

**How many words can you make with the following letter?**

A	D	T	B	S
S	E	U	A	A
E	D	N	K	C
D	K	B	I	A

# Work/Study Program

Orientation Session

CAREER CENTRE | SUMMER 2025

YORK 







# Agenda

- Introduction
- Icebreaker
- What is the Work/Study Program?
- Work/Study Eligibility
- Work/Study Journals
- Skills and Competencies
- Next Steps

## Work/Study Administration Team



**RINA PUGLIESE**

Operations Manager, Career  
Centre

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**TONY VO**

Career Success Project  
Coordinator – Work Study  
Administration


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**What department are you  
joining us from?**

① Start presenting to display the poll results on this slide.





# What is the Work/Study Program?

## Work/Study Program



Our Work/Study program gives eligible undergraduate students paid, on-campus work that develops professional skills and contributes to the University.



The Work/Study program enriches the student's classroom experiences, while supporting them to develop competencies that will contribute to their long-term personal and professional success.

# Eligibility – Domestic Student (Summer Term)

For you to maintain your eligibility, you must meet the following:

Enrolment Status	Course load Requirements
Full-Time	<p>At least 9 credits (students without a disability) or 6 credits (students with a disability) during the SU session.</p> <p><b>OR</b></p> <p>At least 6 credits (students without a disability) or 3 credits (students with a disability) in the previous Winter term AND will be returning to undergraduate studies in the following Fall/Winter session.</p>
Part-Time	<p>At least 6 credits (students without a disability) or 3 credits (students with a disability) during the SU session.</p> <p><b>OR</b></p> <p>At least 6 credits (students without a disability) or 3 credits (students with a disability) in the previous Winter term AND will be returning to undergraduate studies in the following Fall/Winter session.</p>



## Eligibility – International Student (Summer Term)

For you to maintain your eligibility, you must meet the following:

Enrolment Status	Course load Requirements
Full-Time	<p>At least 9 credits (students without a disability) or 6 credits (students with a disability) during the SU session.</p> <p><b>OR</b></p> <p>At least 9 credits (students without a disability) or 6 credits (students with a disability) in the previous Winter term AND will be returning to undergraduate studies in the following Fall/Winter session.</p>

In addition, international students are required to have a valid study permit that authorizes them to work on campus and a Social Insurance Number (SIN).

## Change in Eligibility Statuses



As outlined in your offer letters, if your eligibility status change (e.g., dropping courses or expiring study permits), you are required to inform your hiring manager and Work/Study Administration.



Hiring units and Work/Study Administration will be reviewing eligibility statuses through the employment period to ensure that you continue to meet eligibility.

## Work/Study Journals (formerly known as Becoming YU)

- Grounded in experiential learning, career development and human development, Work/Study Journals compel students to:
  - Get involved
  - Recognize the value of their experiences
  - Create their own unique pathways
  - Articulate their achievements with confidence
- With assistance from mentors and coaches, students create annual learning objectives and goals and receive feedback and recognition on their development.

