

Career Services

The Employer Guide to SWEP

2026 – 2027



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Introduction

The Summer Work Experience Program (SWEP) provides Queen's undergraduate students with an engaging, challenging and rewarding summer experiential learning opportunity. The program provides a wage subsidy to support the creation of on-campus summer jobs that provide valuable experiences for Queen's undergraduate students.

Staff and faculty members who are able to commit to providing a valuable summer work experience with exceptional on-boarding and supervision are invited to submit job proposals, which are reviewed and ranked by a committee. Results are sent to everyone who submitted a proposal no later than mid-December. Once a proposal has been approved, Career Services will make the job posting live on the SWEP job board in MyCareer for students to view and apply. If your proposal is approved, you conduct your hiring process following the dates listed below (short listing, interviewing, hiring).

Throughout the student's work term, SWEP Supervisors take part in a mandatory [Experiential Learning \(EL\) WrapAround](#) process. By creating and facilitating student reflection and dialogue in the workplace, supervisors can see an increase in overall productivity and professionalism in their student staff. This form requires only a minimal additional investment of supervisor time to make a significant impact on students' learning and professional development.

Statement on Acknowledgement of Traditional Land

Queen's University is situated on the territory of the Haudenosaunee and Anishinaabek.

Questions

SWEP Program

Queen's Career Services

swep@queensu.ca | 613-533-2992

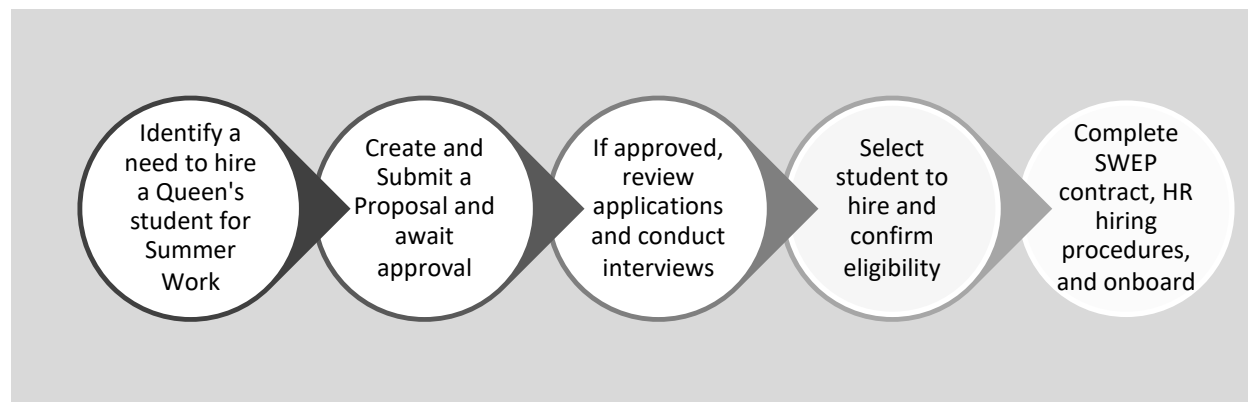
Program at a Glance

Positions

2027 SWEP positions are:

- **A maximum of 16 weeks from May-August:** Employment can commence on or after May 1 and must terminate by August 31. Jobs may run a maximum of 16 weeks in this approximately 18-week window. Actual start and finish dates will depend on the needs of the employer and student's availability.
- **Full time (usually):** The program does not require that employers submit only full-time positions; however, the vast majority of jobs received are for 16 weeks at 35 hours per week. A few employers offer students some flexibility when those hours are worked.
- **\$18.95/hour:** The wage for SWEP positions is 18.95/hr, plus vacation pay.

Employers may submit more than one proposal for more than one SWEP position. Units must ensure that SWEP positions are not a replacement for staff roles and responsibilities. Work performed by SWEP students must not be covered by any collective agreement.



