**Broadcasting Television Work Placement**

**Student Process**

1. Student locates a suitable placement employer with the assistance of their Academic Coordinator
2. Student Completes Placement Profile; acknowledge WSIB coverage
3. Submit profile to Academic Coordinator prior to placement start date
4. Academic Coordinator provides introductory letter and evaluation instructions to Employer
5. Student completes placement, reminds Employer to submit student evaluation for grading purposes

**Broadcasting Television Work Placement**

**Employer Process**

1. Employer agrees to take student for placement
2. Student collects placement contact information from employer to complete Placement Profile
3. Academic Coordinator provides evaluation instructions to employer and an Introductory letter informing employer:
   1) student has WSIB coverage
   2) where to find Insurance coverage details
4. Employer progressively provides feedback to the student throughout the work-term
5. On the last day of the placement, Employer submits Student Feedback/Evaluation form, for grading purposes