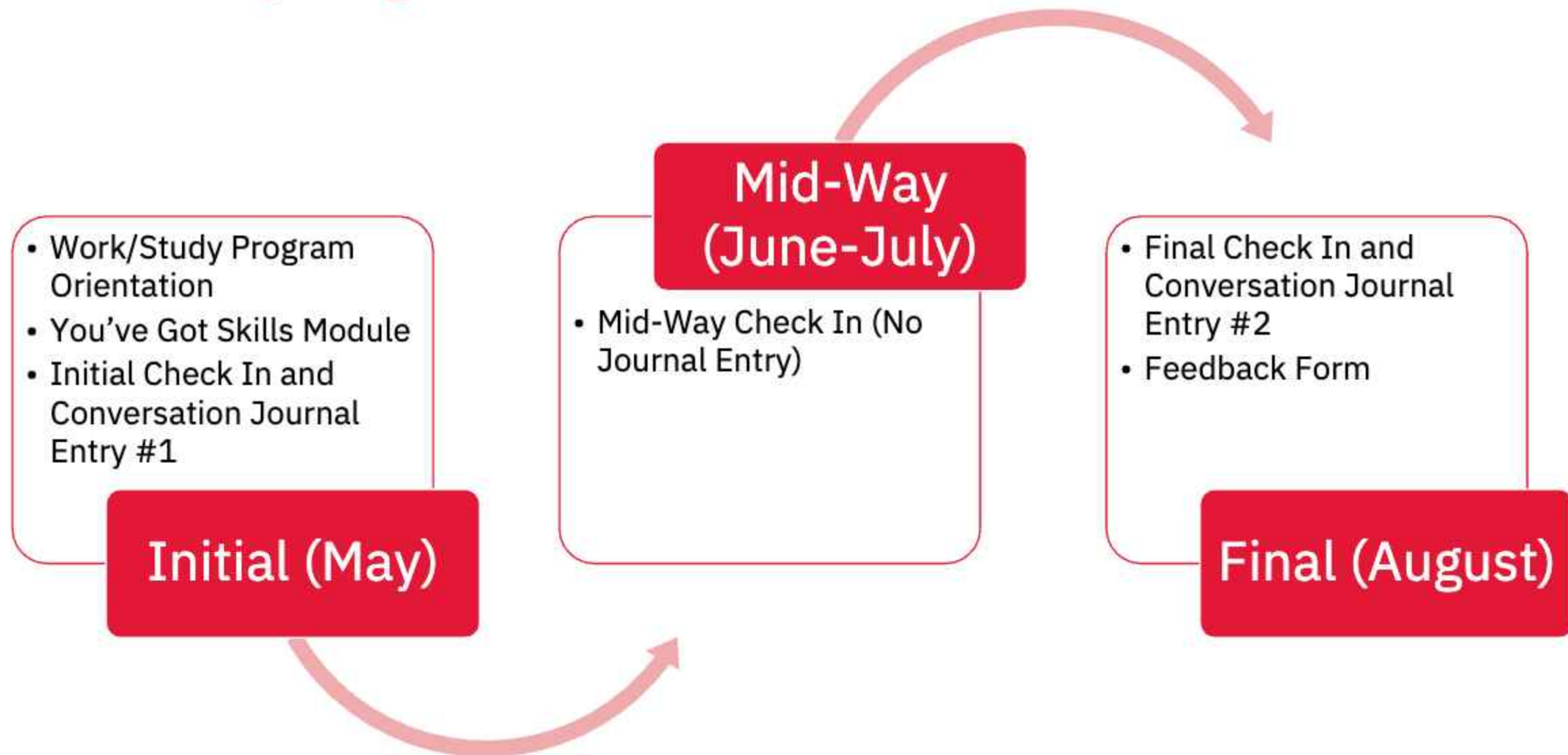


## Participating Students

- Students who are in a first-time Work/Study position.
- Students who are in a new role.

*Students who are returning to their former roles and have done Work/Study Journals before will be **exempt** from the program. This will be requested by the hiring manager and approved by Work/Study Administration.*

## Work/Study Program Overview – Summer 2025



## Work/Study Program – Initial Step

### Conversation Journal Entry #1

- “You’ve Got Skills” module
- Identification of one or two skills
- Excitement and Nervousness of the Work/Study roles
- Two goals
- Students are allowed to submit conversation journal entries in any format (e.g., picture, video, word document, text).

Initial Check-in with Coaches  
(Individually)

Initial Check-in with Coaches (In a  
Group)



## Work/Study Program – Mid-Way Step

Mid-way Check-in with Coaches  
(Individually)

Mid-way Check-in with Coaches (In a  
Group)

## Work/Study Program – Final Step

### Conversation Journal Entry #2

- Identification of 5 skills that were developed during the W/S term
- Identification of 5 skills that student would like to continue to work on
- Goal reflections & accomplishment statements
- Next steps
- Students are allowed to submit conversation journal entries in any format (e.g., picture, video, word document, text).

