



## Agency Fact Sheet for Field Placements

### What is a Trent School of Business field placement?

Trent University believes in experiential education for all students. Experiential education can take many forms: community service, applied research, field placements, internships, in class experiential learning, conference presentations etc.

A field placement provides students with a part time/short term experience in a setting relevant to their subject of study, usually unpaid.

For the **School of Business, we offer two field placement courses (ADMN 4870H and 4880H) in our undergraduate degree** that are normally taken by fourth year students with a minimum 72% cumulative average. **The courses are offered in Sept., Jan. & May.**

Working with employers in the local community, students combine professional experience with reflective practice. The student will be provided a learning opportunity where they will engage in productive work and apply what they have learned from courses. Experiential learning occurs on many levels, professionally and personally, with students learning much more than the assigned work task. Placements build confidence, develop social skills, enhance professional knowledge and networks, encourage contributions as a team member, and instill the responsibility of being present and contributing on a set work schedule.

### How many hours are completed in a placement?

Students complete a **minimum of 100 hours** of hands-on practical experience with a local host agency, while gaining real-world professional skills. The placement hours are combined with course work as part of a half credit course. Students spend approximately one day per week for 12 weeks in the fall and winter terms or three days per week for 5 weeks in May/summer term.

One host agency summed it up well by stating “we follow a 33-33-33 approach”. This means a third of the time is spent on what the student specifically wants to accomplish; a third is on work the agency wants to accomplish; and the final third is work that must be done regardless of title.

### What kind of tasks can be given to the students?

The School of Business is flexible regarding the type of learning opportunity/work that a student may be engaged with, provided the learning opportunity/work will enable a student to develop professional skills, it is meaningful work for the organization, and there is a mentor/supervisor available onsite to provide guidance and feedback. Agencies will provide a work-space but students may be asked to bring their own laptop.

Host agencies will be asked to submit a job posting that highlights the business skills that a student can apply and develop such as:

- Accounting and Tax;
- Finance and Investments;
- Human Resources and Management;
- Marketing, Advertising, and Social Marketing;
- Customer Service/Sales/Public Relations and Business Communication;
- Entrepreneurship, Business Plan Development, and Social Enterprise;
- Planning/Project Management/Evaluation;
- Research/Data Analysis/Policy Analysis and Report Writing;
- Community Outreach/Event Management and Fundraising;
- Administration.

A detailed Student Placement Manual is available each term and will be shared with students and agency supervisors.

### **Where are placements?**

Placements are local – within the Peterborough or Durham Region. Normally a placement must be in person. **Due to COVID-19 we are allowing for remote placements. Agencies will have the choice between a fully in-person placement, a combination of in-person and remote hours or a fully remote placement. Obviously, the placement format may evolve as the COVID numbers fluctuate.**

### **How is a placement set up?**

**We normally start the process three months before the start of term** (June for September placements, October for January placements and February for May placements). Host agencies will be asked to submit a job posting. Students will be asked to state their area of interest within the business profession, rank postings, and provide an up to date resume and cover letter. The office will do a preliminary match of student applications to agencies for consideration. The Placement Coordinator will send resumes to the host agencies for consideration. Agencies will decide who they want to interview. Interviews will take place before the term begins, or no later than the first week of term. Interviews can be in-person or remote. Offers will be made and accepted through the Placement Coordinator. Placements are to begin in the first or second week of term. Some students will receive more than one offer, so agencies are competing for student interest.

### **As a local agency, am I guaranteed a student?**

The School of Business will do it's best to try and secure each host agency a placement per term but there is no guarantee. It depends on student availability and the matching of skills.

### **Are the placements a paid position?**

Most placements are unpaid. Some host agencies provide a small honorarium upon completion of the placement hours.

### **Who is responsible for travel expenses?**

Students are responsible for travel costs to get to their host agency. Most placements are local and thus accessible by City transit buses. A few students have vehicles and some agencies reimburse mileage if the agency is not within the City limits. If you are not on a bus route, or within the City limits it is important you note this on the job posting so that students are aware of your location prior to applying for a placement.

