

Dear Colleagues,

The proposal period for the 28th annual Summer Work Experience Program (SWEP) is now open.

Staff and faculty are encouraged to create paid on-campus summer jobs that offer valuable experiential learning opportunities for Queen's undergraduate students who will return to studies in the fall.

Funded partially through the undergraduate portion of the Student Assistance Levy, the program provides financial remuneration to host units for hours worked by students. Please refer to the updated [Employer Guide](#) for complete program details, including important dates, support for supervisors, and the required [Experiential Learning WrapAround Learning Reflection](#) activity.

Please leverage the updated SWEP [proposal template](#) (.docx) to prepare and submit your proposal in [MyCareer](#).

To disseminate this call for proposals across the university, Human Resources distributes this message on Career Services' behalf to unit Managers with direct reports. Please share this information with any staff or faculty in your area who may be interested. Our apologies if you have received this information more than once.

Dates to Remember

31 Oct 2022	Deadline for submission of SWEP job proposals from employers
13 Dec	Notification to employers regarding job proposals (successful/not successful)
15 Dec	Summer 2023 job postings are available for students to view in MyCareer
13 Feb 2023	Deadline for students to apply to SWEP Summer 2023 job postings
14 Feb	Student applications are sent to employers
31 Mar	Employer deadline for hiring a student and returning the signed contract
1 May	Beginning of Student Work Term period
31 Aug	End of Student Work Term period

Kind regards,

Sheila

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Queen's University is situated on traditional [Anishinaabe and Haudenosaunee Territory](#)