



University  
of Windsor

Career Development & Experiential Learning

# VIP: Community Service Learning

Orientation Module #1: The Basics



Upon completion of all three modules, you will be given **THREE (3)** chances to achieve greater than 90% on the quiz. You must score at least 90% on this quiz before you attend the group orientation workshop.



# Career Development & Experiential Learning

VIP-Community Service Learning or VIP-CSL is a service provided by a larger department, Career Development & Experiential Learning. We offer a variety of services and resources that can enhance your university experience and contribute to your employment and career goals.

- ❖ Career Development workshops
- ❖ Individual Resume help
- ❖ Interest Testing
- ❖ One-on-one career advising
- ❖ Job postings

[experience.uwindsor.ca](http://experience.uwindsor.ca)



# Why VIP-CSL?

The educational goals for your experience are:

- Apply your knowledge in a practical community setting
- Demonstrate the importance of Community Service Learning experience in relation to the local or global community
- Compose a targeted resume and cover letter
- Articulate how career competencies or transferable skills were gained or enhanced through experience
- Evaluate how Community Service Learning has impacted your career planning process



# Communication



- Since we do not meet in class each week, we communicate using announcements on Blackboard (Bb) and sometimes by email
- Expect about one communication per week and read it carefully, don't just scan
- You are required to check your email and Bb announcements regularly and to meet all deadlines
- Send all emails to [vip@uwindSOR.ca](mailto:vip@uwindSOR.ca) from your uwindSOR account
- If you have a matter that cannot be discussed via email we can arrange an appointment

# What do you get out of VIP-CSL?

Students who complete ALL requirements within the timeframe given:

- 1 Receive recognition on their academic transcript
- 2 Receive an official certificate of completion
- 3 And so much more! (skills, confidence, experience, e.g.)



# VIP-CSL

## Placement

40+ hours volunteer work  
verified by supervisor

Receive at least a  
satisfactory level  
performance evaluation

## Workshops

Career workshop of your choice

Mid-point Discussion

Individual Presentation

## Assignments

Online discussions

Cover Letter

Final Reflection Report

**More detail is available on Blackboard - this is to give you an idea of what to expect!**



# Who will you volunteer for?

Our community partners are **non-profit** community organizations that need your help.



A **non-profit** organization is a club, society, or association that's organized and operated solely for: social welfare, civic improvement pleasure or recreation, and any other purpose except profit (making money).

For-profit organizations (banks, engineering firms, doctor's offices, etc.), on campus organizations, or those housed in a private residence are not eligible to participate.

**Currently we are allowing remote, in-person, or a combination format for placements. Placement descriptions will explain the format for each role and safety information related to COVID-19.**



# What kind of positions do we offer?

Common roles\*: fundraising, event planning, working with youth and seniors, data entry and administration, marketing, social media, customer service

Less common roles\*: animal welfare, education, financial related

Do NOT expect: accounting, engineering, physiotherapy

\*The types of role available will depend on the community's current needs



# Apply program knowledge in your position

Position descriptions will tell you what programs they are seeking students from. Some will be specific and others may be open to students from any program, it's up to the organization and their needs.



# You are now ready to move on to the next module!

The final quiz must be complete before you attend the  
group orientation workshop

