

# Work-Integrated Learning at Lakehead

## Paid Student Placements / Projects

### Employer Information Package

## 2020/2021

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## What is Work Integrated Learning at Lakehead?

The primary goal of Work Integrated Learning (WIL) at Lakehead, powered by RBC Future Launch, is to ensure that all Faculty of Business Administration students are truly “**Work- Place Ready**” upon graduation.

Through participation in WIL at Lakehead students are given the opportunity to build their work-place readiness by working within and doing projects for a broad spectrum of organizations in the public, private and non-profit sectors of the economy.

WIL at Lakehead gives business students, from 1st year through to post-graduate level, the skills and practical experience to ensure a successful transition into their careers upon graduation.

Starting in 1st and 2nd year, students focus on Foundational Skills Development, Job Shadowing, Mentorship and Reflective Practice. to ensure that as 3<sup>rd</sup> and 4th year students, and into their post-graduate studies, they are as “work-place ready” as possible for in-class and community based experiential and work-integrated learning opportunities.

WIL at Lakehead offers a suite of experiential learning opportunities designed to meet the needs of students, faculty, businesses and the communities we serve.

The suite of opportunities includes in-class experiential learning based on real-world cases, customized projects with partner organizations, increased mentorship opportunities, job-shadowing, a Foundational Skills Co-Curricular Workshop Series, and models of site placements, ranging from week-long to full summer placements.

Projects and placements can be completely customized based on the needs of both the organization and the student.

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### What Skills Can WIL Students Bring to My Organization?

**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 /

**Finance** Financial planning / retail banking / corporate banking / financial analysis and modelling /

**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 management /

**Planning** Local government / private organization / public agency / policy development / strategic planning / statutory planning /

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

**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 /

**Human Resources** Recruitment / training & development / industrial relations / employee relations / performance management / OSH / administration / inductions / health and wellness / contracts / policy review and development /

**Event Management** Preparation and planning / liaison with suppliers / logistics / communication / on-the-day assistance / post event feedback and surveys/

### How Can WIL at Lakehead Benefit Employers?

#### Reduced Recruitment and Hiring Costs

- Enjoy access to a year-round supply of highly motivated and capable business students from many different disciplines to perform specific tasks or projects
- Select from a group of applicants who have already met above average academic requirements and have completed some post-secondary training as well as some preparation for operating effectively in the workplace

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- Students can be employed for work terms ranging from short term projects, part-time placements or long-term placements of 4, 8, 12, may be available for up to 4 consecutive work terms
- A cost-effective means of evaluating future employees – an extended interview

### **Effective Human Resource Management**

- Meet short-term needs due to vacation schedules, transfers, promotions, training commitments, peak work loads or special projects by hiring WIL at Lakehead students
- Ability to increase effective utilization of permanent employees and an opportunity for employee development in the area of student supervision
- Students bring enthusiasm and a host of new ideas and approaches which can have a positive effect in the workplace

### **Investing in Our Future**

- Share in the training and development of our students to help them become productive members of society and potential leaders
- Your organizations will become co-educators as employers who provide learning opportunities beyond the bounds of the classroom
- Work Integrated Learning provides the opportunity for employers to directly influence the educational process; suggestions on how to make curriculum more relevant or improve the pre-employment training are encouraged

### **How Will Lakehead Support the Employer and the Student During the Placement?**

The Faculty of Business Administration is responsible for the administration and coordination of the program.

Those responsibilities are carried out by the WIL at Lakehead, Experiential Learning Navigator.

The Experiential Learning Navigator will:

1. Recruit students, mentors, and placement organizations; ensuring the best quality of “fit” for all parties.
2. Facilitate the development and completion of Learning Plans in conjunction with the student, the placement organization and the mentor to ensure that the learning plan is realistic, appropriate and within the scope of the placement organization.
3. Monitor, in conjunction with the placement organization and the student, progress toward the learning plan.
4. Conduct site visits and meet with students, supervisors, and mentors at pre-arranged intervals and times to discuss progress, successes and issues as they arise.

