

433 POST-SECONDARY STUDENT PLACEMENTS

Belief

The MESC believes in creating strong partnerships with post-secondary institutions in providing Maskwacisak post-secondary students with work experience related to their field of study. The MESC believes that learning is a lifelong process, and it is its responsibility to foster the growth and development of Maskwacisak, who are required to participate in post-secondary student work placement. Post-secondary student work placement is critical in providing a rich learning experience for post-secondary students.

Guidelines

1. Priority is to accommodate Maskwacisak post-secondary students first and foremost. When Maskwacisak post-secondary students choose MESC as their first or second placement selection, People Services will find placement as long as there are available supervisors and mentors to do so.
2. MESC will accommodate other post-secondary students outside of Maskwacis if there is an available placement after our Maskwacisak post-secondary students have been placed and the mentor and/or supervisor is able to accommodate.
3. Post-secondary student work placements include but are not limited to:
 - Practicum placements in teaching, social work, education assistant programs, and counselling programs
 - Apprenticeships
 - Internships
4. All post-secondary students placed within the MESC must:
 - a. Adhere to the MESC procedures and policies;
 - b. Provide an updated criminal record check and child welfare intervention record check before their start date; and
 - c. Review the AP 413 Code of Conduct.
5. MESC employees will ensure post-secondary students have a positive learning experience.
6. Mentor and/or supervisor of post-secondary students will:
 - Supervise the post-secondary student;
 - Provide feedback that will improve and enhance their learning experience;
 - Provide resources as needed;
 - Complete a fair evaluation if required by the post-secondary institution;

- Collect and complete all documentation required;
 - Ensure communication between the post-secondary student, mentor, and/or supervisor is maintained;
 - Communicate with People Services and the post-secondary institution if concerns need to be addressed; and
 - Be of good moral character and demonstrate leadership qualities.
7. People Services will:
- Communicate with site supervisors to ensure MESC can make placements
 - Collaborate with the Post-secondary Placement Coordinators and identify placements, and review the process
 - Ensure placements are coordinated
 - Ensure all post-secondary students have submitted their updated criminal record check and child welfare intervention record check before their start date.
 - Review the AP 413 Code of Conduct with post-secondary students before their start date
 - Act as a liaison between the site placement and the post-secondary institution.

Procedures

1. Post-secondary institution coordinators will contact People Services for placement within a reasonable time before the placement is required. If any Post-secondary Institution personnel contact the site/school regarding post-secondary student placement, the site supervisor must direct them to People Services.
2. People Services will coordinate placements with schools and sites within MESC by working with the supervisors of those sites.
3. The principals and/or supervisors will recommend mentors. Mentors must have the following:
 - a. A minimum of 3 years of experience in their field and
 - b. Hold a certificate or degree in that field.
4. Depending on the type of placement, the time required, and the level of responsibility placed on the mentor and/or supervisor, MESC may offer a stipend to the mentor and/or supervisor to acknowledge additional responsibilities. This stipend will be determined by People Services and communicated before the placement. In no instance will this stipend exceed the rate identified in the MESC per diem rates for advanced placement.

References:

[AP 413 Code of Conduct](#)

MESC Board of Governors Policy: EL-7