

SWEP Summer 2022 Call for Proposals

Hi All,

In an effort to get this call for proposals across the university, Human Resources is distributing this on our behalf to unit directors and leaders and we ask you to share this information with any staff or faculty in your area who may be interested.

The **Summer Work Experience Program (SWEP)**, is entering its 27th year. Funded partially through the undergraduate portion of the Student Assistance Levy, the program encourages the creation of on-campus summer jobs that offer valuable experiential learning opportunities for Queen's undergraduate students who will be returning to studies in the fall.

Program Notes:

Given that it is possible that the pandemic will still be impacting work in Summer 2022, please consider student roles that are remote where possible. If you hope for an onsite role, but by Spring 2022 it is clear that that will not be possible, please have a plan for how you will employ the student(s) in a remote position. If you hire a student during the Winter/Spring 2022 hiring process for a Summer 2022 position, even if you learn that a planned onsite role is not possible, you will need to ensure that the hired student gets an equivalent remote position with your unit.

The Employer Guide to SWEP has been updated to provide you with information about the program and the process. Please refer to the [Employer Guide](#).

The [proposal template](#) has been updated with additional instructions to help you complete your proposal. It is done in Word so you can work easily on your drafts and then copy and paste your final version into MyCareer.

- Students will work with their supervisors to complete a **required** brief [EL WrapAround Learning Reflection Form](#) to help reinforce their learning and the value of the experience. Please refer to the Employer Guide for further instruction along with workshop dates for Workshop Support for Supervisors.

Dates to Remember

31 Oct 2021	Deadline for submission of SWEP job proposals from employers
13 Dec	Notification to employers regarding job proposals (successful/not successful)
15 Dec	Summer 2022 job postings available for students to view in MyCareer
10 Feb 2022	Deadline for students to apply to SWEP Summer 2022 job postings
11 Feb	Student applications are sent to employers
31 Mar	Employer deadline for hiring a student and returning signed contract

1 May Beginning of Student Work Term period

31 Aug End of Student Work Term period

Kind regards,

Sheila