

To: ADMN students  
From: Deb Earle, Department Academic Advisor & Placement Coordinator  
Re: **Question and Answer Sheet for the Placement Courses**  
Date: May 2021

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

Placements are open primarily to fourth year students. The placement hours and course work (**ADMN 4870H or 4880H**) is embedded within an academic credit.

The placement connects student university coursework with workplace-based learning. Working with employers in the local community, students combine professional experience with reflective practice. The student is provided a learning opportunity where they will engage in productive work and apply what they have learned from their university courses. Placements develop confidence and skills, expand professional knowledge and networks, encourage contributions as a team member, and instill the responsibility of being present and contributing to a workplace in a set work schedule. Learning occurs on many levels, both professionally and personally, and students experience much more than the assigned work task. For example, students might use the knowledge and skills acquired in ADMN 3150H Advertising and ADMN 3750H Online Marketing to help a local host agency promote a fundraising event; or knowledge and skills from ADMN 4030H Strategic Management to help a small business.

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

### **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. Normally students complete 1 day per week per week **for one academic term (12 weeks)**. Students will need to timetable their courses accordingly to ensure they have 1 day free. Additional placement work days may be completed over Reading Break, or if the host agency requests your assistance with an evening or weekend event. This past winter, with COVID, students were permitted to utilize remote placement opportunities, which were a success. For the 21/22 academic year placements hours can be completed in a variety of ways: fully in-person, fully remote or a combination of both in-person and remote hours.

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

Most placements are unpaid. Some agencies choose to provide a small honorarium upon completion of the placement hours. This is fully at the discretion of the host agency.

### **What are the course descriptions and pre-requisites?**

**ADMN 4870H – Field Placement 1** - Bridges academic theory with field-based learning. Working with local agencies in the community, students combine field experience with reflective practice. Students

interview for various placements identified by the School of Business, or if approved by the School of Business, students may secure their own learning opportunity. **Pre-requisite is a minimum cumulative average of 72%, and 12 university credits of which 5 must be ADMN credits. Limited enrolment course - 40 students.**

**ADMN 4880H – Field Placement 2** - A second opportunity to bridge academic theory with field-based learning. Again, working with local agencies, students receive a real-life learning opportunity either at a new host agency or by returning to the first host agency. Students interview for various placements identified by the School of Business, or if approved by the School of Business, students may secure their own learning opportunity. **Pre-requisite is a minimum cumulative average of 72%, and 12 university credits of which 5 must be ADMN credits including ADMN 4870H. Limited enrolment course - 20 students.**

### **How does the placement application process work?**

Acceptance to the placement is application based. There is a significant amount of student involvement before the start date of classes and the beginning of the placement experience.

**Fall application deadline is July 15 and winter application deadline is October 15.** Place your name on the **course waitlist** and the department will be in touch with you.

Here are the steps:

- Apply via the waitlist for the fall or winter course during priority registration in June.
- The School will review the waitlist, confirm course eligibility, and complete enrolment. An application/student profile and email confirmation will be sent to each student.
- Once approved, students will be asked to submit a resume.
- Matching process takes place (see further information below).
- Prepare for and attend placement interviews at host agencies (normally the end of August/early September for fall placements and early December for winter placements).
- Respond to School of Business emails in a timely fashion and meet all deadlines.
- Once matched and when the placement course commences, engage in online academic components including discussions, assignments as outlined in the syllabus, and complete your placement hours.

### **What happens if the course registration is full?**

The course will fill up quickly, so we encourage students to sign up early on the waitlist. If you are moved off the waitlist into the course, the Placement Coordinator will be in contact with you to begin the Placement matching process. It is important that you continue to monitor your waitlist status, and email, and if enrolled in the course to respond promptly to requests from the Placement Coordinator.

### **Can International students apply for placement courses?**

Yes, international students attending Trent on a student study visa may register.

### **How do I create a great resume?**

There are a variety of online resources available for learning how to structure a good resume. The Trent [Careerspace](#) is a great resource for tips, techniques and for booking individual consultations for a resume critique. Students must be prepared to spend the time to create a professional resume. Your resume needs to be tailored to each specific placement posting and should include social media links such as LinkedIn. Some agencies may require a cover letter.

### **Am I allowed to find my own placement?**

Normally placements are local, meaning within the Peterborough or Durham region. The School of Business will secure a number of placement opportunities in a variety of business areas. The

preferred approach is for students to interview with the placement agencies that are secured each term by the School of Business.

Alternatively, students may find their own placement. If a student wishes to explore securing their own placement, they must first discuss this with the Placement Coordinator. **A placement must be approved by the School of Business as a suitable learning opportunity prior to being discussed with a host agency.** Students will need to supply host agency and supervisor contact information. The host agency supervisor will be asked to submit a detailed job description. All placements must involve significant professional development in the area of business including onsite supervision. There are some additional administrative criteria that must be negotiated with a new host agency. If you are considering this for September, please discuss with the Placement Coordinator before the end of April. Likewise, if you are considering this for January, discuss with the Placement Coordinator in September.

### **Am I able to use my current job for the placement?**

Normally this is not allowed as the work that you are doing must be a new learning opportunity for you and be contributing to your professional development. Speak with the Placement Coordinator if you wish to explore this further as in exceptional circumstances this might be approved. There must be a conversation with the host agency around conflict of interest and placement duties.

