



To: ADMN and ECON students

From: School of Business, Trent University

Re: Questions & Answers for those interested in a 4th year Placement

Date: August 2023

What is a Trent School of Business (TSB) field placement?

The field placement course (ADMN ECON 4870H and 4880H) is an elective course option. It is normally offered in the fall, winter, and May/summer academic terms. Placements are open primarily to fourth year students. The placement hours and some academic course work combine for the half credit.

Working with employers in the local community, students combine professional experience with reflective practice. The student is provided with 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 the knowledge and skills from ADMN 4030H Strategic Management to help a small business update their policies.

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, as well as completing required academic course work, while gaining real skills.

For fall and winter, students normally complete 1 full day per week for one academic term (about 12 consecutive weeks). Additional placement workdays may be completed over Reading Break, or if the host agency requests your assistance with an evening or weekend event. For those completing two days per week in the fall or winter term, the placement hours may be completed over no fewer than 8 consecutive weeks.

The summer placement option is still a minimum of 100 hours, as well a required academic course work, but condensed into 6 consecutive weeks so approximately 2-3 days per week. For summer, the placement may be completed over no fewer than 4 consecutive weeks.

Students will need to timetable their courses accordingly to be able to schedule the placement hours. Placement hours can be completed in a variety of ways: fully in-person, fully remote or a combination of both in-person and remote hours. Placement hours cannot start before the first day of classes as students do not have insurance. Placement hours normally finish the last day of classes but could go into exams. Hours cannot continue past the exam schedule into next term as students do not have insurance.

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-ECON 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.

Prerequisite ADMN - A minimum 72% cumulative average and 12.0 university credits of which 5.0 must be ADMN credits.

Prerequisite ECON – A minimum 72% cumulative average and 12.0 university credits of which 4.0 must be ECON credits and 2.0 of which must be ADMN credits.

Open only to students in the Business Administration program (BBA or joint-major) or the single-major Honours program in Economics. Not open to co-op students.

ADMN-ECON 4880H: Field Placement 2 - A second opportunity to bridge academic theory with field-based learning. **Prerequisite – ADMN ECON 4870H.**

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 hours.

Fall application deadline is July 15, winter application deadline is October 15 and May/summer application deadline is March 15. Place your name on the course waitlist and we will be in touch. **Application steps:**

- Apply via the waitlist for the fall, winter, or summer term.
- TSB 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 (see information below).
- Accept placement offer, attend orientation meeting with confirmed host and set placement schedule (should be the same day each week), minimum of 100 hours.

- When the placement course begins (start of each academic term) review course syllabus for academic expectations of the course.
- Respond to TSB emails in a timely fashion and meet all deadlines.

Can International students apply for placement courses?

Yes, international students attending Trent on a valid study visa may apply.

NOTE - Beginning in January 2024, international students attending Trent University on a student study visa who wish to register in the School of Business placement course, will be required to apply for and receive a “Co-op” Work Permit (COWP). The “Co-op” Work Permit (COWP) is required for all forms of paid or unpaid work for academic credit (placements, internships and official coops).

Students applying for the required work permit(s) through Immigration, Refugees and Citizenship Canada (IRCC). For information and assistance on how to apply for the COWP, please contact the Trent International office. The deadline is early, about six months in advance of the start of the placement course, as that is the processing time for the COWP. Thus, international student deadlines are earlier than domestic student deadlines. There is no cost in applying for the “coop” work permit. If you are not successful in securing a placement, it is fine that you do not use the “coop” work permit.

Also, please note just because you have the “coop” work permit it does not mean you are eligible to apply for coop jobs. You must be enrolled in an official coop program to apply for them. This means your academic record should state as an example “Bachelor of Business Administration Co-op”. If it reads “Bachelor of Business Administration (Honours)” you are not in an official coop program. Beginning fall 2023, we will be suggesting that international students intending to register in a placement in fourth year, apply for their “coop” work permit in fall of third year. Exact deadlines for applying for COWP will be provided by your respective campus placement coordinator.

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.

The following Careerspace modules are excellent and can be found at <https://ecampusontario.pressbooks.pub/careerworkforceready/>. These 6 modules are not required but we do recommend you work through #2 and #5:

- Skills Identification and Articulation
- Resume and Cover Letter Writing
- Networking and LinkedIn
- Job Search Strategies and the Labour Market
- Interview Skills
- Workplace Communication and Professionalism

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 several 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 your campus specific 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 the contact details for the host agency and supervisor. The host agency supervisor will be asked to submit a detailed job description. All placements must involve significant professional development in 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 a September placement, please discuss it with your campus specific Placement Coordinator before the end of June; by the end of September for a January placement and by the end of February for a May/summer placement.

