Student Handbook – (Feb 2024 Early Draft)

What is in this resource?

* This resource is a collection of student-centric support resources that serve to aid students in considering, participating, and reflecting on WIL experiences.
* The collected resources are organized into ‘Steps’ representing the journey of a student in WIL. Each step has a further level of ‘Action Items or Prompts’ that break down larger items into actionable steps while also delivering on possible student concerns or asks.

Why was this resource created and how is it intended to be used?

* This collection was created to support Calgary post-secondary institutions in the creation of their own student handbooks. This resource is presented to serve WIL practitioners within these post-secondary institutions as a curated catalogue to integrate into their handbooks and provide support to students.

Key Highlights/Features:

* Organized to follow a student's journey through WIL experiences from considering education, pursuing education, pursuing WIL, and finishing WIL or education (defined steps below).
* A variety of resource formats (i.e., video, worksheet, podcast) to aid differing learners.

|  |
| --- |
| **Steps** |
| Step 1: Individual Self-Assessment |
| Step 2: Career Exploration |
| Step 3: Professional Readiness |
| Step 4: Applying to WIL Experience |
| Step 5: Interviewing |
| Step 6: Entering WIL Experience |
| Step 7: Day to Day WIL Experience |
| Step 8: Reflection on WIL Experience |
| Step 9: Wrapping up WIL Experience, Post-Secondary Education |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This work was completed by staff at TalentED YYC in collaboration with our Resources Subcommittee that includes WIL Practitioners across Calgary.  
  


Step 1: Individual Self-Assessment

**Description**: Student evaluates themselves to identify personal values/principles and navigates to career interests.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/ Prompts | Resource  Title | Resource Type | Description | Link |
| **Identify**  **Values** | Where Am I Right Now? (alis) | Worksheet | * Finding the suitable career path based on answers to some questions. | <https://alis.alberta.ca/careerinsite/where-am-i-right-now/> |
| Identify Your Work Values (alis) | Worksheet | * Knowing one’s work values to plan a career, look for opportunities in, or make a career change. | <https://alis.alberta.ca/plan-your-career/identify-your-work-values/> |
| What Are Your Work Preferences?  (Sheridan College) | Resource  Bank | * Self-assessment to evaluate career options. | <https://www.sheridancollege.ca/student-life/student-services/career-services/plan-your-career/self-assessment> |
| Self-Locating and Self-Identifying  (ACE-WIL) | Article  (PDF) | * How to locate and identify as an Indigenous student to take advantage of preferential hiring programs in favor of equity-seeking groups. | <https://acewilbc.ca/resource-library/self-locating-and-self-identifying-information-sheet/> |
| **Identify Skills and Strengths** | Recognize Your Strengths (alis) | Article | * Knowing what one’s true passions are. | <https://alis.alberta.ca/plan-your-career/recognize-your-strengths/> |
| Know Your Core Skills and How to Sell Them (alis) | Article  (with videos) | * Identify, categorize, and promote one’s skills in an interview. | <https://alis.alberta.ca/look-for-work/know-your-core-skills-and-how-to-sell-them/> |
| Describe your competencies worksheet (University of Victoria) | Worksheet  (PDF) | * Describing competencies and learnings by example (based on the actions) in a particular experience. | <https://www.uvic.ca/career-services/_assets/docs/curric-comp-assessment-worksheet.pdf> |
| Using competencies  (University of Victoria) | Article | * Understanding one’s strengths, skills, and knowledge, planning learning, describing, and showcasing capabilities to land on the desired job. | <https://www.uvic.ca/career-services/build-your-career/using-competencies/index.php#ipn-describe-your-skills> |
| Attitude, Skills & Knowledge (Skills Ready) | Worksheet  (PDF) | * Self-assessment tool outlining attitude, skills, and knowledge items and level of competency. | <https://skillsready.ca/wp-content/uploads/2019/02/Self-Assessment-Tool.pdf> |
| **Develop Skills and Knowledge** | Many Training Paths Develop Skills and Knowledge (alis) | Article | * Identifying different paths of skill development and assessing their fitness. | <https://alis.alberta.ca/explore-education-and-training/many-training-paths-develop-skills-and-knowledge/> |
| **Career Readiness** | Campus Cousins: Building Community on Campus (ACE-WIL) | Article  (PDF) | * Guide on ways that WIL Coordinators can collaborate with existing peer networks on campuses to increase Indigenous WIL recruitment and better support community relationships, initiatives, and goals. | <https://acewilbc.ca/resource-library/campus-cousins-building-community-on-campus/> |

