

## How to Register for Explore Micro-Placements

1. Click on "CONNECT WITH CAREER SERVICES" on the menu.
2. Select "EXPLORE MICRO-PLACEMENTS".
3. Select "Courses/Programs".

The screenshot displays a user interface for a student dashboard. On the left, a vertical navigation menu lists various options, with "CONNECT WITH CAREER SERVICES" and "EXPLORE MICRO-PLACEMENTS" highlighted in red. Two red arrows point to these items. The main content area is titled "My Experience Explore Micro-Placements" and features several cards: "Current Experiences" (with a 'View' button), "Past Experiences" (with a 'View' button), "Pending Experiences" (with a 'View' button), and "Inactive Experiences" (with a 'View' button). Below these is a larger card for "Courses / Programs" (with a 'View' button) which is outlined in red. On the right, a "CURRENT EXPERIENCES" box contains the text "You don't have any ongoing experiences." and a red button labeled "View Available Programs/Courses".

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

Dashboard  
Advising  
Job Board - Campus Wide  
Experience Catalogue  
**CONNECT WITH CAREER SERVICES**  
Career Services Event Calendar  
Book - Career Advising  
**EXPLORE MICRO-PLACEMENTS**  
Upload - My Docs  
Order - Formal Assessment  
View - My Interviews  
Leadership & Student Engagement  
Student Success Centre  
Faculty of Arts  
Faculty of Nursing  
Faculty of Science  
Haskayne School of Business (HSB)  
Career Development Centre  
Werklund School of Education

**My Experience**  
Explore Micro-Placements

**Current Experiences**  
View your current experiences.  
View

**Past Experiences**  
View

**Pending Experiences**  
View

**Inactive Experiences**  
View

**Courses / Programs**  
Find new courses and programs.  
View

**CURRENT EXPERIENCES**  
You don't have any ongoing experiences.  
View Available Programs/Courses

4. Select what type of placement you are interested in – Online or Onsite. You may apply to both if you prefer.

The screenshot displays a user interface for finding micro-placement opportunities. On the left, a sidebar shows the user is logged in as 'Test Student' and lists various navigation options, including 'CONNECT WITH CAREER SERVICES' and 'EXPLORE MICRO-PLACEMENTS'. The main content area is titled 'Available Programs/Courses' and 'Explore Micro-Placements'. It features a search bar, a sort dropdown set to 'Newest', and an 'Apply' button. Below this, two program cards are shown for 'Winter 2022'. The first card, 'EMP2 - Explore Micro-Plac...', describes an online placement involving remote work projects. The second card, 'EMP1 - Explore Micro-Plac...', describes an onsite placement involving shadowing a team member. Both cards include a description of the placement, a list of benefits, and 'Apply' and 'See More' buttons. The 'Apply' and 'See More' buttons on both cards are circled in red. A pagination control at the bottom of each card shows '1' of 1 items.

5. Complete each step. Once you reach Step 4, you are able to browse opportunities.

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**EMP2 - Explore Micro-Placements - Online (Winter 2022)**

A **Micro-Placement Online** focuses on remote work projects that could be completed with local companies or from across the province.

After registering, we will place you with a suitable opportunity as soon as we can, but this process can take up to a few weeks. In the meantime, here are the next steps:

1. You will be added to the FUSION Skills Development Program within the next few days. Begin to work on the "Before Placement" modules so that it is completed by the end of Day 1 in your placement
2. Keep checking the micro-placement opportunities job board and rank the ones that you are most interested in
3. You will get a confirmation email once you've been matched with a micro-placement

You can find more info and FAQs about the program here.  
If any additional questions come up, please email Lawrence at [ltwchan@ucalgary.ca](mailto:ltwchan@ucalgary.ca)

**Explore Micro-Placements - Online**

**PLACEMENT**

You haven't been placed yet.

**STEPS**

This experience has 6 step(s). You've completed 0 of the 6 required step(s).

- 1 **Current Step** Submit Waiver
- 2 Micro-Placement Application Form
- 3 Cover Letter & Resume
- 4 Placement Record
- 5 FUSION Module
- 6 Student Evaluation

**Your Program Progress**

0 of 1 experiences completed

**Program Options**

0 Resources

**\*\* You may view opportunities prior to completing step 3. Please refer to page 10 \*\***

6. If you are interested in a particular opportunity, click on “Show Interest”.

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

**(149) Research Assistant** ACTIVE  
University of Calgary - Career Services - Nora Molina

1 position available | No positions filled | Went live Nov 25, 2021 11:21 AM | Opened for interest Nov 25, 2021 11:21 AM | Expires Dec 09, 2021 11:59 AM

Overview | Industry Partners | Map

**Show Interest**

### Experience Type

Explore Micro-Placements - Online

### Description

Assist in the gathering and consolidating information from multiple sources on student needs and service use in relation to career and employment services.

