SWEP Proposal Guidelines

Job Posting Information

Position Title, provide content rich job title:	
Please note: If you are requesting more than 1 position of the same role, please provide explanation/rationale.:	
How many SWEP positions are you requesting for this proposal?	
Salary	$17.17/hr
Location of work (if not in Kingston area)	
How much funding will you provide to support this position? (Please select one)	___ 25% ___ 30% ___ 35% ___ 40% ___ 45% ___ 50% ___ Other (please specify):
Please include other sources of funding	

Project & Job Description

Please include

- Brief overview and history of the project

- Description of the role, including duties and responsibilities

- Required qualifications, including academic, technical, and professional skills as relevant

(Maximum Character Count: 10,000)

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.

In the space provided below, please consider the following questions:

- What skills will a student be able to demonstrate and develop as a result of 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?

(Maximum Character Count: 10,000)

If your proposal is successful, this learning plan will be shared with the student(s) as part of their onboarding materials when they start their position.

<table>
<tr><td></td></tr>
</table>

Open to all majors?

___ Yes	
___ No	

Targeted Clusters and Programs

___ Arts
___ Business
___ Computing
___ Engineering
___ Engineering & Computing
___ Health Science
___ Languages
___ Other
___ Science
___ Social Science
___ Teaching

Targeted Majors

- You will find the full list of majors on the MyCareer proposal form

Work Period

All SWEP positions occur between May and August. Exact start and end dates are agreed upon between the employer and student(S) after hiring.

Hours per Week

Maximum 35

Number of Weeks

Maximum 16

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Application Information

Application Deadline

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Date (system default)

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Time (system default)

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Position specific application instructions (indicate what students need to include in their application, e.g. resume, cover letter, writing sample)

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

SWEP Position Additional Information

Please enter the following information for your SWEP position

Indicate who will be supervising the student and will complete the student job performance evaluations. The supervisor will provide daily direction and ongoing oversight to the student throughout their work experience.

Supervisor Name

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Supervisor Email

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Supervisor Telephone

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Timekeeper Name

Timekeeper Telephone

Timekeeper Email