

FREQUENTLY ASKED QUESTIONS, FOR HOSTS.

Q. How long is the placement?

A. 4 weeks

Q. When is the placement?

A. November 15th – December 10, 2010.

Q. Who will contact me?

A. Students are responsible for finding eligible businesses, approaching those businesses and securing a work placement position within the business.

Q. What kind of students are eligible to take the work placement course?

A. Students will have passed EVERY course in the 3-year program, up to 5th semester. The student will also have a 2.0+ GPA.

Q. Do I pay the student?

A. The educational experience is payment. If you offer an honourarium or decide to pay the student, that is beyond your obligation. Payment of any kind is between you and the student, and is not an obligation.

Q. What skills/ technology can I expect the student to have studied?

A. SKILLS: concept development, wayfinding & signage, corporate ID & logo design, website design, print & production, publication layout, photography and illustration.

TECHNOLOGY: Adobe Creative Suite 5 (Including Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, and Bridge), Microsoft Word and comfortable on Mac/ Windows operating systems.

Q. What should the student leave with?

A. Firstly, a professional and positive experience. Secondly, examples of work that they contributed too.

Q. What is the process to host a student?

A. Although each Host may handle the approval process differently, if you are contacted by a student, the student is expected to do the following:

- Research your company, gauge your interest and your ability to host a student.
- Submit a coverletter, resume and digital portfolio (Website or Interactive PDF) that is tailored to your company.
- Meet with you and discuss a few portfolio examples.
- Make an agreement between the Host and the Student.
- Submit a WEPA form to the Work Placement Coordinator and to you.

Q. Do I supply a workstation?

- A. Yes, if you can. However, some students may have a laptop equipped with recent versions of the Adobe Creative Suite—this may be problematic, due to compatibility issues, fonts, etc. Your best bet is to provide the student with a workstation that is conducive to your office/ process.

If you can not supply a workstation and the student does not have a personal laptop, the student will need to find a Host that is able to provide a workspace and a workstation.

Q. What should I do if the student is not working or failing to show up?

- A. If the student is not making an effort to arrive on-time, complete tasks assigned, or is acting in a unprofessional/ unethical manner, contact the Work Placement Coordinator immediately. A formal report will be made and the student will be confronted regarding the issue(s). If the issue(s) are not resolved in a timely manner, you are able to ask the student to leave and not return. At that point, please inform the Work Placement Coordinator.

The student will fail the course if they are unable to display a reasonable work ethic.

Q. How will they be graded?

- A. The grade is pass or fail. The student will pass if they meet all the criteria of the placement:
- Find an acceptable Host.
 - Supply the Work Placement Coordinator and Host Company with the WEPA form, prior to or on the first day of the placement.
 - Complete 4 consecutive weeks of placement.
 - Submit a weekly journal entry that outlines the daily events.
 - Submit an end of placement attitudes/knowledge and skills paper, including examples of the work the student has contributed to while at the Host company.
 - Submit a photographic/ video journal of the student's experience at the Host organization.
 - Submit the Host and Student evaluation surveys.

Q. Can I have the student sign a confidentiality/ non-disclosure agreement?

- A. Yes. However, students must submit examples of work that they have contributed too. This may require the Work Placement Coordinator to also sign the confidentiality/ non-disclosure agreement.

Q. How many hours can I expect the student to work?

- A. At least 30 hrs/ week and up to 40hrs/ week.

SCHEDULE

Date	Task
10.18	Submit Host Information Form (HIF). Hardcopy submitted to Work Placement Coordinator.
11.01	Latest date for students to receive approval of Host.
11.15	<ul style="list-style-type: none">• Begin placement.• Supply WEPA form to Work Placement Coordinator and Host Company.
11.19	Submit week 1 Daily Journal
11.26	Submit week 2 Daily Journal
12.03	Submit week 3 Daily Journal
12.10	Submit week 4 Daily Journal
12.17	<ul style="list-style-type: none">• Submit Host and student survey.• Submit an end of placement attitudes/knowledge and skills paper, including examples of the work you performed at the Host organization.• Submit a photographic/ video journal of your experience at the Host organization.

CONTACT INFORMATION

Work Placement Coordinator

Sean Grant, R.G.D.
1400 Barrydowne Road
Sudbury, Ontario, Canada
P3A 3V8
F. 705 560-1449
T. 705 566-8101, (ext 7862)
E. sean.grant@cambriancollege.ca

Graphic Design Coordinator

Ron Beltrame, R.G.D.
1400 Barrydowne Road
Sudbury, Ontario, Canada
P3A 3V8
F. 705 560-1449
T. 705 566-8101, (ext 7598)
E. ron.beltrame@cambriancollege.ca