

Policy on Work Experience

CATEGORY: Student – Academic

ISSUE DATE: June 28, 2018

LAST REVISION DATE: June 7, 2022

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose and Summary

The *Policy on Work Experience* outlines the requirements, expectations and processes for the College's work experience practicums, and is in accordance with the provincial *Private Training Institution Regulation*.

Definitions of terms used in this policy can be found in the *Policy Glossary*.

Scope

This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position of the College.

Policy

1. REGULATIONS AROUND PRACTICUM

- 1.1. Work experience is a requirement of certain Programs at the College.
- 1.2. The College provides temporary and supervised work experience placements, referred to as Practicums, with Host Employers to help students to obtain the practical skills relevant to the learning objectives of their respective Programs.
- 1.3. Practicums must not exceed more than 20% of the instructional hours of a Program and do not provide payment to students.
- 1.4. The College, student, and host organization will enter into a written agreement detailing each party's responsibilities, and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.

2. QUALIFYING FOR PRACTICUM PLACEMENT

- 2.1. To participate in a work experience Practicum, students are required:
 - 2.1.1. To have successfully completed the theoretical (in-class or online) portion of their respective Program;
 - 2.1.2. To have successfully completed the practicum placement requirements as established by the College as well as the Host Employer; and
 - 2.1.3. If applicable, provide any required immigration authorization prior to starting the Practicum.
- 2.2. Students must submit their applications and any required documentation a minimum of four (4) weeks prior to the proposed start date of their Practicum.
- 2.3. Students are not permitted to take a vacation between classroom and Practicum periods.

- 2.4. Students must abide by the practicum schedule that is provided to them. Under exceptional circumstances, an alternative may be provided to the student to complete their practicum requirement.

3. PRACTICUM PLACEMENT PROCESS

- 3.1. The student must participate in a scheduled consultation with the Student Success Centre to determine the student's suitability for a Practicum placement.
- 3.2. The Student Success Centre will select Host Employers in accordance with practicum availability and location.
- 3.3. Upon approval of the Practicum placement, the student must sign a Practicum Confidentiality Agreement, and the Practicum Placement agreement with the host as per the host organization's requirements, and before the commencement of the Practicum.

4. PRACTICUM MONITORING

- 4.1. The Student Success Centre is responsible for overseeing and monitoring work experience Practicums.
- 4.2. The Host Employer's supervisor of the student is responsible for monitoring the student's performance at regular intervals and is required to send a written Practicum report to the Student Success Centre by the end of the practicum placement term.

5. PRACTICUM ASSESSMENT

- 5.1. Student Practicums are assessed according to:
 - 5.1.1. The Supervisor/ Host Employer; and
 - 5.1.2. The Student Success Centre's review and assessment of the student's *Final Practicum Report*.
- 5.2. The evaluation of the Practicum is weighted by the following methods:
 - 5.2.1. The Host Employer's *Student Performance Evaluation* is worth fifty percent (50%) of the student's Practicum grade; and
 - 5.2.2. The student's *Final Practicum Report* is worth fifty percent (50%) of the student's Practicum grade.

6. STUDENT FINAL PRACTICUM REPORT

- 6.1. As part of the evaluation of the student's Practicum placement, each student is required to submit a Final Practicum Report to the Student Success Centre prior to the last day of the student's Program.
- 6.2. The Student Success Centre; along with the Faculty department, will review and grade the Practicum placement within one (1) week of receiving the student's submission.

7. PRACTICUM PLACEMENT DISPUTE PROCESS

- 7.1. Students who transgress or violate any of the Host Employer's policies, procedures, and practices will have their Practicum immediately terminated, and are not eligible for any refunds.
- 7.2. Students must address Disputes directly with the Host Employer, and in accordance with the Host Employer's internal Dispute resolution process.
- 7.3. If a student is unable to resolve the Dispute through the Host Employer's internal Dispute resolution process, the student must contact the Student Success Centre for assistance in resolving the Dispute.
- 7.4. A practicum schedule cannot be disputed. Students must be available during weekdays; within (but not limited to) business hours, to attend their practicum.
- 7.5. The College, or the Host Employer, bears no responsibility or accountability to accommodate students' priorities outside of their Program.

8. PREMATURE TERMINATION OF PRACTICUM PLACEMENT

- 8.1. Students who prematurely terminate the Practicum placement must advise the Student Success Centre in writing within five (5) business days of the reasons for the premature termination.
- 8.2. Students who have accepted Practicum placements may not change their placements, unless, the Student Success Centre finds after a thorough investigation that the Host Employer has acted improperly or unreasonably.

9. HOST EMPLOYER'S RESPONSIBILITIES

- 9.1. Host Employers must not issue monetary payment for a student's services during a Practicum placement.
- 9.2. Host Employers are required to ensure that the student is under the supervision of a person who is employed by the Host Employer and who is qualified in a career occupation that is relevant to the Program in which the student is enrolled.
- 9.3. Host Employers must provide work experience activities that are directly related to the learning objectives of the Program in which the student is enrolled.
- 9.4. Host Employers are required to provide at least one written evaluation of the student that is provided before the end date of the Program.

10. PRACTICUM STUDENT RESPONSIBILITIES

- 10.1. Students are not permitted to accept monetary payment for their services during a Practicum.
- 10.2. Practicum Students are responsible for the following:
- 10.3. Be familiar with the Host Employer's mandate and structure, particularly policies and practices related to ethical behaviour and confidentiality.
- 10.4. Abide by the company policies and procedures of the Host Employer in all matters, such as illness, absence, use of company vehicles, holidays, etc.
- 10.5. Work diligently at applying classroom learning and mastering those skills appropriate to the Practicum experience.
- 10.6. Actively participate in feedback and evaluation meetings with Student Services, site supervisors, and College Faculty Members.
- 10.7. Complete the Practicum Weekly Journal Report, Practicum Student Feedback Form, and a Final Practicum Report summarizing the learning experience to the Student Services.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1032 – Practicum Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of academic-oriented policies under the Student Policies category.