- Conduct an environmental scan of comparable institutions and delivery organisations.
- Review existing survey data from multiple sources and summarize issues and themes that capture areas of opportunity.
- Prepare a summary report of highlights and recommendations for service improvement with an aim for finding innovative way to engage stakeholders.
- Deliver a final presentation (virtually) to staff within the department.

#### POSTING DETAILS

Micro-Placement Start Date	January 03, 2022
Micro-Placement End Date	January 07, 2022
Onsite Address	MSC 188, 2500 University Drive NW
City/Town	Calgary
Province/Territory	Alberta

7. After you have indicated interest in a few postings, you may rank them accordingly. You may continue to browse and rank opportunities until you are placed.

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

Dashboard  
Advising  
Job Board - Campus Wide  
Experience Catalogue

**CONNECT WITH CAREER SERVICES**  
Career Services Event Calendar  
Book - Career Advising

**EXPLORE MICRO-PLACEMENTS**  
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**EMP2 - Explore Micro-Placements - Online (Winter 2022)**

A **Micro-Placement Online** focuses on remote work projects that could be completed with local companies or from across the province.

After registering, we will place you with a suitable opportunity as soon as we can, but this process can take up to a few weeks. In the meantime, here are the next steps:

1. You will be added to the FUSION Skills Development Program within the next few days. Begin to work on the "Before Placement" modules so that it is completed by the end of Day 1 in your placement
2. Keep checking the micro-placement opportunities Job board and rank the ones that you are most interested in
3. You will get a confirmation email once you've been matched with a micro-placement

You can find more info and FAQs about the program here.  
If any additional questions come up, please email Lawrence at [ltwchan@ucalgary.ca](mailto:ltwchan@ucalgary.ca)

**Explore Micro-Placements - Online**

**PLACEMENT**  
You haven't been placed yet.

**STEPS**  
This experience has 6 step(s). You've completed 3 of the 6 required step(s).

- Submit Waiver
- Micro-Placement Application Form
- Cover Letter & Resume

**Current Step**  
**4**  
**Placement Record**

- At this stage, you have the ability to "Search Opportunities" and "Show Interest" and add "Rankings" to indicate your preference.
- Once you have been placed you will receive an e-mail to confirm your placement
- Your placement details can also be viewed by clicking on "Your Records"

Search Opportunities Submit Rankings

**Your Program Progress**  
0 of 1 experiences completed

**Program Options**  
0 Resources

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

Dashboard  
Advising  
Job Board - Campus Wide  
Experience Catalogue

**CONNECT WITH CAREER SERVICES**  
Career Services Event Calendar  
Book - Career Advising

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Werklund School of Education

**Submit Student Rankings**

**EMP2 - Explore Micro-Placements - Online (Winter 2022) -**

Overview Back to Term Course Student

(149) Research Assistant	Assist in the gathering and consolidating information from multiple sources on student needs and service use in relation to career and employment services. <ul style="list-style-type: none"> <li>Conduct an environmental scan of comparable institutions and delivery organisations.</li> <li>Review existing survey data from multiple sources and summarize issues and themes that capture areas of opportunity.</li> <li>Prepare a summary report of highlights and recommendations for service improvement with an aim for finding innovative way to engage stakeholders.</li> <li>Deliver a final presentation (virtually) to staff within the department.</li> </ul>	2
(159) Create AI/ML algorithms for existing datasets	Summit View Development Corp is engaged in algae cultivation research. As part of these activities we have collected more than 1 million minute by minute records of sensor data. We are looking to mine the data to find advanced optimization strategies that will improve yield and density of our algae.	3
(154) Usability testers	Working with the web development team and the marketing and communications team, students will participate in formal and informal evaluations activities, create implementation plans for web changes, review web content and provide feedback, and perform quality assurance duties as required.	1

Submit

8. You will automatically be registered in the [FUSION Skill Development Course](#) on D2L within a few days after registration.

The screenshot shows a student dashboard for 'Explore Micro-Placements - Online'. On the left is a navigation menu with categories like 'Dashboard', 'CONNECT WITH CAREER SERVICES', and 'EXPLORE MICRO-PLACEMENTS'. The main content area is divided into three sections: 'PLACEMENT', 'STEPS', and 'Your Program Progress'. The 'PLACEMENT' section shows 'You haven't been placed yet.' The 'STEPS' section lists six steps: 'Submit Waiver', 'Micro-Placement Application Form', 'Cover Letter & Resume', 'Placement Record' (current step), 'FUSION Module', and 'Student Evaluation'. The 'FUSION Module' step is highlighted with a red box. The 'Your Program Progress' section shows '0 of 1 experiences completed'.

