

# Policy on Work Experience

**CATEGORY:** Student – Academic

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**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose and Summary

The *Policy on Work Experience* outlines the requirements, expectations, and processes for the College's work experience practicums, 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 within the College.

## Policy

### 1. REGULATIONS AROUND PRACTICUM

- 1.1. Work experience is a mandatory component of certain Programs offered at the College.
- 1.2. The College facilitates temporary and supervised work experience placements, known as Practicums, in collaboration with Host Employers. These Practicums aim to equip students with practical skills that align with the learning objectives of their respective Programs.
- 1.3. Practicums should not exceed 20% of the total instructional hours of a Program and do not involve monetary compensation for students.
- 1.4. The College, students, and host organizations will enter into a written agreement that outlines the responsibilities of each party and the specific activities the student will engage in during the work experience. A copy of this agreement will be provided to the student prior to the commencement 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. If applicable, provide any required immigration authorization prior to starting the Practicum.
- 2.2. Students must submit any required documentation a minimum of four (4) weeks prior to the proposed start date of their Practicum. Documentation is program-based and may include a TB Test and a Criminal Record Check.
- 2.3. Students are not permitted to take a vacation between classroom and Practicum periods.

- 2.4. Students must abide by the practicum schedule 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 interests and needs 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.
- 4.3. The Student Success Centre will monitor the Practicum Student weekly through emails, Zoom meetings, and phone calls to the Host and Student.

### 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 may have their Practicum immediately terminated.
- 7.2. Students and the Student Success Centre will meet with the Host to attempt to address the difficulties arising in the placement and determine the action to be taken. Decisions will be considered in the best interest of the student and the Practicum Host.
- 7.3. If the practicum is to be terminated according to 7.1, students will be required to write a reflective paper outlining what they learned, what could have been done differently, and how they would benefit from an alternative placement.
- 7.4. Once the dispute process has been followed and the reflective paper received, the Student Success Centre and Program Director will determine whether another placement can be explored.
- 7.5. If another placement is viable, the Student Success Centre and Program Director will determine if the student is eligible to transfer any hours from the first placement to the alternative placement.

- 7.6. Once a student's eligibility and transferable hours have been determined, the student will meet the Student Success Centre to begin the process of searching for an alternative placement. Students need to be aware that the time it takes to find an alternative placement will vary according to the availability of placement opportunities.
- 7.7. There is a two-placement limit for failed practicums. If a student fails a second time, they will not be offered a third placement and will not graduate.
- 7.8. A practicum schedule cannot be disputed. Students must be available during weekdays, within (but not limited to) business hours, to attend their practicum.
- 7.9. 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.
- 9.5. Host Employers must make available to students any policies and procedures related to ethical behaviour and confidentiality.
- 9.6. Host Employers must make available to students any policies and procedures related to illness, absence, use of company vehicles, holidays, etc.

## **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:
  - 10.2.1. Being familiar with the Host Employer's mandate and structure, particularly policies and practices related to ethical behaviour and confidentiality.
  - 10.2.2. Abiding by the company policies and procedures of the Host Employer in all matters, such as illness, absence, use of company vehicles, holidays, etc.
  - 10.2.3. Working diligently at applying classroom learning and mastering those skills appropriate to the Practicum experience.
  - 10.2.4. Actively participating in feedback and evaluation meetings with Student Services, site supervisors, and College Faculty Members.
  - 10.2.5. Completing the Practicum Weekly Journal Report, Practicum Student Feedback Form, and a Final Practicum Report summarizing the learning experience to 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.