



## RBC Future Launch

### Paid Student Placements / Projects Fact Sheet for Employers

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A detailed WIL at Lakehead Paid Student Placements/Projects Employer Information Package is available and will be shared with students and placement supervisors.

Lakehead University believes in experiential education for all students. Experiential education can take many forms: community service, applied research, field placements, internships, in class experiential learning, conference presentations etc. A placement/project provides students with a part time/short term experience in a setting relevant to their subject of study.

Placements build confidence, develop social skills, enhance professional knowledge and networks, encourage contributions as a team member, and instill the responsibility of being present and contributing on a set work schedule.

All placement and project opportunities are vetted and approved by the Experiential Learning Navigator and the Faculty Chair for each discipline area

#### What is a WIL at Lakehead Paid Placement?

Students begin their placements in September and complete them at the end of March. Over the six-months, students will schedule time with the employer (approximately 6 hours a week, totaling 144 hours), providing sufficient opportunities for students to learn and take on tasks and activities in a wide variety of roles.

Students can work additional hours by agreement between the employer and the student.

Funding of 75% of wages up to a maximum of \$7500 is available through the [Government of Canada's Student Work Placement Program](#). Placements can be pre-approved prior to hiring the student.

WIL at Lakehead will assist with the funding application.

#### What is a WIL at Lakehead Paid Project?

The Paid Project option involves short term employment for students wherein they work a defined number of hours to complete a specific project or deliverable proposed by a community partner. We accept project proposals from employers and partners throughout the year and then match students that can best meet the expectations of the projects. These projects can occur at any time during the year including spring/summer.

Students are supported by FOBA and the Experiential Learning Navigator to ensure that goals and timelines are being met.

Depending on the length and nature of the project funding may be available through the [Government of Canada's Student Work Placement Program](#). WIL at Lakehead will assist with the funding application.

### **Placements/Projects can be onsite or virtual.**

On-site placements/projects will provide a workspace and any software, hardware, etc. that the student may require.

Virtual placements/projects will provide the student access to any software, communication channels, etc. that the student may require.

Employers will be asked to submit a placement/project proposal that highlights the business skills that a student can apply and develop such as:

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#### **Accounting**

Financial accounting| management accounting| budgeting| forecasting| analysis| internal audit |transactional processes asset registers | payroll | data migration | policies and procedures | leases | GL journal entry | reconciliations | risk management | compliance work| consulting | audit

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#### **Marketing**

Campaigns | public relations | advertising | brand development | market research | social media | data collection/collation | policies |customer surveys | competitor analysis | inbound marketing/television and radio productions

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#### **Finance**

Financial planning | retail banking| corporate banking | financial analysis and modelling

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#### **Project Management**

Process modelling and mapping| process improvement | implementation plan development | infrastructure planning and implementation | information flow and retrieval | business analysis | quality control and management | environmental management | facilities management |

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#### **Management**

Retail management | Policy and process review | small business start-up and management | logistics | operations management | business analysis | quality control and management | environmental management | facilities management | office management and administration | strategic planning | governance and support | risk

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#### **Human Resources**

Recruitment | training & development | industrial relations | employee relations | performance management | OSH | administration | inductions | health and wellness | contracts | policy review and development

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#### **Planning**

Local government | private organization | public agency| policy development | strategic planning | statutory planning

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#### **Event Management**

Preparation and planning |liaison with suppliers | logistics | communication | on-the-day assistance | post event feedback and surveys

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### **Am I guaranteed a student?**

Lakehead does its best to try and secure each approved placement site a suitable student but there is no guarantee. It depends on student availability and the matching of skills.

## Who is responsible for travel expenses?

Students are responsible for travel costs to get to their Placement Site. Most placements are local and thus accessible by public transit buses. If you are not on a bus route, it is important you note this on the Site Profile so that students are aware of your location prior to considering the placement

## Can I request a criminal reference check or vulnerable sector check?

Yes. Many organizations require a current criminal reference check or vulnerable sector check. This will be at the student's cost. A letter will be provided to the student by Lakehead so that the student can take advantage of the volunteer rate for the criminal reference check. The Experiential Learning Navigator will relay this information to respective students as required. If other documentation such as record of immunization or first aid training is required, please make sure this information is included on the Site Profile

## Getting ready to start the placement/project?

Prior to the start of a placement, students will receive an email confirming their placement/project match, introducing them to the placement supervisor, and outlining all of the required paperwork that must be completed prior to beginning the placement. Additionally, prior to beginning placement, students shall complete a number of online training modules including Workplace Health and Safety Awareness, Workplace Violence and Harassment, and Accessibility for Ontarians with Disabilities. The Experiential Learning Navigator will ask to see the completed certificates for these online modules and will share this with the placement supervisor. During the first week of placement, students and supervisors should meet, discuss, and sign the two Health and Safety checklists.

## During the placement?

At the beginning of placement/project, students are to complete the Learning Plan in consultation with their supervisor. Hours and activity will be reported weekly by the student to the Experiential Learning Navigator

At the mid-point and the end of the placement, the placement supervisor will complete a performance evaluation. Should any issues or difficulties arise, agencies are encouraged to reach out to the Experiential Learning Navigator without delay.

## In closing:

We continue to work with both students and organizations to create exceptional opportunities in our local communities and beyond.

We thank you for hosting our students!

## For more information or if you have any questions, please contact:

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