

**Seneca**

WORK-INTEGRATED  
LEARNING

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# WTP 100

**Welcome!!**

**Expectations, Important Dates, Protocols**

# CONTACT

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Work-Integrated Learning Coordinator

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# WHAT IS WIL?

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- ✓ 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
- ✓ Opportunity for a smooth transition from a school to work environment

# EXPECTATIONS

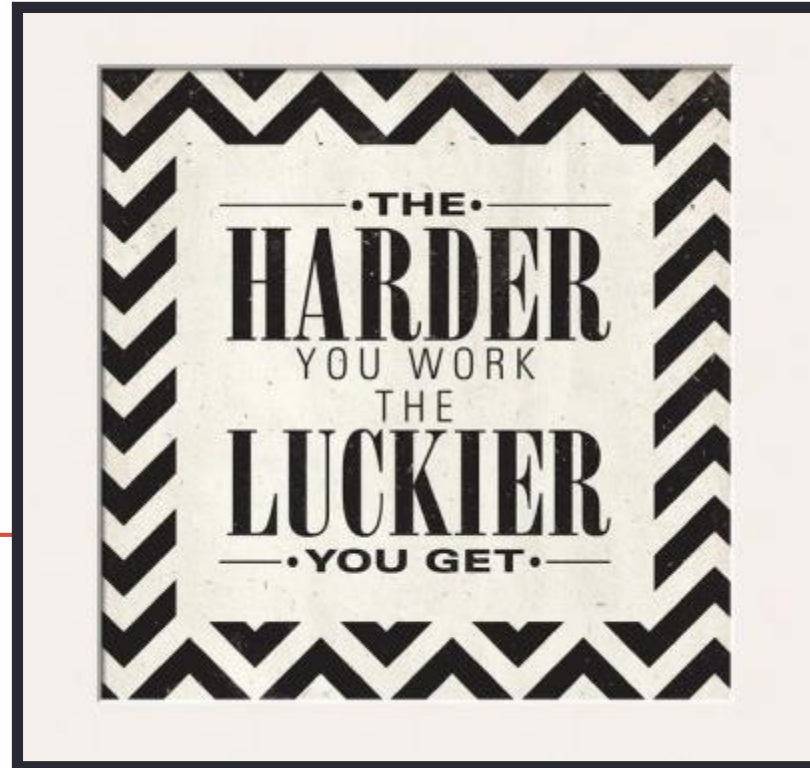
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What the WIL Office Expects of you

What You Expect of the WIL Office

What the Employer Expects of you

What you Expect of the Employer



“Luck is what happens when preparation meets opportunity.”

*Seneca the Younger  
Roman Philosopher*

# CRITICAL DATES – Winter 2019

# CLASS SCHEDULE

# WIL INFORMATION

- CPAC graduate: WTP100, CPA331, CPA332
- Eligibility: maintain required GPA and enrolled in a minimum of 4 courses or you can be removed
- WIL Fee: non-refundable \$495
- Work Term Hours: 4 months, full time, 35 hours/week, no vacation
- Grading: SAT or UNSAT
- Performance is based on classroom professionalism & etiquette
  - Class will model the work environment, act accordingly



# RESPONSIBILITIES

- Participate actively in WTP100 to help yourself prepare and identify career goals, understand the WIL process, develop job search techniques and interview skills
- Attendance to all classes is mandatory
- Provide accurate, honest and appropriate info regarding your qualifications and interests
- Adhere to deadlines and schedules for class meetings, assignments, appointments, job postings, and interviews

# RESPONSIBILITIES

- Actively search for suitable work semester opportunities
- Apply for all job opportunities that will provide the type of learning experience that will enhance your career education
- *Your willingness to be flexible and keep an open mind will expand your opportunities*
- Be patient & persistent
- Notify Mary immediately of any direct contact from employers, including requests for interviews or job offers
- Check your email & the WIL Website TWICE A DAY
- DO NOT GIVE UP YOUR JOB SEARCH!

