



MICRO-PLACEMENTS

PROGRAM HANDBOOK



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Overview

The Micro-Placement program at UCalgary allows employers to give students much-needed work-integrated learning and career exploration opportunities, but with added flexibility. Your company/organization can foster short-term skills and career development through **industry project** opportunities to generate positive student relationships, enhance talent acquisition strategies, gain temporary help, or to give-back.

If your organization hasn't hosted students before, this would be a great opportunity to trial a student work program to see if it's right for you. If successful, your organization can consider hosting a complete internship later.

Questions can be emailed to recruit@ucalgary.ca. Book time with Neha Arora to further explore your potential placement opportunities.

Key Details:

- Micro-placements are offered as industry projects that are 30 to 40 hours in length, spread over one to eight weeks
- Micro-placements can be set up for onsite or remote work, or a combination of both
- Micro-placements can be paid or unpaid but cannot be combined with an existing co-op role or source of funding
- The timeline of a micro-placement will generally follow this trend:

Prepare (2-5 hours)

- Introduction to project
- Team introductions, connect student with key contacts
- Provide relevant organizational & industry info

Project Work (20-30 hours)

- Student completes project work
- Schedule regular check-in meetings
- Prepare career conversations for student

Wrap-up (2-3 hours)

- Conclude project
- Conduct exit interview/meeting

Frequently Asked Questions

What support do I need to provide during the placement?

- Industry projects requires clear outline and objectives presented to the student while being able to provide support throughout, such as scheduling regular check-ins and being available for questions. Mentorship can also be provided by offering insight into company and/or industry information as well as through career conversations.

When can I host a placement?

- Anytime you have a need and would like a student's assistance. Micro-placements can be created any time of the year, but it will be up to you and them to determine the exact timeline of starting and ending.

Is there a maximum number of students or placements I can host?

- No, you can set up a wide variety of micro-placement industry projects with the option to place multiple students per opportunity.

What types of students can I expect?

- This program is only open to undergraduate, graduate, and international students. Students from all programs, in any year of study are eligible to participate.

Will I get to review students' applications?

- We make it easier by reviewing the applications for you! In your posting, you can request students from specific programs or welcome students from all disciplines. This will help us in placing students.
- In your first meeting with the student, you can conduct an informal interview with them. If you don't feel they are a good fit, just let us know and we can restart the process.

How is a micro-placement different from an internship?

- Micro-placements are short-term industry projects whereas internship, co-op, and practicum opportunities are longer in length and usually paid.

Should my placement be paid or unpaid?

- It is entirely up to you. If your placement is unpaid, you may choose to show your appreciation by offering perks or bonuses such as office freebies, attendance to workshop/events, use of services or products, reference letter, etc. However, this is entirely optional.

Can the placement be a blend of online and remote?

- Yes! Finer details of the placements can be discussed with the students to see what arrangement works for both sides.

Can I hire my placement students for future opportunities?

- Yes! If you feel that the student(s) provided great work, you can certainly keep in touch and reach out when future opportunities arise. However, this is not a requirement.

Micro-placement Checklist and Planning

Defining A Micro-Placement Industry Project

These questions will help you plan and see if a micro-placement project is suitable for your organization/project:

1. Project description – state your project goals clearly
2. Deliverable – clearly state what the actual project deliverable is to be
3. Quality criteria – what does “done” look like (is it quantifiable)?
4. Time expectations – when must it be done (date and/or time)?
5. Technologies – what technologies will be used? Will the student have access to these technologies?
6. Workspace – will the student work in person or remotely?
7. Example – is there an example of a similar product that shows what the final result should look like?
8. Project team – who will be involved in the work?
9. Student skills – what specific skills must the student have?
10. Management – who will oversee the work? Who will mentor the student?
11. Time – How much time is this expected for this oversight?
12. Additional support – who else can the student go to for help?
13. Communication – how often will meetings/check-in happen?
14. Logistics – where will project files, documents, code etc. live?
15. Documentation – aside from the actual product, what other documents are important?
16. Review - Will there be an evaluation process to review successes and shortcomings?

