

**Canada-Brazil Ciência sem Fronteiras Scholarship Program**  
**Canada-Brazil Science without Borders Scholarship Program**

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**A Student Guide to  
Undertaking Your Research or Industry  
Placement in Canada**

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## INTRODUCTION

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Dear Student,

Welcome to Canada! Now that you have settled in at your academic institution, CBIE would like to provide you with further information about the research/industry placement you will complete during your time in Canada.

The placement component of the “*Ciência sem Fronteiras*” program (CsF) presents an exciting opportunity for you to gain valuable experience within your field of study, whether you are placed in a research or industry setting.

It’s important to remember that finding the right placement takes time and that, in order to find a suitable match, there are certain steps that must be taken along the way.

In order to better understand these steps, we encourage you to read through this guide. You will not only learn how to find a research/industry placement, but also what you can expect from your placement, how to make the most of your placement experience, and much more.

Using Annex 1 at the back of this guide, you will also be able to determine whether your placement will be arranged by CBIE or in collaboration with your Canadian university, an important first step in the placement process.

We hope that you find this guide useful and look forward to working with you throughout the placement process.

Sincerely,

Violette Pedneault

Director, Canada-Brazil *Ciência sem Fronteiras* Scholarship Program

## RESEARCH/INDUSTRY PLACEMENT OVERVIEW

### Defining Research and Industry Placements

The research/industry placement is the *practical component* of your scholarship. It should complement your academic studies and provide you with the opportunity to apply your learning to a research project or workplace setting.

It is intended to provide you with *meaningful* experience related to your field of study.

A “meaningful” experience includes:

- Full-time exposure to a research or work environment;
- Networking opportunities/academic and industry contacts;
- A chance to sharpen your knowledge;
- The opportunity to expand your skill set;
- A valuable credential to include on your curriculum vitae; and much more.

In terms of the similarities and differences between research and industry placements, there are few worth noting:

	Research Placement	Industry Placement
What they have in common	<ul style="list-style-type: none"><li>• Full-time (at least 35 hours per week)</li><li>• Approximately 4 months in length</li><li>• Regular access to supervisor</li></ul>	
How they differ	<ul style="list-style-type: none"><li>• Takes place within an academic institution, such as a university or research centre</li><li>• Students usually contribute to a basic or applied research project</li></ul>	<ul style="list-style-type: none"><li>• Usually takes place within the private sector (i.e. in a company)</li><li>• May also take place in a non-profit or community-based organization or in the public sector (i.e. in a government agency, hospital or clinic, etc.)</li><li>• Students usually contribute to the daily activities of the host organization</li><li>• Student is often placed in an entry-level position</li></ul>

### Placement Supervision

**Research Placements** – In the research setting, a *faculty member* (such as a professor, associate or assistant professor, research assistant or graduate student) will serve as your supervisor/mentor.

**Industry Placements** – For all industry placements, an *employee* within the organization will serve as your supervisor/mentor. This could include a manager, senior-level employee, or someone with sufficient time and expertise to support you.

All supervisors/mentors should provide guidance, support and feedback throughout the placement.

## Placement Timing

Placements align with the Canadian academic calendar and start in May, September, and January. The table below indicates three possible trajectories you could follow throughout the scholarship program.

**If you plan to complete language training, you would choose one of these 3 paths only AFTER completing your language training.**

SEPTEMBER – DECEMBER	JANUARY – APRIL	MAY – AUGUST
Academic Study	Academic Study	R/I Placement
Academic Study	R/I Placement	Academic Study
R/I Placement	Academic Study	Academic Study

Many students choose to complete their research/industry placement (R/I Placement) May through August, since Canadian universities cannot always offer a full-time course load during the summer term. However, there may be reasons for deferring a placement from the summer to the fall or winter when this is possible. Speak to your placement coordinator to determine whether this applies to your situation.

**REMEMBER – completing a placement is *mandatory* for all CsF students. If you are not completing your academic studies, you are required to be engaged full-time in placement activities as per the terms and conditions of your scholarship with CNPq.**

The placements dates for 2015 are:

- Winter: January 5 – May 1
- Summer: May 4 – August 28
- Fall: September 8 – December 18

You may start/finish a few days before or after these dates provided your placement does not overlap with your academic courses and your placement host is available to supervise you.

## Paid or Unpaid?

Because you receive a scholarship which covers your living expenses during the placement period, this is considered a *paid placement*. Therefore, you should not expect to receive any compensation from your placement host.

However, your placement host can decide to supplement your scholarship income. This depends on the organization's internal policies and available funding.

- X DO NOT – If a placement host offers you compensation, do not attempt to negotiate the amount.**
- ✓ DO – If a placement host offers you compensation, remember to report your income and pay taxes to the appropriate authority.**

Students who accept a paid placement are required to have a valid **Social Insurance Number (SIN)**. Before you apply for a SIN, please consult with the internship coordinator at your institution. If your institution does not provide internship placement services, please review the following information available on the Government of Canada's website:

<http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

<http://www.servicecanada.gc.ca/eng/sin/employers/contract.shtml>

### **Work Permits**

Please be prepared to share a copy of your work permit with your placement coordinator at your institution or with CBIE. This information may be needed in order to secure a placement opportunity.

#### **FOR MORE INFORMATION:**

If you have any questions related to work permits, please visit the Citizenship and Immigration (CIC) website:

<http://www.cic.gc.ca/english/index-can.asp>

### **Academic Performance and the Placement Process**

Maintaining good grades and relationships with your professors is essential to securing a research/industry placement. Your transcripts may be forwarded to potential supervisors, who may assess their interest in hosting you based on your academic record. Poor grades, academic misconduct and improper course selection may limit the placement opportunities available to you.

Your academic performance in both Canada and Brazil may also affect the level of tasks and responsibilities assigned to you during your placement, which will depend on your current skills, experience and proven ability to succeed.