Dates to Remember 2026-27

1 Nov 2026	Deadline for employers to submit SWEP job proposals in MyCareer
11 Dec	Employers notified if their job proposals have been approved or not
16 Dec	SWEP 2027 job postings available for students to view in MyCareer
10 Feb 2027	Deadline for students to apply to SWEP 2027 job postings
11 Feb	Student applications are sent to employers
31 Mar	Employer deadline for hiring a student and returning a signed contract
1 May	Beginning of Student Work Term period
Mid-May	Complete Part 1 of EL WrapAround
Mid-Aug	Complete Part 2 of EL WrapAround
31 Aug	End of Student Work Term period

Proposal Process

Call for Proposals

By the end of September, Human Resources sends out a call for proposals (on behalf of the SWEP program) to unit directors and leaders. Departmental leaders are asked to forward this call to all staff and faculty members in their unit who may be interested.

Employers who sign-up for the [SWEP mailing list](#) will also receive a call for proposals from swep@queensu.ca.

All Proposals must be submitted in [MyCareer](#) by **November 1, 2026**.

Important note: If it is your first time using the [MyCareer](#) system for SWEP, please start the process before the deadline to ensure you have time to get your account set up.

Completing the Proposal

Please review the proposal guidelines below and submit them by the deadline.

1. Access to MyCareer System

- Log in to [MyCareer](#) using an **employer** account. Note, this is not a Staff/Faculty net ID account.

- If you do not already have an employer account, [register online](#).
- If you do not see the SWEP module, contact swep@queensu.ca.

2. Draft your Proposal

Resources

As you are writing your proposal, you may find the following resources helpful:

- **[SWEP Budget planning information](#)**: Guide to help you calculate your employer contribution.
- **[SWEP Proposal Word Template](#)**: Download the Word template to work on a draft of your proposal before submitting it into the MyCareer system. Once you start working in MyCareer, edits can still be made, but it is easier to start with the Word template and then copy and paste your final draft into MyCareer so the system doesn't time out.

Employer Contribution

Please indicate the wage percentage you will contribute. While the committee may approve highly ranked positions with low employer wage contribution, **given the limited funds available, employers are encouraged to consider using other sources of funding to enable a significant contribution.** In addition to ranking the merits of the position, the employer's wage contribution also factors into the committee's decision-making process. The SWEP committee aims to maximize the number of students who can benefit from the program, while also recognizing that not all departments can provide the same level of funding from other sources.

Project & Job Description

This section should provide an overview of the project and its size and scope. It should provide a layperson's description of the project's importance/relevance in relation to, but not limited by, academic discipline, Queen's strategic goals, and the greater Kingston community. This section will also include the position's required academic background, special skills required to successfully perform the position, and the technical and professional skills required for the position. Please include:

- A brief overview and history of the project
- A description of the role, including duties and responsibilities
- Required qualifications, including academic, technical, and professional skills as relevant

Learning Plan

The Learning Plan is your opportunity to demonstrate the value of this experience for students. Learning Plans should demonstrate what students will gain from working with your unit. A strong proposal will include a detailed learning plan that explains a process through which a student will enhance the skill sets already acquired through academic study and prior work experience, as well as the addition of completely new workplace skills.

Consider the following questions:

- What skills will a student demonstrate and develop during their SWEP experience?
- What opportunities and/or activities will be provided to the student to allow them to develop these skills? Please list specific examples where possible.
- What, if any, unique opportunities will the student be able to participate in?

Samples of top ranked proposals can be found under Ready to Post a Job on the [SWEP website](#).

3. Submit Your Proposal

All proposals must be submitted through [MyCareer](#).

- From the MyCareer website, select the **Employers & Educators** tab at the top
- Login using your login and password (this is not linked to SSO)
- Select Post a New Job
- Select SWEP Job Postings
- Fill in all required information – **Note:** MyCareer can timeout if you take too long to complete the form, so we encourage you to prep the information on a Word Document first and paste as plain text into MyCareer
- Submit posting for committee consideration

Proposal Ranking and Decisions

Each year, there is a limited budget for SWEP funding. A committee meets in late November/early December to review and rank proposals. The committee will review each proposal received and rank on the merits of the submission. This is an annual process, and receiving funding in one year does not guarantee funding in a future year.

