



University
of Windsor

Career Development & Experiential
Learning presents...

VIP: a Community Service Learning Experience

orientation part 2: workshops and assignments



WELCOME TO PART #2!

Upon completion of all three modules, you will complete a quiz on Brightspace. You must score at least 90% on this quiz **before** you attend the group orientation session. You get only 3 attempts.

COMPONENTS OF VIP-CSL

As explained in the first module, there are three components to this experience. This module will go into further detail about the components to help you determine if VIP-CSL is a good fit for you this semester.



PLACEMENT

- Must complete a minimum of 40 volunteer hours (unpaid) over 10-12 weeks
- Students will begin their placement once they are matched and have met with their new VIP supervisor (within one week of being matched)
- You will set up and attend your first meeting with your new VIP supervisor within one week of being matched. You will set up a schedule and discuss your duties **with** your supervisor and record them on the **Placement Confirmation Form**
- You will maintain a **Record of Hours** form and have your supervisor verify your hours each time you volunteer
- At the end of your placement, your supervisor will evaluate your performance - you must receive at least a satisfactory evaluation
- Your 40 hours must be completed before the deadline for final documentation (see Timeline)





RECORD OF HOURS

Each time you volunteer at your placement, record the date and times of your shift. This is a major requirement and must be verified by your supervisor and submitted to VIP staff as part of your final documents.

Surname:	First Name:
Student ID:	Academic Term of VIP Participation: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer 20__
Placement Organization:	Supervisor:

INSTRUCTIONS:

- Record the start and end dates of your placement in the spaces indicated
- Each time you perform the duties of your VIP position record the date, start time, end time, and the number of hours worked – your supervisor should initial each shift listed.
- Keep a running total of your hours in the current total column.
- Once you've completed the minimum requirement of forty (40) volunteer hours, sign the form and request that your supervisor do the same

Start Date: _____ End Date: _____

Date (MM/DD/YY)	Start Time	End Time	Hours Worked	Current Total	Supervisor Initials
Example: 09/26/16	11:30 am	2:00 pm	2.5	2.5	AB
10/02/16	9:00 am	12:00 pm	3	5.5	AB

** Chart continues on the reverse side of this page **

The information on this form is being collected in accordance with the University of Windsor Act of 1962. The personal information collected herein will be used for the following purposes:

- Assessing the VIP Student's completion of the program's hours requirement
- Tracking the start and end dates of the VIP placement


If you have any questions about the collection of this personal information, please contact Applied Learning Coordinator, either by telephone at (519) 253-3000 ext. 3893, by email at vip@uwindsor.ca.

PLACEMENT CONFIRMATION FORM

Once you have been matched with your VIP position, you will contact your new supervisor and set up a meeting within one week.

Fill this out with your supervisor at your first meeting. Discuss your weekly schedule, list of duties, employer's contact information, etc.

Prepare for this meeting by researching the organization, re-reading the position, dressing appropriately, and arriving 5m early!



PLACEMENT CONFIRMATION FORM – PART 2

**** ONLY complete this document if you have selected Option 1 or Option 3 on the previous page ****

WORK SCHEDULE

Internship Start Date: _____ Anticipated Internship End Date: _____
Ideally, volunteers should start as soon as possible and complete their 40 or more hours before exams begin. However, if both parties agree to a later end date, the student should notify the VIP staff of the required extension by sending an email to vip@uwindsor.ca.

*Planned Weekly Schedule (typically 4-10 hours per week, indicate what days and times you will volunteer): _____

*Subject to change upon the request of the internship supervisor or by mutual agreement.

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: _____

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

Best way to inform your supervisor if you need to miss or reschedule a shift due to an emergency: _____

During my internship, I can also seek support or guidance from the following people if necessary [other staff, mentors, senior interns]:
1. _____
2. _____


TASKS

Please review a copy of the VIP job posting (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 course of the internship.