**REMEMBER – Students who fail one or more courses while in Canada may have difficulty in finding a meaningful placement and may be refused research/industry placements by potential hosts.**

### **Early Departure from Your Placement**

Once a placement is accepted, students are expected to commit to the full length of their placement term. If exceptional circumstances arise and you must leave your placement early, you must contact your placement supervisor and your placement coordinator before leaving your placement. You must also notify CNPq of the situation to determine if early departure can be granted.

### **Requesting Time Off**

Given the short time span available to participate in a placement, students are expected to work the entire duration of the placement term. You will not be permitted to take any vacation time during your placement.

## Failure to Meet Expectations

Your placement host or supervisor may decide to terminate your placement as a result of misconduct and/or failure to meet expectations.

If your placement is terminated, you are at risk of failing to complete a core component of your scholarship program, and may be required to return home and/or face other consequences as determined by CNPq.

## The Placement Partnership

From the placement search up until the last day of your placement, the placement process is a three-way partnership involving you, your university or CBIE coordinator, and the placement host.

All three partners have important roles to play to ensure the placement experience is a positive and productive one.

Read through the chart below to better understand your roles and responsibilities, as well as those of your placement coordinator and your placement host:

Student Responsibilities	
During the Placement Search	<ul style="list-style-type: none"><li>• Know who will assist with your research/industry placement (CBIE or your university)</li><li>• Maintain regular contact via e-mail and phone (don't forget to check your spam folder), and meet in-person with your placement coordinator as needed</li><li>• Determine and communicate your learning objectives to your coordinator during the placement search to ensure that suitable placement opportunities can be identified</li><li>• Remain actively involved in seeking and applying for placement opportunities</li><li>• Attend <b>all</b> interviews and follow leads suggested by your coordinator</li><li>• Behave in a professional manner throughout the application and placement search, as well as in the placement setting</li><li>• Ask questions and carefully consider all placement opportunities before accepting an offer, as changes to placements are generally not permitted</li><li>• Ensure the placement meets CsF criteria by having your coordinator approve your placement opportunity</li></ul>
During the Placement	<ul style="list-style-type: none"><li>• Discuss the placement and define your learning objectives with your placement supervisor within the first week of starting the placement</li><li>• Record placement objectives and other relevant information on a <b>Placement Confirmation Form</b> that will be provided by your CBIE or university placement coordinator</li><li>• Comply with policies, procedures and safety protocol at all times</li><li>• Advise your CBIE or university placement coordinator of any concerns/issues that arise during the placement which cannot be resolved by you and placement supervisor</li><li>• Complete CBIE's <b>Mid-Placement Questionnaire</b> halfway through the placement term</li><li>• Complete and sign the <b>Final Report</b> in collaboration with your placement supervisor at the end of the placement, and return a copy of the report to your CBIE or university placement coordinator before the last day of your placement</li></ul>



University or CBIE Responsibilities	
During the Placement Search	<ul style="list-style-type: none"> <li>Provide program information to prospective placement hosts and partners</li> <li>Assist in finding placement opportunities by forwarding students' CVs, work samples and profiles to placement partners, and matching them with secured placement opportunities where possible</li> </ul>
During the Placement	<ul style="list-style-type: none"> <li>Monitor student progress throughout the placement term by administering the <b>Mid-Placement Questionnaire</b></li> <li>Provide assistance in resolving issues and problems that may arise throughout the placement term which the students is not able to resolve on his/her own or with the placement host</li> <li>Provide the student with a <b>Placement Confirmation Form</b> and <b>Final Report</b> template for completion with the supervisor at the beginning and end of the placement, respectively</li> </ul>
Host Responsibilities	
During the Placement Search/Before the First Day	<ul style="list-style-type: none"> <li>Provide accurate, informative job descriptions so that students are able to evaluate whether a particular placement is a good match, given their interests, goals, background and abilities</li> <li>Request an interview with the student if they believe this is necessary to determine whether or not he/she would be a good fit for their research/industry opportunity</li> </ul>
During the Placement	<ul style="list-style-type: none"> <li>Provide the student with meaningful experience related to his/her field of study</li> <li>Introduce the student to the work/research environment, outline the student's role and responsibilities, explain the policies and procedures governing the placement setting, etc. ("orientation")</li> <li>Meet with the student within the first week of the placement start date to discuss placement objectives and to sign the <b>Placement Confirmation Form</b></li> <li>Provide the student with adequate supervision, mentorship and guidance throughout the placement term</li> <li>Conduct a midterm and final performance evaluation</li> <li>Review and sign the student's <b>Final Report</b> before the last day</li> <li>Advise the placement coordinator immediately of any job-related issues that cannot be resolved by communicating with the student alone (example – performance issues; attendance or the termination of your placement)</li> </ul>

**REMEMBER** – In order to properly manage your research/industry placement, CBIE and your academic institution may communicate and share information about your work and academic experience, skills, interests and details of any challenges experienced during your placement.

### Important Considerations

Whether you are working with CBIE or your university, it is important to keep the following considerations in mind:

- **Students are guaranteed a research or industry placement but not a specific type of placement.**
  - What does this mean for your placement? While you may prefer a research or industry placement,



it's not always possible to accommodate a preference, particularly in certain fields of study or regions of Canada. Please remain flexible and open to both research and industry placements.

