

Career Services

The Student Guide to Summer Work Experience Program (SWEP)

2025 – 2026



STUDENT AFFAIRS
Career Services

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Introduction

Since 1995, the Summer Work Experience Program (SWEP) has provided Queen's undergraduate students with an engaging, challenging, and rewarding summer work experience. The program encourages the creation of on-campus summer jobs that provide valuable experiences for Queen's undergraduate students.

We have designed this handbook to help you make the most of your position, providing some useful information as you start out as SWEP employee.

Questions

Contact swep@queensu.ca

Getting Started

SWEP Eligibility for Students

To be eligible for SWEP positions, students must be:

- currently registered in their first full-time 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 concurrent B.Ed. Program ARE eligible
- Students must submit their application through MyCareer
- Students with disabilities who are registered with Queen's Student Accessibility Services will be evaluated as full-time as long as they are enrolled in at least 40% of a full course load (6.0 credit units in each term of study) in the terms before and after the SWEP summer term.

Note: If you discontinue your studies at Queen's at any point throughout your employment agreement, your position must end. SWEP students who are no longer returning to the same degree program in the fall must also end their position. Please speak with your supervisor and notify the SWEP Coordinator at swep@queensu.ca.

Important Dates

14 Dec, 2025	Summer 2026 job postings available for students to view in MyCareer
13 Feb 2026	Deadline for students to apply to SWEP Summer 2026 job postings
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

SWEP Positions

2026 SWEP positions are:

- **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.
- **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 in when those hours are worked.

Finding a SWEP Job

If you are eligible for SWEP, you must apply to job postings through the [SWEP Job Board](#) in MyCareer before the deadline. Please note that late applications will not be accepted.

Preparing your Resume and Cover Letter

Career Services has Resume Coaches who can support you with your resume and cover letter preparation. Please book an appointment through [MyCareer](#), or meet with a Career Educator and Coach during one of our drop-in sessions.

Search for jobs on MyCareer

- Log in to [MyCareer](#) with your Student NetID using SingleSignOn
- View job postings under the SWEP job board
- Follow the application instructions under each job posting

Accepting a Job Offer

Congratulations on getting a SWEP job offer!

Before accepting the position, ensure that you understand the offer completely. If you have any questions, this is the time to ask for clarification.

If you've applied to more than one position, be respectful of each employer while considering prospects and deciding to accept an offer. Once you have decided and accepted an offer, let other employers know that you are withdrawing your application from their hiring process.

Social Insurance Numbers

To work on campus in a SWEP position, you MUST have a Social Insurance Number (SIN).

International students can find out more about getting a Social Insurance Number (SIN) on the [Queen's University International Centre website](#)

Starting your SWEP Position

Expectations and Responsibilities

At the start of a new position, it is helpful to get a clear understanding of expectations, responsibilities, and procedures on the job. Clarify your role with your employer at the beginning of the role, and throughout your time in this position.

If you need additional assistance, clarification of the purpose or goals of the SWEP program, or if you have any concerns, please contact the program coordinator at swep@queensu.ca.

Employment Standards

While working for an employer, several rights and responsibilities are protected and outlined in the Employment Standards Act. The Government of Ontario provides a helpful online "[Guide to the Employment Standards Act](#)".

Health and Safety

Queen's University works to provide a safe workplace for all employees, including students in SWEP positions. Your employer will review health and safety information for your work situation. If you have questions about health and safety, do not hesitate to ask your supervisor. There is also information on the [Risk and Safety Services website](#).

Accessibility and Accommodation

If you are a person with a disability, you have the right to request and receive accommodation to participate fully in the application and hiring process for a job, as well as to do the job once you are hired.

To receive accommodations, you must disclose to the employer that you have a disability that requires accommodation (and detail the specific accommodations that you require), but you are not required to disclose the specific nature or label of your disability. Career Services can assist you in preparing to discuss disclosure and accommodation requests in the workplace.

If you have questions about any of those topics, make an appointment to meet with a Career Educator and Coach. The [Career Services website](#) has resources for students with disabilities. Additionally, you can access resources and support through the [Accessibility Hub](#) and the [Human Rights and Equity Office](#).

Workplace Discrimination and Harassment

The University is committed to preventing workplace discrimination and harassment and addressing and responding to any reports and complaints of harassment and/or discrimination in the workplace. Please see the [Harassment and Discrimination Prevention and Response Policy](#) for more information.

Other Challenges

If an issue arises that has not been covered in this manual, please don't hesitate to reach out to the SWEP Coordinator. Our team can help you identify resources and options for next steps.

Mandatory Training

The following training components are mandatory for all Queen's University employees and should be completed during paid work hours. All modules for training are available online using the student's **Employee NetID** and password through the University website. If you have already completed this training at Queen's, you 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. [Cybersecurity Education and Awareness Program](#)
7. EL Wraparound – See EL WrapAround section of this document

Hours of Work and Time Off

Each employer will have different processes for scheduling and coordinating your hours of work. It is your responsibility to know your schedule and to work during the agreed hours.

If you require time off for appointments, exams, or other personal reasons, you must request the time off from your employer. If you are not provided with guidelines for requesting time off, please ask your supervisor to share these processes with you.