Posting Guide

A micro-placement posting should only be 100-200 words, providing details on the outline of the industry project, company information, and benefits/takeaways for the student. Examples of micro-placements are listed on the following pages.

Posting outline:

Title of Micro-Placement

Overview

Include three to four sentences/bullets on what the micro-placement entails: job shadow/project details, who they will be working with, expectations and standards, and learning outcomes; **students want to know the purpose and value of the role, what they are solving, and what they are contributing to.**

Qualifications/Ideal student(s):

Include up to five bullets on what type of student(s) you're looking for:

- A few skills/qualifications
- Type of student – junior-level (1st and 2nd year), senior-level (3rd and 4th year), or graduate student
- Types of program – list of [majors and programs](#), [business concentrations](#), [engineering majors](#), and [graduate programs](#)

About Us

Provide a quick summary/mission statement about the company, so students know what to expect from your organization.

Posting Examples

Example 1: Build Abstracts, Campus Architecture

Campus Architecture would like a keen and detail-oriented student to collect and organize information for buildings across campus both physically and in an Excel spreadsheet. These building abstracts would provide an overview of information available for each building (e.g., building codes, classifications, emergency information and more). This student will be serving a key role within Campus Architecture by developing a building abstract repository for the office. The resource that this student develops will be used daily by the team to quickly retrieve information on campus buildings.

Responsibilities:

- Create a coherent spreadsheet that contains summary information (abstract) of all buildings on campus including but not limited to building codes, classifications, emergency information
- Work directly with our team to capture this information.

Ideal Student:

- Students pursuing a Minor in Architectural Studies are especially encouraged.
- We are looking for a student with good attention to detail, experienced in Excel, and strong communication.

About Us

- We create a campus environment that inspires research, learning and community, enriches student experience, and advances sustainability.
-

Example 2: Finance Office Assistant

The Finance Department is looking for an ambitious student(s) to provide administrative support to the finance team. You will:

- Work directly with the Accounting Manager and assist in the organizing system for tracking and handling sensitive documentation
- PO Matching
- Data Entry into Excel
- Job Shadow various roles in the Finance department (4hrs)
- Report to the Accounting Manager

These tasks will provide you with exposure to Accounts Receivable, Account Payable, and overall functions of a Finance department in the Supply Chain Industry.

Qualifications / Ideal Student(s):

- This position is open to all students, but students in Finance, Business Administration, or Supply Chain Management are especially encouraged
- Organizational skills to effectively process all paperwork
- Self-confidence to take the initiative to approach situations with innovative solutions and ask questions to gain understanding

Account Registration and Creating a Posting

Register for an Employer Account

1. Fill out the [Employer Registration](#)
2. Once your registration has been submitted, it will be approved within 1 – 2 business days
3. Once approved, or if you already have an existing account log in on [Elevate](#)
4. Click on the **Employer tab** and use your email address and password to access your account

Note: If you already have an [Elevate](#) account, you do not need to register for an account. Proceed to step 5.