- **In Canada, students study a variety of topics within their academic discipline. They do not necessarily specialize until they pursue graduate studies later on in their academic careers.**
  - What does this mean for your research placement? You may be assigned to work with a professor on a topic *broadly related* to your specific interest (for example – animal behavior, rather than small animal behaviour). Communicate with your supervisor to make sure they are aware of your research interests. They may be able to use their network of contacts to expand on this opportunity for you. Also, recognize that even if you are not studying the precise topic you pursued at your home institution in Brazil, it can still be a valuable learning opportunity that will expand your knowledge and skill set and expose you to something new and exciting.
- **In Canada, it is likely that undergraduate students in industry placements will work in an entry-level position.**
  - What does this mean for your industry placement? If you are placed with an industry partner, the type and level of tasks you are assigned during the placement may not be at the level you might have imagined. For example, if you are placed in the health sciences field, you may not be permitted to work directly with patients, but instead will be engaged in meaningful assignments behind the scenes. If your placement is in the business administration field, you may not be permitted to manage front-line relationships with customers, but will be relied upon to provide support to more senior-level employees.
  - It is important to recognize that such tasks allow you to gain labour market exposure and build valuable connections within your chosen and related fields.
  - The responsibilities you are given may increase over the course of your placement. Your host may give you tasks that are better aligned with your academic and career objectives as you get to know one another, and once you have demonstrated your skill and knowledge set. Please be patient.
- **Placements provide an opportunity to develop transferable skills, or skills that are applicable across academic disciplines and work settings.**
  - What does this mean for your research or industry placement? In addition to acquiring knowledge and skills related to your academic field of study, your placement opportunity should help you gain or improve upon the skills that you will need in future academic or labour market pursuits. Such skills include interpersonal, time management, problem-solving, critical thinking and communication skills.
- **Each placement host will have their own policies and procedures to follow. There also general standards of professional conduct to consider throughout your placement.**
  - What does this mean for your research or industry placement? You should familiarize yourself with the specific rules and policies that will apply to you at the start of your placements. For example, your host may have a specific procedure for you to follow if you are ill and unable to report for your placement duties, such as calling into an automated system or presenting a doctor's note. You should also consider the general standards of practice found in the checklist below or in Annex 5.

- **Industry placement hosts range from small to large companies, the majority being small and medium-sized companies.**
  - What does this mean for your industry placement? If you are able to secure an industry placement, it might be with a small to medium-size company that you might not know much about. Despite the company size, or your familiarity with it, placements with these smaller companies offer great opportunities to learn ‘on the job’, connect with the practical side of your field of study and work closely with a mentor in your sector.
- **Industry placements can be located throughout the city.**
  - What does this mean for your industry placement? Even though your industry placement will likely be in the same city where you study, this does not guarantee that it will be located near your university. Like many working Canadians, you may have to commute to and from your placement using public transportation. An average commute of one hour is not unusual, particularly in large cities. You should not pass up good opportunities just because there is a longer commute involved.

### Professional Conduct Checklist

- ✓ Abide by the rules, regulations, policies and procedures of the placement setting
- ✓ Arrive on time or, better yet, arrive early
- ✓ Inform your placement supervisor if you are ill or running late
- ✓ Follow the dress code set by your placement host
- ✓ Behave in a professional and respectful manner at all times
- ✓ Commit to the full length of your placement term and do not request time off

## BEFORE YOUR PLACEMENT BEGINS: WHAT YOU NEED TO KNOW

Your research/industry placement will either be arranged through your university or through CBIE, depending on which academic institution you attend. Refer to Annex 1 to determine whether CBIE or your university will be arranging your placement.

My placement is being arranged by: ☐ Academic institution (read the section below)  
☐ CBIE (skip to page 12)

### *Working with Your Academic Institution*

**Step 1) Ask your institution for the name of your placement coordinator.**

Placement coordinator: \_\_\_\_\_

Contact information: \_\_\_\_\_

**Step 2) Meet with your placement coordinator.**

Determine how active a role you should play in finding your placement. This could involve providing a list of companies with which you would like to be placed, identifying your areas of interest, providing a CV, attending interviews, or directly contacting professors or companies to find out if they may be willing to host you. Discuss the timeline of activities and ask questions to understand the placement process.

**Questions to ask your placement coordinator:**

- What type of documents/information do you need from me (ex., CV, work permit, a list of companies I am interested in)?
- Can I look for my own placement?
- What do I do if I find my own placement?
- What should I do if I have questions once in my placement?

**REMEMBER – The steps for finding a placement may be different for each university.**

**Step 3) Take note of any deadlines or instructions to follow while in your placement.**

Find out how often your coordinator expects you to be in communication with him/her during your placement. Monitor your email regularly and respond to any requests/questions from your academic institution in a timely manner. Keep your coordinator informed of any changes to your contact information and be sure to check your voicemail and spam/junk e-mail folder regularly, so that you don't miss any communications.

You can contact CBIE at [csf@cbie.ca](mailto:csf@cbie.ca) if there are any major issues with your placement, but your primary contact should be your placement coordinator at your academic institution if they are arranging your research/industry placement.

**Continue reading on page 15 (“Changing a placement” and “Relocating for a placement”)**

## Working with CBIE

Your CBIE placement coordinator will get in touch with you a few months before your placement is scheduled to begin. This person will be your primary contact for any issues related to your research/industry placement.

Please note, this coordinator may be different from your CBIE academic manager, who will assist you with your academic obligations.

The CBIE placement coordinator will help you find a suitable research or industry placement that complements your area of study. To facilitate this process, CBIE requires you to *actively participate* in the placement process. This includes responding to any emails sent or voicemails left by your CBIE placement coordinator.

Throughout the placement process, please keep the following in mind:

- Notify your coordinator of any changes to your email, phone number or mailing address throughout your placement. Please do so within 5 days of making any changes;
- Check your email regularly; and
- Communicate only with your assigned CBIE placement coordinator on issues related to your placement.

Once you are in your placement, it is important to stay in touch with your CBIE placement coordinator. Feel free to contact your CBIE placement coordinator at any point during your placement if you have any questions, concerns, or comments regarding your experience.