PAGE 2

The information on this form is being collected in accordance with the University of Windsor Act of 1962. The personal information collected herein will be used for the following purposes: Confirming internships and documenting student and supervisor agreement on the above terms and guidelines. If you have any questions about the collection of this personal information, please contact Kent Zick, Manager at (519) 255-3000 ext. 3559 or kzick@uwindsor.ca or by mail to University of Windsor, Co-op, Career and Employment Services, 401 Sunset Avenue, Room 1101 Lambton Tower, Windsor, Ontario, N9B 3P4.



PLACEMENT CONFIRMATION FORM – PART 2

LEARNING OBJECTIVES

Provide a brief description of three learning objectives you hope to accomplish over the course of the internship. 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 internship. Ensure that you and your supervisor agree that the objectives you choose are in line with the tasks you are expected to perform in the role. You will expand on this in your Final Reflection Report.
1. _____
2. _____
3. _____

STUDENT AND SUPERVISOR AGREEMENTS

We the undersigned approve of the information written above and understand the following Volunteer Internship Program 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 program.
- The internship should be part-time and consist of a minimum of 40 hours.

The host supervisor agrees to:

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

The VIP student agrees to:

- Adhere to the set hours of the internship and advise the supervisor of any absences due to illness or emergency situations.
- Comply with workplace policies, procedures and safety protocol, and behave in a professional and respectful manner at all times.
- Promptly respond to all communications from their supervisor and VIP staff.
- Commit to completing 40+ volunteer hours and ensure their academic schedule and chosen volunteer schedule do not conflict.
- Maintain confidentiality of the placement organization and its clients.

Student Signature: _____ Date: _____

Host Supervisor Signature: _____ Date: _____

Please feel free to contact our VIP team (519-255-3000 x3893 or vip@uwindsor.ca) should you have any questions regarding the responsibilities and administration of this internship.

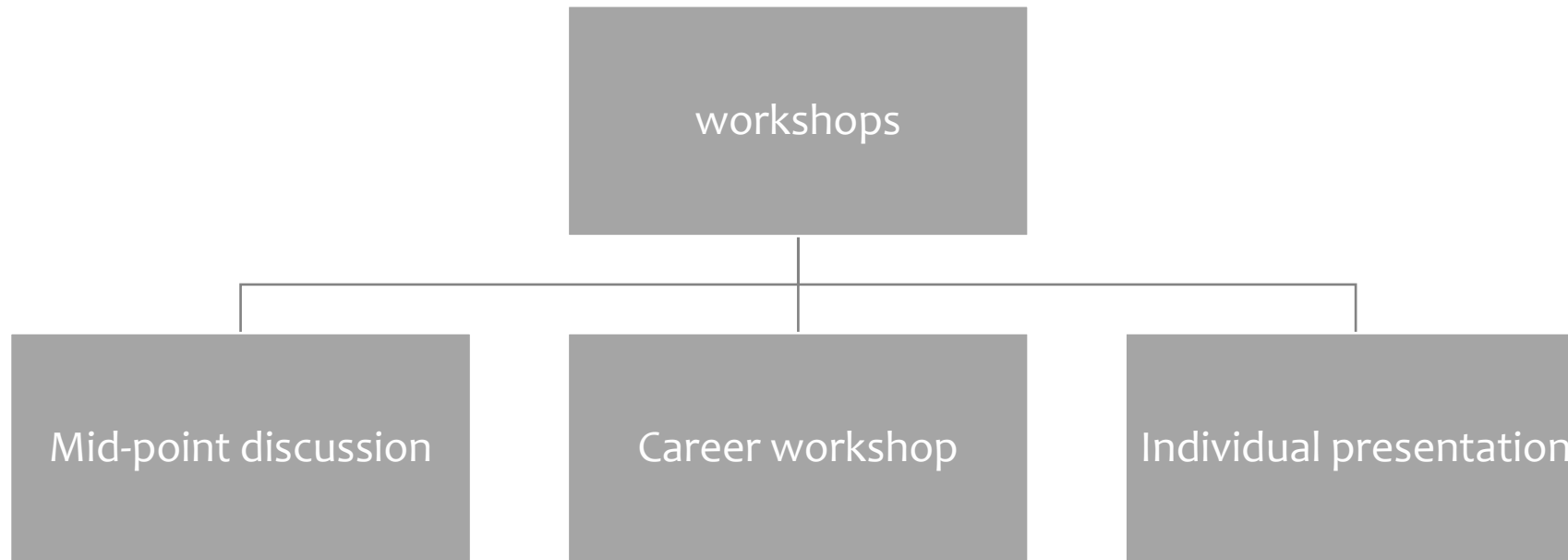
Please return a signed and scanned copy of this form to vip@uwindsor.ca before the deadline indicated on your VIP Timeline