The committee's goals include creating many student positions, ensuring a range of types of positions to appeal to a wide variety of students, and distributing the funding to a range of units across campus.

See the SWEP proposal stats below for the number of positions that have been approved in the past four years.

	2026	2025	2024	2023
Proposals Received	185	175	197	173
Positions Requested	259	245	277	250
Proposals Approved	147	164	114	126
Positions Created (at time of committee meeting)	190	201	164	183

The committee also confirms a short list of "waitlist" proposals. If an employer with an approved proposal later declines their SWEP funding, those funds may be reallocated to the waitlist. Each year, 1 to 3 waitlist positions are usually funded; the top waitlist applicants will be notified.

Each proposal is scored based on:

- Project & Job Description
- Learning Plan

Committee discussions are confidential and final.

Communication of Decision

All employers who submitted a proposal will be notified whether their proposal was successful or not. This communication will be sent out in the first or second week of December.

This email will include the assigned job number, number of positions awarded, and hours per week and number of weeks per position. **Please note that you may be approved for only a portion of the positions you requested.**

If your proposal is successful, the job(s) will be made live on MyCareer, on the second or third week of December to start the student application process.

Hiring & Engaging Diverse Student Talent

Queen's University is committed to recruiting processes that support diversity, equity, and inclusion. Please review the [Engaging Diverse Student Talent webpage](#) for best practices when recruiting at Queen's, expanding Experiential Learning opportunities, and helping to foster meaningful engagement with a wide variety of students while offering an inclusive recruiting process.

Student Application Process

All approved SWEP positions will be made visible to students in MyCareer in mid-December.

Students must apply through the MyCareer system to positions they are interested in (they are not to apply directly to the employer).

All applications must be submitted by February 10, 2027. Employers will not have access to the applications before the application deadline.

All applications for your approved SWEP position(s) will be available in MyCareer after the applications close, and will be forwarded to you the business day after the closing date.

After you receive the applications, you can start the next phase of the hiring process:

Shortlisting and Interviewing. Please visit [Queen's HR Intranet](#) for information related to legislative requirements that hiring managers need to be aware of.

Student Eligibility

To be eligible to apply for SWEP positions, students **MUST** be:

- Currently registered in their first full-time, first-entry Queen's undergraduate degree program

AND

- Returning to the same full-time Queen's undergraduate degree program in the fall (not graduating this year)
 - Please note that students in the concurrent B. Ed. program ARE eligible
- Students must have submitted their application through MyCareer

- Student eligibility must be confirmed before hiring (see next section: Hiring and Onboarding Process)
- Students with disabilities who are registered with Queen's Student Accessibility Services will be evaluated as equivalent to full-time as long as they are in at least a 40% academic load (6.0 credit units in each term of study) in the term prior and after the SWEP summer term

Social Insurance Number (SIN #) Requirements

- To work in the SWEP program students MUST have a Social Insurance Number
- To learn how to get a SIN number, go to: [Queen's University International Centre website](#)

Hiring Process

1. Confirm your preferred candidate

Once you receive the student applications for your position(s), conduct your own screening process (including shortlisting, interviewing), then decide on your preferred candidate.

Important Note: There is new Ontario Employment Standards Act legislation that requires you to notify all interviewed applicants of the hiring decision within 45 days of their interview (or final interview). Visit [Queen's HR Intranet](#) for more information,

2. Confirm SWEP Eligibility

[Email SWEP@queensu.ca](mailto:SWEP@queensu.ca) with your job number, plus the name and student number of your preferred candidate so that their eligibility can be confirmed.