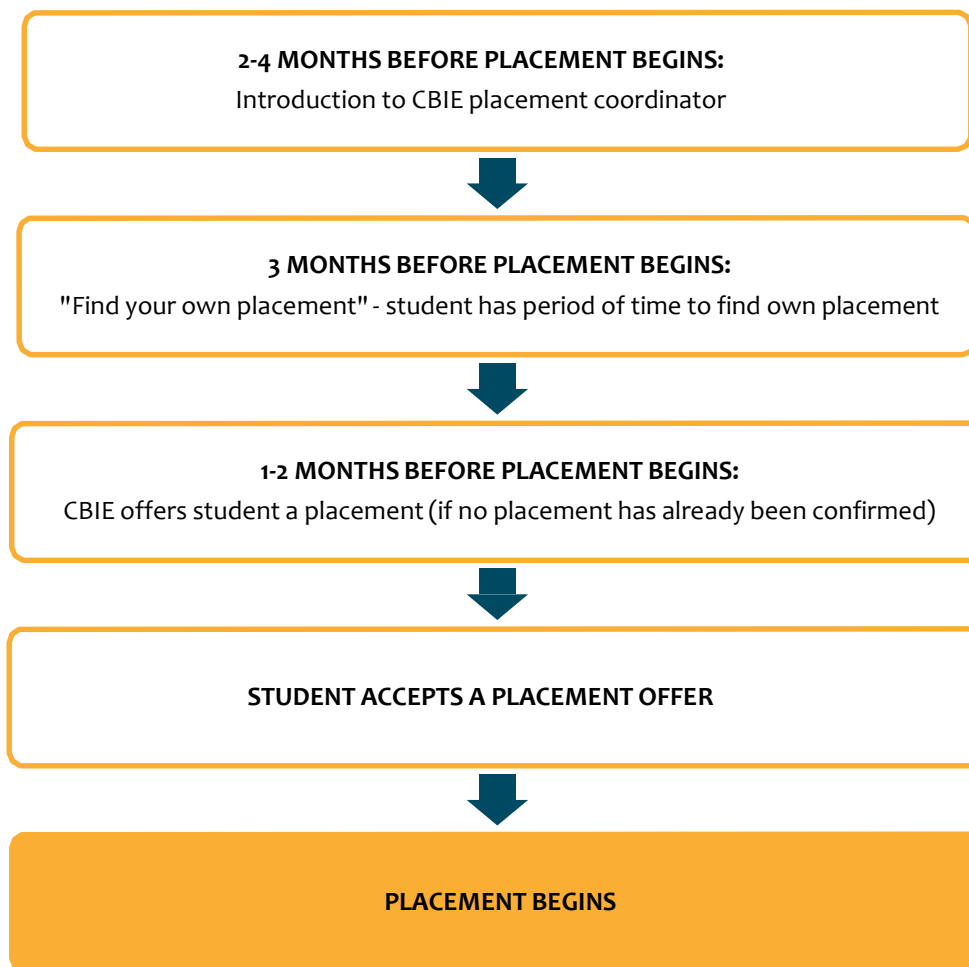
Please note, all questions not associated with your research/industry placement should continue to be addressed to your CBIE academic manager.

### Fill in the blanks

**My CBIE Placement Coordinator is:** \_\_\_\_\_

**My CBIE Academic Manager is:** \_\_\_\_\_

If CBIE is managing your research/industry placement, you should anticipate the following key steps:



**Step 1) Get connected with your CBIE placement coordinator.** CBIE will contact you by email approximately 2-4 months prior to the anticipated start of your placement. At this time, you may be asked to provide some information regarding your interests, experience and placement objectives.

**Step 2) Try and find your own placement.** Before CBIE begins offering you placements, you have the opportunity to find your own placement. You will have until a specific date (approximately 2 months before your placement is set to begin) to find and confirm your own placement before CBIE begins to assist you.

Many students have specific companies or professors in mind that they would like to work with, so this is your chance to be in control of your placement and find the placement that is just right for you.

This is also an excellent opportunity for you to sharpen your networking skills, and to learn and practice effective techniques that will assist you in your own job search in the future after graduation.

If you find your own research or industry placement, it is important that you inform your CBIE placement coordinator as soon as possible. CBIE will ensure that the placement meets the criteria outlined by CNPq.

## “How Do I Find My Own Research/Industry Placement?”

There are many things you can do to help find your placement including:

- Familiarize yourself with your university’s research centres and experts (the university website is a great starting point);
- Schedule meetings with professors at your university to learn what their research is about and what opportunities there may be for you;
- Attend talks, presentations and conferences where possible at your university or other universities or colleges in the area to widen your network of contacts;
- Participate in CBIE webinars to help prepare your CV, cover letter and interview skills;
- Visit your university’s career office for a list of websites, companies or other services to assist you in reaching out to companies;
- Keep an eye on postings for jobs and other volunteer opportunities in your field of interest; and
- Identify key contacts in companies and/or institutions and email them explaining the type of opportunity you are seeking (have a few people read through your message, CV and cover letter before sending them).

**Step 3) Accept a placement offer.** Whether you succeed in finding your own placement or wait for CBIE to offer you one, you must formally accept or decline the offer.

### “What does it mean to ‘accept’ an offer?”

When CBIE finds you a suitable opportunity, you will be provided with details of the placement (location, brief description and name of supervisor) and asked to sign and return an **Accepting an Offer Form** if you are interested. We encourage you to ask any questions you might have regarding a particular offer before returning this form to your CBIE placement coordinator by the deadline communicated to you.

After you have returned a signed **Accepting an Offer Form**, this becomes your placement. CBIE will confirm with the supervisor and plans will be made to accommodate you. CBIE will then stop searching for other placement opportunities and expect you to also stop looking for further placement opportunities.

If you hear from other professors or companies after formally accepting an offer, politely inform them that you have selected another opportunity so that they do not continue with the placement process.

### “What does it mean to ‘decline’ an offer?”

In some cases, you may feel that a particular placement opportunity is not related to your general field of study or that you may not have the skills or experience required to succeed. When this is the case, you might decide to decline the offer.

Before doing so, consider the offer carefully, familiarize yourself with the researcher or company and weigh all the potential benefits of the opportunity.

If you choose to decline the offer, you must complete and sign a **Declining an Offer Form**, outlining your reasons for declining the offer. Your placement coordinator will consider your request on a case-by-case basis.

**REMEMBER – If you decide to decline an offer, you might be expected to secure your own placement. Placements are set to begin in early May, January or September. If you have not secured a placement by one of these start dates, you might be able to defer your placement until the following start date. If you will be leaving Canada before the following start date, CBIE will notify CNPq. All students are expected to complete two academic semesters and one 4-month research/industry placement while in Canada and must be engaged in one of these activities at all times.**

## ***Changing a Placement***

Once you have a confirmed placement arranged by either CBIE or by your academic institution, CBIE records the details of your placement and is responsible for reporting these to CNPq.