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5. Facilitate orientation sessions to the program for students, placement organizations and mentors.
6. Support placement organizations and mentors with the resources of the University and the Faculty of Business Administration.
7. Provide coaching and mentorship training, if requested, to placement supervisors and mentors.
8. Organize and deliver workshops for students to build foundational and soft skills.
9. Evaluate the success of student placements and the program overall through formal evaluation, discussion with participants and any feedback from community partners, placement supervisors, mentors and students.
10. Resolve any issues arising from student participation in the program.
11. Provide insurance coverage for the student while at their placement.
12. If necessary, intervene in the following ways:
  - a) Terminate a placement or reassign a student to a new placement.
  - b) Remove a student from the program, (see next section).

### **RIGHT OF REMOVAL**

The Faculty of Business Administration reserves the right to remove a student from placement or discontinue a placement planning under the following circumstances:

- A student withdraws from their program of study, fails to enroll in courses, or is suspended or expelled from the University for any reason.
- There is evidence that relevant information is concealed or there is a distortion of the truth on the Application for Work Integrated Learning or on placement documents.
- There is an inability to form professional working relationships.
- A student fails to demonstrate reasonable judgement with regard to professional boundaries with clients and/or colleagues.
- A student engages in persistent abuse or misuse of substances that interferes with the ability to function within a professional context.
- There is evidence of discriminatory behaviour or harassment that contravenes the Ontario Human Rights Code (as related but not limited to race, ancestry, origin, ethnicity,

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citizenship, creed, gender, sexual orientation, religion, marital status, age, socio-economic status, political affiliation, disability or diagnosis).

- There is evidence of criminal behaviour, including charges or convictions for criminal offenses such as physical assault, sexual assault, drug trafficking or any crime that may threaten the safety and well-being of vulnerable client groups in placement settings.
- There is persistent or serious conduct that contravenes the policies of the University or of the placement setting that cannot be resolved through feedback and/or negotiation.

### What Will My Responsibility as an Employer Look Like?

#### Employer/Student Relationship

For WIL to be successful, the supervisor and the student must establish an effective relationship.

For the part-time placements, or full-term placements (i.e.: summer jobs or co-op terms) the student becomes an employee of the employing organization and is expected to be treated as any other temporary employee regarding benefits and other employment requirements as defined by the Employment Standards Act or a Collective Agreement.

As such, the employer assumes responsibility, as they would for any other employee, for the period of the employment, and students accept the responsibilities of an employee.

In order to increase the student's productivity and facilitate learning, it is recommended that employers:

- At the outset, advise the student with regard to all issues of confidentiality in the workplace and ensure that any non-disclosure agreements are signed prior to the commencement of work
- Prepare the student's co-workers and other staff for the arrival of the student
- Provide the student with an orientation to the workplace, including an overview of the organization (e.g., mission statement, products, etc.), physical layout, relevant personnel, safety practices, and the duties or tasks expected during the work term
- Provide a supervisor for the co-op student who will oversee the student's work and discuss expectations for the work term with the student and, on a regular basis, give the student feedback on how he/she is doing, including areas of strength and areas which require improvement

#### Learning Environment

- Assist students to set realistic learning objectives and provide relevant learning opportunities
- Acquaint the student with relevant resources and materials

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- Evaluation of the Learning Plan
- Participate in the work-site visit or follow-up measures by the Experiential Learning Navigator to assess the student's progress and performance
- Complete a final evaluation of the student's performance during the work term, which they are encouraged to discuss with the student
- Discuss with the student the topic of the work term report and, if necessary, may be required to evaluate the work term report if considered confidential

### **Recruitment Process**

Work-Integrated Learning at Lakehead accepts inquiries and placement proposals from employers throughout the year.

Some placement options are designed to begin at any time while others are designed to begin and in alignment with academic semesters (winter/spring/summer/fall/)

Once the scope and details of a placement has been determined the Experiential Learning Navigator will match employers with students that best meet the criteria of the placement. The experiential will assist employers with coordinating interviews for final matching of students with the organization,

Employers are welcome to conduct interviews on your organization's site, on campus or via video or telephone conferencing. We will assist you with booking a date, room, and provide you with a parking pass if you choose to conduct the interviews on campus.

### **Selection Process**

Once the organization has determined which candidate is the best fit for the organization, the job offer can be made through the Experiential Learning Navigator and/or directly to the candidate of choice.

The student will have 3 business days to respond to the placement offer.