Final Check-in with Coaches  
(Individually)

Final Check-in with Coaches (In a  
Group)

A photograph of two women in an office environment. The woman on the left, wearing a dark blue blazer, is pointing her right index finger at a computer monitor. The woman on the right, wearing a dark sleeveless top, is looking at the same monitor. The monitor displays a complex web application with various text fields and buttons. The scene is dimly lit, with a yellow chair and a potted plant visible in the background. The entire image is framed by a thick red border.

# **Experience York Walkthrough**



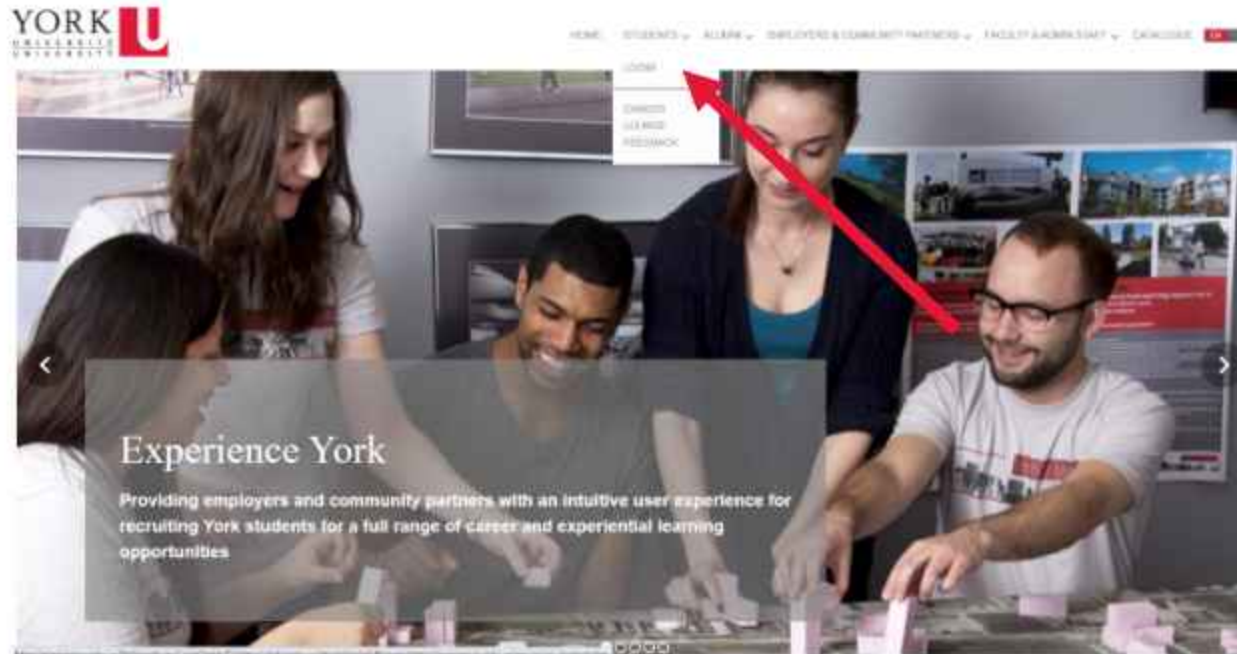
# Work/Study – Getting Started

**Step 1. Visit** <https://experience.yorku.ca/home/home.htm>.



## Step 2. Log In

On the top, click on the “students” tab and click “login” and log in using your **STUDENT ID.**