If students fail to complete the placement which they have confirmed, CBIE is required to inform CNPq. Leaving a confirmed placement without authorization could result in the termination of your scholarship. Check with CNPq to learn more about the potential consequences of having your scholarship terminated.

You are considered to have confirmed a placement if:

- You asked CBIE or your university to confirm a placement you have found on your own;
- You communicated with your university by email stating you accepted an offer; or
- You signed and returned the *Accepting an Offer* and/or *Confirmation of Research/Industry Placement* forms.

If you are experiencing any difficulties during your placement that are preventing you from meeting your learning objectives, please notify your university or CBIE.

Requests to change placements as a result of any major issues will be dealt with on a case-by-case basis and may be considered only after all attempts to improve the first placement have been made.

## ***Relocating for a Placement***

In cases where there are **no meaningful placement opportunities** available in the city where you study, CBIE or your academic institution will consider opportunities in other cities. The preference will be to relocate to cities close by.

If you learn of a placement opportunity in another city, you should contact your placement coordinator at your university or CBIE to obtain approval. CBIE will assess the number of available opportunities to you in your city and the logistics and cost of relocating to come to a decision. The preference will always be to find you an appropriate placement in the city where you study.



## The cost of relocating and reimbursements

If CBIE approves your relocation, you will need to pay for the cost of relocating but can request reimbursement for the following:

- Bus fare from your city of study to your city of placement; and
- Train fare from your city of study to your city of placement

**All travel MUST be approved by CBIE prior to booking. Please note, charges for excess baggage, taxis, hotels and meals during your trip will not be reimbursed.**

### What to Consider before Relocating

- Is the new city considered a high-cost or low-cost city?
- Will the stipend you receive be enough to cover the cost of accommodations, food, local transportation, etc. (your stipend does not change when you relocate)?
- What will you need to bring?
- What can you leave with friends?
- Will you need to change your return ticket (applies only to those who will go directly back to Brazil)?
- Do you have the funds to cover the initial costs of relocation while you wait to be reimbursed?

## Third Party Liability Insurance

Students who complete an industry placement will be provided **Third Party Liability** (TPL) insurance at no cost. Please note there are some institutions that do not require any additional TPL insurance. Any student who is provided TPL insurance will receive an email from CBIE with the necessary information and an insurance card will be provided by Guardme. The TPL insurance is valid for the duration of the student's placement (usually 4 months).

- An industry host may state that TPL insurance is not sufficient coverage for the workplace. Please contact your institutional coordinator or CBIE to discuss next steps.

## DURING YOUR PLACEMENT: Strategies for Research/Industry Placement Success

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Once your placement begins, there are various tips and strategies you can use to ensure your placement is a productive and enjoyable experience.

### **Defining Learning Objectives**

In order to get the most out of your research/industry placement, it is important that you and your supervisor define learning objectives **at the beginning of your placement**.

Learning objectives outline what you wish to accomplish and learn over the course of your placement. Clearly articulating your learning objectives will help to guide your placement activities and ensure that you get the most out of your placement opportunity.

Defining learning objectives **with your supervisor** will also help him/her to better understand your goals. Please keep in mind that your supervisor may not always be familiar with your background, so having a conversation about what you would like to achieve and learn is an important step to take.

**REMEMBER - Students who are required to complete the “Confirmation of Research/ Form” can use this document to start a conversation about or define their learning objectives with their supervisors.**

### **Communicating with Supervisors**

Regular communication with your supervisor/mentor is vital to placement success.

Speak with your supervisor at the beginning of your placement about your goals and objectives, as well as your strengths and abilities, so that your supervisor is aware of what you hope to accomplish and all you have to offer.

You will also need to continue communicating with your supervisor throughout the placement term. For example, you should speak to your supervisor/mentor in the following situations:

- If you have questions pertaining to your assignment or to the placement in general;
- If you are struggling with the volume or level of projects you have been assigned;
- If you are unable to meet the deadlines provided;
- If you have any ideas or insight you would like to share and contribute to the project;
- If you do not understand instructions given to you or require further information; and more.

You can also check in with your supervisor even if you don't have specific questions or concerns. It's a great way to strengthen the supervisor-student relationship and ensure placement success.

Please remember to be courteous and professional during all communications with your supervisor, and to keep an open mind, as supervisors may not always be able to accommodate your requests.

### **Working Independently**

In Canada, it is not uncommon for students to be assigned **independent work**. Therefore, whether you are placed in a research or industry setting, you may find yourself working independently from time to time.

Working autonomously can be both a rewarding and challenging experience.

On the one hand, if a supervisor allows you to work independently, it is often a sign that he or she has faith in your abilities and trusts you to complete your tasks with minimal supervision.

**Your supervisor may rely on you to speak up if you require assistance or have any questions or concerns.**

On the other hand, working independently may be difficult, as it requires you to practice effective time management and discipline, and to stay focused.

If you are struggling with independent work, here are some tips to keep in mind:

- Devise a **work plan** that includes deadlines. Knowing what you need to have completed, and by when, can guide your day-to-day activities and keep you on track to meet expectations, as well as your learning objectives.
- **Communicate** with your supervisor/mentor. If you are working independently, be sure to check in with your supervisor regularly (at least once a week). When checking in, you can ask for feed-back to make sure you are on the right track, ask questions to increase your learning, and bring up any concerns you have, whether related to working independently or not.

Remember that if you can use the opportunity to demonstrate that you are disciplined and responsible, working independently can help to strengthen your relationship with your supervisor and increase your role within the placement setting.

## **Questions for Self-Reflection**

Once you begin your placement, you may find you encounter challenges along the way. When an obstacle arises, try engaging in self-reflection to better understand the root of the issue and to find an appropriate solution.

The following questions may help you to address your concerns and ultimately make the most out of your research/industry placement:

1. “Within the context of my placement, what am I currently doing well?”
2. “Within the context of my placement, what could I improve upon?”
3. “What have I learned since beginning my placement?”
4. “What do I hope to learn by the end of my placement?”
5. “Could I improve upon my communication with my placement supervisor/mentor? If so, how?”

