



Welcome to Work-Integrated Learning

WTP200

Work Term Preparation Course

Expectations, Important Dates & Protocols

CONTACT

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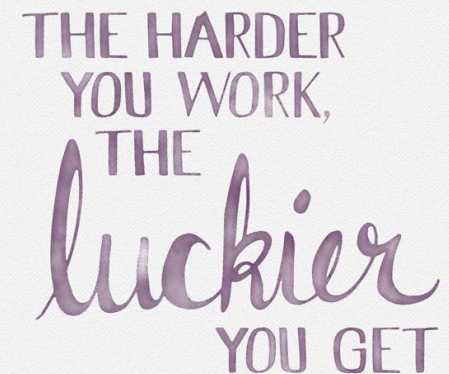
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WHAT IS WIL?

- Opportunity to integrate academic learning with relevant work experience
- Opportunity to learn more about yourself, discover what you're capable of
- Opportunity to further explore your chosen field of study and gain work experience
- Opportunity for a smooth transition from school to work environment

WIL EXPECTATIONS

- What the WIL Office expects from you
- What you expect from the WIL Office
- What the employer expects of you
- What you expect from the employer



THE HARDER
YOU WORK,
THE
luckier
YOU GET

- Grading: SAT or UNSAT
- Performance is based on classroom professionalism and etiquette
- Assignment submissions and completion of course work is required and will prepare you for your job search

INTERNATIONAL STUDENTS

- **If you are an international student:**
- You will need to obtain a letter from your WIL Coordinator
- You must apply for a Co-op Work Permit through Immigration Canada **as soon as possible**
- You will need to send your WIL Coordinator proof/confirmation that you have applied for this
 - You will not be provided with access to co-op job postings until you have emailed me your proof/confirmation of application
- For any questions and assistance with your application, please visit International Student Services department on campus

YOUR RESPONSIBILITIES IN WIL

- Participate actively in WTP200 to help yourself prepare and identify your career goals, understand the WIL process, develop job search techniques and interview skills
- Attendance in all classes is mandatory—WTP200 is a 7 week course
- Provide accurate, honest, and relevant information regarding your qualifications and interests
- Adhere to deadlines and schedules for classes, assignments, appointments, job postings and interviews

YOUR RESPONSIBILITIES IN WIL

- Actively search for suitable work term opportunities
- Average: 1 interview for every 12 apps
- Apply for all job postings that will provide you with the type of learning experience that will enhance your career education and goals
- Your willingness to be flexible and keep an open mind will expand your opportunities
- Check locations of job when you apply
- Be patient and persistent—it's not a race!

YOUR RESPONSIBILITIES IN WIL

- Notify me immediately of any direct contact from employers, including requests for interviews or job offers
- CHECK YOUR EMAIL AND SENECAWORKS at least TWICE A DAY
- No courses during your work term!
- **DON'T GIVE UP YOUR JOB SEARCH!**
- Apply, apply, apply!

START THINKING LIKE AN EMPLOYER...

- What skills would you be looking for in an applicant?
- What would you like to see on a cover letter and resume?
- Does your cover letter and resume reflect your relevant skills?
Is it targeted to the job you are applying for?
- How are you different from every other candidate?

GET TO KNOW YOURSELF...

- In order to market yourself to employers, ask yourself:
- What am I good at? What are my strengths and skills?
- What do I value?
- What can I offer an employer?
- What have I done in the past that I can use at my future job?
- What have I learned in school that I can bring to the workplace?
- What are my goals (short-term and long-term)?

START THINKING ABOUT YOUR SKILLS

- Self-Management / Personal Skills
 - Dependable, decisive, responsible, etc.

- Transferable Skills
 - Problem-solving, analytical skills, organizing, leadership qualities
 - Time management skills, communication skills, team player, enthusiastic, motivated, etc.

- Technical / Work Skills
 - Computer programming, language translation, event planning, etc.

SELF-MARKETING

- Get connected and network!
- Make contact with employers
- Set up job search profile on company websites
- Follow companies on Twitter and LinkedIn and set up alerts
- Attend Career & Job Fair events
- Spread the word that you're looking for a co-op job to family, friends, etc.
- Apply to jobs! Any experience is good experience!!

WIL PROTOCOLS

- **WTP200 Course outline** – available on BB site
- **Document review – WIL Protocols**
- Please sign and submit form before leaving class today
- **Document review – Consent Form**
- Please sign and submit form before leaving class today

CRITICAL DATES

Week of Jan 6th	Classes begin
Jan 20th	1 st day of job postings – job postings available to students on SenecaWorks
Feb 2nd	1 st day of job closures
Feb 3rd	First batch of application bundles sent to employers
Feb 5th	First available date for interviews
Feb 5th – Feb 19th	1 st round of interviews take place
Feb 20th	Rankings due from Students by 5:00 pm OR after last scheduled interview
February 20th	Rankings due from Employers by 9:00 am
Feb 21st & 22nd	Offer of Employment confirmations communicated to Students & Employers

TO DO:

- Review Blackboard site for course info and due dates!
- Review course outlines and documents
- Review and complete WIL Protocols and Consent form and submit to WIL Coordinator ASAP