You will receive a response within approximately 2 business days with either:

- i. Confirmation that the student meets the eligibility requirements so you can make an offer to the student; OR
- ii. Confirmation that the student does not meet the eligibility requirements. You can then move to your next preferred candidate and seek confirmation of their eligibility

Do not make an offer to a student until you have received confirmation that they are eligible. Most students who apply are eligible, but it is important that this is confirmed.

Please also note that students must remain eligible throughout the work term. If their status changes (ie. they get accepted to a different program and are not returning to their undergraduate program) their work term must end immediately

3. Offer Position to Student

Make a verbal offer to the student and provide them with:

- The job description (print or electronic)
- Number of total hours and preferred schedule over the summer
- Start and end date

Visit [Queen's HR Intranet](#) for resources and templates to support this process, including a [Casual Offer Letter Template](#).

The SWEP Contract is a wage subsidy agreement; the supervisor is responsible for all HR-related matters for SWEP students, including setting the student up in PeopleSoft for payroll.

4. Complete the online SWEP Contract

Once the student has accepted the verbal offer, you can complete the online SWEP Contract. The SWEP Coordinator will provide you with the link to the SWEP Contract when they confirm the student's eligibility.

To complete the online SWEP Contract, you will require the following information:

- SWEP Job # (provided with your proposal acceptance email)
- Job Title
- Department Name
- Supervisor name, phone number, and email address
- Timekeeper name, phone number, and email address
- Complete Chartfield for the funds transfer
- Student name, number, year of study, and email address

The online SWEP Contract must be completed no later than the deadline date of March 31, 2027. Please contact our team if you will not be able to meet this deadline.

After completing the online SWEP Contract, you will receive an email confirmation that it is received. **You will not receive any additional PDF or contract.**

The student will also receive a notification that you have completed their SWEP Contract. The student is required to reply to the email to confirm they have accepted the role.

Note: The Supervisor is the person whom the student reports directly to, and the Timekeeper is the person in your department who is responsible for processing student payroll.

Please make sure that the Timekeeper listed has access to wage data in PeopleSoft HR to be able to complete the mandatory audit.

Onboarding, Payroll, and HR Procedures

Hiring & Onboarding

SWEP employees are paid employees of your unit. For most hiring, onboarding, supervision, and other employment related matters, please follow your normal HR procedures. If you have questions, contact your HR Advisor.

Please ensure you communicate the start date and setup staff NetIDs and payroll with the SWEP student(s) well in advance of May 1.

Students will receive emails including a welcome in early May. Near the end of the summer, students will be sent a feedback survey and request for testimonials and pictures. If students come to you with questions you are unable to answer, please direct them to swep@queensu.ca.

View the [Supervising Student Employees Checklist](#).

Timekeeping and Payroll

SWEP student staff are categorized as casual hourly employees at Queen's. All policies and procedures for casual hourly employees (including [Queen's Payroll Services](#) deadlines) also apply to SWEP students.

Students must complete timesheets, or report hours worked in another official capacity as outlined by the hiring office, and give them to their supervisor for approval. Students then submit their approved [timesheet](#) to the unit's timekeeper for processing. The timesheet for hourly employees can be found in the Human Resources SharePoint and is called 'Timesheet for Casual and Bi-Weekly Paid Employees'.

Timekeepers: Set contract up in PeopleSoft as Casual at \$18.95 per hour. The system will automatically add 4% vacation pay. All SWEP students receive this wage and cannot be paid at a higher or lower rate.

Total number of hours: SWEP roles are approved for a maximum of 16 weeks. The full May 1 – August 31 period is longer than 16 weeks, so you will need to discuss with you student the specific dates they will work to not exceed 16 weeks.

Time Away: Student staff are expected to inform their supervisor as soon as possible if they are unable to attend work for unforeseen circumstances. Sick days and vacation days are unpaid for Casual staff, but some employers offer students the opportunity to make up the hours at a later date.

The May stat holiday is partially paid to students. Based on the Ontario Employee Standards Act (ESA), the system will automatically compensate them by taking the 4 weeks prior to the week with the stat, adding up the hours, and dividing by 20 days. Since the student likely will not have worked 20 days prior to this stat, they will only receive partial pay for this holiday. Timekeepers leave this date blank in PeopleSoft.