## **Workplace Health and Safety**

As an intern, student or employee, you have certain basic rights when working on the job. You should familiarize yourself with your rights and responsibilities as outlined in provincial and federal laws.

When engaging in activities during your research or industry placement, keep in mind the following:

**Most importantly, do not engage in any activity or task that you feel is a danger to your health and safety.**

- You should know the hazards of your job. Your employer or supervisor should take the time to tell you about anything in your job that could hurt you and make sure you are provided with the information you need so that you can work safely.
- You should ask if there is any training that you should complete prior to beginning your placement.
- If you have any safety concerns, speak to your supervisor or management. If you continue to feel unsafe in your work environment, contact your university placement coordinator or CBIE.

### ***Join LinkedIn!***

During your experience in Canada, and particularly during your research or industry placement, you will meet many new people. These individuals, whether they are students, your placement supervisor, work colleagues, or employees at other companies, are contacts that may provide you with important connections later in your academic and professional career.

It is therefore very important for you to consider not only the knowledge and skills that you will acquire during your placement, but also the professional connections and networking opportunities that you can gain while in the placement setting.

LinkedIn, a social networking website for professionals, will help you create and maintain these connections and build your professional network during and after your placement. (See CBIE's webinar 'Post-Placement: Leveraging your Professional Networks' for tips on how to create your own profile on LinkedIn and maximize your networking opportunities).

Stay in touch with CsF students, alumni and organizations involved in the CsF Canada-Brazil program by **joining the LinkedIn group: CsF Canada-Brazil**. Click [here](#) to join.

## REQUIRED FORMS AND REPORTS

Throughout the placement process, you will be asked to complete and return various forms and documents to your placement coordinator and/or CBIE.

Use the following chart to identify and learn more about the various forms you must submit. Remember that the forms and documents you are responsible for depend on who is arranging your placement (CBIE or your university) and your field of study. Your coordinator may also request additional information from you as needed.

### Placement Paperwork

	Form	Description	Deadline
<b>Students Placed by CBIE</b>	Placement Information Form	Complete this form to help CBIE identify appropriate placement opportunities for you	As requested by your coordinator
	Accepting an Offer/Declining an Offer Form	Complete this form to either formally accept or decline a placement offer	As requested by your coordinator
<b>All Students</b>	Placement Confirmation Form	Complete this form with your placement supervisor to confirm the details of the placement and identify your placement goals and objectives	Within one week of beginning of your placement
	Mid-Placement Questionnaire	Complete this online survey to inform your coordinator of your progress and reflect on your placement so far	Mid-way through your placement (an electronic survey will be circulated)
	Final Report	Complete this form with your supervisor near the end of your placement to officially complete the placement component of your scholarship ( <i>more details below</i> )	Before the end of your placement and as requested by your coordinator
<b>As Needed</b>	Curriculum Vitae (CV) and Cover Letter	Provide your coordinator and/or prospective placement hosts with a copy of your updated CV and a cover letter to help them better evaluate your application	As requested
	Professional Portfolio	Provide your coordinator and/or prospective placement hosts with a professional portfolio to demonstrate your skills and abilities (especially for <i>architecture and design</i> students)	As requested

### Further Information – The Final Report

Towards the end of your placement but before your last day, you must complete and submit to CBIE a Research/Industry Placement Final Report.

The Final Report is an important component of your scholarship that confirms you have completed your research of industry placement.

You will receive a message from CBIE a few weeks before ending your placement. The message will include instructions on returning the Final Report.

The report consists of two parts:

1. Part A is an online survey that you will complete on your own. It allows you to reflect upon and rate your placement in terms of skills developed, guidance received and general usefulness.
2. Part B is an open-ended questionnaire that you may complete with your placement host/supervisor. This section asks you to describe your placement activities, successes and benefits.

**REMEMBER - Your placement host/supervisor may expect other reports or outputs at the end of your placement. You should discuss this at the beginning of your placement.**

Please note that CBIE will not send your Final Report to your university in Brazil.

You are strongly encouraged to **save a copy** of both parts of your completed Final Report (Part A and B) for your own records.

- Your placement host/supervisor is required to sign Part B of the Final Report. You can use this opportunity to ask whether your supervisor would also be willing to provide you with a letter of recommendation or serve as a reference.

## ANNEX 1 – WHO WILL ARRANGE MY PLACEMENT?

Canadian University	CBIE	University R/I Contact
Acadia University		X
Bishop's University		X
Brock University		X
Carleton University	X	
Concordia University	X	
Concordia University College of Alberta		X
École Polytechnique de Montréal		X
Emily Carr University of Art and Design		X
Kwantlen Polytechnic University		X
Lakehead University		X
Laurentian University of Sudbury		X
McGill University		X
Memorial University of Newfoundland		X
Nova Scotia College of Art and Design		X
OCAD University		X
Ryerson University		X
Simon Fraser University		X
Thompson Rivers University		X
Trent University	X	
Trinity Western University		X
Université de Montréal	X	
Université de Sherbrooke		X
Université du Québec à Trois-Rivières		X
University of British Columbia		X
University of Guelph		X
University of Lethbridge		X
University of Manitoba		X
University of New Brunswick		X
University of Ontario Institute of Technology	X	
University of Prince Edward Island		X
University of Regina		X
University of the Fraser Valley	X	
University of Toronto		X



## ANNEX 1 – WHO WILL ARRANGE MY PLACEMENT? (CONT'D)

Canadian University	CBIE	University R/I Contact
University of Victoria		X
University of Waterloo		X
University of Windsor		X
Wilfrid Laurier University		X
York University		X

**REMEMBER** – If CBIE is arranging your placement, your placement coordinator will get in touch with you a few months before your placement should begin.

In the meantime, if you have any questions, please direct them to [csf@cbie.ca](mailto:csf@cbie.ca).

