected Option 1 or 2, complete the next two pages at your first meeting with your community partner supervisor.** Once completed, email the form to your supervisor and ask them to digitally sign the form and email it back to you. Upload the signed form before the deadline given

**FORM TO BE COMPLETED BY STUDENT**



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**WORK SCHEDULE**

Record below your planned weekly schedule (typically 4-6 hours per week, indicate what days and times you will volunteer):

Weekly on Tuesday 12pm-4pm

How much (if any) of your weekly schedule be performed in-person at the organizations' location?

Completely in-person

If you will attend in-person at all, do you understand what you need to do with respect to safety? What relevant COVID-19 protocols/procedures/training have you received (or will you soon receive)?

Wear mask at all times

How will your supervisor and yourself record and track your hours worked each week?:

Start Date: JUNE 7 2022

End Date: AUGUST 19 2022

Students will **start as soon as possible** and complete their 40 or more hours before exams begin (students have a deadline to follow).

**SUPERVISION AND ONGOING COMMUNICATION**

Take some time to discuss the best way to communicate with your supervisor and their expectations about meetings.

According to my supervisor, I should expect to meet with him/her:

☐ Each time I am at work

☒ Once per week

☐ When I ask to meet

Describe your supervisor's preferred method of communication for ongoing questions and concerns:

In person or through phone call

Describe what format and how often your supervisor would like you to provide an update on your progress:

Weekly update via oral communication

What is the best way to inform your supervisor if you need to miss or reschedule a shift due to an emergency?

Through phone call

While I am volunteering, I can also seek support or guidance from the following people if necessary (other staff, mentors):

1. ANDREA STEELE Assistant Project manager

2.

3.

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## **TASKS**

Review the position description fully (available on mySuccess) while discussing and completing this section. Clarify and ask for details about what you've already read in the job posting and then provide a brief description of the main **activities and tasks** that you will be expected to perform over the next 8-10 weeks.

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## **LEARNING OBJECTIVES**

Provide a brief description of **three learning objectives** you hope to accomplish and how they relate to your academic program. Consider skills you would like to acquire, areas in which you would like to further your knowledge, and/or what you hope to gain from this experience. Ensure that you and your supervisor agree that the objectives are in line with the tasks you are expected to perform in the role.

1. *Communication skills*
2. *Web design skills*
3. *Automate data entry tasks*

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## **STUDENT AND SUPERVISOR AGREEMENT**

We the undersigned approve of the information written above and understand the following guidelines:

- The supervisor and student will openly communicate and share feedback often.
- The student must achieve a satisfactory or better performance evaluation to complete the experience.
- The volunteering is part-time and consist of a **minimum of 40 hours**.

**The community partner supervisor agrees to:**

- Meet with the student initially to discuss expectations, set a weekly schedule, review the job duties and how they relate to academic program, and review any other requirements for the position (police clearance, immunizations, etc.)
- Meet with the student regularly to discuss progress, offer feedback, and direction on the tasks and learning objectives outlined above.
- Support and possibly train the student to further develop their career competencies and skills.
- Communicate workplace policies, procedures, and safety protocols with the student as they relate to the work.
- Evaluate the student by completing and signing a final evaluation form with the student near the end of the internship.
- Record and verify the hours the student volunteered.

**Continues on next page...**

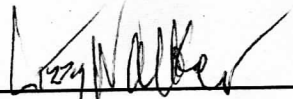
**The student agrees to:**

- Complete any additional requirements (e.g. police clearance, etc.) as quickly as possible to get started and meet the deadline to complete the minimum 40 hours.

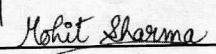
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- Adhere to the set hours scheduled and advise the supervisor of any absences due to illness or emergency situations.
- Comply with workplace policies, procedures, and safety protocols, be professional, and respectful at all times.
- Promptly respond to all communications from their supervisor and VIP-CSL staff.
- Commit to completing 40+ volunteer hours and ensure their academic schedule, work schedule, and other commitments, will not conflict with chosen volunteer schedule.
- Maintain confidentiality of the community organization and its clients.

**Supervisor Signature:** 

**Date:** June 02 2022

**Student Signature:** 

**Date:** 30<sup>th</sup> May 2022

Please feel free to contact the Applied Learning Coordinator ([vip@uwindsor.ca](mailto:vip@uwindsor.ca)) should you have any questions regarding the responsibilities and administration of this opportunity.

**Please sign digitally then student will upload this form onto Blackboard before the deadline**