Observed Holiday Pay: Please note that the following Queen's Policy applies to Work Study students and should be used where applicable. If you have questions, please contact Human Resources.

- **Public Holidays:** For the summer term, Victoria Day, Canada Day, and Civic Holiday are paid days off.
 - Peoplesoft will automatically calculate holiday pay for your student(s), which is based on an amount equal to an employee's regular wages (\$) earned in the four work weeks prior to the public holiday divided by 20. There is no need to record hours for that day.
 - For an extra day off issued by the Principal, record the number of hours the student was scheduled for that day.
- **Qualifying for Public Holiday Entitlements:** Generally, employees qualify for public holiday entitlements unless they fail, without reasonable cause, to work their entire regularly-scheduled shift before or after the public holiday; or their entire shift on the public holiday if they agreed or were required to work that day.

View this [reference sheet](#) for more information about Observed Holidays at Queen's.

Wage Subsidy Reimbursement

In late May or early June, you will receive a funds transfer from Financial Aid & Awards based on your approved funding amount.

You are responsible for paying your student in full on a bi-weekly basis throughout the term and tracking the total number of hours worked between May 1 and August 31.

In mid-August, you will receive a link to the mandatory SWEP Audit. **The online Audit form must be completed by mid-September for each SWEP student you have hired.** If the student(s) work fewer than the approved number of hours, the overpaid funds will be transferred back by Financial Aid & Awards by the end of October.

You must complete the mandatory Audit form accurately, reporting actual hours worked. Employers who do not complete the audit or submit inaccurate information will lose access to the SWEP program for future years.

Required Training

The following training components are mandatory for all Queen's University employees. All modules for training are available online using the student's **Employee NetID** and password through the University website. If the student has already completed this training at Queen's, they do not need to complete it again.

1. [Health and Safety Awareness Training](#)
2. [AODA Training Suite](#)
 - ☐ Accessible Customer Service Module (required)
 - ☐ Human Rights 101 (required)
 - ☐ Access Forward (required)
3. [Working Together](#)
4. [It Takes All of Us: Staff and Faculty](#)
5. [Harassment and Discrimination Training \(Video module\)](#)
6. El Wraparound – See [EL WrapAround section](#) of this document

Terminating a Position

If a student's SWEP contract is terminated by the student or the employer, SWEP@queensu.ca must be notified immediately and the SWEP contract and associated funding will be halted from that date forward.

Student No Longer Eligible for SWEP

If the status of the hired student changes (ie. they get accepted to a different program and are not returning to their undergraduate program) their SWEP-funded work term will cease to be eligible for funding support.

In this situation, you may continue to employ the student but will be responsible for 100% of the student's wages for the remainder of their term. Alternatively, if you terminate the student's employment, you can re-hire for the role from the pool of applicants who had applied through the formal SWEP process.

Termination Due to Unresolved Performance Issues

Prior to considering termination, employers are encouraged to ensure feedback, coaching, and training is provided. Visit the [Experiential Learning \(EL\) Hub](#) for tipsheets and resources related to providing feedback on performance.

If performance issues persist, please consult with your department's Human Resources representative for guidance on the next steps.

Summer Work and Supervision Process

Supervision

When supervising student staff, effective onboarding and supervision processes are important for both the student and the supervisor. Effective onboarding and supervision processes, and clarity in roles and responsibilities and reporting structures, reduce the time it takes for students to reach desired productivity levels, improve their overall performance and learning experience, and increase the student's sense of belonging in a new learning environment.

Visit the [Experiential Learning \(EL\) Hub](#), and review the EL WrapAround information below for tipsheets and resources for supervisors. **Please note that the EL WrapAround process is mandatory for all SWEP students.**

All supervisors are also strongly encouraged to complete the [Harassment & Discrimination Self-Guided Training Module for Persons of Authority](#) prior to on-boarding student staff.