## ANNEX 2 – ATTENDING INTERVIEWS

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### ***The Interview Process - Expectations***

Some companies and professors may request either a phone, Skype or in-person interview with you. You are expected to attend all interviews that are arranged for you. Interviews are a great opportunity for you to meet with your potential supervisor, see the work setting, and learn about what the professor or supervisor has in mind for your placement.

It is important to note that not all placements will be a perfect match for your research or scholarly interests, but you should consider them as opportunities to expand into new areas and develop skills. Every new opportunity is a chance to learn and add a skill to your portfolio. Therefore, even if you do not think that you are interested in the particular placement being offered, you should attend the interview because you may discover that the placement is in fact a good match for you.

If CBIE or your university arranges an interview for you, be careful not to misinterpret the potential host's interest as a firm placement offer. Employers follow their own hiring practices and the outcome of the interview process is never guaranteed. In other words, an interview may or may not lead to a placement opportunity.

### ***Questions to Ask during an Interview***

At the end of the interview, you may be given a chance to ask the potential placement host questions. This is your chance to ensure you have all the information you need to carefully consider any offer.

Here are the types of questions you should ask:

- “What will my main tasks and responsibilities be?”
- “What objectives and/or outputs should I expect to work towards?”
- “When would you be ready for someone to start?”
- “What is the expected schedule (days, start/end times, lunch hour, etc.)?”
- “Will I be part of a team or required to work independently?”
- “Who will my placement supervisor be? Will there be other people available to provide support and guidance throughout my placement?”
- “Will I have regular contact with my supervisor(s)? How often?”
- “What type of guidance and evaluation should I expect?”

**You can learn more about preparing for and conducting yourself in an interview by participating in CBIE's Webinar “Making a Good Impression: *The Interview.*” For more information, please see Annex 4.**

## ANNEX 3 – QUESTIONS TO ASK DURING AN INTERVIEW: HANDOUT

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What will my main tasks and responsibilities be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What objectives and/or outputs should I expect to work towards? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When would you be ready for someone to start? \_\_\_\_\_

What is the work schedule (days, start/end times, lunch hour, etc.)? \_\_\_\_\_  
\_\_\_\_\_

Will I be part of a team or required to work independently? \_\_\_\_\_  
\_\_\_\_\_

Who will my placement supervisor be?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Will there be other people available to provide support and guidance throughout my placement? \_\_\_\_\_  
\_\_\_\_\_

Will I have regular contact with my supervisor(s)? How often? \_\_\_\_\_  
\_\_\_\_\_

What type of guidance and evaluation should I expect? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other questions you might have for the interviewer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ANNEX 4 – RESOURCES FOR PLACEMENT SUCCESS

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You have taken the exciting step to come to Canada for several months. We hope you have a wonderful time here, but understand that you may need some help navigating this new culture and language.

Finding and selecting your research/industry placement might seem a bit overwhelming at first, so we have prepared some resources and tips to help make the process as easy and enjoyable as possible.

- Want to improve your English? Check out <http://www.eslgold.com/> for resources, quizzes, videos and more.
- Need some help creating your CV? Learn what to avoid when writing your CV or résumé and access free samples and templates here: [http://www.canadianliving.com/life/work/9\\_things\\_to\\_avoid\\_when\\_writing\\_a\\_resume.php](http://www.canadianliving.com/life/work/9_things_to_avoid_when_writing_a_resume.php).
- Not sure what a cover letter is or how to write one? Visit this site for some help: <http://www.youth.gc.ca/eng/topics/jobs/cover.shtml>
- Ready to start your search for a placement? Here are some sites where companies advertise their search for students: <http://talentegg.ca/> AND <https://www.careeredge.ca/en/home>
- Interested in what research is going on in Canada? Check out the Canada Research Chairs website to see what's happening at your university or in your city: <http://www.chairs-chaires.gc.ca/>
- Wondering how to prepare for an interview? These articles provides helpful tips and links: <http://careers.theguardian.com/careers-blog/job-interview-checklist-how-to-prepare> <http://www.youth.gc.ca/eng/topics/jobs/interview.shtml>

**Join the CsF Canada-Brazil  
LinkedIn group [here](#) to stay in  
touch with other students,  
your supervisor, and CsF  
alumni.**

## **ANNEX 5 – GENERAL STANDARDS OF PRACTICE AND CONDUCT**

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### ***Being on Time***

It is very important that you arrive on time to your placement. Before you begin your placement, you should have a clear idea of the hours that you are expected to work, including the length of your lunch break and if any breaks are allowed.

Being on time means arriving approximately ten minutes prior to the start of your work day.

### ***Absenteeism***

If you are ill or running late for your placement, you must contact your employer as soon as possible.

If you are consistently absent from your placement without approval from your supervisor, placement coordinator and CBIE, you may be in violation of your scholarship requirements.

### ***Dress Code***

Proper dress code in the Canadian workplace varies from workplace to workplace. Some placements may require you to dress in formal business clothing, while others take a more casual approach.

It is important that you follow the dress code that is appropriate for your workplace and consistent with what other employees are wearing.

If you are unsure of the type of dress code at your placement location, please contact the human resource department at your placement company/institution (if available). Shorts, t-shirts, jeans and flip flops are generally not appropriate workplace attire.

### ***Transportation***

Transportation to your placement is your responsibility. Please ensure that you are familiar with how to get to and from your placement location prior to your first day of work.

You must cover the costs of bus passes, subways, or other forms of transportation using your monthly stipend.

### ***Behaving Professionally during Your Research/Industry Placement***

During your placement, you are representing Brazil, your academic institution in Brazil, CBIE and your academic institution in Canada. It is important for you to behave in a professional and respectful manner at all times during your placement. This includes interviews and all correspondences with potential supervisors, CBIE staff and your placement coordinator at your institution.

## ANNEX 6 – RESEARCH/INDUSTRY PLACEMENT WEBINAR SERIES

CBIE offers a series of webinars specifically related to research/industry placements. These interactive webinars are open to all students, held in English and French, and provide useful information about making the most of your experience before, during and after your placement.

