

Policy Title: Work Placement Grading Policy

Approved by: Campus Director

Executive(s) Responsible: Career Services Manager; Associate Director, Student Services/Registrar

Administrator(s) Responsible: Career Services Coordinator; Academic Assistant

Revision Date: May 5, 2023

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Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) work experience programs allow students the opportunity to combine their strong technical and business knowledge, obtained through their academic journey, with practical skills developed through work experience. The work experience component is a scheduled academic activity in which a student is placed with an organization where their level of skills and experience will be valuable to both the placement host and the student. Work placement components of the program are graded, just like theoretical courses, and students will obtain a mark of pass/fail once they have completed the placement.

This policy applies to all students enrolled at CCTB who are required to participate in Career Services as part of their program requirements.

Purpose of the Policy

The purpose of this policy is to outline the grade breakdown and documentation policy for students participating in Career Services at CCTB.

Policy Statement

1. Grade Breakdown

The grade breakdown for Career Services will be as follows:

- Documentation: 70%;
- Communication with Career Services: 10%;

- Resume Workshop and submission: 10% (resume workshop participation: 5%; resume submission: 5%); and
- Career services orientation: 10% (initial orientation: 5% + Final orientation: 5%)

Students will be graded on a Pass/Fail basis with a passing mark at 50% as determined by the Academic Grading Policy.

2. Workshops and Orientation

2.1. Mandatory workshop and career services orientation

If students notify Career Services within 48 hours that they cannot participate in the mandatory workshops or orientation, and get the approval from Career Services, they may be excused.

2.2. Documentation policy/Resume submission and resume workshops:

Students are required to submit four mandatory documents to Career Services, including a bi-weekly attendance report, a work term agreement, a final evaluation, and a resume. The resume submission must be completed three (3) months before students finish their study portion, and the two resume workshops will take place before that deadline. If students fail to submit their resume by the deadline, they will lose 5% of their grade.

3. Career Services Responsibilities

3.1. Career Services will inform students of the mandatory workshops and orientation at least two (2) weeks in advance.

3.2. Career Services will provide students with clear guidelines on the documentation policy and requirements for their resume submission.

3.3. Career Services will offer resume workshops to assist students in preparing their resumes and meeting the submission deadline.

3.4. The Career Services team at CCTB has the responsibility to send regular emails, reminders, and warning emails to students to ensure they submit their mandatory documents on time. These communications will include:

- Regular Email;

- Reminder 1;
- Reminder 2;
- Warning email 1;
- Warning email 2 (in discussion); and
- Warning email 3 (in discussion).

3.5. Career Services will establish a communication schedule and adhere to it.

3.6. Career Services will communicate with students through their official CCTB email accounts.

3.7. Career Services will provide students with clear guidelines on communication expectations and the consequences of not complying.

3.8. Career Services will provide students with guidance on job search strategies and resources to aid in their job search.

3.9. Career Services will provide students with job postings and jobs opportunities lists.

4. Student Responsibilities

4.1. If students do not reply to communication attempts or fail to submit their documents by the specified deadlines after three (3) warnings, they will be considered to have abandoned their work placement.

4.2. If students cannot find suitable employment on their own by the specified deadline, they will have to select a job from the job opportunities list provided by Career Services.

4.3. Once a student has applied for a job, they are responsible for following up with the employer.

4.4. Students must provide CCTB Career Services with updates on their job search progress.

5. Disclaimer

Final hiring decisions will be made by the respective companies and not by CCTB Career Services.

This policy is subject to change based on program requirements and industry standards. Any changes to this policy will be communicated to students in a timely and effective manner.

Related Legislation

- Employment Standards Act and Regulations

Related Policies

Policy Name	Policy Number
Academic Grading Policy	
Work Experience Policy	

Document History

Date	Approval/Review/Key Change(s)