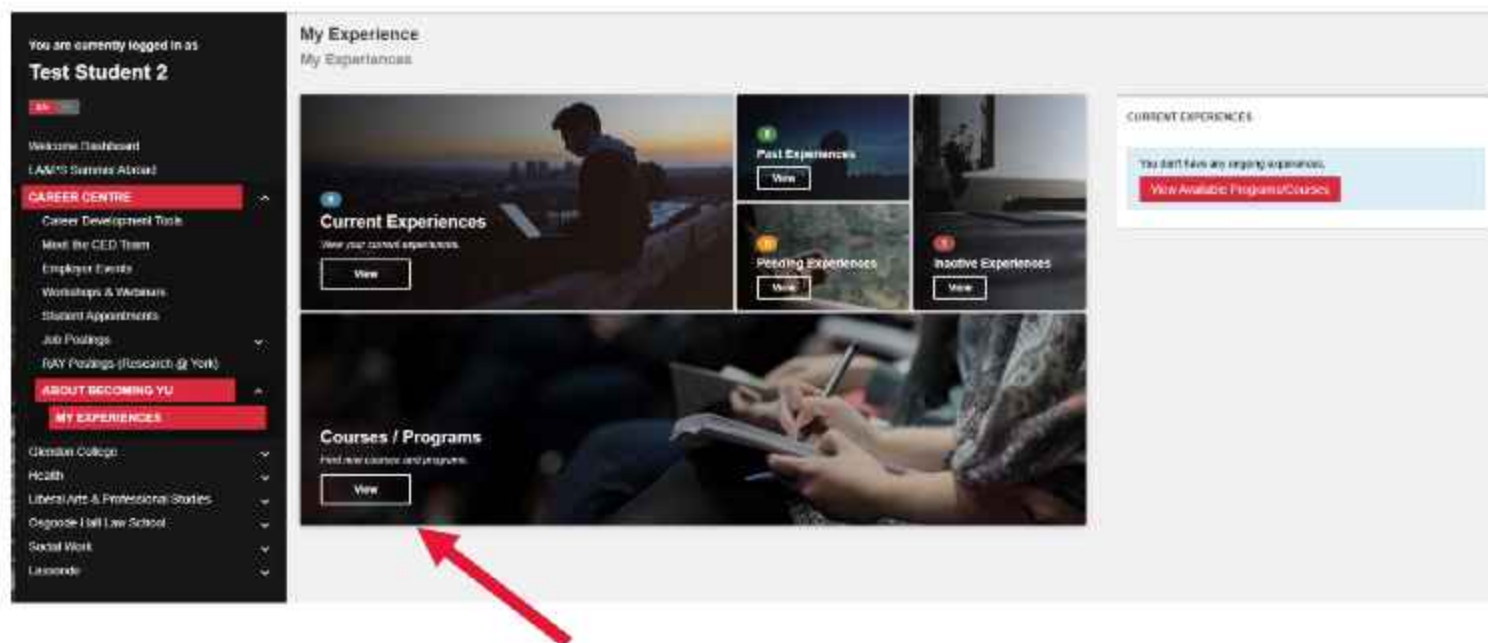
# Work/Study – Getting Started

## Step 3. Find Work/Study Summer 2025 Program

On the left-hand side, go to “**CAREER CENTRE**”, then “**ABOUT WORK/STUDY**” and then “**MY EXPERIENCES**” to search for the Work/Study – Summer 2025 program.