PAGE 3

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workshops

To complete this experience and get recognition, plan on attending all of the following workshops:



The students that register in advance and do not miss their workshops are most likely to succeed. Lack of planning could leave you without the time to complete these requirements. Make-up assignments are not available.



Mid-point discussion

Discuss your placement in a small group setting

Work on your interview skills

Learn about what other students are doing!

A woman in a dark suit and light pink top is standing and presenting to a group of people seated around a large, light-colored wooden conference table. The room has large windows with vertical blinds in the background. Several people are seated at the table, some looking towards the presenter. The scene is a professional meeting or workshop.

Career workshop

Attend one of our career workshops as part of your requirements.

You choose a workshop that suits your interests and schedule!

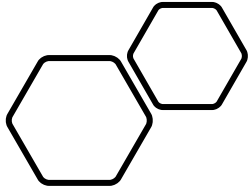
Individual presentations

An illustration of a business presentation. A man in a white shirt and tie stands at the front, pointing at a whiteboard. He is facing an audience of four people (two men and two women) seated at a table. The audience members are looking towards the presenter. On the table, there is a laptop, a coffee cup, and some papers. The background is a solid orange color.

Conduct a 3-5m professional presentation about your experience

You must attend a presentation session in order to complete - no makeup assignments are available

This will help you with future interviews!

