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TD Indigenous Student Career Transitions

Requirements of Program

- I. Attend an Orientation/Career Workshops June 23, 2011 8:30 am – 3:00 pm**

Orientation of TD Project, Preparing for Graduate Studies, Professional Portfolio Development, Entrepreneurship
- II. Submit Career Plan and Letters of Confirmation – July 15, 2011**

Submit a detailed Career Plan that identifies career transition options, not exceeding 2 pages in length. If you choose *Mentoring*, a letter of support must be submitted by the person that is Mentoring you, indicating that a plan has been developed to complete the required hours, and you will need to include the work plan. If you select *Job Shadowing*, a letter of support must be submitted by the person you are shadowing, indicating that there is a plan for completing the required hours, and you will need to include the work plan. Career Transitions Plans must also include a list of interview questions you plan to ask your Mentor and/or Job Shadowing choice. It is recommended that you list 4 to 10 open ended interview questions. If you choose *Reciprocal Learning*, you will need to submit a letter from a community member you will be working with indicating what type of community event/assistance you will be providing, and you will need to include the work plan.
- III. Submit Final Report – November 18, 2011**

Final written reports should include the activities that students participated in, opportunities and challenges, what students learned, transcripts of interview questions and answers, and what was most beneficial to participating in the TD Indigenous Student Career Transitions Project. Letters of verification from Mentors and Job Shadowing participants are required and must confirm the minimum required hours were completed. A Letter of verification from a community member is required to verify that the Reciprocal Learning event/assistance was completed. In addition, applicants must develop and submit a power point presentation, 10 – 15 minutes in length summarizing their final report to be presented at the May 18, 2011 Reporting Wrap-Up.
- IV. Presenting on Your Learning/Reporting Wrap-up – December 2, 2011**

11:30 am – 4:30 pm (lunch included)

At the Reporting Wrap-up you will be presenting to TD Financial Group representatives and UVic administrators, faculty, staff and students. You are welcome to co-present with community members, faculty, mentors and/or community partners. Presentations will include power point or other media as well.



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Career Transition Options

Please indicate which career transitions options you are interested in:

Mentoring

If you choose to be a mentee, you may choose to be mentored by an upper year graduate student or a faculty member in an area that you are interested in. While our office can provide support in finding a mentor, the final choice for a Mentor relationship is up to the individual student to organize. For your work plan, please include a letter of support from your mentor. Upon completion of your mentoring hours, you will need to submit with your Final Report a learning journal highlighting the time spent with your mentor, a report on how the experience has helped you with your career and/or educational path/goals, and your interview questions transcripts and responses. In addition, you will need to have your Mentor submit a letter of verification that the required hours have been completed. A minimum of 20 mentor hours and a maximum of 35 mentor hours are

Job Shadowing

For your work plan, you will need to include who you will be shadowing and why, what you hope to learn, your interview questions, your Job Shadowing plan/itinerary (when & where), and a letter of support from the person you will be shadowing. Upon completion of this option, a learning journal and job shadow log must be submitted in your final report. In addition, the person you are shadowing will need to submit a letter of verification indicating the required hours have been completed. A minimum of 5 days of shadowing (25 to 35 hours) is required along with the interview.

Reciprocal Learning and Giving Back

For your work plan, you will need to include what community you will be working with, and a plan on how you will give back to your community or your extended community. This may take the form of organizing a community event, hosting a workshop(s), utilizing your skills to help your community in some way. In addition, a person from the community you will be working with will need to submit a letter of support indicating that you will be working with their community. Also a letter of verification will need to be submitted with your final report indicating you have completed the planned community event, workshop(s), or assisted your community in some way.

Other Possible Career Transition Project Supports

Participants taking part in the Reciprocal Learning and Giving Back option will be eligible for travel expenses (receipts required) up to \$300 (up to \$350 for out of province travel), and workshop supplies up to \$100 (receipts required).

Participants involved in Job Shadowing activities that require out of town travel (to a conference or meeting, as an example) will be eligible for a travel subsidy (receipts required) up to a maximum of \$200 (up to \$250 for out of province travel).



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Financial Awards

Financial awards are as follows (please indicate your choice):

___ Award One	1 Career Transition Option, Orientation/Career Workshops, Reporting Wrap-Up \$1200
___ Award Two	2 Career Transition Options, Orientation/Career Workshops, Reporting Wrap-Up \$1600
___ Award Three	3 Career Transition Options, Orientation/Career Workshops, Reporting Wrap-Up \$2000

Financial awards will be processed on an “honour system” based on your Career Transition Plan:

- I. Application received on or before May 31, 2011
- II. Attend Career Workshops June 23, 2011
- III. Career plan and letters of confirmation received by July 15, 2011
- IV. Partial award payment (50%) July 30, 2011
- V. Final report and power point presentation received November 18, 2011
- VI. Attend and present on your learning at Reporting Wrap-Up December 2, 2011 11:30 – 4:30 pm
- VII. Final award payment (50%) December 16, 2011 – based on fulfillment of Career Transition Plan

***Priority will be given to current 4th year students or recent bachelor level graduates. Graduate students are also welcome to apply but the first six seats are reserved for 4th year students. Twelve seats are available. Only complete application files will be reviewed.