Mandatory EL WrapAround

Overview

Adding an Experiential Learning framework to student roles is an important opportunity for students to develop essential skills and knowledge that complement their academic degrees and help prepare them to have an impact in their future careers. With the support of trained supervisors, students can reflect on the skills they are developing and how these experiences contribute to their career development. Supporting Experiential Learning in these contexts is an important way to meet the University's goal of providing students with opportunities to expand their knowledge and experience personal growth through reflective thinking and co-curricular involvement.

By creating and facilitating student reflection and dialogue in the workplace, supervisors help students make deeper connections to the workplace, increasing their investment in the experience. This in turn produces higher quality work, and students are found to be more committed to their role and the university. The Experiential Learning WrapAround requires only a minimal additional investment of your time to make a significant impact on students' learning and professional development. Thank you for being a part of this initiative – you are making a significant difference for our students.

Online Format, Sustainable Development Goals (SDGs) and Reflection on Impact

Students are asked to complete an online module and an online reflection form at the beginning of their role and again at the end of their role.

- [EL WrapAround Module 1](#)
- [EL WrapAround Module 2](#)
- [EL WrapAround Reflection Form](#)

All aspects of the EL Wrap Around will be completed via online links with no student or staff logins required. The EL Hub will monitor the online form workflow and will assist staff and students with any technical difficulties. You can reach out to the el.hub@queensu.ca to enquire about what stage a student has reached in the process (i.e. started the form but not submitted).

As a reminder, we are using the United Nations Sustainable Development Goals (SDGs) as a mechanism to support student reflection on the impact they are having in their roles.

Students are introduced to the SDGs in Module 1 and provided with more examples and guided reflection on the relationship between their role and the SDGs in Module 2. There is one SDG-specific reflection question (optional) on Part 2 of the EL WrapAround form. For more information about Queen's and the SDGs visit the [Advancing Social Impact website](#) and the [Queen's Career Guide for the UN SDGs](#)

Process

Step 1: Beginning of Role

- Share link to 'EL WrapAround Module 1' with students (use standard email in following section of this guide)
- Students work through Module 1 (approx. 20-30 min)
- Students fill out online 'EL WrapAround Reflection Form' in Cognito – email notification automatically sent to supervisor
- Supervisor receives email from Cognito with a link to the form; reviews form and discusses skill development goals with student
- Supervisor signs form. A PDF version of completed form is automatically sent to student and supervisor via the Cognito email notification system.

Step 2: Throughout the Role

- ☐ Provide ongoing coaching and support to help the students be successful in their role and in reference to skills selected in Part 1

Step 3: Towards the end of the Role

- Share link to 'EL WrapAround Module 2' with students (use standard email in the following section of this guide)
- Students work through Module 2 (approx. 20-30 min)
- Students fill out online EL WrapAround Reflection Form in Cognito
- Supervisor receives email notification from Cognito with link to form; reviews form and discusses reflections with student
- Supervisor signs form; PDF version of completed form automatically sent to student and supervisor

Returning Students

If you are supervising a student who has completed the EL WrapAround modules as part of a previous role at Queen's, we recommend giving them the option to either re-do the modules, OR go straight to the EL WrapAround form. If going straight to the online form, please provide the student with the direct link to the form:

https://www.cognitoforms.com/SmithEngineering1/_2627ELWrapAroundReflectionForm2

Supporting Student Reflection

To help you support the student's reflective process throughout their role, we recommend the following:

- ☐ Familiarize yourself with module content
- ☐ Review the [Queen's Skills Cards](#) so that you are familiar with the skills students will list on their reflection form
- ☐ When possible, meet with your students to discuss skill development
- ☐ 1 x at beginning of role (review Part 1 of Reflection Form, discuss skills chosen and development plan, sign off)
- ☐ 1 x mid-point (discuss progress on skill development; identify new tasks / skills required)
- ☐ 1 x end of role (debrief Part 2 of the Reflection Form, share insights into the impact they've had in the role)
- ☐ Refer students to Career Services for more in-depth career development conversations
- ☐ Reach out to the EL Hub if you're interested in student workshops or supervisor supports

Email prompt to complete Part 1 of EL WrapAround - Beginning of Role

Note to Supervisors: Once students have started their role, copy/paste the following content and send as an email to all students under your supervision who will be completing the EL WrapAround process. Remember to update content with **yellow highlight** to reflect the specifics of the role/department and personalize/edit the email content where needed.

