

## Business Analysis Graduate Certificate Program Field Placement Information for Students 2018/2019

**Key Process Resource:** <https://www.mohawkcollege.ca/current-students/business-students/business-analysis-student-placement-partnership>

<u>Date</u>	<u>Action</u>
Nov 16	Student Profiles Due
<b>Jan 31</b>	<b>Deadline for students securing* their own placement. All documentation must be completed and submitted by this date.</b>
Jan 24	Placements posted on eLearn (WORK10592)
Jan 25	Student Information Session: Review of Placements
Feb 4	<b>Deadline (9:00am)</b> for eligible* students to submit resume and selection of 3 employers using Employer Selection Form Students upload 2-page maximum resume in MS Word or PDF format to Employer Selection Form. Use Mohawk College email address on your resume. Save resume as last name, first initial and resume (example: SmithJ_Resume.docx). Cover letters will not be part of the process.
Feb 4- Ongoing	Placement assistant downloads and sorts eligible* students' employer selections and begins sending resumes to employers
Feb 5- Mar 15	Students contacted for interviews Employers contact students directly via telephone or email to arrange interviews; check your Mohawk College email frequently. Interviews are conducted at the employer's location. Mohawk College requires that interviews are scheduled around students' timetables. Students are <u>not</u> permitted to miss class to attend an interview. Once you have confirmed an interview, send an email to <a href="mailto:banprogram@mohawkcollege.ca">banprogram@mohawkcollege.ca</a> with the subject header "Interview Confirmation".
Mar 15	Employers release offers to students <b>by</b> this date. Employers offer placement positions directly to students. Students have <u>24 hours</u> to respond to an offer. Please contact the placement assistant once you have confirmed an offer.
Mar 16	Second round begins if necessary
Apr 1	Student completes Safety Checklist
Apr 29- Jun 14	Field placement. The BAn Coordinator will visit and conduct interviews with some of the employers and students. Students will be required to complete assignments relevant to their placement throughout the 7-weeks.
June 14	Evaluation of Placement Employer due

\*Please note: Students are to complete one placement only

\*See Experiential Learning Manual for ELO policies, procedures, eligibility definitions and criteria