Create and Post Your Micro-Placement Opportunities

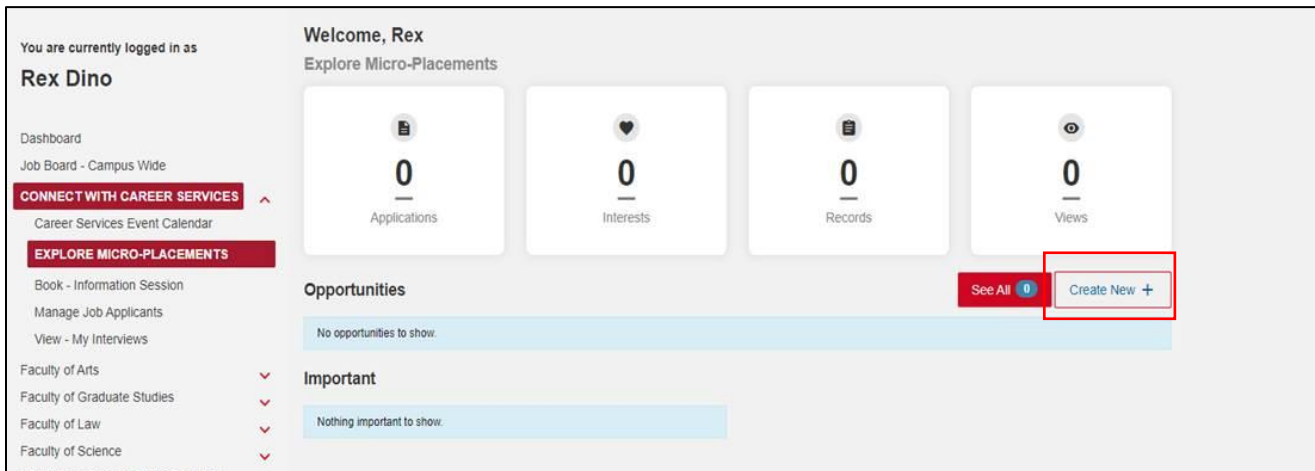
5. This is the view of your account once you have logged in
6. Click on **“Connect with Career Services”**

The screenshot shows the user dashboard for Rex Dino. The user is logged in as Rex Dino. The dashboard includes a navigation menu on the left with options like 'Dashboard', 'Job Postings', 'Interviews', and 'Records'. The 'Connect with Career Services' option is highlighted in red. The main content area displays a 'Post a Job' button and a section for 'Connect with our students through our Events and Services', which includes a list of upcoming career fairs and four promotional banners for Industry Career Fair, Grad School Fair, Education Career Fair, and Winter Career Fair.

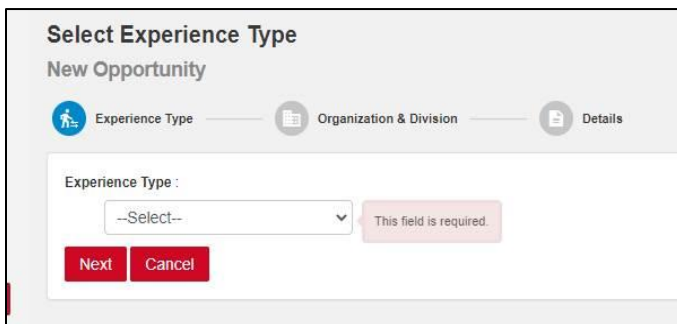
7. Click on **Explore Micro-Placements**

The screenshot shows the 'Career Services Event Calendar' page. The user is logged in as Rex Dino. The page features a sidebar with navigation options, including 'CONNECT WITH CAREER SERVICES' and 'CAREER SERVICES EVENT CALENDAR'. The 'Explore Micro-Placements' option is highlighted in red. The main content area displays a calendar view for the month of January, showing dates from Sunday 31 to Monday 1.