Step 2: Career Exploration

**Description**: Student explores the career opportunities available with their academic program/outcomes, and specific sub-sector interests.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/  Prompts | Resource  Title | Resource  Type | Description | Link |
| **I want a career: Where do I start?** | CAREERinsite (alis) | Resource  Bank | * Provides students, who are at varying levels of their exploration, resources to access. | <https://alis.alberta.ca/careerinsite/> |
| Follow These 4 Steps to Plan Your Career (alis) | Article | * Breaks the larger ambiguous mission of planning a career into actionable steps/initiatives. | <https://alis.alberta.ca/plan-your-career/follow-these-4-steps-to-plan-your-career/> |
| Find Your Best Fit (alis) | Worksheet | * Gives students different prompts to consider in entering education, limit blind spots. | <https://alis.alberta.ca/explore-education-and-training/plan-your-education/find-your-best-fit/> |
| How to Choose a Career That Fits You (alis) | Resource  Bank | * Collects ALIS resources into a trackable checklist. | <https://alis.alberta.ca/tools-and-resources/guides/how-to-choose-a-career-that-fits-you/> |
| How To Find Your Own Work Placements (ACE-WIL) | Article  (PDF) | * Provides students with information on how to attain their own work placements | <https://acewilbc.ca/wp-content/uploads/formidable/3/How-to-Find-Your-Own-Work-Placements-A-guide-to-discover-your-own-co-op-internships-practicums-a-2.pdf> |
| **I have perspective: Where do I find more information?** | Plan Your Future in Energy (careers in energy) | Website | * Identifies a key sector, career opportunities, trends of sector needs | <https://careersinenergy.ca/> |
| Occupations in Demand (alis) | Website | * Provides students with clear quantitative data of possible careers in high demand. | <https://alis.alberta.ca/occinfo/occupations-in-alberta/occupations-in-demand/> |
| Emerging Occupations (alis) | Website | * Identifies innovative careers attuned to PSE-required careers. Allows insertion of passions/interests. | <https://alis.alberta.ca/occinfo/occupations-in-alberta/?featured=Emerging%20Occupations> |
| Explore Career Options (alis) | Worksheet | * Head starter resource, building experience before WIL. | <https://alis.alberta.ca/careerinsite/explore-options/hands-on-experience/> |
| Questions to Ask Employers When Researching the Job Market (alis) | Worksheet | * Gives students practice in considering careers and speaking to employers. | <https://alis.alberta.ca/explore-education-and-training/plan-your-education/questions-to-ask-employers-when-researching-the-job-market/> |
| Earnings by Post Secondary Field of Study (alis) | Website | * Gives students a sense of what benefit they can expect in the future. Cost-benefit which may matter more to some. | <https://alis.alberta.ca/occinfo/earnings-by-post-secondary-field-of-study/> |
| Use Labour Market Information to Boost Your Career (alis) | Article  (with video) | * Introduces students to Labour Market data while showing how to use them. | <https://alis.alberta.ca/look-for-work/labour-market-information/use-labour-market-information-to-boost-your-career/> |
| OpportuNext | Website | * Great resource, finding jobs by title but by skill set as well. | <https://www.opportunext.ca/> |
| **Keep me moving: Why am I doing this?** | The Best Careers You Never Knew Existed (SAIT) | Podcast | * Unique local/podcast, particularly focused on tech as it becomes more integrated in fields. | <https://www.sait.ca/careerspodcast> |
| Five Ways That Co-op Helped Me Build My Self-Confidence (Simon Fraser University) | Article | * Resource lets a student speak to them in ‘their own language’ or needs. | <https://olc.sfu.ca/blog/five-ways-co-op-helped-me-build-my-self-confidence> |
| Post-Secondary Success Stories: Diploma in Disability Studies (alis) | Video | * Showcases to Students how their passions can be involved and a central part of their career. | <https://alis.alberta.ca/explore-education-and-training/post-secondary-education-and-training-testimonials/testimonials-from-students-with-disabilities/post-secondary-success-stories/> |