WIL at Lakehead does require a formal written offer of placement to be submitted once the candidate has accepted the offer. Employers can extend / modify offers of placement at any time to meet the hiring needs of the organization.

### **What Are Student's Responsibilities to the Employer and the University?**

**Students are responsible for the following elements:**

1. Identify interests, learning needs and preferences for type of placement along with previous experience to assist with deciding upon a suitable available placement.
2. Provide a copy of the WIL Field Placement Student Application documents to the placement site supervisor.

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3. In consultation with the Experiential Learning Navigator, to meet with the organization to negotiate the Learning Plan.
4. In conjunction with the placement supervisor, develop the Learning Plan and ensure that the learning plan is realistic, appropriate and within the scope of the placement.
5. Complete Learning Plan and forward it to the Experiential Learning Navigator.
6. Familiarize him/herself with the requirements for student assessment and evaluation.
7. Attend the WIL at Lakehead orientation and identify issues and concerns they may have at that time.
8. Attend the requisite number of Foundational Skills Workshops as part of WIL at Lakehead.
9. To fully participate in the WIL at Lakehead placement experience.
10. Under the direction and guidance of the Experiential Learning Navigator, the student will engage in increasing self-directed learning and critical reflection..
11. Observe all organization policies, guidelines, hours of work, and dress code.
12. Record their activities at the placement to be made available for placement assessment throughout the placement term, at end of term assessment or upon termination.
13. Complete an evaluation of the program at mid-term and end-term points of the student's participation.
14. In the event of illness and absence:
  - a. Notification of short-term illnesses must be provided to the WIL placement site if the student is unable to attend the placement at a scheduled time.
  - b. Students are expected to contact the WIL placement site and the Experiential Learning Navigator or have someone do so to report illness or any other emergency that will result in prolonged absence. It is at the discretion of the Faculty of Business Administration to require documented evidence of the reason for such absence.
  - c. It is expected that students will manage their time and responsibilities in a professional manner that enables them to meet the requirements of their academic programs as well as their obligations to the RBC WIL program.

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- d. Times missed because of illness or due to other reasons acceptable to the WIL placement site should be made up by the end of the placement period, or, by previous special arrangement with the site supervisor.

### 15. Transportation to placement site:

- a. Transportation to and from placement is the student's responsibility.
- b. In certain placements, students may have to pay for parking. This cost is the responsibility of the student.
- c. If transportation is an issue, the student should notify the Experiential Learning Navigator prior to the start of the placement.

### 16. Other Placement Regulations

- a. Students are expected to abide by the policies and regulations of the placement site such as dress code, submission of required reports, oaths of confidentiality, guidelines for consent, a criminal records search, immunization and medical examinations, and another other requirements a per the policy of the placement organization.

## Funding and Wage Subsidies for Employers

WIL at Lakehead will assist employers with the applications process for funding opportunities.

### [Innovation Canada Grow your Business Form](#)

WIL at Lakehead advises employers from all sectors to complete the Innovation Canada Grow your Business online form. This organizations helps find programs and services that could help your business.

It's a quick online fill-in-the-blank that will generate a list of programs and services that your organization is eligible for (including wage subsidies and tax credits).

There are many programs in Canada that offer tax credits, wage subsidies and funding to cover the costs of hiring a Co-op student. Below is some detailed information about the most common routes of funding, including, the Student Work Placement Program and the Ontario Cooperative Education Tax Credit. I've also included some other funding sources across Canada that are specific to industry and timing of the work terms.

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### [Government of Canada's Student Work Placement Program \(SWPP\)](#)

#### **Information About the SWPP Program**

The Student Work Placement Program is designed to give post-secondary students across Canada paid work experience related to their field of study.

#### **How the SWPP Program Works?**

Employment and Social Development Canada (ESDC) works with Employer Delivery Partners (listed below). Employer Delivery Partners are a group of recognized associations and organizations that represent the interests of employers in industries.

They work with businesses and post-secondary education institutions to:

- Provide wage subsidies to employers that offer quality student work placements; and
- Create partnerships with colleges, universities, polytechnics and cegeps to recruit students for these placements.

#### **What Does SWPP Consider a Student Work Placement?**

Student work placement activities can include, but is not limited to:

- Mentorship programs.
- Co-op placements.
- Practicums.
- Applied research projects.
- Internships.