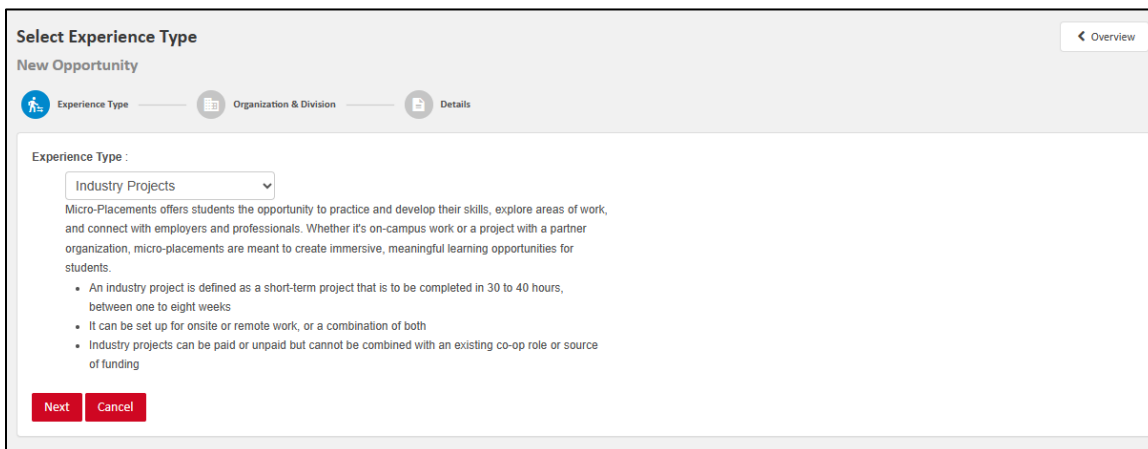
8. Post your opportunities by clicking on **“Create New +”**



- Under **Experience Type** click on the down arrow to select either
 - Industry Projects



- Once you have selected the type click **Next** to open the posting form



11. Fill in all the required details regarding the opportunity and click **Next**. Refer to page 5 for tips on creating a micro-placement opportunity.

The screenshot shows a web interface for creating a micro-placement opportunity. The user is logged in as Rex Dino. The page is titled 'Details (480)' and has a progress bar with four steps: Experience Type, Terms and conditions, Organization & Division, and Details. The 'Details' step is active. The form includes the following fields:

- Experience Type: Explore Micro-Placements Project Based
- Posting Name: [Text Input]
- Posting Description: [Rich Text Editor]
- Address Line 1: [Text Input]
- City/Town: calgary
- Province: alberta
- Industry Partner Details: Organization: Rex's Renos

12. At the bottom of the page, do not click on **“Accepts Applications”** – the office will manage this for employers and match students to your opportunity

The screenshot shows the 'Additional Opportunity Details' form. The 'Accepts Applications' checkbox is unchecked and highlighted with a red box. The form includes the following fields:

- Accepts Applications: Checking this will allow students to apply to this opportunity with an application package. Leaving it unchecked will only allow students to show interest in this opportunity
- Number of Positions: 1
- Go Live Date: 11/25/2021 01:27 PM
- Applications Open Date: 11/25/2021 01:27 PM
- Expiry Date: 12/09/2021 11:59 PM

Buttons: Next, Cancel

13. Once all fields on form are filled click **Next** – this step “Saves” the opportunity and will show you the Opportunity is “Pending” - the posting will be reviewed and approved by our Project Administrator.
14. An email will be sent to you when the posting is active. When a student is successfully matched, contact details will be provided to you to reach out to the student to schedule a brief intro meeting.

Student Placement Agreement

This agreement will be signed by the organization prior to starting a micro-placement. Additionally, we also require a Certificate of Insurance (COI). The certificate can be obtained from your insurer/broker and must provide proof of current liability insurance in the amount of \$2 million and have the University of Calgary added as an "Additional Insured".

If your placement will only be hosted online, a COI may not need to be provided. However, it is best to check with our staff first.

By definition, the students are not considered to be employee(s) of the organization, and the agreement along with COI will ensure the peace of mind of our students, placement organizations, and the university. A draft of the Student Placement Agreement is found on the next page.

If there are any questions or concerns, please don't hesitate to let us know at recruit@ucalgary.ca.

BETWEEN:

ORGANIZATION
(the “**Organization**”)

and

THE GOVERNORS OF THE UNIVERSITY OF CALGARY
(“**University of Calgary**”)

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1
TERM, NOTICES & DEFINITIONS

1.1 This Agreement shall commence as of the date of final signature below and shall continue in force for a period of five (5) years, subject to early termination as set forth in this Agreement. At the expiry of such period, this Agreement will terminate unless renewed by mutual agreement of the parties.