Subject: Get the Most from Your Role: Complete Part 1 of the EL WrapAround

Dear (student role/title/group),

You're about to begin the Queen's Experiential Learning (EL) WrapAround - a simple, two-part process designed to help you get the most out of your on-campus work or volunteer role.

Why it matters:

- You'll start by setting **personalized skills development goals** so your work here helps you grow in ways that matter to you.
- You'll finish with a **clear record of your achievements**, which can be turned into **resume bullet points**, **LinkedIn updates**, and **interview talking points**.
- Your supervisor will also keep a copy, so if you ever ask them for a **reference** for a job, grad school, or award, they'll have detailed examples ready to highlight your strengths.
- **Career Services** can help you use your reflection to prepare polished application materials, practice interview answers, and connect your role to your future goals.

Step 1 – Beginning of the Role

Complete "[Experiential Learning WrapAround Module 1](#)". At the end of the module, you'll fill out *Part 1 of the EL WrapAround Reflection Form* (online via Cognito).

You'll:

- Enter your supervisor's email address
- Select your program (i.e. Work-Study, SWEP, Other)
- Fill out a skills development chart

Once you hit "Submit," your supervisor will receive a copy, review it, and set up a meeting to discuss your goals.

Step 2 – End of Role

Near the end of your role, you'll complete Module 2 of the EL WrapAround and Part 2 of the Reflection Form, focusing on your impact and what you've learned. Your supervisor will again receive a copy and meet with you to discuss your reflections.

Each part of the process should take **about 30-45 minutes**.

Smith Engineering is supporting the transition to an online form with Cognito software. You may see “Smith Engineering” in the URL and receive Cognito emails from Engineering addresses.

The EL Hub monitors submissions, so **reach out to el.hub@queensu.ca or your supervisor with any questions.**

When you’re ready, click here to access [Module 1](#) and start setting yourself up for success, both now and in the future.

(Supervisor sign-off)

Email prompt to complete Part 2 of EL WrapAround – Near End of Role

Note to Supervisors: When students are nearing the end of their role, copy/paste the following content and send as an email to all students who completed Part 1 of the EL WrapAround. Remember to update content with **yellow highlight** to reflect the specifics of the role/department. role/department and personalize/edit the email content where needed.

Subject: Capture Your Impact – Complete Part 2 of the EL WrapAround

Dear (student role/title/group),

Congratulations, you’re nearing the end of your role!

Now it’s time for the final step in the EL WrapAround: **Module 2** and **Part 2 of your Reflection Form.**

Why it matters:

- You’ll create a **clear record of your achievements**, with concrete examples of the skills you’ve developed.
- You can turn your reflection directly into **resume bullet points, LinkedIn updates, and interview talking points.**

- Your supervisor will keep a copy, making it easier for them to write you a strong, detailed **reference letter** for future jobs, grad school, or awards.
- You can bring your reflection to [Career Services](#) to get help polishing your application materials, practicing interviews, and identifying your next steps.

What to do now:

1. Complete [EL WrapAround Module 2](#).
2. At the end of the module, open the EL WrapAround Reflection Form and **select 'Part 2'**.
3. Submit the form – your supervisor will get a copy and schedule a time with you to discuss your reflections.

The EL Hub monitors all submissions. If you have questions or run into issues, email el.hub@queensu.ca.

When you're ready to get started, click here to access [Module 2](#) and finish strong by capturing your impact for the future.