As the program is designed and funded for current UVic students or recent graduates within the last year, the following guidelines have been developed to determine applicant priority.

1. Current registered 4th year student
2. Recent graduate (within one year)
3. Current registered graduate student
4. Students who have participated in the TD program before and did not have the time to complete all career transitions may apply for career transitions not previously completed
5. Previous UVic students who would like to explore graduate studies (have graduated more than one year from application date)



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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a participant in this project, I am also agreeing to complete the project requirements as listed above and as chosen by me. Any omissions or other misrepresentations made by me on this application may result in me forfeiting my award monies. In the event that program requirements are not completed, financial awards will be reduced accordingly.

*Name (printed)	
Nation/Ancestry	
*Signature	
*Date	
UVic Student ID#	
UVic Program Confirm if you are a current 4 th year, recent Graduate, Master or PhD student.	
*Email Address	
*Telephone Number	

*** denotes a required field**

Our Policy

Thank you for completing this application form and for your interest in this project. Please submit your work plan to lalita@uvic.ca or fax to 250-472-4952 on or before May 31, 2011, including the following:

- Indication of which Career Transition Option(s) you have selected along with supporting documentation as indicated in the descriptions above
- Indication of which financial award you are applying for
- The completed Agreement and Signature section with all required fields

Please be aware that these awards are subject to tax through Canada Revenue Agency.

Please note that if you are choosing the job shadowing option, if your employer does not cover you under WCB, UVic does have coverage for all currently registered students. If you are not a currently registered student at UVic, you may not be covered under WCB (example, a recent graduate with a Bachelor degree).



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Office of
Indigenous Affairs



TD Indigenous Student Career Transition Project

On behalf of the University of Victoria, the Office of Indigenous Affairs, and participating UVic students we want to acknowledge and extend our respect and thanks to the TD Bank for sponsoring this leading-edge program, which supports Indigenous students in their educational and career journey.

Application Deadline: May 31, 2011

The Office of Indigenous Affairs is pleased to announce that we will be accepting applications for the TD Indigenous Student Career Transitions Project. This intake will be in effect from June to November 2011. The deadline for applications is May 31, 2011. Recipients accepted will be notified on June 3, 2011 and will receive awards based on completion of career transition plan requirements. This career transitions program provides an opportunity for Indigenous students who are in their 4th year of studies or who are recent graduates to enhance their educational and career journey. A select number of seats are also reserved for graduate students. **Please ensure to plan for June 23, 2011 8:30 – 3:00 pm for Career Transition Workshops!**

Our goal is to create a meaningful, yet flexible career transitions plan to best suit your unique needs as a student who is possibly juggling work, family, community, as well as cultural and educational demands. Therefore, we want you to tailor your Career Transition Plan in a way that works best for you and your family.

Requirements of Program

1. Attend Orientation/Career Workshops, June 23, 2011, 8:30am – 3:00pm (includes continental breakfast and lunch)
2. Submit Career Plan and letters of confirmation, July 15, 2011
3. Final Reports due, November 18, 2011
4. Present on Your Learning – Reporting Wrap-up, December 2, 11:30 am – 4:30 pm (includes lunch)

Career Workshops

1. Considering and Preparing for Graduate School
2. Professional Portfolio Development
3. Entrepreneurship

Career Transition Options

Select a minimum of one Career Transition option:

Mentoring:

Choose to be mentored by an upper year graduate student or faculty member in the area that you are interested in.

Fourth Year Student	—————>	Masters Student
Masters Student	—————>	Doctoral Student or Faculty Member
Doctoral Student	—————>	Faculty Member

Job Shadowing:

Select an individual to job shadow from the career field of your interest.

Reciprocal Learning and Giving Back:

Determine how you will give back to your community or your extended community. This may take the form of organizing a community event, hosting a workshop(s), utilizing your skills to help your community in some way.

Financial Awards

Recipients will receive financial awards based on their career transitions options. The following is an award payment schedule based on meeting **ALL** program requirements:

- Partial award payment (50%) by July 30, 2011
- Final award payment (50%) by December 16, 2011

Award One \$1200 → 1 Career Transition Option, Orientation/Career Workshops, Reporting Wrap-up

Award Two \$1600 → 2 Career Transition Options, Orientation/Career Workshops, Reporting Wrap-Up

Award Three \$2000 → 3 Career Transition Options, Orientation/Career Workshops, Reporting Wrap-Up

For an application form please contact Lalita David at lalita@uvic.ca and submit applications by May 31, 2011.

As the program is designed and funded for current UVic students or recent graduates within the last year, the following guidelines have been developed to determine applicant priority.

1. Current registered 4th year student
2. Recent graduate (within one year)
3. Current registered graduate student
4. Students who have participated in the TD program before and did not have the time to complete all career transitions may apply for career transitions not previously completed
5. Previous UVic students who would like to explore graduate studies (have graduated more than one year from application date)

With Respect,

Lalita David

Indigenous Community Liaison & Outreach Coordinator
Office of Indigenous Affairs, University of Victoria

Tel: (250) 853-3729 | Fax: (250) 472-4952 | E-mail: lalita@uvic.ca | Web: www.uvic.ca/inaf