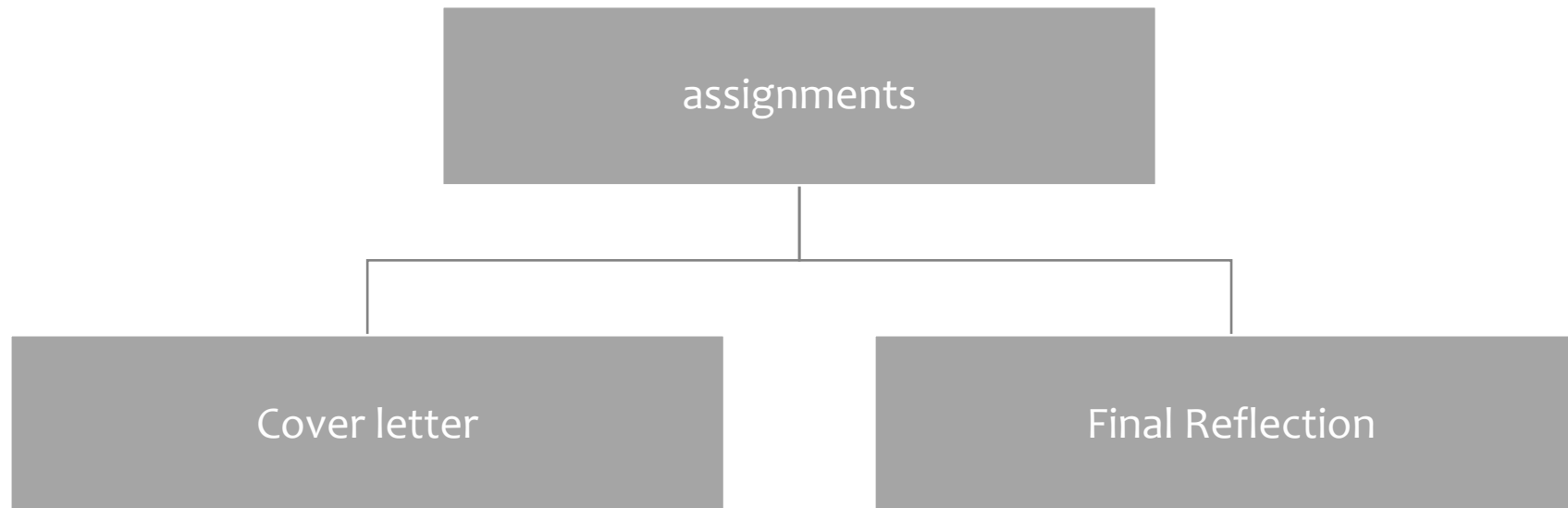


Take a moment to consider what you have already committed to for the term. Do you really have enough time to give this opportunity the attention it needs to enhance your professional development?



assignments

Each assignment should take you approximately one hour to complete!



Online discussion

- Contribute to the discussion on Brightspace by answering questions and commenting on posts from your peers
- Use professional language as you would in an interview
- Respect and kindness are mandatory 😊





**WE DO NOT LEARN
FROM EXPERIENCE,
WE LEARN FROM
REFLECTING ON EXPERIENCE.**

~ JOHN DEWEY

final reflection

Consists of short answer questions and reflection activities to help you evaluate your placement

Your ideas and thoughts are more developed when you physically record them - this will help you articulate your experience more effectively to future employers!

resume

- Before you apply to positions you must create acceptable resume
- While there is no formal resume assignment you will have had several opportunities to improve your resume
- Review the Timeline and Resume module for specific details



VIP-CSL

Brightspace

the main hub

Check the timeline frequently to make sure you are staying on track and meeting all deadlines. Better yet, enter all the deadlines into your calendar platform!

Review the content under the learning modules on Brightspace to familiarize yourself

Each learning module has goals and is easy to follow. It will let you know what you need to submit and if there is a deadline to meet.