(Supervisor sign-off)

Additional Support Resources

Queen's offers a myriad of support resources for students. We've highlighted a few below, but there are many others; the [Student Affairs Resources](#) webpage is a good place to look for other opportunities and resources.

[Care Support Services](#)

If you notice a student having difficulties or is in distress, you can make a referral to Care support services through the [Care website](#). Care referrals are reviewed by an Intake Coordinator who will then help to identify an appropriate campus resource to connect with the student.

Care Provides the Following Services:

- Help students find ways to set goals and overcome obstacles.
- Support students in exploring new resources to help them be successful.
- A listening ear to offer support in coping with stress and challenges.
- Assistance in reaching academic and relationship goals.

[AMS Walkhome](#)

Location: Queen's Centre (ARC)

Contact: (613) 533-9255

Walkhome can help you get to your destination safely by providing a friendly team to accompany you on your walk between locations in downtown Kingston at night. Call them to request someone to walk you home. Hours vary according to season.

[Career Services](#)

Location: Gordon Hall, 3rd Floor, across from Mitchell Hall

Contact: (613) 533-2992

Career Services can help you at every stage of the job search process, from helping you decide what your interests and values are, to perfecting your resume. Check out the workshops, one-on-one appointments, peer support, job listings, and job fairs. See if you're qualified to gain more workplace experience with [Queen's Undergraduate Internship Program \(QUIP\)](#).

[Faith and Spiritual Life](#)

Location: Mitchell Hall, 210

Contact: (613) 533-2186

Faith and Spiritual Life offers multi-faith, non-judgmental support for religious, spiritual, personal, and financial problems, concerns or crises.

[Financial Aid and Awards Services Office](#)

Location: Gordon Hall, Room 125

Contact: (613) 533-2040

The Financial Aid and Awards Office administers a comprehensive range of financial aid programs to assist students in financing their Queen's education.

[Four Directions Indigenous Student Centre \(4D\)](#)

Location: 144-146 Barrie Street

Contact: (613) 533-6970

Four Directions Indigenous Student Centre provides a variety of services and programs that support the academic and personal development of Indigenous students.

[Human Rights Advisory Services](#)

Location: Mackintosh-Corry Hall, Room B 506

Contact: (613) 533-6886

Human Rights Advisory Services provides advice to Queen's community members concerning human rights issues arising at Queen's and advocates for human rights practices and policies that respond to the needs of Queen's equity-deserving communities.

[International Centre \(QUIC\)](#)

Location: Mitchell Hall, 208

Contact: (613) 533-2604

QUIC provides an extensive orientation program for new students and their families and administers the UHIP health insurance program on campus. There is also an International Student Counsellor available at the centre several times per week.

[Off-Campus Living Advisor](#)

Location: Mitchell Hall, 202

Contact: ocla@queensu.ca

The Off-Campus Living Advisor, is available to provide confidential guidance and resources for where to find Off-Campus housing, tenant rights and responsibilities, applications, lease agreements, and tips for moving in/out.

[Student Academic Success Services](#)

Contact: book an appointment with [MyWCOOnline](#)

Student Academic Success Services offers academic support to students who wish to develop their skills in critical thinking, reading, learning, studying, writing, and self-management.

[Student Wellness Services](#)

Location: Mitchell Hall

Contact: (613) 533-2506

Email: wellness.services@queensu.ca

Student Wellness Services (SWS) supports the personal, academic, and social health development of undergraduate and graduate students at Queen's University by providing a range of programs and services. Services include: [Accessibility Services](#), [Health Promotion](#), [Medical Services](#), and [Mental Health Services](#)

[Yellow House](#)

Location: 140 Stuart Street

Contact: (613) 533-6000 ext. 75740

Email: yellowhouse@queensu.ca

The Yellow House is a comfortable and accountable spaces for students who identify as Queer, and/or Trans, and/or Black, and/or Indigenous, and/or as People of Colour (QTBIPOC) to feel safer, to create community, to be empowered, to celebrate their identity, and to flourish.

ft and stand together.