



## Submission Guide - Work Learn Program

### WORK LEARN PROGRAM | WINTER 2020 (September 2020 - April 2021)

Please note that you are still able to apply for funding for on-campus student employment opportunities through the Work Learn program for Winter 2020; however it is requested that before submitting a Work Learn proposal that you confirm with your departmental/administrative unit head to confirm your department/unit's ability to hire a student in this position, should you be approved for funding.

#### **Purpose of the program**

The Work Learn Program supports and subsidizes meaningful work experiences on campus that offer the opportunity for all current UBC students to develop their professional skills and learn in a work environment. The student learning and experiential outcomes for these work experiences are mentorship opportunities, professional skill development and application of knowledge, developing a network, ownership and responsibility of work, self-awareness and reflection, as well as contributing to personal learning goals and the University as a whole.

#### **Proposal submission**

Proposals submitted for the Work Learn Program serve two purposes: (1) to apply for a subsidy from the program, and (2) as a clear and detailed job posting to communicate the work opportunity to students.

We have developed a template that contains a series of guiding questions. We encourage you to think about all of the questions presented and take the time to answer them as comprehensively as possible to aid in developing and describing a high-impact work experience opportunity within the Work Learn Program at UBC.

#### **Job Description**

*What are the student's duties?*

*What is the level of supervision provided to the student?*

*What is the level of complexity of the tasks expected from the student?*

*How does this role relate to the goals of the unit/program?*

#### **Qualifications**

*What are the previous skills / knowledge that the student must possess in order to be successful in this position?*

*What is the education level required of the student (eg. undergraduate, graduate, year level)?*

*What are the elements needed for a student to be a great fit for this position?*

#### **Student Learning Components**

*What kinds of orientation and training will the student receive?*

*What kinds of feedback and on-going support will the student receive?*

*What mentorship opportunities will be available for the student?*

*What kinds of encouragement and support for reflection will the student receive?*

*How does this position develop and enhance the student's personal and professional development? How does this position compliment classroom learning?*

*What opportunities does this position offer for the student to develop workplace skills or graduate competencies?*

*What opportunities are available for the student to expand their network?*