Step 3: Professional Readiness

**Description**: Student may participate in formal professional development sessions or pursue similar aimed work independently.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/ Prompts | Resource  Title | Resource  Type | Description | Link |
| **Why am I doing this?** | Benefits of Joining a Work-Integrated Learning Program (CEWIL) | Article | * Providing students with an understanding of what they can gain from a WIL experience. | <https://cewilcanada.ca/CEWIL/Resources/Students/Benefits-of-Joining-a-WIL-Program.aspx?WebsiteKey=70188082-f13b-461c-8c8d-74e0e6c01c18> |
| Your Experiential Learning Adventure Starts Here (Future New Brunswick) | Article | * Anticipates/prompts the questions students may have throughout the WIL process. | <https://futurenewbrunswick.ca/student-resources/> |
| Ready for Co-op? (University of Waterloo) | Worksheet  (Interactive) | * Early-stage resource, helps the student recognize their skills. | <https://uwaterloo.ca/co-operative-education/ready-co-op> |
| Co-Op & Indigenous Third-Party Sponsorship Funding (ACE-WIL) | Article  (PDF) | * Showcases to Students unique ways in which they could pursue professional/WIL opportunities | <https://acewilbc.ca/resource-library/co-op-indigenous-third-party-sponsorship-funding/> |
| **Building Soft and Hard Skills** | A Positive Attitude Will Help You Learn (alis) | Worksheet | * Transferring learning from educational settings to workplaces while identifying students desires for learning. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/a-positive-attitude-will-help-you-learn/> |
| 11 Ways Volunteering Can Help You Find a Job (alis) | Article  (with videos) | * Introduces volunteering to develop new skills and build resume experiences. | <https://alis.alberta.ca/look-for-work/work-options/11-ways-volunteering-can-help-you-find-a-job/> |
| **Further Skill and Professional Development** | Work Integrated Learning Open Module Initiative (Niagara College) | Worksheet | * Module format to introduce WIL, mix of media types for different learners. | <https://www.niagaracollege.ca/cae/wil/> |
| Develop Your Job Smarts (alis) | Article | * Works to help students consider how to enter a job, build on the values, join a team. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/develop-your-job-smarts/> |
| Job Posting Example and Application Breakdown (ACE-WIL) | Info Sheet | * Provides an example posting and itemizes what should be included in applications. | <https://acewilbc.ca/resource-library/job-posting-example-and-application-breakdown/> |
| Get and Keep the Work You Want (alis) | Worksheet | * Helps students identify themselves and build confidence in their needs. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/get-and-keep-the-work-you-want/> |
| 8 Strategies for Managing Fear (alis) | Article | * Supports in identifying stress and strategies to deal with stress. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/8-strategies-for-managing-fear/> |
| Learn to Communicate Authentically (alis) | Article | * Students learn how to present themselves professionally as individuals. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/learn-to-communicate-authentically/> |
| Free And Low-Cost Training Resources for Students Building A Career In The Non-Profit Sector (ACE-WIL) | Article  (PDF) | * Provides training resources for students who have a specific career passion or sector interest in Non-Profit, EDIA, etc. | <https://acewilbc.ca/wp-content/uploads/formidable/3/2022-09-26-Low-Cost-Trainings-Non-Profit-Edition.pdf> |
| Skills Training and Upgrading for Indigenous Peoples (alis) | Article | * Identifies programs available to Indigenous peoples focused on skills training in funded/available in Alberta. | <https://alis.alberta.ca/tools-and-resources/resources-for-indigenous-people/education-and-training-for-indigenous-peoples/skills-training-and-upgrading-for-indigenous-peoples/> |