Am I able to use my current part time 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 contribute to your professional development. Speak with your campus specific 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.

Am I able to use my summer job for the placement?

A summer job is not automatically considered as a summer placement option. A placement must be a new learning opportunity. Please discuss with your campus specific Placement Coordinator.

In what areas of business can a placement be in?

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

- Accounting and Tax
- Economics, 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 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. 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 several resumes for consideration. Agencies will decide who they wish to interview. 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.

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. For the May/summer term, interviews occur at the end of April with placements beginning early May. 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. Interviews may be in-person or 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.

Can I have more interviews?

It is TSB’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.

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 Placement 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 TSB, so that they pay the volunteer rate for the criminal reference check. A student with a police record that is unacceptable to a host agency may not be able to complete the placement course. This requirement is listed on the posting.

Do agencies require proof of COVID vaccination?

Yes, some will require proof of COVID vaccination. This requirement is listed on the posting.

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

Some agencies may require specific training or immunizations. If there are costs associated with these requirements, they are the responsibility of the student. These requirements are listed on the posting.

What are the course expectations?

This is a half credit course. 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 at the end. Students will record their hours on a weekly timesheet. At the end of the placement, the agency supervisor will complete a final evaluation. Some agencies may also conduct a mid-point evaluation. If difficulties arise during placement, agencies and students should discuss this with the Course Instructor.

Getting ready to start the placement?

Prior to the start of placement, students shall complete several 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 health and safety measures including COVID. 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.

Student Testimonials:

"I did my placement at SHRP Ltd., an HR Consulting Firm. Placement gave me the opportunity to apply course content to a job and it allowed me to gain experience and additional knowledge through the workplace. Enrolling in the placement course was one of the best decisions I made during my 4 years at

Trent. I have been able to add new skills to my resume and I have been able to further my understanding of Human Resources and what a future job may entail. Placement has provided networking opportunities and it has allowed me to build new connections. I have gained confidence and I have improved my professionalism during the course, qualities that I will carry with me forever.” Madison White, winter 2023

“This placement provided invaluable skills and lessons I would not have learned elsewhere. I am thankful for the opportunity to learn from RJ and his team at Flow Spa. They have helped me hone my business skills and become a better person. Not to mention all of the things I learned through the coursework of this class as well. Many things I learn in my classes do not apply to my everyday work and personal life. However, the content given in this opportunity was used every week. This journey was one that I recommend to anyone.” Andrew Ratte, winter 2023

“I completed my placement at Ontario Parks in the marketing section, specifically working in Partnerships and Philanthropy. This opportunity interested me given the wide variety of tasks and the connection between what I learned in lectures and tasks. I learned lots about myself and my personal work style. I learned hard skills such as organizational and professional skills as well. The most rewarding part was completing a task from start to finish and knowing how much I assisted with the process. This placement provided networking connections, and experience on my resume and most importantly allowed me to learn more about myself. I highly recommend enrolling in the placement course as the support from the administration and professor has made the process very simple. The benefits I have gained have helped me prepare for life after graduation and made me much more confident in my decision of a BBA!” Larissa Crough, winter 2023

“The summer placement at Plan A Peterborough provided me with opportunities to supplement my academic knowledge with hands-on work experience in a dynamic and fast paced environment. By the support of my supervisor and guidance of my colleagues, I was able to hone my skills and acquire invaluable HR related expertise. After spending about 140 hours at the company, I carried out tasks specifically focused on the recruitment and selection aspects of HR. For instance, I completed pre-screening of resumes and set up interview appointments, then I conducted interviews, afterwards I completed a reference call. It is worth mentioning that throughout the process, I used HRIS to keep track of applicant’s progress, and in case they were hired by our company, I created and updated their information as permanent staff for future HR planning and talent management. All in all, thanks to the hardworking team at Plan A Peterborough and the meticulous planning and persistent efforts of the placement coordinator at Trent university, I had an educational and career advancing experience. I would highly encourage other future students to apply for placements.” Erfan Khazaei, Summer 2022

"Being able to experience a placement in my final year of study, more than confirmed that I was in the correct field of study and ultimately my career. I leant an immense amount of knowledge in those 12 weeks, that I will use as a base to grow for years to come!" Kortney Morello, winter 2021

"A highly professional and friendly atmosphere with excellent learning opportunities. The best source of accounting experiential learning in all of Peterborough." Isaiah Boucher, winter 2021

Please email us if you have any questions:

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