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

**Dashboard**

- Advising
- Job Board - Campus Wide
- Experience Catalogue
- CONNECT WITH CAREER SERVICES**
- Career Services Event Calendar
- Book - Career Advising
- EXPLORE MICRO-PLACEMENTS**
- Upload - My Docs
- Order - Formal Assessment
- View - My Interviews
- Leadership & Student Engagement
- Student Success Centre
- Faculty of Arts
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- Faculty of Science
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**Explore Micro-Placements - Online**

**PLACEMENT**

You haven't been placed yet.

**STEPS**

This experience has 6 step(s). You've completed 3 of the 6 required step(s).

- ✓ **Submit Waiver**
- ✓ **Micro-Placement Application Form**
- ✓ **Cover Letter & Resume**
- 4** **Placement Record** (Current Step)
  - At this stage, you have the ability to "Search Opportunities" and "Show Interest" and add "Rankings" to indicate your preference.
  - Once you have been placed you will receive an e-mail to confirm your placement
  - Your placement details can also be viewed by clicking on "Your Records"

[Search Opportunities](#) [Submit Rankings](#)
- 5** **FUSION Module** (highlighted)
  - This step will require approval from an admin. Acknowledge your completion and wait for approval.
- 6** **Student Evaluation**

**Your Program Progress**

0 of 1 experiences completed

**Program Options**

0 Resources

9. Begin FUSION by completing the four modules under “Before Placement”. Ideally, these should be completed by Day 1 of your placement.

The screenshot shows the user interface for the 'FUSION for Explore Micro-Placement' course. At the top, there is a navigation bar with the University of Calgary logo, the course title, and several utility icons (grid, mail, chat, bell, and a user profile icon labeled 'as Student'). Below this is a secondary navigation bar with links for 'Course Home', 'Content', 'Calendar', 'Communication', 'Assessments', 'My Tools', and 'Edit Course'. On the left side, there is a sidebar menu with a search box and several menu items: 'Overview', 'Bookmarks', 'Course Schedule', 'Table of Contents' (with a '9' badge), 'Before Placement' (with a '5' badge and highlighted), 'During Placement' (with a '2' badge), 'After Placement' (with a '2' badge), and 'Micro-Placement FAQs'. The main content area is titled 'Before Placement' and features a 'Download' button and a progress bar showing '0 % 0 of 5 topics complete'. Below the progress bar, there is a list of topics:

- FUSION Workbook 1 - Orientation, Metacognition, Communication, Problem Solving** (Word Document)
- Orientation (Interactive Module)** (Content Object) - Updated
- Metacognition (Interactive Module)** (Content Object) - Updated
- Communication (Interactive Module)** (Content Object) - Updated
- Problem Solving (Interactive Module)** (Content Object) - Updated

10. After you have finished the four modules under “Before Placement”, please confirm completion in Step 5.

The screenshot displays a student dashboard for 'Test Student'. The main content area is titled 'Explore Micro-Placements - Online'. On the left, a navigation menu lists various services, with 'EXPLORE MICRO-PLACEMENTS' highlighted in red. The main area is divided into two sections: 'PLACEMENT' and 'STEPS'. The 'PLACEMENT' section shows a message: 'You haven't been placed yet.' The 'STEPS' section indicates that the experience has 6 steps, with 3 completed. The steps are: 1. Submit Waiver (completed), 2. Micro-Placement Application Form (completed), 3. Cover Letter & Resume (completed), 4. Placement Record (Current Step), 5. FUSION Module (Current Step), and 6. Student Evaluation. The 'FUSION Module' step is expanded, showing a description: 'This step will require approval from an admin. Acknowledge your completion and wait for approval.' Below this description is a red button labeled 'Answer Questionnaire', which is circled in red. On the right side of the dashboard, there are two summary boxes: 'Your Program Progress' showing '0 of 1 experiences completed' and 'Program Options' showing '0 Resources'.

11. Depending on the opportunities as well as your availability and preferences, it may take a few days to a few weeks to arrange a placement. Once placed, you will receive a confirmation email with further details.



## View Current Opportunities Prior to Uploading Resume

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

3. You will get a confirmation email once you have been matched with a micro-placement  
If you need assistance with the application, here is a [step-by-step guide](#). You can find more info and FAQs about the program [here](#).  
If any additional questions come up, please email [ltwchan@ucalgary.ca](mailto:ltwchan@ucalgary.ca).

### Explore Micro-Placements - Online

**PLACEMENT**

You haven't been placed yet.

**STEPS**

This experience has 6 step(s). You've completed 1 of the 6 required step(s).