## Step 4. Find Work/Study Summer 2025 Program

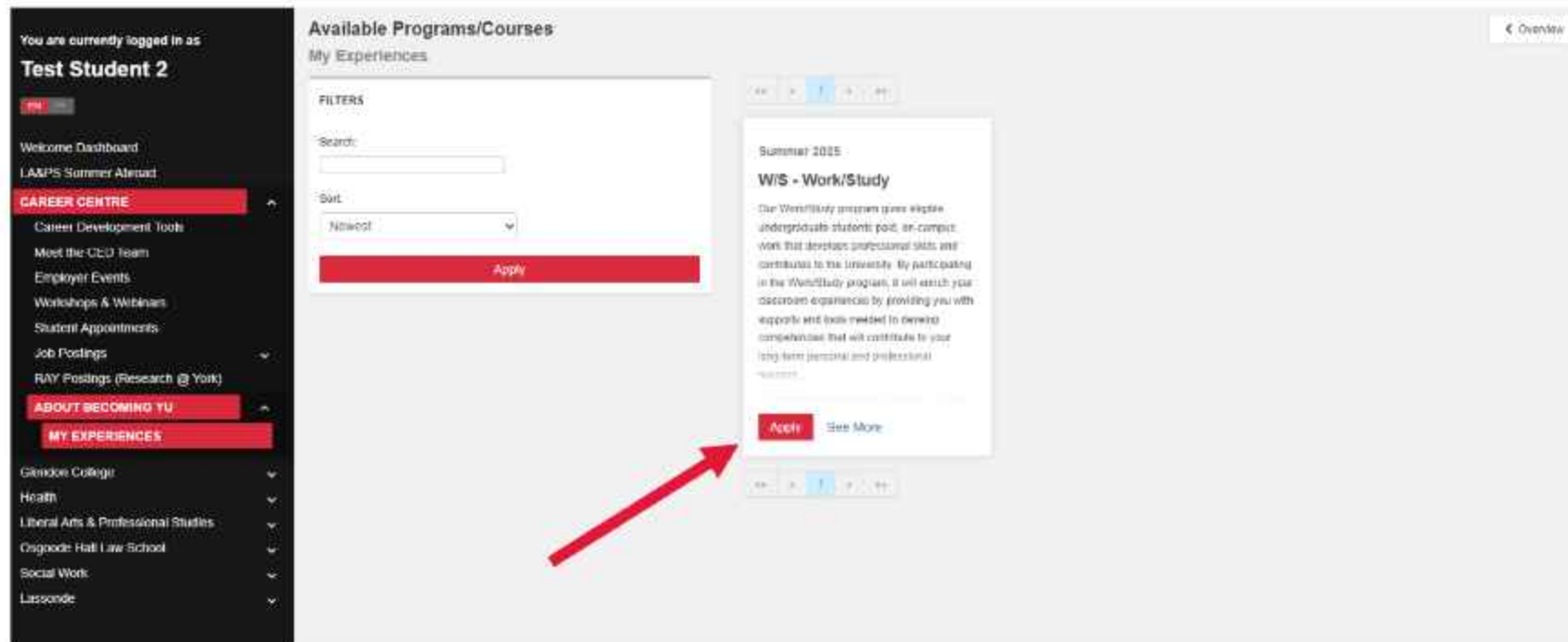
In “**COURSE/PROGRAMS**”, click on “**VIEW**” to find the Summer 2025 program.



# Work/Study – Getting Started

## Step 5. Enroll in Summer 2025 Program

Find the “**SUMMER 2025 – WORK/STUDY**” and click on “” to enroll and click on “**YES**” for confirmation.





# Work/Study – Getting Started

## Step 6. Create Placement Record and Begin Conversation Journal Entry #1

Underneath “**CONVERSTION JOURNAL ENTRY 1**”, click on “**CREATE PLACEMENT RECORD**” and start filling out your Conversation Journal Entry #1.

The screenshot displays a user interface for a Work/Study program. On the left is a dark sidebar with a navigation menu. The main content area is light gray and shows the user's profile, a 'Work Study' section with a 'PLACEMENT' box stating 'You haven't been placed yet', and a 'STEPS' section. The 'STEPS' section lists five steps: 'Conversation Journal Entry 1' (highlighted with a blue circle and a red arrow), 'Wait for Admin Approval', 'Coach Mid-Way Check In', 'Wait for Admin Approval', and 'Conversation Journal Entry 2'. The 'Conversation Journal Entry 1' step has a red 'Create Placement Record' button. On the right, there are two summary boxes: 'Your Progress' showing '0 of 1 experiences completed' and 'Options' showing '0 Resources'. A 'Back to Overview' button is in the top right corner.