Step 4: Applying to WIL Experience

**Description**: Student drafts their resume and cover letter for applications, reviews, applies through different portals/processes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/  Prompts | Resource  Title | Resource  Type | Description | Link |
| **What do I need when applying?** | Job Search Resources for Students (alis) | Article | * Gives a quick introduction and initial sources for information. | <https://alis.alberta.ca/look-for-work/find-work/job-banks-and-work-search-tools/job-search-resources-for-students/> |
| Work Search Basics (alis) | Toolkit | * Comprehensive list of email/phone, resume/CV, Application all itemized. | <https://alis.alberta.ca/look-for-work/find-work/work-search-basics/> |
| What Employers Are Looking for in a Job Application (alis) | Article | * Gives students insight in an asymmetrical situation. | <https://alis.alberta.ca/look-for-work/apply-for-work/what-employers-are-looking-for-in-a-job-application/> |
| Stay Organized as You Search for Work (alis) | Article | * Provides direction and process to keep students moving. | <https://alis.alberta.ca/look-for-work/find-work/stay-organized-as-you-search-for-work/> |
| Job-Smart Strategies for LGBTQ2S+ Youth (alis) | Article | * Provides 2SLGBTQ+ students with strategies to consider when finding WIL experiences (disclosure). | <https://alis.alberta.ca/tools-and-resources/resources-for-lgbtq2splus-people/job-smart-strategies-for-lgbtq2splus-youth/> |
| **Resume and Cover Letter Support** | When and How to Talk About Your Disability (alis) | Article | * Provides students with possible scenarios for disclosure weighing the benefits and drawbacks of each with the student assessing their personal best fit. | <https://alis.alberta.ca/tools-and-resources/resources-for-people-with-disabilities/look-for-work/when-and-how-to-talk-about-your-disability/> |
| How to Create Your Master Resumé (alis) | Article | * Provides overview while also linking to practical use. | <https://alis.alberta.ca/look-for-work/resumes-and-references/how-to-create-your-master-resume/> |
| How to Write a Great Resumé (alis) | Article | * Considers more practical features of a resume. | <https://alis.alberta.ca/look-for-work/resumes-and-references/how-to-write-a-great-resume/> |
| How to Apply for a Job When You Don’t Have All the Qualifications (alis) | Article | * Helps students assess possible opportunities when unfamiliar with job postings. | <https://alis.alberta.ca/look-for-work/apply-for-work/how-to-apply-for-a-job-when-you-don-t-have-all-the-qualifications/> |
| Unavailable or Problem References? What You Can Do (alis) | Article | * Encompassing references and troubleshooting. | <https://alis.alberta.ca/look-for-work/resumes-and-references/unavailable-or-problem-references-what-you-can-do/> |
| Cover Letters Open the Door to an Interview (alis) | Article  (with video and checklist) | * Comprehensive on approach and implementation of cover letters. | <https://alis.alberta.ca/look-for-work/cover-letters/cover-letters-open-the-door-to-an-interview/> |
| **Encouragement** | Stay Motivated (alis) | Article | * Encourages the student to keep motivated through repetitive applications. | <https://alis.alberta.ca/careerinsite/take-action/take-action-using-these-5-steps/stay-motivated/> |

