

# Centre for Social Enterprise

## Work Experience in Social Enterprise

The Centre for Social Enterprise Work Experience in Social Enterprise Program aims to place motivated and talented undergraduate and graduate students on social enterprise-related projects. These projects are specifically designed to meet the needs of the partnering organization while providing an experience that helps students hone their skills and explore future career paths. The program emphasises on-going reflection and personal development to maximise student learning and growth.

The program enables undergraduate and graduate students to apply their education and expand their resume with structured, paid positions that offer meaningful, career-related experience within their communities. These placements in social enterprises provide exposure to the partner's needs, opportunities to develop a deeper understanding of community issues, and hands on experience in real-life social enterprise work environments.

Memorial can provide innovative options whereby multiple students work together in the same organization on the same project. Our students come from a variety of disciplines and experiences which can provide a multi-faceted benefit to partners. This collaborative approach aims to develop students as future community leaders, while delivering additional capacity to partners in the community.

### Process for Community Partners

#### 1. Contact the Program

Contact the Centre for Social Enterprise at [socialenterprise@mun.ca](mailto:socialenterprise@mun.ca) to learn more about the program, and to discuss the needs of your organization and potential opportunities for student placements.

#### 2. Project Design

Projects should give students exposure to social enterprise and increase their knowledge of the sector. Work tasks should be complex enough to provide a suitable challenge for a student. Projects should also address real needs of the partnering organization.

Templates or a link to an on-line form will be emailed to you if preliminary discussions indicate potential to develop the placements. Complete the templates with all of the required information, including project description start/end dates, preferred skills, training and other opportunities available to the student. We may assist in compiling this information and in drafting the project and job descriptions. You will also be sent a Memorandum of Understanding to sign. Once approved, the student recruitment process will be initiated.

#### 3. Conduct the student screening/interview process

Once finalized, the job descriptions will be circulated through available channels at MUN to recruit students. We ask students to submit their resumes which will be screened for eligibility to the program before being forwarded for your consideration.

We do not participate in the interviews or in the selection of the student(s). If needed, the Centre for Social Enterprise can assist you to set-up interviews with students of interest.

#### 4. Making an Offer and Confirming the Placement

We request that you keep us updated as you offer positions to student(s) and let us know if a student has accepted. We would then re-confirm start and end dates of the placement.

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Please note that students may have multiple internship offers and may request some time to make their decision.

### 5. Communications

The Centre for Social Enterprise remains at your disposal during the placement should any assistance be required.

We will conduct a mid-semester check in during the course of the work placement.

Community partners and students will be asked to participate in a concluding survey at the end of the placement. Partners may also be individually consulted for feedback on the experience for continuous improvement.

### 6. Working Environment

Memorial requires that community partners ensure a suitable and safe workspace for students (due to COVID—19, remote work placements may be required). They must also have access to adequate supervision and support during the placement. Community partners are expected to provide relevant on-boarding for students and orientate them to their work environment.

In the case where students may be in contact with members of vulnerable populations, community partners are expected to ensure students have the required security and background checks.

### 7. Final Requirements

The CSE Work Experience in Social Enterprise program encourages on-going reflection and personal development. At the end of each student placement, students are required to complete a reflection on their experience. Depending on the nature of their placement, students may choose to give a presentation on their work. In the past, this has been conducted in partnership with the community organization.

### 8. Subsidies

The Centre for Social Enterprise is able to provide a limited amount of subsidies to support placements of students in local social enterprises.

Currently, the Centre for Social Enterprise will cover the rate of \$16.35/hour for undergraduate students and \$22.46/hour for graduate students. Hours of work will depend on student status: undergraduates can work up to 19 hours per week and graduate students can work up to 24 hours per week (20 for international students).

The community partner is responsible for administering the wage to the student upfront. Once students have been paid, and supporting documentation received, the CSE will process a direct payment for reimbursement. A pay stub with the student's signature acknowledging receipt must be submitted along with a reimbursement claim form (supplied by the Centre for Social Enterprise). Community partners may submit claims bi-weekly, monthly, or at the end of the semester.

**All mandatory benefits including Vacation Pay, Employment Insurance, Workers Compensation costs, Canada Pension costs, and Federal and Provincial Income taxes are the legal responsibility of the community partner and must be remitted as such.**