- ✓ **Submit Waiver**
- 2 Micro-Placement Application Form**  
Answer Questionnaire
- 3 Upload Resume**
- 4 Placement Record**
- 5 FUSION Module**
- 6 Student Evaluation**

**Your Program Progress**

0 of 1 experiences completed

**Program Options**

0 Resources

**Dashboard**

Advising

Job Board - Campus Wide

Experience Catalogue

**CONNECT WITH CAREER SERVICES**

Career Services Event Calendar

Book - Career Advising

**EXPLORE MICRO-PLACEMENTS**

Upload - My Docs

Order - Formal Assessment

View - My Interviews

Leadership & Student Engagement

Student Success Centre

Faculty of Arts

Faculty of Nursing

Faculty of Science

Haskayne School of Business (HSB)  
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Werklund School of Education

Complete the first step, "Submit Waiver".

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Dashboard  
Advising  
Job Board - Campus Wide  
Experience Catalogue

**CONNECT WITH CAREER SERVICES**

- Career Services Event Calendar
- Book - Career Advising

**EXPLORE MICRO-PLACEMENTS**

- Upload - My Docs
- Order - Formal Assessment
- View - My Interviews

Leadership & Student Engagement  
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Faculty of Arts  
Faculty of Nursing  
Faculty of Science  
Haskayne School of Business (HSB)  
Career Development Centre  
Werklund School of Education

### Current Experiences

View your current experiences.

View

### Past Experiences

View

### Pending Experiences

View

### Inactive Experiences

View

### Opportunities

Find an opportunity and view applications and interests.

View

### Courses / Programs

Find new courses and programs.

View

#### CURRENT EXPERIENCES

Winter 2022

**EMP2 - Explore Micro-Placements - Online**

0 of 1 experiences completed

- Current step  
Placement Record

...

Return to the main overview screen.

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

**My Opportunities**  
Explore Micro-Placements

Dashboard  
Advising  
Job Board - Campus Wide  
Experience Catalogue

**CONNECT WITH CAREER SERVICES**  
Career Services Event Calendar  
Book - Career Advising

**EXPLORE MICRO-PLACEMENTS**  
Upload - My Docs  
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Student Success Centre  
Faculty of Arts  
Faculty of Nursing  
Faculty of Science  
Haskayne School of Business (HSB)  
Career Development Centre  
Werklund School of Education

**Find your next Opportunity**  
*Start searching for your next opportunity.*

Search

0 Expiring Today  
0 Applied  
0 Interested  
5 Previously Viewed

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

**Search Opportunities**  
Explore Micro-Placements

Dashboard  
Advising  
Job Board - Campus Wide  
Experience Catalogue

**CONNECT WITH CAREER SERVICES**  
Career Services Event Calendar  
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SEARCH OPPORTUNITIES

Required Experience Types

Explore Micro-Placements - Online

Keyword search (one of these words)...

Search

You are currently logged in as

**Test Student**

- Dashboard
- Advising ▼
- Job Board - Campus Wide
- Experience Catalogue
- CONNECT WITH CAREER SERVICES** ▲
- Career Services Event Calendar
- Book - Career Advising ▼
- EXPLORE MICRO-PLACEMENTS**
- Upload - My Docs
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- View - My Interviews
- Leadership & Student Engagement ▼
- Student Success Centre ▼
- Faculty of Arts ▼
- Faculty of Nursing ▼
- Faculty of Science ▼
- Haskayne School of Business (HSB) ▼
- Career Development Centre ▼
- Werklund School of Education ▼

### Search Explore Micro-Placements - Online Opportunities

**FILTERS**

Search:

Course / Program:

Micro-Placement Start Date:  to

Micro-Placement End Date:  to

Open For Applications  
 Yes  No  Any

Has Openings  
 Yes  No  Any

Apply Save My Search Results

TOTAL RESULTS: 9 DISPLAYING: 1 - 9

<< < 1 > >>

**(149) Research Assistant**

Calgary, Alberta

Open 1

**U** University of Calgary

Assist in the gathering and consolidating information from multiple sources on student needs and service use in relation to career and employment services.

- Conduct an environmental scan of comparable institutions and delivery organisations.
- Review existing survey data from multiple sources and summarize issues and themes that capture areas of opportunity.
- Prepare a summary report of highlights and recommendations for service improvement with an aim for finding innovative way to engage stakeholders.
- Deliver a final presentation (virtually) to staff within the department.

View

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**(151) User Research Coordinator**

Calgary, AB

Open 2

**U** University of Calgary

Working with the web development team and the marketing and communications team, the usability test coordinators will support user research activities. This includes setting research goals, designing interview and survey questions, creating participant recruitment plans and facilitating sessions.