



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
- ❖ One-on-one career advising
- ❖ Job postings

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 Brightspace (BS) and by email
- Expect communication every week and read it carefully, don't just scan
- You are required to check your email and BB announcements daily and to meet all deadlines
- Send all emails to 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 Brightspace - this is to give you an idea of what to expect!

Deadlines and further details can be found on the Timeline on Brightspace

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. Format is chosen by the organization and will be stated in the position descriptions.

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: science, 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 to make that decision. You may apply to positions that do not list your program, but you will need to explain how you can apply your program knowledge in the role.



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

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

