

## SWEP Summer 2019 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 24<sup>th</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 experiential learning opportunities for Queen's undergraduate students who will be returning to studies in the fall.

The SWEP wage for Summer 2019 is \$16.00 per hour including vacation pay.

### Dates to Remember

31 Oct 2018	Deadline for submission of SWEP job proposals from employers
11 Dec	Notification to employers regarding job proposals (successful/not successful)
13 Dec	SWEP Summer 2019 job postings available for students to view in MyCareer
8 Feb 2019	Deadline for students to apply to SWEP Summer 2019 job postings
11 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:

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 2018-2019](#).

- 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.

Kind regards,

Sheila