If you notice a problem, email vip@uwindsor.ca



Be a Professional - COMMUNICATE

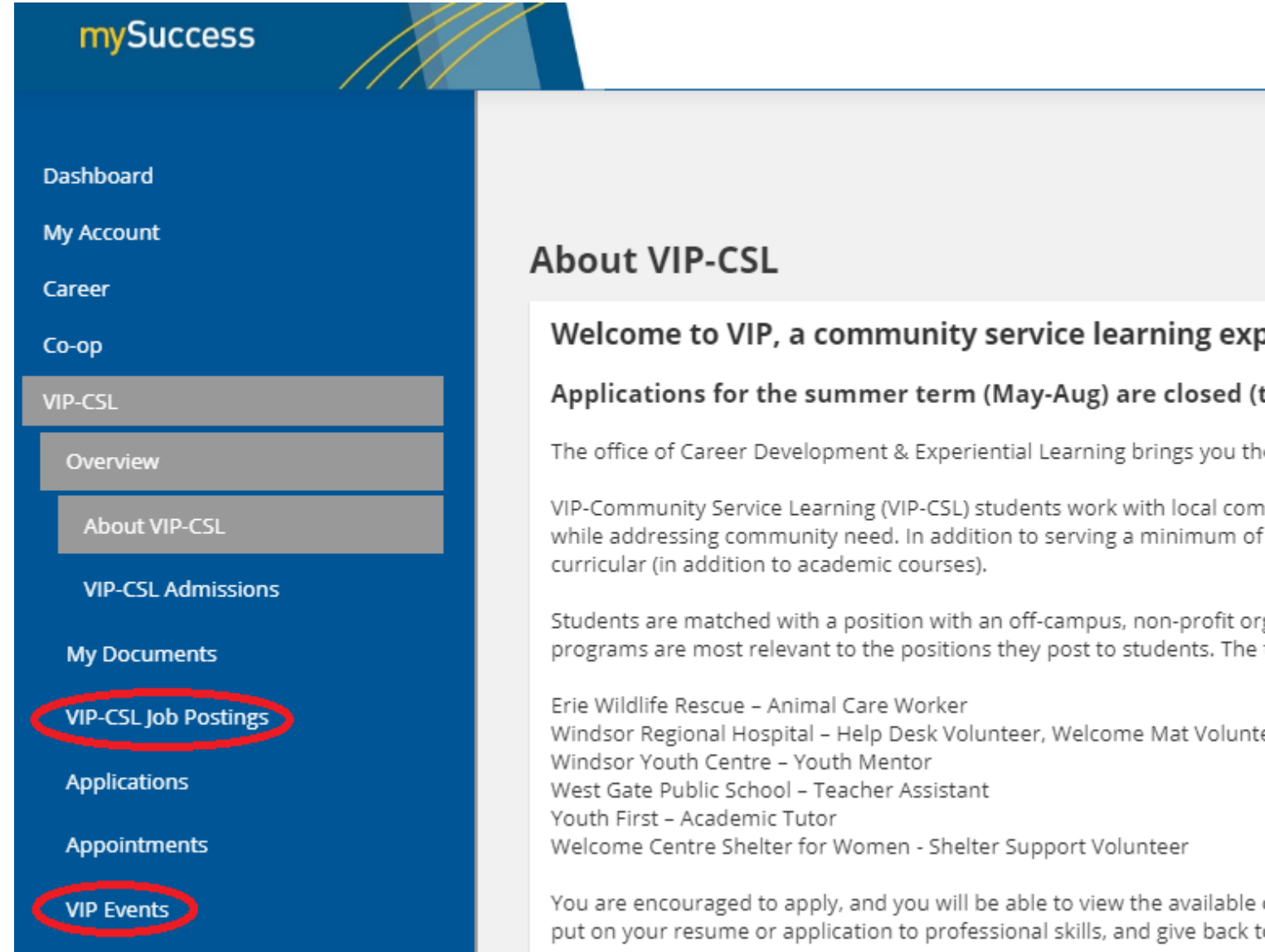
- If you are having a problem and cannot meet a deadline, get in touch before the deadline
- If you are struggling in your placement and don't know what to do about it, get in touch right away
- Having trouble with time management, past VIP students have suggested entering all VIP requirements into your calendar (e.g. Google Calendar) and set up reminders
- Are you having an emergency that could affect your attendance, get in touch
- Be **responsible**, **accountable**, and **professional** by communicating with VIP staff by emailing vip@uwindSOR.ca
- We want to help you but we can't if we don't know you have a problem 😊

MYSUCCESS

In addition to Brightspace, we also use the mySuccess platform

You have already used this to sign up for your interview

Use mySuccess to register for workshops, appointments, and view and apply to VIP positions



The screenshot displays the mySuccess platform interface. On the left is a dark blue navigation menu with the mySuccess logo at the top. The menu items are: Dashboard, My Account, Career, Co-op, VIP-CSL, Overview, About VIP-CSL, VIP-CSL Admissions, My Documents, VIP-CSL Job Postings (circled in red), Applications, Appointments, and VIP Events (circled in red). The main content area on the right has a light grey header with the title 'About VIP-CSL'. Below this is a white box containing the following text:

Welcome to VIP, a community service learning experience

Applications for the summer term (May-Aug) are closed (to ensure time to prepare for the program)

The office of Career Development & Experiential Learning brings you the opportunity to gain valuable work experience while addressing community need. In addition to serving a minimum of 40 hours, students will receive credit for their work (in addition to academic courses).

Students are matched with a position with an off-campus, non-profit organization. The positions are most relevant to the positions they post to students. The following are some of the positions available:

- Erie Wildlife Rescue – Animal Care Worker
- Windsor Regional Hospital – Help Desk Volunteer, Welcome Mat Volunteer
- Windsor Youth Centre – Youth Mentor
- West Gate Public School – Teacher Assistant
- Youth First – Academic Tutor
- Welcome Centre Shelter for Women - Shelter Support Volunteer

You are encouraged to apply, and you will be able to view the available positions. This experience can be put on your resume or application to professional skills, and give back to the community.

You are now ready to move on to part three!

Upon completion of all three parts, you will have to complete a quiz on Brightspace. You have up to 3 attempts to score 90% or above.

You must score 90% or higher **before** you attend the group orientation workshop.

