

## STUDENT STEP BY STEP INSTRUCTIONS FOR VIEWING AND APPLYING TO CTLB03 PLACEMENT OPPORTUNITIES THROUGH CLNX

1. Log on to CLNx: <http://clnx.utoronto.ca> with your UTORID and Password.
2. On your Dashboard, choose “**Experiential Learning**” from the left side menu. (If left side menu is not visible, click on the three bar “Menu” icon on top left of screen.)
3. Under the “**Courses/Programs**” option, click “**View**”
4. Find “**CTLB03 Introduction to Community Engaged Learning**” (and the relevant academic term) and click “**Apply**” (alternatively, if you do not see the course, you can perform a Search for it.)

*Welcome to the CTLB03 Introduction to Community Engaged Learning CLNx page. You may apply to up to 3 placement opportunities. Be sure to rank the placements you are applying to according to preference. The following 4 steps will allow you to view a placement, submit an application, and, once matched with a community partner placement, submit the necessary forms. You cannot move on to the next step until the previous step is completed. CLNx will save what steps you have completed.*

### Step 1 “Answer Qualifying Questions”:

*(These pre-application questions MUST be answered first before you are allowed to view Current Placement Opportunities and their details.)*

- Click “**Answer Questionnaire**”
- Click “**Submit**”

### Step 2: “Browse Current Opportunities and Possibly Apply!”

- Click “**Search Opportunities**”

Placements will be listed for you to scroll through.

**NOTE: Do NOT use the “Filters” section on the left side of the screen.**

Each placement is listed with a title indicating whether it is “Open” to applications and the number of student spots available.

**To Read the Description of an Opportunity, click “View”**

When deciding whether a placement might be right for you, please consider such things as:

- any specified duties of the placement
- whether it is online or in-person and, if in person, the location of the organization
- whether a “Criminal Record Check” or “Vulnerable Sector Police Check”/“Screening” is required. Police checks can now be obtained online in only 7-10 days. Please see our website under “How to Apply” for instructions. <https://www.utoronto.ca/ctl/experiential-learning>
- whether the opportunity might be of special interest to students in particular academic discipline of study. (Most often, students do NOT have to be from the discipline that may be specified.)

- if there are days and times that students must be available

## **To APPLY For A Placement Opportunity Of Interest:**

*Be sure that you have **requested** CTLB03 on **ACORN**. You will have **“INTerim”** status and will only be officially enrolled when you have been accepted into a placement. **It does not matter what number you are on the Waitlist, just apply to a placement and if you are accepted, we will directly enrol you into the course.***

- **Download the PDF application form** using the link located below the placement description. **(Do NOT click the blue “Apply” button yet. You must first download the application form and fill it out before clicking the blue “Apply” button.)** Fill out the application form, save and name the file including your name and the placement title (eg. D\_Banton-Raptors Guard).
- Now click the blue **“Apply”** button.

*You will be taken to the **“Apply to”** page. Now you will be (1) creating an **“Application Package”** (consisting of your required documents) and then (2) uploading your **“Application Package”**.*

The first section block on the page indicates which forms are required to make up your Application Package. Your application package will included AT LEAST (1) your application form, (2) your academic history (unofficial transcript from ACORN), (3) your CV and (4) a cover letter. Other documents may be requested in the placement’s description.

The second section block allows you to create your Application Package:

- Go down to where it displays **“Apply/Applied With”** and select the **“Create a new application package”** option in blue type. **(DO NOT yet click on the on the **“-- Select -”** drop down menu!)**
- You are now on the **“Create Application Package”** page. Give the Application Package, which you are about to create, a name which includes your name and the placement you are applying to.
- For each required document, click the **“Upload New”** button to upload if you have never applied for a placement. If you have previously applied to another placement and want to reuse a document that you have already uploaded to the system (e.g. unofficial transcript), you can click on **“select existing”** and find that document there.

If there are any additional documents you would like to include in your Application Package (e.g. training certificate, work sample, vulnerable sector police check, etc.), click on the **“Upload a document”** button. *(Such additional documents are not necessary unless specifically requested in the placement description, but can be included.)*

- Click the **“Apply”** button to create your Application Package.
- You will be returned to the **“Apply to”** page. Now, under **“Apply/Applied With”** (second section block), you can click on the **“-- Select --”** drop down menu and select your newly created **Application Package**.
- Finally, click the **“Apply”** button again.

You will be returned to the placement description page and if your application submission was successful, a green box with the words “**Success. Application successfully submitted.**” will briefly appear at the top of the screen once. If you do not see this message, please contact us at [ctlb03.utsc@utoronto.ca](mailto:ctlb03.utsc@utoronto.ca) .

**You may apply to up to 3 placement opportunities. (It is not necessary for you to apply to more than one placement opportunity.) If you choose to apply to more than 1 placement, you must RANK your placement choices in order of preference.**

### **To Rank Your Placement Choices:**

1. Return to opening CLNx page for CTLB03 (where the 4 steps of the application process are listed.) (You may have to re-enter the Introduction to Community Engaged Learning course page. Your “current step” is still “**Step 2: ‘Browse Current Opportunities and Possibly Apply!’**”. At the bottom of the text box, next to the blue “Search Opportunities” button, you will see a blue “**Submit Rankings**” button to click on.
2. On the “**Submit Student Rankings**” page you will see a drop down button on the right of each placement you have applied to where you can select what preference rank you give that placement.
3. Click the blue “**Submit**” button.
4. You should be able to change you ranking of a placement up to the application submission deadline. If you are having trouble, please contact us at [ctlb03.utsc@utoronto.ca](mailto:ctlb03.utsc@utoronto.ca)

*Once your Application Package(s) has/have been submitted by the application deadline, all you can do now is wait for us to email you (from [ctlb03.utsc@utoronto.ca](mailto:ctlb03.utsc@utoronto.ca)). We will be matching students to placements and contacting placement supervisors about the students we have matched them with. Some placement supervisors may want to contact applicants to arrange a short interview. Otherwise, you will be contacted by us to let you know if you were placed with an organization. This waiting period may take a few weeks.*

*If you were NOT placed with an organization, there may still be placements for you to apply to that no student was matched to. We cannot predict whether there will still be opportunities available or not. **Students are encouraged to have a backup course in case they are not matched with a community organization.***

***Only if your application was accepted, will you move onto Step 3. Your acceptance email will include forms to be filled out.***

### **Step 3: “Upload Forms to be Completed by Student Only” (\*ONLY IF YOU HAVE BEEN ACCEPTED TO A PLACEMENT)**

Of the four forms attached to your acceptance email, TWO require ONLY THE STUDENT to sign, and not anyone else.

- “**Student Declaration of Understanding**”. To be signed to certify that you understand that you have insurance coverage.
- “**Student Liability Form**”.

Read through, sign and upload these two forms to be able to move onto the last step, Step 4.

#### **Step 4: “Upload Forms to be Signed by an Additional Person”**

Of the four forms attached to your acceptance email, TWO require another person’s signature in addition to your signature.

- **"Memorandum of Understanding"**. To completed by **BOTH student** and **supervisor**.
- **"Confidentiality Form"** to be signed by the **student** and **WITNESSED (signed)** by **another person**.

Once you have uploaded these forms, you have completed the application process on CLNx.

Congratulations! Your enrolment on ACORN will also change to APProved and you will have access to the course Quercus page.