

Project Management Graduate Certificate
Host Organization
Students' Field Placement Fact Sheet

- ✓ Students are **eligible** for field placement once they are: 1) studying full-time in the *Project Management Graduate Certificate*; 2) on cycle with their studies; 3) in their final semester; 4) have earned a minimum cumulative GPA of 3.0; and have no encumbrances on their College record.
- ✓ Qualified students are required to complete the field placement workshop which includes PMI Code of Ethics and Professional Conduct training, business acumen and reporting requirements.
- ✓ Students **secure their own field placements**, ensuring the placement requires project management tasks.
- ✓ The host organization and student negotiate the hours and days to be worked per week exclusively on project management tasks. The field placement may span a portion of the semester or the entire semester totaling 60 hours.
- ✓ Field placements are typically unpaid. At the discretion of the host organization, students may be paid by a wage or an honorarium.
- ✓ The Ministry of Training, Colleges, and Universities provides the Workplace Safety Insurance for all students on field placement.
- ✓ Within five business days of the completion of the field placement, both the host organization and student are required to complete a report; these reports are required for the student to earn course credit for the field placement.
- ✓ Host organizations may invite the student to continue on field placement or become an employee upon completion of the field placement.
- ✓ The College contact for all field placement inquiries is Angela Clermont, Project Management Graduate Certificate Program Coordinator, clermoa@algonquincollege.com, 613.727.4723 extension 6286.