**REMEMBER: Check your email regularly for more information about when these webinars will be offered and how to register.**

Title	Topic(s)
Finding and Choosing your Research/Industry Placement	Learn about the research and industry placement process, how to find your own placement, and best practices for accepting and declining offers.
Research or Industry: <i>What to Expect from a Research or Industry Placement</i>	Gain a solid understanding of what you can expect from either a research or an industry placement, as well as the advantages of each.
The Dos and Don'ts of CVs	Learn how to build a professional or academic CV that will help your application stand out from all the rest.
Making a Good Impression: <i>the Interview</i>	Learn what to expect from an interview with a potential placement host, how to prepare and make a great first impression.
Working in Canada: <i>What to Expect from Your Workplace, Colleagues and Your Placement</i>	Learn about Canadian workplace culture, gain basic skills for effectively communicating with your new colleagues and find out how to put these into action in order to get the most out of your placement.
Making the Most of Your Research Placement: <i>Strategies for Effectively Conducting Research</i>	Learn how to effectively contribute to a research project, write for publication, develop networks for future opportunities, secure funding, and much more.
Post-Placement: <i>Leveraging Your Professional Networks</i>	Learn about the importance of keeping contact with people you meet and asking for references. Find out how you can use your new professional relationships in Canada once you return to Brazil.

## ANNEX 7 – FREQUENTLY ASKED QUESTIONS

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### General Questions

**1. Am I required to complete a research/industry placement?**

For **most** students, the research/industry placement is a mandatory component of the scholarship program. With the possible exception of certain cohorts of students, you will be required to complete either a research or an industry placement.

**2. Will CBIE or my academic institution arrange my research/industry placement?**

In some cases, you will work with your university to find a placement, whereas in other situations, CBIE will be your point of contact.

**3. Who will determine my placement objectives?**

You will determine your placement learning objectives. You should discuss these with your potential research or industry placement supervisor to ensure that the placement opportunity meets your learning objectives.

**4. Will I receive my regular monthly stipend from CNPq during my research/industry placement period?**

Yes. You will continue to receive your monthly stipend during your research or industry placement period based on high-cost and low-cost city monthly rates determined by the Government of Brazil.

### Securing a Research/Industry Placement

**5. Can I find my own research/industry placement?**

Yes. However, you must inform your CBIE or Canadian university placement coordinator of any offer you receive and obtain their final approval. All research/industry placements must meet the criteria set forth by CNPq for the *Ciência sem Fronteiras* Scholarship Program. Your Canadian university or CBIE will continuously verify that the criteria and expectations are being met.

**6. Am I permitted to relocate to another community to complete my research/industry placement?**

You are expected to complete a research/industry placement within close proximity of your Canadian university or residence so that you are not forced to relocate. All placement opportunities that require relocation must be evaluated and approved on a case-by-case basis by CBIE. Research/industry placements must be completed in Canada.

**7. What criteria must be met for a job to qualify as a research/industry placement?**

All research/industry placements must be in a sector or discipline closely related to your field of study, provide a meaningful professional experience and take place on a full-time basis (35 to 40 hours per week) over four months. The length may be less depending on specific terms of your scholarship agreement with the Government of Brazil, as well as host industry or institution constraints. There must also be regular supervision and evaluation by a supervisor/mentor from the host organization.

**8. Am I allowed to be paid by my employer during my research/industry placement?**

Because you will continue to receive your monthly stipend throughout the placement period, this is considered a paid placement. Therefore, you should not expect to receive any compensation from your placement host. However, your placement host may decide to supplement your scholarship income. This depends on the organization's location and available funding.



## ***Applying for a Research/Industry Placement***

### **9. What are the steps in the research/industry placement process?**

Canadian universities and CBIE first identify professors and companies whose work may match your interests and field of study and who are willing to host students while abiding by CNPq's criteria. CsF students may need to undergo an interview process. Professors and company hosts will select the CsF students and either CBIE or your academic institution will notify you of the result shortly thereafter.

### **10. Does CBIE guarantee a research/industry placement in my area of study?**

CBIE and your host institution will do their utmost to ensure that your research/industry placement is closely related to your field of study. However, too specific an interpretation of one's field of study may lead to delays in placement or lost opportunities in valid offers of internships.

### **11. Can I complete my research/industry placement during an academic semester?**

In general, you must complete your research/industry placement during a semester in which you will not be completing language or full-time academic studies. The timing of your research/industry placement may be affected by the availability of research/industry placements, as well as your Canadian university's ability to offer full-time academic studies, including relevant courses in your discipline.

### **12. What documents might my prospective research or industry host request from me as part of the application process?**

Depending on your placement, you may be requested to submit a résumé, cover letter, professional portfolio (if you are in a discipline such as architecture or design) and/or university grades to your potential research supervisor or industry host.

### **13. How can I pursue and apply for an industry placement on my own?**

You can get in touch with local businesses and organizations that you have identified as being relevant to your field of study; however, you should keep your placement coordinator informed of any offers you receive. Your coordinator will need to follow-up with the organization who is willing to host you to verify that the placement opportunity meets the necessary criteria. Note that if your coordinator offers you a research or industry placement and you have no other options available, you will be expected to accept the offer.

## ***Research/Industry Placement Confirmation, Completion and Reporting***

### **14. How is my placement confirmed and approved?**

If arranged by CBIE, once you have been offered a placement you will be required to complete a form confirming your acceptance or your refusal which you will return to CBIE. In the case of institutions, each institution has its own confirmation procedures which you will be required to follow.

### **15. How do I know what my placement entails?**

Each placement supervisor will be asked to provide a placement description outlining your duties and the terms of the placement. You should discuss the description with your supervisor to ensure that the placement meets your learning objectives prior to accepting an offer.

### **16. What documents must I submit to validate the completion of my placement and how do I request them?**

You must complete a Final Report provided by CBIE or your host institution and which must be signed by you and your supervisor and submitted to CBIE at the end of the placement term.

**For further information or clarifications, please contact your CBIE placement coordinator or [csf@cbie.ca](mailto:csf@cbie.ca).**