Step 5: Interviewing

**Description**:Student prepares and participates in interviews with possible hosts, reflects on interview experience and implements learnings for future interviews.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/  Prompts | Resource  Title | Resource  Type | Description | Link |
| **Strategies for Preparing for an Interview** | How to Succeed at a Job Interview (alis) | Article | * Provides an overarching starting point and highlights the actionable steps within strategies. | <https://alis.alberta.ca/look-for-work/interviews-and-offers/how-to-succeed-at-a-job-interview/> |
| How Do I Prepare for an Interview? (alis) | Video | * Videos may motivate other students/aid their learning than reading. | <https://alis.alberta.ca/tools-and-resources/videos/how-do-i-prepare-for-an-interview-257/> |
| **Strategies and Methods During an Interview** | What Can Employers Ask You? (alis) | Article | * Informs students of their rights during an interview and tactics for handling inappropriate questions | <https://alis.alberta.ca/look-for-work/interviews-and-offers/what-can-employers-ask-you/> |
| Use the STARS Method to Shine in an Interview (alis) | Article | * Introduction to STARS as a commonly used guide/method. | <https://alis.alberta.ca/look-for-work/interviews-and-offers/use-the-stars-method-to-shine-in-an-interview/> |
| How to Answer Common Interview Questions (alis) | Article | * Prompts to common questions that would be beneficial for students in reflecting on throughout this step. | <https://alis.alberta.ca/look-for-work/interviews-and-offers/how-to-answer-common-interview-questions/> |
| Questions to Ask in a Job Interview (alis) | Article | * Provides the student with a connection from previous steps about their values etc, connecting critical job reading to practice. | <https://alis.alberta.ca/look-for-work/interviews-and-offers/questions-to-ask-in-a-job-interview/> |
| How to Ace Your Phone or Online Interview (alis) | Article | * Tips for students to consider in a more commonly held interview format. | <https://alis.alberta.ca/look-for-work/interviews-and-offers/how-to-ace-your-phone-or-online-interview/> |
| “How do I best explain my strengths and weaknesses in an interview?” (alis) | Article | * Most beneficial Q&A resource. A difficult question that students struggle with. | <https://alis.alberta.ca/tools-and-resources/questions-and-answers/how-do-i-best-explain-my-strengths-and-weaknesses-in-an-interview/> |
| **What to do after an Interview** | What to Do After an Interview (alis) | Article | * Ensures that students reflect and benefit from an interview regardless of the outcome. | <https://alis.alberta.ca/look-for-work/interviews-and-offers/what-to-do-after-an-interview/> |

Step 6: Entering WIL Experience

**Description**: Once a student gains placement, they work through their first day(s) and weeks considering what they need for entering the workplace.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/  Prompts | Resource  Title | Resource  Type | Description | Link |
| **Essential Starters** | Your First 2 Weeks at Work (alis) | Article | * Sets expectations and areas for students to be aware of or consider in starting their WIL. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/your-first-2-weeks-at-work/> |
| New Job? Here’s How to Make a Good First Impression (alis) | Article | * More itemized considerations on entering a new workplace. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/new-job-here-s-how-to-make-a-good-first-impression/> |
| Learn What’s on Your Pay Stub (alis) | Article | * Introduction to pay stubs overall to give a basic expectation. | <https://alis.alberta.ca/tools-and-resources/resources-for-people-with-low-literacy/easy-reading-work-laws-and-your-pay-stub/learn-what-s-on-your-pay-stub/> |
| Your Health and Safety Rights at Work (alis) | Article | * Informs students of their rights and expectations for healthy and safe workplaces, in addition to the employer’s role. | <https://alis.alberta.ca/succeed-at-work/be-safe-at-work/your-health-and-safety-rights-at-work/> |
| FAQs For Every Stage of Your Experiential Learning Placement (Future New Brunswick) | Article  (with videos) | * Itemized expectations for starting work terms and carrying throughout. | <https://futurenewbrunswick.ca/student-faq/> |
| **Communication and Relationships** | Tips For Managing Digital Communication at Your Next Student Placement (ACE-WIL) | Article  (PDF) | * Provides students with standards on email communications. | <https://acewilbc.ca/wp-content/uploads/formidable/3/Managing-Communication.pdf> |
| How to Start Your New Remote Job (alis) | Article | * Provides students the basics, with ways to improve abilities. | <https://alis.alberta.ca/plan-your-career/workplace-trends/remote-work/how-to-start-your-new-remote-job/> |
| Tips for Online Communication in the Workplace (alis) | Article | * Includes all digital communications for students to implement best practices or considerations. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/tips-for-online-communication-in-the-workplace/> |
| Understanding Power Dynamics, Cross Cultural Communication, Biases and Assumptions (ACE-WIL) | Article  (with videos/infographics) | * Provides students lenses to consider regarding power relationships, and cross-cultural communication in a workplace | <https://acewilbc.ca/resource-library/understanding-power-dynamics-cross-cultural-communication-biases-and-assumptions/> |
| **Balancing and Meeting Work Requirements** | Student tips for working at home (CEWIL) | Infographic | * Concise tips for working at home, but also applies to in-person. | <https://cewilcanada.ca/common/Uploaded%20files/Public%20Resources/student%20resources/Student%20tips%20for%20working%20at%20home.pdf> |
| Tips For WIL Students: Getting Work Done (ACE-WIL) | Infographic | * In-depth but concise strategies for all forms of work. | <https://acewilbc.ca/resource-library/tips-for-wil-students-getting-work-done/> |
| Transfer Your College and University Skills into the Workplace (alis) | Article | * Links the students past education to provide confidence/familiarity in their new workplace to unlock potential. | <https://alis.alberta.ca/look-for-work/transfer-your-college-and-university-skills-into-the-workplace/> |

