

## SWEP Summer 2018 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 23<sup>rd</sup> 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 work experience for Queen's undergraduate students who will be returning to studies in the fall.

**Note: In expectation of the government's Fair Workplaces, Better Jobs Act, 2017 raised minimum wage schedule, the SWEP wage for Summer 2018 is \$16.00 per hour including vacation pay.**

For full information about the SWEP program please read the [Employer Guide](#).

### Dates to Remember

|             |   |
|-------------|---|
| 31 Oct 2017 | Deadline for submission of SWEP job proposals from employers                  |
| 11 Dec      | Notification to employers regarding job proposals (successful/not successful) |
| 13 Dec      | SWEP Summer 2018 job postings available for students to view in MyCareer      |
| 9 Feb 2018  | Deadline for students to apply to SWEP Summer 2018 job postings               |
| 12 Feb      | Student applications are available to employers                               |
| 29 Mar      | Employer deadline for hiring a student and returning signed contract          |
| 1 May       | Beginning of Student Work Term  |
| 31 Aug      | End of Student Work Term  |

### Program Updates:

An Employer Guide to SWEP has been developed to provide you with information about the program and the process. Please refer to this [guide](#).

- The proposal template (MyCareer) has been updated with additional instructions to help you complete your proposal.
- We created a [Proposal Template](#) in Word so you can work easily on your drafts and then copy and paste your final version into MyCareer.
- Students will complete a brief Learning Plan Report at the end of their positions to help reinforce their learning and the value of the experience.

Kind regards,

Sheila