



ACTIVITY	DATE / DEADLINE	LOCATION / WEBSITE	DETAILS
First Resume Submission	BEFORE 9AM July 27	On Brightspace (BS)	Review Resume module and submit resume before deadline
Pre-Orientation	BEFORE 9AM Sept 7	On Brightspace (BS)	Details are within the content module named 1:Pre-Orientation
Group Orientation	Sep 8 (F) 10-11 AM (JEC 100) Sep 11 (M) 8:30-9:30 AM (JEC 100) Sep 11 (M) 1:30-2:30 PM (JEC 100)	Register on success.uwindsor.ca VIP Event Calendar	Attend one session
Administration Fee Due	BEFORE 1 PM on Sep 12 (T)	Details on how to pay will be shared at Group Orientation	\$75 – No late fees accepted
Second Resume Submission	BEFORE 1 PM on Sep 13 (W)	Submit on BS	Improve your original resume to customize for VIP roles
Resume 1:1 meetings	Sep 15 (F) or Sep 18 (M)	Microsoft Teams or JEC 100	If required, register for appointment on mysuccess > VIP Appointments
Third/Final Resume Submission	BEFORE 1 PM Sep 19 (T)	Submit on BS	Make all edits as instructed in 1:1 meeting or by email
Volunteer Placement Application Period	10 AM Sep 20 (W) - 10 AM Sep 22 (F)	https://success.uwindsor.ca under <i>VIP-CSL Job Postings</i>	Review module 3. You can be matched with any role you apply to.
Submit Placement Preferences	BEFORE 10 AM Sep 22 (F)	Submit within BS module 3	Declare your top 5 choices
Placement Matches Announced	Sep 25 (M)	On success.uwindsor.ca , BS announcement, and email.	Read module 4 and set up meeting with your supervisor immediately
Placement Confirmation Form Due	Oct 5 (R)	Submit within BS module 4 or under Submissions	Must be signed by your supervisor at your first meeting
Cover Letter Worksheet & Cover Letter	Oct 17 (T)	Submit within BS module 5 or under Submissions	All instructions are in module 5
Career Development Workshop	Nov 3 (F)	Register on https://success.uwindsor.ca under CAREER events & workshops	Attend the session of your choice before the deadline
Mid-point Discussion	During week of Oct 30	Register on success.uwindsor.ca under VIP Events in-person at JEC 100	Submit assignment before attending (on BS)
Presentations	Nov 30-Dec 7	Register on success.uwindsor.ca under VIP Events	Instructions in module titled <i>Presentations</i>
Final Documentation Due	December 20 (W)	Submit on BS	Review BS module Final Documentation

CHECKLIST

Use this checklist to keep track of the program requirements you have fulfilled. If you've completed all of the items on the list by the deadlines given you should be eligible to receive a certificate and transcript recognition for having successfully completed VIP.

- ☐ Complete all **online pre-orientation requirements**
- ☐ Attend **Group Orientation workshop**
- ☐ Paid **Administration Fee**
- ☐ **Update initial resume and resubmit for second review**
- ☐ Attend a one on one **resume review meeting** (*if required of you*).
- ☐ Make suggested changes to resume and **resubmit third and final version**
- ☐ Meet your supervisor and submit the **Placement Confirmation Form**
- ☐ Receive a satisfactory or better score of your **Cover Letter and Cover Letter Worksheet**
- ☐ Attend and participate in a mid-point **Reflection Discussion**
- ☐ Attended at least one **Career Development workshop**
- ☐ Conduct a **Presentation** with your peers and receive at least a satisfactory or better overall evaluation
- ☐ Submit a **Record of Hours form** with your hours verified by a supervisor- minimum of 40 hours volunteering required
- ☐ Complete and submit a **Final Reflection**
- ☐ Received a satisfactory or better evaluation of overall performance on the **Employer Evaluation of Student Intern** form, and submit form

WITHDRAW POLICY SUMMARY

The administration fee is non-refundable. If you pay the fee and intend to commit to VIP-CSL but something unexpected happens, you will be allowed to withdraw from the program and your fee is non-refundable. We do not allow postponement or deferral to another term. See syllabus for more information about withdrawing.