**Business Analysis Graduate Certificate Program
Field Placement Information for Students
Fall 2021**

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

| **Date** | **Action** |
| --- | --- |
| Jul 12 | Deadline for students securing\* their own placement, co-op, or employment. All documentation must be completed and submitted by this date. Students who do NOT secure their own placement, co-op, or employment will be required to participate in the unpaid field placement process as outlined below.  |
| Jul 5 | Placements posted in Career Ready |
| Jul 5 | Student Information Session: Review of Placements and Review of Career-Ready |
| Jul 8 | **Deadline (9:00am)** 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. |
| Jul 8-Ongoing | Placement assistant downloads and sorts eligible\* students’ employer selections and begins sending resumes to employers  |
| Jul 13-Aug 15 | Students contacted for interviewsEmployers contact students directly via telephone or email to arrange interviews; check your Mohawk College email frequently. Interviews are conducted with the employer via phone or online platform. Mohawk College requires that interviews are scheduled around students’ timetables. Students are not permitted to miss class to attend an interview. Once you have confirmed an interview, send an email to banprogram@mohawkcollege.ca with thesubject header “Interview Confirmation”. |
| Aug 15 | Employers release offers to students **by** this date.Employers offer placement positions directly to students. Students have 24 hours to respond to an offer.Please contact the placement assistant once you have confirmed an offer. |
| Aug 30 | Student completes Safety Checklist webform 1st day of placement with their employer  |
| Aug 30-Oct 15 | 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.  |
| Oct 15 | 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