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

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

|  |  |
| --- | --- |
| **Date** | **Action** |
| June 7 | Placement opportunities posted in Career Ready to review 9:00am  |
| June 14 | **Deadline (12:00pm)** for eligible\* students to submit resume and selection of 3 employers Students upload 2-page maximum resume in MS Word or PDF format to Employer Selection Form. Use Mohawk College email address on your resume. Save resume as last name, first initial and resume (example: SmithJ\_Resume.docx). Cover letters will not be part of the process. |
| June 17-Ongoing | Field Placement Support Officer downloads and sorts eligible\* students’ employer selections begins sending resumes to employers  |
| June 19-July 24 | Students contacted for interviewsEmployers contact students directly via telephone or email to arrange interviews; Check your Mohawk College email frequently. Interviews are conducted with the employer via phone or online platform. Mohawk College requires that interviews are scheduled around students’ timetables. Students are not permitted to miss class to attend an interview. Once you have confirmed an interview, send an email to banprogram@mohawkcollege.ca with the subject header “Interview Confirmation”. |
| July 24 | Employers release offers to students **by** this date.Employers offer placement positions directly to students. Students have 24 hours to respond to an offer.Please contact the Field Placement Support Officer once you have confirmed an offer. |
| Aug 26 | Student completes Safety Checklist webform 1st day of placement with their employer  |
| Aug 26-Oct 11 | Field placement begins Students report to their field placement during this time period following the employers specific FT hours.  |
| Oct 11 | Evaluation of Placement Employer due |

\*Please note: Dates are subject to change

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