Step 7: Day to Day WIL Experience

**Description**: What student needs to know/do at mid-way point of WIL experience, performs reflection within the practice and implements possible improvements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items/  Prompts | Resource  Title | Resource  Type | Description | Link |
| **Personal** | Are You Safe at Your Job? (alis) | Article  (Interactive) | * Reinforces to students to ensure their workplace is/has been safe while practicing WIL. | <https://alis.alberta.ca/succeed-at-work/be-safe-at-work/are-you-safe-at-your-job/> |
| Imposter Syndrome: Stop Feeling Like a Fraud (alis) | Article | * A widespread issue that students may not associate. Internal signs and tips provided. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/imposter-syndrome-stop-feeling-like-a-fraud/> |
| If You’re Depressed About Work, There’s Help (alis) | Article | * A crisis resource but also helpful for students who aren’t sure why they aren’t ‘fitting in’. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/if-you-re-depressed-about-work-there-s-help/> |
| Cope with Stress (alis) | Article  (Interactive) | * The best application of ‘fill in the blanks’, gives a definite assessment. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/cope-with-stress/> |
| Achieve Balance in Your Remote Workplace (alis) | Article | * Recognizes the different challenges in hybrid work to in-person work. | <https://alis.alberta.ca/plan-your-career/workplace-trends/remote-work/achieve-balance-in-your-remote-workplace/> |
| Understand Your Work Preferences (alis) | Article  (Interactive) | * Links back to previous resources. Is more in-depth and allows for reflection with experience of being in the practice. | <https://alis.alberta.ca/look-for-work/understand-your-work-preferences/> |
|  | Doing Well at Work When You Have a Disability (alis) | Article | * Provides students with disabilities with strategies of entering their workplace and how to bring issues to employers. | <https://alis.alberta.ca/tools-and-resources/resources-for-people-with-disabilities/doing-well-at-work-when-you-have-a-disability/> |
| **Relationships** | Managing Conflict at Work (alis) | Article | * Gives students an understanding of conflict, why they need to be resolved, and ideas of what to do. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/managing-conflict-at-work/> |
| Handle People Problems at Work (alis) | Article | * Places conflict within context and providing identification and solutions to resolve conflict. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/handle-people-problems-at-work/> |
| Find and Work with a Mentor (alis) | Article | * Mentorship is a two-way street and students may not be prepared/expect mentorship. Provides tips on preparing for a mentor. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/find-and-work-with-a-mentor/> |
| Use the Right Words and Questions to Manage Conflicts (alis) | Article | * Aids the managing conflict with contextual issues and solutions related to language. | <https://alis.alberta.ca/succeed-at-work/manage-challenges/use-the-right-words-and-questions-to-manage-conflicts/> |
| Managing Conflict When You Work Remotely (alis) | Article | * Addresses effects that students may not be aware of in remote settings and allows for them to consider how they or others feel. | <https://alis.alberta.ca/plan-your-career/workplace-trends/remote-work/managing-conflict-when-you-work-remotely/> |
| Manage Your Manager (alis) | Article | * Prepares students for expectations or prepares them to exceed expectations of their supervisors. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/manage-your-manager/> |
| **Getting the Most out of WIL** | Position Yourself as a Valued Employee (alis) | Article | * Shows students how to stand out and gain the most from WIL based on how they position themselves. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/position-yourself-as-a-valued-employee/> |
| Make Your Job More Rewarding (alis) | Article  (Interactive) | * Gives students who need a boost of encouragement in a WIL experience. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/make-your-job-more-rewarding/> |
| Leadership Skills Are for Everyone (alis) | Article | * Shows students what they should look for in a leader (employer) and what they can do to be that leader. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/leadership-skills-are-for-everyone/> |
| Professional Development Plan (University of British Columbia) | Worksheet  (PDF) | * The only PD we have listed on the catalog. A positive resource if the employer does not provide one. | <https://blogs.ubc.ca/worklearnlibrary/files/2018/09/Work-Learn-Professional-Development-Plan.pdf> |

