

Placement Agency Information and Expectations for Business Marketing and Business Administration Marketing Placements

Thank you for your interest in engaging a marketing student with a placement.

Please complete the Marketing Placement Opportunity Form at

<https://pambarmstrong.ca/placement>

All information collected will be used to profile your business to students and create matches with prospective students based on goals, interests, skill and skill development. Once this form is received, your information will update our database. Students may email you their resume expressing interest in placement or asking for an informational interview.

You can expect to receive periodic updates with links to student profiles and an invite to our placement fair on **November 19th, 2019**. Placement supervisors often review student profiles and then come to the placement fair with a list of students they are interested in meeting.

The following summarizes the key points related to placement:

- Students are expected to work and be supervised in an office environment;
- 2nd year placement is Thursday and Friday for 112 hours (7 weeks) March 5-April 17, 2020;
- 3rd year placement is three weeks for 120 hours March 30 – April 17, 2020;
- No compensation is expected for placement;
- The student and placement supervisor develop three to four learning outcomes that outline how the student will contribute to the organization and learn;
- The student completes the following training certificates before going on placement:
 - College Sexual Assault/Violence Policy Training
 - WHMIS 2015;
 - Occupational Health and Safety Awareness;
 - Bill 168;
 - Occupational Health & Safety Awareness;
 - Accessibility for Ontarians with Disabilities (AODA);
 - Integrated Accessibility Standards Regulations and the Human Rights Code;
 - Student Oath of Confidentiality
- Once placement is confirmed the student formally submits the placement agency particulars for approval by Pam;
- The college's placement administrator contacts the placement supervisor to complete the required Memorandum of Agreement and Declaration of Understanding of Insurance Coverage **(these documents must be complete and returned to the college's placement administrator before the student goes on placement);**
- The placement supervisor completes a short survey after 40 hours of work (survey provided and submitted by the student);
- On the last day of placement, the supervisor completes a short assessment summary (assessment provided and submitted by the student).

If you have any questions you are welcome to contact me
parmstrong@sl.on.ca or call 613-484-9537. Yours in learning, Pam Bovey Armstrong

May 2019