



RBC Future Launch

Work-Integrated Learning (WIL) at Lakehead Field Placement Course

Fact Sheet for Field Placements

A detailed WIL at Lakehead Field Placement Handbook is available and will be shared with students and placement supervisors.

What is a WIL at Lakehead Field Placement?

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 field placement provides students with a part time/short term experience in a setting relevant to their subject of study, usually not paid.

The Faculty of Business Administration at Lakehead (FOBA), offers a field placement course to 3rd and 4th year students in our undergraduate degree programs. These students go through a rigorous application process based on GPA, past-experience, academic references, and professional references. Only our best students are selected for this course.

Working with employers in all sectors of the economy, students combine professional experience with reflective practice. The student will be provided a learning opportunity where they will engage in productive work and apply what they have learned from courses. Experiential learning occurs on many levels, professionally and personally, with students learning much more than the assigned work task.

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.

How many hours are completed in a placement?

Students will dedicate a minimum of the equivalent of 1 day per week over two semesters for a total of 24 days (192 hours) working at the Placement site. The placement hours are combined with a Foundational Skills Workshop Series, weekly time and activity reports, critical reflection and placement evaluation.

1. Is meaningful work for the organization,
2. Has a mentor/supervisor available to provide guidance and feedback.

Placements can be onsite or virtual.

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

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

Host agencies will be asked to submit a Field Placement Profile that highlights the business skills that a student can apply and develop such as:

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

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

Finance

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

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 |

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

Human Resources

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

Planning

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

Event Management

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

Where are placements?

Placements can be local (remote or onsite) – within the Thunder Bay and Orillia/Simcoe County area.

Virtual work placements outside of the local area are also an option.

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

How is a placement set up?

Placements start in the first week of September and run through to the end of March. The matching process starts in early June. The Experiential Learning Navigator will do a preliminary match of student applications to placement organizations for consideration.

Student statements of intent and resumes will be provided to placement supervisors for consideration. Placement supervisors will decide which student is the best fit. If interviews are required, they will take place before the term begins, or no later than the first week of term, and can be in person or by skype/zoom.

Offers will be made and accepted through the Experiential Learning Navigator. Placements are to begin in the first or second week of term

As a local agency, 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.

Are the placements a paid position?

Placements are unpaid.

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

Who is responsible for health and safety?

Students who participate in unpaid placement in Ontario for academic credit are considered workers under the Occupational Health and Safety Act (OHSA). The Placement Organization is responsible for the safety of their workers including placement students.

Insurance in an unpaid placement?

- 1 - The Ministry of Advanced Education and Skills Development (MAESD) has a program for the universities that funds WSIB coverage for students on unpaid placements in Ontario as part of a Ministry approved and funded programs and where the placement is with a WSIB-insured host.
- 2 - The MAESD program for the universities also funds private insurance coverage for students on unpaid placements in Ontario as part of a Ministry approved and funded programs and where the placement is a host that is not insured by the WSIB.

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

Yes. Many placement 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?

Prior to the start of a placement, students will receive an email confirming their placement 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, 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 placement organizations to create exceptional placement opportunities in our local communities

We thank you for hosting our students!

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

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