You are currently logged in as  
**Test Student 2**

Welcome Dashboard  
LA&PS Summer Abroad  
**CAREER CENTRE**  
Career Development Tools  
Meet the CED Team  
Employer Events  
Workshops & Webinars  
Student Appointments  
Job Postings  
RAY Postings (Research @ York)  
**ABOUT BECOMING YU**  
**MY EXPERIENCES**  
Glenora College  
Health  
Liberal Arts & Professional Studies  
Osgoode Hall Law School  
Social Work  
Landscape

Test, your details for:  
W/S - Work/Study (Summer 2025)  
Work Study

PLACEMENT  
You haven't been placed yet

STEPS  
This experience has 5 step(s). You've completed 0 of the 5 required step(s).

1 Conversation Journal Entry 1  
Create Placement Record

2 Wait for Admin Approval

3 Coach Mid-Way Check In

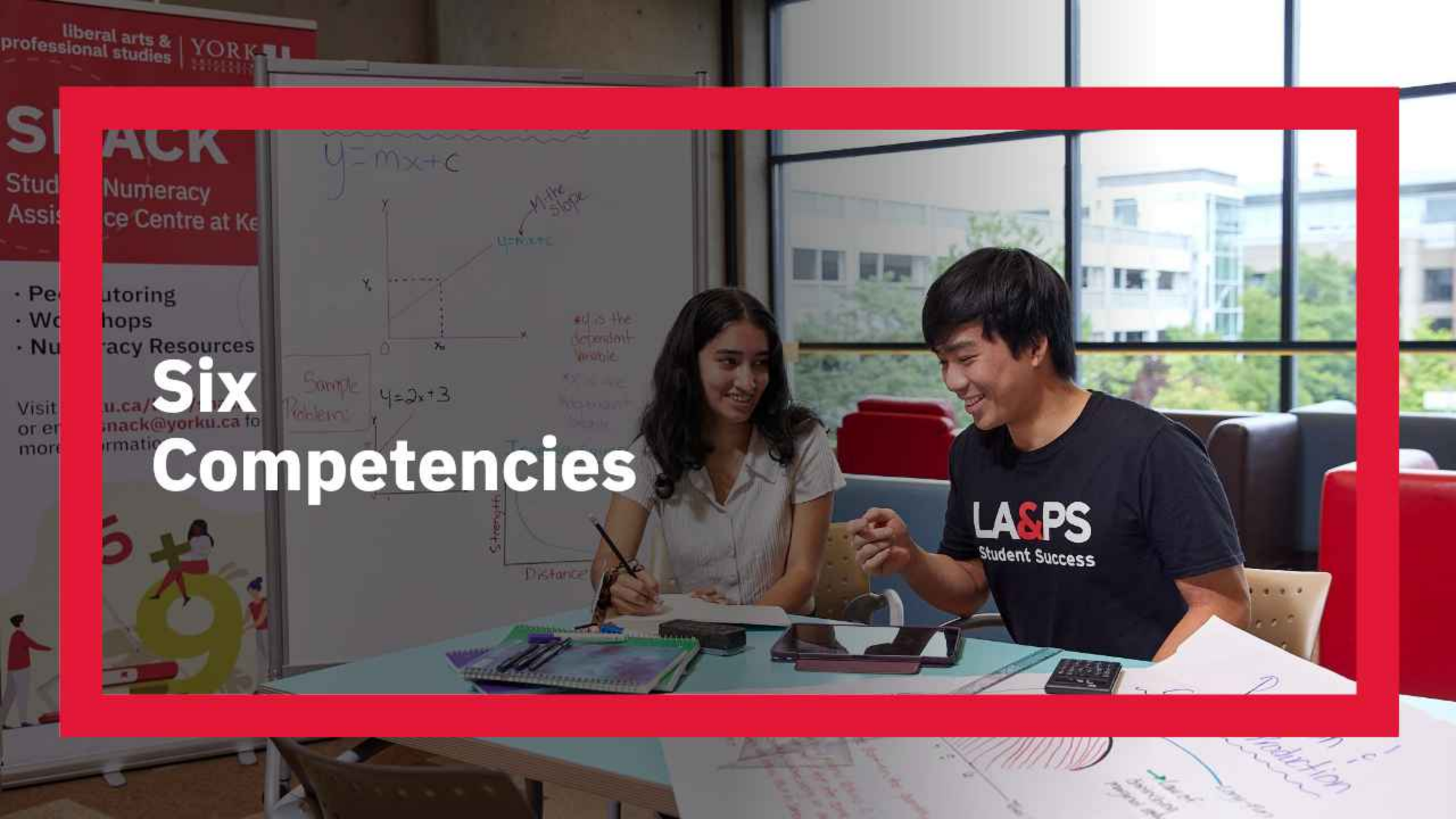
4 Wait for Admin Approval

5 Conversation Journal Entry 2

Back to Overview

Your Progress  
0 of 1 experiences completed

Options  
0 Resources



# Six Competencies

# Six Competencies

Becoming YU has identified six competencies that we hope students to be able to develop through their work/study experience.

Communication	Interpersonal Connections	Personal Success	Social Responsibility and Community Engagement	Knowledge Acquisition & Application	Critical Thinking and Problem-Solving
<ul style="list-style-type: none"><li>•Communicating verbally</li><li>•Delivering presentation</li><li>•Facilitating groups</li><li>• Active listening</li><li>•Asking questions</li><li>•Influencing &amp; persuading</li><li>•Negotiating</li><li>•Giving feedback</li></ul>	<ul style="list-style-type: none"><li>•Building rapport</li><li>•Liaising</li><li>•Demonstrating commitment to the team</li><li>•Advising/Counselling</li><li>•Networking</li><li>•Collaborating</li><li>•Leading and mentoring</li></ul>	<ul style="list-style-type: none"><li>•Integrity &amp; ethical conduct</li><li>•Organizational skills</li><li>•Ability to follow instructions, policies &amp; procedures</li><li>•Taking ownership &amp; accountability</li><li>•Managing work/life balance</li><li>•Taking initiative</li><li>•Professionalism and positive attitude</li></ul>	<ul style="list-style-type: none"><li>•Embracing diversity</li><li>•Challenging unfairness or injustice</li><li>•Demonstrating cultural competence</li><li>•Demonstrating a commitment to civic engagement</li><li>•Cultivating community and pride</li></ul>	<ul style="list-style-type: none"><li>•Interpreting and applying specific legislation, policies and best practices</li><li>•Staying current</li><li>•Using specific techniques and technology</li><li>•Demonstrating numerical literacy</li><li>•Processing information</li><li>•Interpreting and applying specific theories &amp; frameworks</li></ul>	<ul style="list-style-type: none"><li>•Demonstrating crisis intervention skills</li><li>•Problem-solving</li><li>•Exercising judgement &amp; decision making</li><li>•Action planning</li><li>•Critical thinking and analyzing</li><li>•Researching and investigating</li><li>•Showing creativity &amp; innovation</li></ul>



# Competencies Activity



The background image shows three students sitting at a table in a classroom or study area. A woman with long dark hair is on the left, a man with a beard is in the center, and a woman with red curly hair is on the right. They are all smiling and looking towards each other. On the table are various items including a green spiral notebook, a calculator, a smartphone, and some papers. In the background, a whiteboard displays a linear equation  $y=mx+c$ , a graph of an inverse square function with axes labeled 'Strength' and 'Distance', and handwritten notes: 'm is the slope', 'c is the y-intercept', and 'x is the dependent variable'. Large windows on the right side of the room offer a view of a modern building and greenery outside.



**How do you think you will  
develop the competency of  
communication in your role?**

① Start presenting to display the poll results on this slide.