Step 8: Reflection on WIL Experience

**Description:** Student does academic work to reflect on WIL, including personal reflection on experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions Items/ Prompts | Resource  Title | Resource  Type | Description | Link |
| **Learning How to Reflect** | Reflective Writing Modules (Wilfrid Laurier University) | Article | * A ‘how-to’ to reflection. Giving the student an introduction to reflection, what it is and why they are doing it. | <https://writeonline.ca/reflective-essay.php?content=intro> |
| **Practicing Reflection** | Co-Curricular Record Reflection (Saint Mary’s University) | Article  (PDF) | * Uses reflection actions/practice to demonstrate learnings in language adaptable for resume inclusion. | <https://www.smu.ca/webfiles/Co-CurricularRecordReflection.pdf> |
| Post-Work Term Reflection and Employer Assessment Worksheet (ACE-WIL) | Worksheet  (PDF) | * Resource is Indigenous focused and provides a crucial reflection on if the student felt safe/respected in their workplace while also reflecting on why they felt that way. | <https://acewilbc.ca/resource-library/post-work-term-reflection-and-employer-assessment-worksheet/> |

Step 9: Wrapping up WIL Experience, Post Secondary Education

**Description:** Student wraps up their WIL experience, finishing PSE, entering the workforce, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions Items/ Prompts | Resource Title | Resource  Type | Description | Link |
| **Strategies and Career Navigation** | 5 Strategies for Making Career Decisions (alis) | Article | * Gives students clear overview themes to consider. | <https://alis.alberta.ca/plan-your-career/make-choices-about-work-and-life/5-strategies-for-making-career-decisions/> |
| How Do You Handle Career Risks? (alis) | Article  (Interactive) | * Allows for the student to consider how comfortable they are with different risks, how that may influence their work, and how to handle risks. | <https://alis.alberta.ca/plan-your-career/how-do-you-handle-career-risks/> |
| Find Your Way on a Shifting Career Path (alis) | Article | * Recognizes the changing, uncertain nature of work and how students can move forward in it. | <https://alis.alberta.ca/plan-your-career/learn-more-about-yourself/find-your-way-on-a-shifting-career-path/> |
| Navigate These 5 Stages to Make the Most of Your Career (alis) | Article | * Demonstrates actionable steps in current and future workplaces. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/navigate-these-5-stages-to-make-the-most-of-your-career/> |
| **Evaluating and Enhancing Opportunities** | Don’t Make These Big Career Mistakes (alis) | Article | * Identifies ‘warning’ signs if a student is feeling ‘stuck’ or unaware of these items. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/don-t-make-these-big-career-mistakes/> |
| Learn: It Will Enhance Your Career (alis) | Article | * Stresses the need for learning to be long term and constant, not getting set in work and dismissing new initiatives/skills/innovations. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/learn-it-will-enhance-your-career/> |
| Make Positive Career Moves with Career Laddering (alis) | Article | * Introduces career laddering and how to make positives out of negative frustrations. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/make-positive-career-moves-with-career-laddering/> |
| Move Forward With Positive Thoughts (alis) | Worksheet | * Allows for students to reframe/reflect on their situation after WIL or education and utilize introspection for resolution. | <https://alis.alberta.ca/succeed-at-work/make-your-work-life-more-satisfying/move-forward-with-positive-thoughts/> |
| Make the Most of the Changes in Your Life and Career (alis) | Article | * Encourages facing change, considering students will be making a major change from education to full time work. | <https://alis.alberta.ca/succeed-at-work/manage-change-and-transitions/make-the-most-of-the-changes-in-your-life-and-career/> |