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

Students will be asked what skills they are most interested in developing and in which business areas of interest 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.

Each agency will write up a job posting. Each job posting will have different, yet meaningful, work. A host agency shall provide an onsite supervisor for feedback and guidance.

### **Are my travel expenses reimbursed?**

Most placements are local and thus accessible by City or Regional transit. When reviewing the job posting be careful to note the host agency address, as some placements are in the surrounding rural areas and you would need your own transportation to get to the placement. These costs are at your own expense.

### **Am I guaranteed a placement?**

Placements are not guaranteed. Placements are “earned” at the interview in order to be secured for the term and proceed with the learning opportunity. Every reasonable effort will be made to match a student with a suitable host agency. If a student fails to earn a placement at the interview, a student may need to drop the placement course and pick up an alternate elective.

### **How does the matching process work?**

Once approved for the placement course, you will be enrolled in an administrative Blackboard site that has a list of placement postings with details about the position. Students will be asked to express

their interest in the job postings and rank them. The School of Business will review and send each host agency a number of resumes for consideration. Agencies will decide who they wish to interview. After receiving feedback from the agencies, students will be contacted by the Placement Coordinator regarding interviews. A student will normally attend a couple of interviews. After the interviews, the School of Business will inform students of their success and confirm a match. Students shall respond to a placement offer within two business days. Once an offer is accepted the student is committed to that host agency and shall not accept another placement or continue interviewing for placement opportunities.

### **When are the interviews?**

For the fall term, interviews are normally the first week of class, with the placement hours beginning the second week of class in September. For the winter term, interviews occur in early December with placements beginning the first week of class in January. Students are expected to prepare for the interviews. This includes researching the host agency, dressing professionally, arriving early, making sure your cell phone is turned off, preparing questions for the interview, and being positive about the potential placement match. Some interviews may be virtual/remote

### **What happens if I am not successful in my initial interviews?**

The School of Business will connect with you and give you feedback on your interviews and discuss options. Options may include looking at additional postings that are not filled or dropping the course for another course.

### **I want to interview with more agencies?**

It is the School of Business's goal to provide as many students as possible with a placement learning opportunity. Similarly, many of the host agencies have long standing relationships with Trent and wish to secure a placement. It is our responsibility to balance the needs of the students and the needs of the host agencies. Students will not necessarily get an interview with their first or second ranked job posting.

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

Students who participate in unpaid field 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. Students on paid placements are considered workers and the host agency is responsible for the safety of their workers. During the pandemic, additional COVID measures have been incorporated into the placement by the University.

### **Insurance while on placement?**

There are several factors that determine the type of insurance available to students on placement. It is important that these factors are understood by all parties - the student, the host agency and the University. See Field Manual for full details and paperwork.

### **Is travel required with your Agency Supervisor as part of your placement?**

Any student on an unpaid placement that as part of their placement duties is required to travel in the personal vehicle of their agency supervisor, must have certain documents signed prior to travel. See Placement Coordinator for further details. Additionally, students should not **be using a personal vehicle** to complete agency work.

### **Will I need a criminal reference check or vulnerable sector check?**

Some agencies may require a current (normally within six months, some agencies may require within three months) criminal reference check or vulnerable sector check. This will be at the student's cost; however, a letter will be provided to the student by the School of Business, so that they pay the volunteer rate for the criminal reference check. The Placement Coordinator will relay this information

to respective students as required. A student with a police record that is unacceptable to a host agency may not be able to complete the placement course.

### **Do agencies require proof of first aid training, mask fit testing or immunizations?**

Some agencies may require specific training or immunizations. If this is the case, the Placement Coordinator will be in touch directly with the respective students. If there are costs associated with these requirements, they are the responsibility of the student.

### **What are the course expectations?**

Students will develop personal learning objectives in conjunction with their host agency supervisor. Students will keep a learning journal, participate in discussion posts, and write a comprehensive reflective paper. Students will record their hours on a weekly timesheet. At the end of the placement, the host agency supervisor will complete a final evaluation. Some agencies may also conduct a mid-point evaluation. If difficulties arise during placement, agencies and students are encouraged to reach out to the Course Instructor or Placement Coordinator.

### **Getting ready to start the placement?**

Prior to the start of placement, students shall complete a number of online training modules including Workplace Health and Safety Awareness training, Workplace Violence and Harassment training, and Accessibility for Ontarians with Disabilities Act (AODA) training. Students will attend an orientation meeting with the agency supervisor to discuss all COVID related health and safety measures. All paperwork shall be discussed and completed documents submitted prior to the start of placement.

### **What else should I be aware of?**

In closing, placements are an amazing learning opportunity. Remember that while on placement it is important to try new things; improve your skills; always be professional as you are an ambassador of Trent, be open to new ideas; and enjoy the experience.

### **NEW – Summer 2022 Placement Opportunities**

The School of Business is hoping to add the placement course as an elective in S61 summer 2022. The course will be in a six-week block instead of twelve weeks so the placement hours will be set up differently. Interviews will be the first week of class. Students will complete a minimum of 100 hours. The placement hours will be at minimum, 21 hours per week (3 days) x 5 weeks. The course application deadline is tentatively set as March 15. A summer job is not automatically considered as a summer placement option. A placement must be a new learning opportunity. Please discuss summer options with your campus specific Placement Coordinator. The course will also be limited enrolment.

### **For more information on fall, winter or summer placements, or if you have any questions, please contact:**

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