#### **How Much Funding Are Businesses Eligible to Receive Through SWPP?**

Organizations within Canada that employment opportunities for full-time Canadian post-secondary students can receive wage subsidies:

- Up to \$5,000 for every student you hire through the program
- Up to \$7,000 for every student you hire that is in their first year or is from an under-represented group including women in stem, persons with disabilities, newcomers and indigenous students

#### **SWPP General Eligibility Requirements**

- Employers can hire students in any program (i.e.: Arts, Business, Science...etc.)
- However, students must be Canadian citizens, permanent residents or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment to qualify for funding from SWPP
- Municipal, provincial/territorial governments are NOT eligible for SWPP funding

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- Positions must be net new to qualify for SWPP funding (i.e.: positions over and above what employers hired last year at the same time)

### How to Apply for SWPP

WIL at Lakehead will assist employers with the application process.

Apply for wage subsidies through one of the following Employer Delivery Partners:

1. [Magnet Student Work Placement Program](#)
2. [Information Technology Association of Canada – Career Ready Program](#)
3. [Information and Communication Technology Council – WIL Digital](#)
4. [Canadian Council for Aerospace and Aviation \(CCAA\) – CCAA and the SWILP](#)
5. [Environmental Careers Organization of Canada – Wage Subsidy Program for Environmental Students](#)
6. [Biotalent Canada – Student Work-Integrated Learning Program](#)
7. [Electricity Human Resources Canada \(EHRC\) – Empowering Futures: Developing Electricity Talent Through Work-Integrated Learning](#)
8. [Mining Industry Human Resources Council \(MiHR\) – Gearing Up: Developing Mining Talent Through Work-Integrated Learning](#)
9. [Toronto Finance International \(TFI\). This organization is a partner of the Program, but does not administer wage subsidies.](#)
10. [Venture for Canada](#)

### Ontario Co-operative Education Tax Credit

Organizations can claim this credit if they are a corporation that provided a qualifying work placement at a permanent establishment in Ontario for a student enrolled in a qualifying post-secondary co-operative education program.

The credit is equal to an eligible percentage (25% to 30%) of the eligible expenditures incurred by the corporation for a qualifying work placement.

The maximum credit for each qualifying work placement is \$3,000.

### Eligibility to Be a Qualifying Work Placement

The work placement must meet all of the following conditions:

- The student must perform employment duties for a corporation under a qualifying co-operative education program
- The placement must be developed or approved by an eligible educational institution as a suitable learning situation
- The terms of the placement must require the student to engage in productive work

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- The placement must be for a period of at least 10 consecutive weeks except, in the case of an internship program, the placement cannot be less than 8 consecutive months and not more than 16 consecutive months
- The corporation must supervise and evaluate the job performance of the student
- The institution must monitor the student's performance in the placement
- The institution must certify the placement as a qualifying work placement
- The student must be paid for the work performed

### **Eligible Expenditures are Equal to the Following Amounts:**

- Salaries and wages (including taxable benefits) paid or payable to a student in a qualifying work placement
- Fees paid or payable to an employment agency for the provision of services performed by the student in a qualifying work placement

### **Claiming the Credit**

File a completed [Schedule 550, Ontario Co-operative Education Tax Credit](#), with your return. Keep a copy of the letter of certification from the eligible educational institution in Ontario to support your claim.

The letter of certification must contain:

- the name of the student
- the name of the employer
- the name of the educational institution
- the term of the work placement
- the name/discipline of the qualifying co-operative education program

### **Other Funding Sources:**

- [1. Achieving Innovation Manufacturing Excellence \(AIME\) Initiative](#)
- [2. Canada Summer Jobs](#)
- [3. Eastern Ontario Development Fund](#)
- [4. Mitacs](#)
- [5. National Research Council of Canada, Industrial Research Assistance Program](#)
- [6. NextGen Biofuels Fund](#)
- [7. Northern Scientific Training Program](#)
- [8. Ontario Innovation Tax Credit](#)
- [9. Ontario Interactive Digital Media Tax Credit Bulletin](#)
- [10. Rural Economic Development Program](#)
- [11. Connect Canada Internship Funding](#)
- [12. Young Canada Works](#)