WORK EXPERIENCE POLICY

Program: International Business Fundamentals

1. Policy

For all PCC-approved programs, Hanson Private Career College (hereinafter 'Hanson') provides work experience placements for students when all other coursework within the program curriculum is completed with a minimum passing grade of 60%. Students will also be required to complete a police records check.

Hanson ensures that work experience placements provide an opportunity for its students to enhance the skills learned throughout the completion of the International Business Fundamentals program. For this reason, the college seeks work placements for its students with employers who are committed to introducing students to work in the field of International Business. Hanson collaborates with work placement hosts to evaluate the student's performance during a work placement.

2. Learning Objectives for Students/Opportunities Offered by Host

2.1. Conduct an environmental scan to evaluate the impact of world issues on an organization's international business opportunities.

2.2. Conduct, evaluate, and present market research to support an organization's international business decision-making.

2.3. Manage the preparation of documents and the application of procedures to support the movement of products and services in the organization's global supply chain.

2.4. Evaluate the impact of statutory and regulatory compliance on an organization's global supply chain.

2.5. Develop and implement strategies to negotiate effectively within various cultural environments and to address the impact of cultural differences on an organization's integrative trade initiatives.

2.6. Develop and present an international marketing plan, and evaluate sales strategies that support an organization's integrative trade initiatives.

2.7. Identify and interpret relevant international financial documents, and evaluate financial strategies that support an organization's integrative trade initiatives.

2.8. Analyze the impact of an organization's integrative trade initiatives on its human resources management strategies, policies, and practices.

2.9. Develop and present an international business plan.

2.10. Manage the implementation and evaluation of team projects by applying project management principles.

2.11. Recommend strategies to support principles of corporate sustainability, corporate social responsibility, and ethics associated with an organization's integrative trade initiatives and evaluate their effectiveness.

2.12. Select and apply current technologies to support an organization's integrative trade initiatives.

3. Work Placement Procedures

3.1. Matching Students with Placement Hosts

3.1.1. Placements are sought through networking and direct contact between the Placement Coordinator and the prospective placement hosts.

3.1.2. When a possible placement site is identified, the Placement Coordinator contacts the proposed site to assess the commitment of the training place host to enhancing student learning.

3.1.3. The Placement Coordinator explains to the placement host the school's expectations concerning the joint evaluation of student performance.

3.1.4. If the placement host is approved to accept work experience placement students, the host's name and contact information are entered on the school's roster of placement sites.

3.1.5. The Placement Coordinator provides the student with the host contact information. The student contacts the placement host organization with an introduction, resume, and arranges any necessary interviews.

3.2. Preparing for a Work Placement

3.2.1. Before a student may begin their placement, they must submit a valid co-op work permit obtained from Immigration, Refugees, and Citizenship Canada (IRCC) to the Placement Coordinator.

3.2.1.1. The co-op work permit must be submitted to the Placement Coordinator at least three (3) weeks before the beginning of the placement date.

3.2.1.2. Once the co-op work permit is submitted, the Placement Coordinator will provide it to the placement host on behalf of the student, to ensure legal work practice.

3.2.1.3. If a student applied three (3) weeks prior for a co-op work permit and it is unavailable or delayed, IRCC co-op work permit application confirmation may be an acceptable interim substitute document (until the co-op work permit is received).

3.2.1.4. It is entirely the student´s responsibility to apply and obtain a co-op work permit before the deadline.

3.2.2. The Placement Coordinator prepares the Work Placement Agreement and any other related placement documents (ex. Skills Checklists) and meets with the student to sign

these documents. Copies of the documents are placed in the student's file and the student is given the original documents to deliver to the training place host.

3.3. During the Work Placement: Amount and Nature of College Supervision

3.3.1. Students will have regular communication with the co-op instructor by completing a weekly log of activities.

3.3.2. The Placement Coordinator records the placement dates and plans a contact schedule, which includes no less than bi-weekly phone calls to the placement site host and two (2) site visits within the period of the placement.

3.4. Assessment and Evaluation

3.4.1. At the end of the placement, the Placement Coordinator meets with the placement host and the student to conduct an assessment of the student's performance throughout the placement.

3.4.2. The assessment is designed to include the student's performance of the skills learned during completion of the program of study.

3.4.3. The completed assessment is signed by the Placement Coordinator, the training place host and the student.

3.4.4. A copy of the assessment is given to the training place host and the student. The original assessment is placed in the student's file.

3.4.5. Other documents that will be reviewed and assessed include the weekly logs and completed Skills Checklist.

3.4.6. To complete the placement component of the International Business Fundamentals program, students must be evaluated by the host organization, instructor, and complete a self-evaluation. All placement documents are to be placed in the student file.

3.4.7. Students require a minimum mark of 60% to be considered as having passed the placement component of the program.

3.4.8. If the student does not complete the placement or does not pass the assessment, the student cannot receive the co-op designation on their certificate upon completion of the International Business Fundamentals program.

4. Disclaimer

The purpose of the placement is to enable the student to apply and develop the skills and knowledge learned throughout the study of the International Business Fundamentals program in the real work environment. Hanson cannot accept any placement hosts who fail to provide the student with exposure to areas in the field of International Business or who requires the student to perform tasks that are not

within the scope of student's training and abilities. Pending upon investigation, if Hanson is to find that the placement host was not providing the agreed-upon learning experience or scope of work, it is the responsibility of the Placement Coordinator to arrange for an alternative arrangement for the student. The student is not to be penalized or disadvantaged in the event of such an occurrence.

It is Hanson's responsibility to provide the student with one placement position. If the student agrees to the placement, but subsequently withdraws or is rejected by the site host for any unprofessional or inappropriate behavior as per Hanson's Student Misconduct Procedure Guide and Code of Conduct, it is the student's responsibility source another appropriate host site and have it approved by the Placement Coordinator. If a student fails to source another host site, providing a second site host is at the discretion of the Placement Coordinator. If an alternative site host is unavailable, the student must repeat the course to fulfill graduation requirements.