



## TD Indigenous Student Career Transitions Project

The Office of Indigenous Affairs is pleased to announce that we will be accepting applications for the TD Indigenous Student Career Transitions Project. This project provides opportunities for 4<sup>th</sup> year Indigenous students or recent graduates to develop and execute personalized transition plans to enhance their educational and career journey. A select number of seats are also reserved for graduate students. This intake will be in effect from January to April 2012. The deadline for applications is Feb 6<sup>th</sup>, 2012. Successful applicants will be notified by Feb 10<sup>th</sup>, 2012.

### Program Options

**Reciprocal Learning and Giving Back: Learn while giving back to your community.**

For your work plan, you will need to outline what community you will be working with and describe 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. A community member will need to submit a letter of support indicating what type of project you will be assisting with. Upon project completion, a letter of verification must be submitted with your final report indicating you have completed the planned reciprocal learning.

**Job Shadowing: Select an individual to job shadow from the career field of your interest.**

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.

**Mentoring: Choose to be mentored by an upper year graduate student or faculty member in**

For your work plan, you will need to include who you will be mentoring and why, what you hope to learn, and a letter of support from the person you will be mentoring. Upon completion of mentoring hours, students must submit a Final Report that includes: 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. You must also 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 required.

Recipients will receive financial awards based on their career transitions options. The following is a tentative timeline based on meeting all program requirements\*:

- I. Application received on or before Feb 6<sup>th</sup>, 2012
- II. Attend Orientation/Career Workshops Feb 23<sup>rd</sup>, 2012 11:00 – 4:00 pm
- III. Career plan and letters of confirmation received by March 9<sup>th</sup>, 2012
- IV. Partial award payment (50%) March 23<sup>rd</sup>, 2012
- V. Final report and power point presentation received April 20<sup>th</sup>, 2012
- VI. Present on your learning at the Reporting Wrap-Up April 27<sup>th</sup>, 2012 11:30 – 4:30 pm
- VII. Final award payment (50%) May 11<sup>th</sup>, 2012 – based on completion of Career Transition Plan

\*Please note that because the timeline for this intake is shorter, doing all three components may be challenging.



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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.

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

*\* 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 [inafprco@uvic.ca](mailto:inafprco@uvic.ca) or fax to 250-472-4952 on or before Feb 6<sup>th</sup>, 2012, 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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## Financial Awards

- Award 1 \$1200 → 1 Career Transition Option, Orientation/Career Workshops, Reporting Wrap-up
- Award 2 \$1600 → 2 Career Transition Options, Orientation/Career Workshops, Reporting Wrap-Up
- Award 3 \$2000 → 3 Career Transition Options, Orientation/Career Workshops, Reporting Wrap-Up

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 4<sup>th</sup> 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)

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

## 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).

## Requirements of Program

- I. Attend an Orientation/Career Workshops – Feb 23<sup>rd</sup>, 2012 11:00 – 4:00 pm**
- II. Submit a Career Plan and Letters of Confirmation – March 9<sup>th</sup>, 2012**  
Please submit a detailed Career Plan identifying which career transition options you've selected (Max. 2 pg), a list of interview questions you plan to ask your Mentor and/or Job Shadowing choice as well as the supporting documents applicable to your choice (requirements outlined above) .
- III. Submit Final Report – April 20<sup>th</sup>, 2012**  
Final written reports should include a description of the activities that students participated in, opportunities and challenges, what was learned, what was most beneficial, and transcripts of interview questions and answers.
- IV. Presenting on Your Learning/Reporting Wrap-up – April 27<sup>th</sup>, 2012 11:30 – 4:30 pm (lunch included)**  
Applicants must submit a presentation of 10 – 15 minutes in length summarizing their final report to present to TD Financial Group representatives and UVic administrators, faculty, staff and students at the April 27<sup>th</sup> Reporting Wrap-Up. Students are welcome to co-present with faculty, mentors and/or community partners. Presentations include power point or other media.