Terminating a Position

If for some reason you find you are no longer able to keep this position, you are required to give at least two weeks' notice to your employer. You are also required to let Career Services by emailing swep@queensu.ca.

Getting Paid

Here is information on how the payroll system works and the necessary steps to avoid delays in getting paid.

Wages

The rate of pay for 2026 SWEP positions is \$18.60 per hour, plus vacation pay.

Payroll System

All SWEP employees are categorized as part-time employees and are paid bi-weekly. The time sheets should be provided by your Timekeeper.

It is the student's responsibility to provide [Direct Deposit banking information](#) in order to receive their casual pay via electronic funds transfer. You must activate your Queen's Employee NetID to access [MyHR](#), if you have not already done so.

Payroll Services also requires the TD1 (both provincial and federal) tax forms. They can be found at <http://www.queensu.ca/financialservices/forms/> under Payroll:

- Payroll - [Payroll - 2025 TD1 Fillable Fed Form](#)
- Payroll - [Payroll - 2025 TD1 ON Prov Fillable Form](#)

Activate Your Employee NetID

To activate your Employee NetID, go to <https://queensu.ca/its/getting-started/staff>.

- Click the "Activate and Manage Your NetID" button and then the "Activate Your NetID" link on the next pages.
- In Account Type menu, Select "Employee"

- Enter your student number under “Employee #” (it is the same)
- Enter your birthdate
- Follow the rest of the steps to activate

Note: Your Queen’s Employee NetID and your Student NetID may be the same. Contact Queen’s ITS at (613) 533-6666 if assistance with account activation is required.

Timesheets

You can access [timesheets](#) through the [Employee Tools SharePoint site](#).

A few tips:

- “Time Reporting – Reporting time for the two-week period of”
 - Select the first Sunday date of the time period you are reporting. The timesheet covers a two-week period and will automatically fill in the dates. Double-check that the dates are correct.
- “Time Reporting Code”
 - Select REG Regular Pay from drop-down menu.
- Please use one sheet for each pay period
- Submit your completed timesheets on time – ask your supervisor and/or departmental timekeeper to confirm when and how they would like your timesheets submitted to them.
- View [Queen’s payroll webpage](#) for a schedule of when timecards are due and payment dates.

If you have problems getting paid, talk to your supervisor and/or your department’s timekeeper. If a problem continues, contact the SWEP Coordinator at swep@queensu.ca.

Avoiding Common Problems

If you find that you have not received your deposit on the specified days, we recommend you take the following steps:

- Don’t panic!
- Check that you submitted your timesheet on time and accurately.
- Ask your employer if your payroll was submitted by the cut-off date.
- If the deadline was met, [contact Queen’s Payroll Services](#) to inquire about the delay.
- If you submitted your timesheet on time and accurately, but your employer missed the deadline and you cannot wait until the next pay date, you can ask your employer if they are aware that they can request an off-cycle rush cheque. This option has a service charge to the employer. You can refer your employer to Queen’s Payroll Services if they are unclear about this.
- If you face any challenges in this process, you can contact swep@queensu.ca for assistance.

Experiential Learning

Experiential Learning Model

We use an experiential learning (EL) framework to ensure you get the most out of your work experience. In the case of an on-campus work or volunteer role, this means reflecting on the skills you are developing through your role and how you can apply those skills in the future.

Experiential Learning Benefits

Students and employees who engage in reflection see better outcomes. Being able to reflect on your strengths and areas of improvement will make you a more efficient and productive employee. Thinking further about where these skills could take you in the future will also help you to feel more engaged in your role.

How much time does it take to participate in the EL WrapAround?

Approximately 90 minutes over the course of the role is all it takes!

Students will spend approximately 45 minutes at both the beginning and the end of their role, completing an online module and filling out the online EL WrapAround form.

How does the Experiential Learning WrapAround Work?

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

To help streamline the process for staff and students, and to create more opportunities for students to engage with skill and career development content, we have designed two online modules and updated the EL WrapAround Reflection Form.

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

All aspects of the EL WrapAround 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.

We are also introducing the United Nations Sustainable Development Goals (SDGs) as a mechanism to support reflection on the impact you are having in your role. You will be introduced to the SDGs in Module 1 and provided with more examples and guided reflection on the relationship between your role and the SDGs in Module 2. We have added 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](#)

Step 1: Beginning of Role

- ☐ Work through 'EL WrapAround Module 1' (approx. 20-30 min)
- ☐ Fill out online 'EL WrapAround Reflection Form'
- ☐ Supervisor receives the form and discusses skill development goals with you
- ☐ Supervisor signs form; PDF version of completed form automatically sent to you and supervisor

Step 2: Throughout the Role

- ☐ Receive ongoing coaching and support from your supervisor

Step 3: Towards the end of the Role

- ☐ Work through Module 2 (approx. 20-30 min)
- ☐ Fill out online EL WrapAround Reflection Form in Cognito
- ☐ Supervisor receives form and discusses reflections with you
- ☐ Supervisor signs form; PDF version of completed form automatically sent to you and supervisor

Additional Support Resources

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

[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.