**Business Analysis Graduate Certificate Program  
Field Placement Information for Employers  
Fall 2024**

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

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| **Date** | **Action** |
| June 3 | Employer Participation Forms due |
| June 7 | Placement opportunities posted in Career Ready for students to review 9:00 am |
| June 14 | Deadline for students to submit resume and selection of 3 employers |
| June 17- Ongoing | Field Placement Support Officer sends students resumes to employers |
| June 19-  Jul 24 | Students contacted for interviews  Employers contact students directly via telephone or email to arrange interviews. Mohawk College requires that interviews are scheduled around students’ timetables. Students are not permitted to miss class to attend an interview. |
| July 24 | Last day employers can release offers to students  **Employers offer field placement positions directly to students any time between June 19 –**  **Jul 24, 2023**. This allows employers to secure students sooner and more accurately reflects the real-world experience of applying for and securing a job. Students have 24 hours to respond to an offer.Please contact the Field Placement Support Officer once an offer is confirmed |
| Aug 26 | Health & Safety Checklist webform completed by student and employer on first day of placement |
| Aug 26-  Oct 11 | Field placement Begins |
| Oct 11 | Evaluation of student due (link will be sent to the employer) |

\*Please note: Dates are subject to change

\*Please note: Students are to complete one placement only