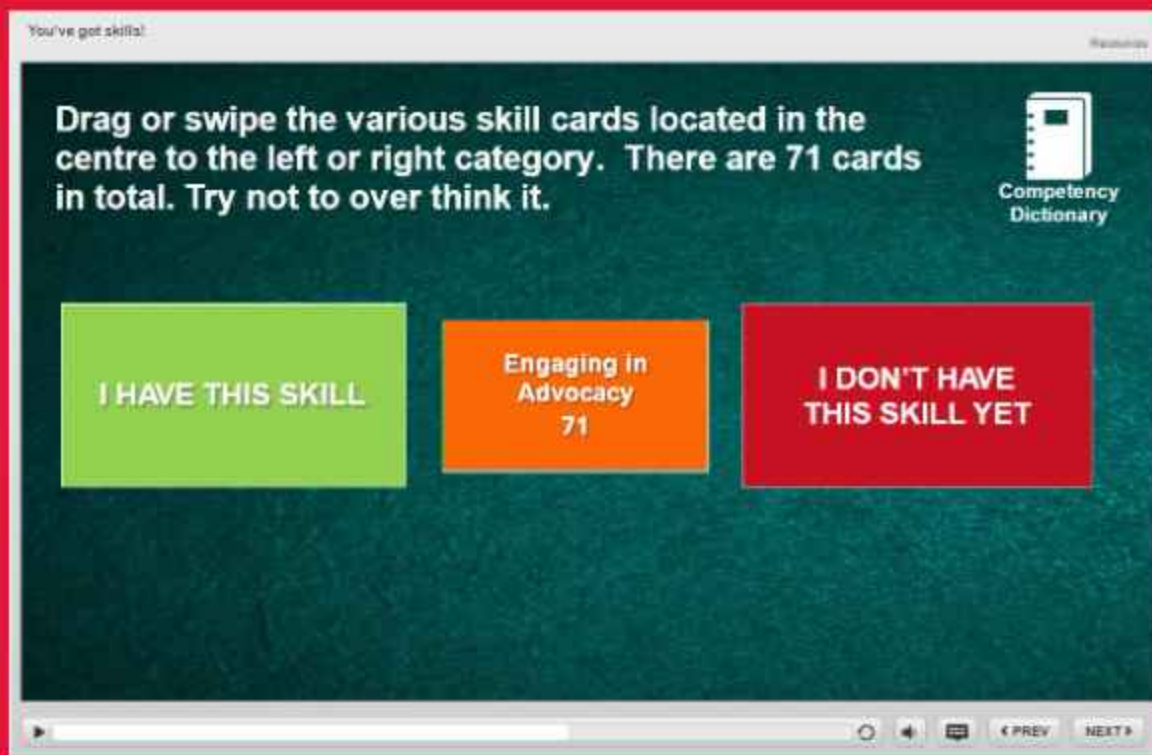


**How do you think you will  
develop the competency of  
critical thinking and problem  
solving in your role?**

① Start presenting to display the poll results on this slide.



# You've Got Skills Module



# Career Centre Supports – visit [careers.yorku.ca](https://careers.yorku.ca) or email [career@yorku.ca](mailto:career@yorku.ca)

## Explore Your Career Path & Discover Career Opportunities

with the Career Centre's services, programs and events!



1:1 Career Counselling Support



Drop-in Career Advising at the Career Lounge



Online Learning Modules



Access Job Postings on Experience York



Get Connected to Employers and Alumni



1:1 Job Search and Employment Advising, Resumé and Cover Letter Feedback, Interview Preparation, LinkedIn Advising and more!



Career Exploration and Job Search Workshops



Career Fairs, Networking and Recruitment Events



Goal Setting and Skill Development with Becoming YU



To register for events, webinars, 1:1 appointments, and to apply to various jobs, log in to Experience York.

## Important Next Steps

1. Enroll into the Work/Study Summer 2025 program on Experience York.
2. Complete Conversation Journal Entry #1 on Experience York.
3. Schedule your initial check-in meeting with your coaches.

**These tasks should be completed within the first two weeks of your contract.**



A group of six students are gathered outdoors on a paved area with benches. One student is standing on the left, while others are seated on two benches. They appear to be in a study or discussion group. The background features trees with light-colored blossoms and a modern building with large windows. The entire scene is framed by a thick red border.

**Thank you!**

**Questions? Email**  
**[wspost@yorku.ca](mailto:wspost@yorku.ca)**