**Business Analysis Graduate Certificate Program
Field Placement Information for Students
2020/2021**

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

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| **Date** | **Action** |
| Jan 31 | Deadline for students securing\* their own **remote** placement. All documentation must be completed and submitted by this date.  |
| Jan 21 | Placements posted on Canvas |
| Jan 22 | Student Information Session: Review of Placements |
| Feb 3  | **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. |
| Feb 4-Ongoing | Placement assistant downloads and sorts eligible\* students’ employer selections and begins sending resumes to employers  |
| Feb 5-Mar 5 | 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 platorm. 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 the subject header “Interview Confirmation”. |
| Mar 5 | 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. |
| Mar 15 | Second round begins if necessary |
| Apr 26 | Student completes Safety Checklist webform 1st day of placement with their employer  |
| Apr 26-Jun 11 | 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 11 | 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