# INTERNATIONAL

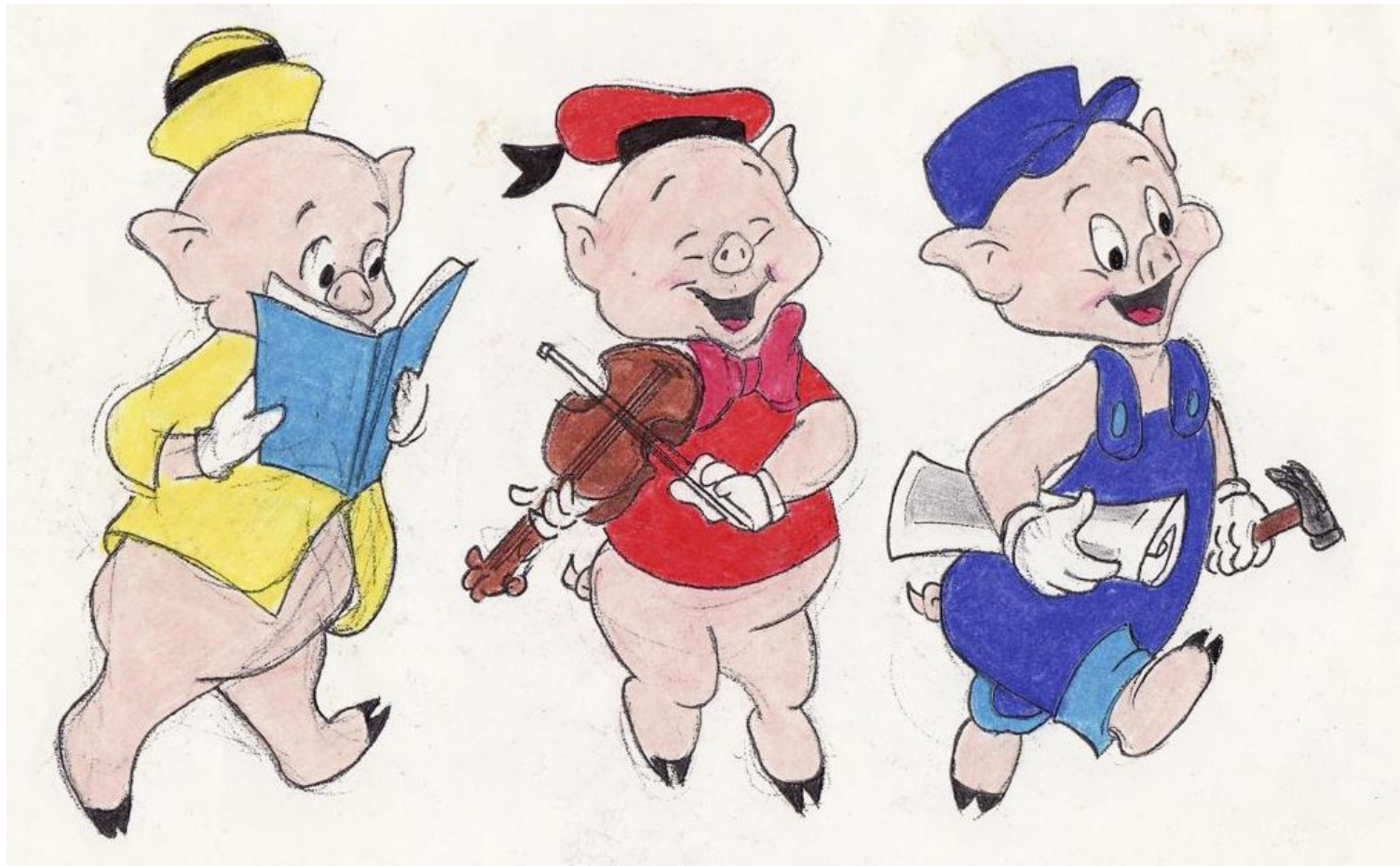
If you are an International Student....

- Obtain a letter from WIL Coordinator
- Apply for a Co-op Work Permit through Immigration Canada
  - You will not be provided with access to co-op job postings until you have emailed me your proof of application
- For any questions & assistance with your application, visit International Student Services

# 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?
- How are you different from every other candidate?

**Career Planning success....**  
*understanding yourself and what makes you  
different & unique*



# Get to know yourself...

- ✓ In order to SELL yourself to employers, ask yourself....
  - What am I good at? What are my strengths and skills?
  - What do I value? What are my personal attributes?
  - 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, long-term)

*Personal self assessment will assist you in marketing yourself to employers – you will be able to communicate positively about yourself in a resume, cover letter, during an interview and on the job*

# Skills – 3 Types

- Self-management / Personal Skills
  - dependable, decisive, responsible
- Transferable Skills
  - problem-solving, analyzing, organizing, planning, leading
- Technical / Work Skills
  - computer programming, language translation, event planning

# Most highly ranked transferable skills

- Communication Skills
- Team Player
- Problem Solving Skills
- Strong Work Ethics
- Analytical Skills
- Flexibility / Versatility Skills
- Time Management Skills
- Enthusiastic / Motivated
- Leadership Qualities

*Based on the 2013 Campus Recruitment Report*



**“Any other people skills, besides 400 Facebook friends?”**



# SELF-MARKETING

- **Get Connected**

- Make contact with employers
- Set up job search profile on company websites
- Follow companies on twitter & linked in and set up alerts
- Attend Career & Job Fairs or Networking 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!!!

# If 99.9% was good enough



[https://www.youtube.com/watch?v=FnMt\\_LJ4UZc](https://www.youtube.com/watch?v=FnMt_LJ4UZc)