

<b>Work Integrated Learning</b>	
<b>Policy:</b> Work Integrated Learning	
<b>Category:</b> Academic	<b>Approval Date:</b> June 8, 2020
<b>Procedure Owner:</b> Academic Policy Committee	<b>Effective Date:</b> July 1, 2020
<b>Procedure Administrator:</b> Academic Policy Committee	<b>Review Period:</b> 5 years
<b>Associated Documents:</b>	

**PURPOSE**

To outline procedures for work integrated learning including the establishment of workplace learning opportunities, procedures for conflict resolution, and the roles and responsibilities of workplace providers, faculty, and students.

**PROCEDURE**

**1. Responsibilities for Establishing WIL**

***Placement Coordinator***

1. Secures workplace providers or supports students in securing their own placement. Initiates and completes Student Placement Agreement with workplace providers.
2. Notifies Risk Services for insurance coverage options and arranges for student to sign insurance related documents when WIL takes place outside of Alberta.
3. Ensures, where students receive remuneration for WIL, that the Student Placement Agreement indicates whether the workplace provider’s WCB or liability insurance prevails.

***Associate Dean or designate***

1. Approves all workplace providers for WIL and coordinates the creation of Student Placement Agreements.

***Risk Services***

1. Reviews Student Placement Agreements prior to execution, including any subsequent revisions.

***Vice President Academic and Research or designate***

1. Signs Student Placement Agreements before WIL commences.

***Workplace Provider***

1. Signs Student Placement Agreements before WIL commences.

**2. Responsibilities for Delivering WIL**

***Placement Coordinator***

1. Notifies the Associate Dean and faculty if a workplace provider requires a student to undergo additional requirements such as security clearance, police information and/or child intervention checks, or provide immunization records.

***Placement Supervisor***

1. Ensures the student receives adequate and appropriate orientation and supervision during WIL.
2. Reports to the Associate Dean any student behavior that contravenes College policy relating to non-academic misconduct.
3. Removes a student immediately, as soon as practicable, due to an inadequate workplace and assists the student in finding an alternate placement.
  - a. Informs the Associate Dean of the decision to remove a student from the workplace.
  - b. Submits in writing the decision and supporting rationale to the Associate Dean.
  - c. Meets with the Associate Dean to discuss the issue within two (2) business days and recommends a process for student continuation, withdrawal, or failure, as applicable.
  - d. Informs the student in writing and notifies the student of the appeals process.

***Workplace Provider/Supervisor/Preceptor***

1. Provides a workplace that is free of harassment, discrimination, and bullying.
2. Provides an orientation to the workplace.
3. Provides feedback to the placement supervisor about student performance.
4. Collaborates with the placement supervisor and the student when the workplace provider is unable meet the requirements of the Student Placement Agreement.

***Faculty***

1. Assigns the final grade based on the evaluation method and criteria specified in the course outline in accordance with policy.

***Student***

1. Provides information as needed to secure a WIL placement.
2. Undergoes security clearance, police information and/or child intervention checks, or provides immunization records if required.

3. Meets the requirements of WIL as set out in the Student Placement Agreement and course outlines.
4. Complies with attendance and participation expectations.
5. Reports injuries and unsafe conditions immediately to the workplace provider and/or workplace supervisor.
6. Collaborates with the placement supervisor and workplace provider when the student is unable to meet the requirements of the Student Placement Agreement.

### **3. Conflict Resolution**

1. Students attempt to resolve any difficulties directly with the workplace provider. If resolution is unsuccessful, the student reports the incident to the placement supervisor and the instructor.
2. Students engaged in behaviour that is contrary to the professional requirements of the workplace or the discipline, or the [Student Academic Integrity and Academic Misconduct](#), [Student Misconduct: Non-Academic](#), or [Student Rights and Responsibilities](#) policies may be subject to discipline.
3. Students who have been disciplined may appeal the decision through the [Student Appeals](#) policy.