1.2 Notices shall be sent to the organization with a read receipt serving as confirmation to be effective. Notices shall be sent to:

If to the Organization:

Contact Name
Contact Title
Organization Name
Address
Phone
Email

If to the University of Calgary:

Tammy Faas
University Legal Services
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4
Fax: 403-210-9635
Email: legalservices@ucalgary.ca

1.3 In this Agreement, the following words and phrases have the following meanings:

- (a) “**FOIP**” means the *Freedom of Information and Protection of Privacy Act* (Alberta);
- (b) “**Placement**” means a supervised learning opportunity in service to the Organization to enable a Student to develop knowledge, competencies, judgment, attitudes and practical experience related to the Student’s studies; and
- (c) “**Student**” means a student registered in a course or program of study at the University of Calgary.

ARTICLE 2
PLACEMENT PARTICIPATION

- 2.1 Students participating in the placement program at the University of Calgary and accepted by the Organization may participate in Placements with the Organization. The Placements agreed to by the parties will include University of Calgary Career Services Staff for the purpose of instructing, supervising, or evaluating Students participating in Placements. The exact nature and length of each Placement shall be determined by mutual agreement between the parties.
- 2.2 The Organization acknowledges that Students participating in a Placement and staff of the University of Calgary who are involved in the Placement may use the facilities, resources, and services of the Organization in accordance with the policies, rules, regulations, and procedures of the Organization as made known to the Student and the University of Calgary, and in keeping with the nature of the Placement.
- 2.3 The University of Calgary retains sole responsibility for assessing Students' performance and assigning appropriate evaluations of work.

ARTICLE 3
TERMINATION

- 3.1 Either party may give notice to terminate this Agreement without cause, by giving to the other party 6 months' notice in writing.
- 3.2 Unless otherwise agreed, in writing, Students will be able to complete Placements arranged prior to termination of this Agreement.
- 3.3 If, for any reason, a Student is no longer participating in a Placement, then the parties' obligations herein in respect of that Student shall terminate on the date that the Student's participation in the Placement ends.

ARTICLE 4
RESPONSIBILITIES OF THE UNIVERSITY OF CALGARY

- 4.1 If requested by the Organization, the University of Calgary shall take reasonable steps to ensure that Students placed in Placements with the Organization are made aware of the policies and procedures of the Organization, to the extent that such information is provided to the University of Calgary by the Organization.
- 4.2 The University of Calgary shall provide the Organization with the University of Calgary's policies and procedures that are necessary for the Organization to effectively participate in the Placement.

ARTICLE 5
RESPONSIBILITIES OF THE ORGANIZATION

- 5.1 The Organization shall provide Students participating in Placements (and the University of Calgary, as required) with an orientation to its facilities, administrative structure, and policies, so that Students can effectively and safely participate in Placements.

- 5.2 The Organization shall ensure that its applicable staff are made aware of the policies and procedures of the University of Calgary as they apply to each Placement, and the Organization shall take reasonable steps to ensure compliance.
- 5.3 The Organization agrees to ensure that each Student receives adequate, consistent, and appropriate supervision, direction and learning opportunities during their Placement.
- 5.4 The Organization recognizes that the Students are, to varying degrees, in the process of gaining experience, instruction and education in their field. The Organization shall not permit any Student to undertake activities, responsibilities or duties that exceed the capabilities of the Student.
- 5.5 The Organization will advise the University of any police checks, vulnerable sector checks, immunizations, medical clearances, or other health or security clearances, required of Students attending Placements at the Organization.
- 5.6 The Organization, acting reasonably, reserves the right to refuse access to its facilities by any Student or staff member of the University of Calgary.
- 5.7 The Organization shall notify the University of Calgary promptly in the event a Student is sick, ill, injured, incapacitated, or involved in any claim relating to his or her actions or omissions, during the Placement.