### **Is the student required to travel with the agency supervisor as part of their duties?**

Any student on an unpaid placement that as part of their placement duties who is required to travel in the personal vehicle of their agency supervisor, must have certain documents signed prior to travel. Contact the Placement Coordinator for further details. Additionally, students should not be using a personal vehicle to complete agency work. **We are strongly discouraging travel with agency supervisor during COVID-19.**

### **Who is responsible for health and safety?**

Students who participate in unpaid placements in Ontario for academic credit are considered workers under the Occupational Health and Safety Act (OHSA). The host agency is responsible for the safety of their workers including placement students.

### **Insurance in an unpaid placement?**

There are several factors that determine the type of insurance available to students on unpaid placements. It is important that these factors are understood by the student, the placement hosting agency, and the Placement Coordinator. These arrangements are normally confirmed through the use of a Student Declaration of Understanding (signed by student) and a Letter to Placement Employer and Affiliation Agreement/Placement Agreement (both signed by host agency).

For detailed information please visit the [Trent University Risk Management website](#). If you have questions, please contact the Placement Coordinator. A total of 6 Outcomes have been identified on the above website with Outcome 1 and 2 being the most common and are highlighted below:

Outcome 1 - The Ministry of Colleges and Universities (MCU) has a program that funds WSIB coverage for students on unpaid placements as part of a Ministry approved and funded programs and where the placement is with a WSIB-insured host.

Outcome 2 - The MCU program also funds private insurance coverage for students on unpaid placements as part of a Ministry approved and funded programs and where the placement is a host that is not insured by the WSIB.

**Placement students are asked to sign an informed consent waiver acknowledging and accepting the potential risks.**

### **Insurance in a paid placement?**

In a paid placement, a student is an employee of the agency and is normally insured by the host agency and not Trent.

**Can I request a criminal reference check or vulnerable sector check?**

Yes. Many host agencies require a current criminal reference check or vulnerable sector check. This will be at the student's cost. A letter will be provided to the student by the School so that the student can take advantage of the volunteer rate. The Placement Coordinator will relay this information to respective students as required.

**Can I request to see proof of full COVID vaccination prior to beginning the placement?**

Yes. Please make sure this requirement is listed on the posting.

**Getting ready to start the placement?**

Prior to the start of a placement: 1) Students will receive an email confirming their placement match, introducing them to the agency supervisor, and outlining all of the required paperwork that must be completed. 2) Students will complete a number of online training modules. Supervisors should ask to see the completed certificates for these online modules. 3) Students and agency supervisors will meet, discuss, and sign the Health and Safety checklist as part of placement orientation.

**During the placement?**

At the beginning of placement, students are to review and set goals in consultation with their supervisor. Hours will be recorded on a weekly timesheet. At the end of the placement, the agency supervisor will complete a performance evaluation. Should any issues or difficulties arise, agencies are encouraged to reach out to the Placement Coordinator or Course Instructor without delay.

**Placements, in closing:**

We continue to work with both students and host agencies to create exceptional placement opportunities in our local community. We thank you for hosting our students!

**In addition to placements, the School of Business also offers internship opportunities.**

Internships (ADMN 4890Y) are paid employment opportunities where students work full-time for 6, 8 or 12 consecutive months and receive a full academic credit. All Internships begin in January. Pre-requisite is a minimum cumulative average of 75% and all first, second, and third year required courses for your major and specialization. Fourth year students apply, interview, and compete for limited positions. Internships take place between the second last and last term of the degree and will delay graduation.

**New September 2022, the School of Business will also be offering a Business Coop and an Accounting Coop. Details will be available soon.****For more information or if you have any questions, please contact:**

Deb Earle, Placement Coordinator, **Peterborough campus, Trent University**, Email: [deborahearle@trentu.ca](mailto:deborahearle@trentu.ca), Office Gzowski 356, Phone 705.748.1011 ext. 7473

Or Kristen Papadakos, Placement Coordinator, **Durham campus, Trent University**, Email: [kristenpapadakos@trentu.ca](mailto:kristenpapadakos@trentu.ca), Office Room 152, Phone 905.435.5102 ext. 5042

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