ARTICLE 6
INSURANCE

- 6.1 Each party shall insure its operations under a contract of comprehensive general liability insurance, with an insurer licensed in Canada in the amount of not less than \$2,000,000 per occurrence, insuring against bodily injury, personal injury, and property damage, including the use thereof arising out of this Agreement.
- 6.2 Where a Placement involves students from a health sciences discipline, such as medicine, nursing, or psychology, each party shall insure its operations under a contract of medical/professional malpractice insurance, with an insurer licensed in Canada, in the amount of not less than \$2,000,000 per occurrence. Physicians supervising Students shall be members of CMPA or have personal medical malpractice insurance.
- 6.3 Each party shall provide proof of insurance in the form of a certificate of insurance, prior to the commencement of this agreement, and, within 10 days of receiving a request for proof of insurance during the term of this agreement.
- 6.4 The Organization will not be responsible for providing WCB coverage to Students.

ARTICLE 7
GENERAL

- 7.1 The parties acknowledge that this Agreement is subject to FOIP. All the terms and conditions of this Agreement shall be carried out in compliance with FOIP, and any laws regarding confidentiality of personal or health information as may apply in the jurisdiction of the Organization and the location of the Placement.
- 7.2 The Organization shall use reasonable efforts to ensure that the Students are aware of the obligations of the Organization pursuant to FOIP. The Organization shall ensure such Students also are made aware of other requirements under any laws regarding confidentiality of personal or health information as may apply in the jurisdiction of the Organization and the location of the Placement.
- 7.3 Each party agrees to indemnify and save harmless the other party from and against all manner of actions, causes of action, suits, claims, demands and costs whatsoever to the extent arising from any tortious or wrongful act or omission of the indemnifying party or the indemnifying party's students, employees, volunteers, or agents, undertaken pursuant to this Agreement.
- 7.4 This Agreement, including any schedules attached hereto, if applicable, constitutes the entire agreement between the parties and supersedes all other oral or written representations, warranties, and agreements, between the parties with respect to the Placements, and no addition, variation, or amendment of this Agreement shall take place except by agreement in writing between the parties.
- 7.5 The parties acknowledge that nothing in this Agreement is intended to create an employee/employer relationship, partnership, joint venture, or agency relationship, between the parties.
- 7.6 Unless there is express, written agreement to the contrary, the parties agree that copyright and all other intellectual property rights in any works created or owned by any Student, subcontractor or employee of the University of Calgary, and all materials and supplies furnished or provided by the University of Calgary, Students, subcontractors or employees of the University of Calgary for use in the performance of this Agreement are and remain the property of the University of Calgary or its Student, subcontractor or employee, in accordance with the intellectual property policies of the University of Calgary. The parties agree that unless there is express, written agreement to the contrary, copyright and all other intellectual property, previously developed, created or owned by the Organization for use in the performance of this Agreement remain the property of the Organization.
- 7.7 Each Party agrees not to use or refer to the other party, or its marks, in any promotional material or otherwise, without the other party's express written consent.
- 7.8 This Agreement, and all claims arising out of or relating to this Agreement, shall be governed exclusively by and construed in accordance with the laws in force in the Province of Alberta. The parties hereby irrevocably attorn to the jurisdiction of the courts of the Province of Alberta with respect to any matter arising under, or related to, this Agreement.

7.9 The parties shall exercise every reasonable effort to meet their respective obligations under this Agreement but shall not be liable for failures to perform or delays in performance resulting from causes beyond their reasonable control, including but not limited to labour disputes.

7.10 No waiver or any breach of any term or condition of this Agreement shall be construed to waive any subsequent breach of the same or any term or condition of this Agreement.

IN WITNESS WHEREOF, the parties or their authorized representatives have duly executed this Agreement effective as of the date of final signature below.

THE GOVERNORS OF THE UNIVERSITY OF CALGARY

ORGANIZATION

Per: _____

Name: Teri Basler, PhD

Title: Provost and Vice-President (Academic)

Per: _____

Name:

Title:

Date:

Date:

DRAFT