

1.0 POLICY

Grant MacEwan University recognizes and supports different forms of work integrated learning as an integral component of some Programs of Study. Work integrated learning activities are governed by the policies and regulations of MacEwan University.

During work integrated learning placements, all students are governed by the policies and regulations of MacEwan University and are required to meet applicable policy and professional requirements of the host organization or employer.

2.0 RATIONALE AND GUIDING PRINCIPLES

- 2.1 Work Integrated Learning is a planned, approved and evaluated work-based experiential activity that is part of an approved Program of Study. Work Integrated Learning implies engagement with a work place environment which can provide relevant and authentic settings for integrating theoretical learning and practice.
- 2.2 Work Integrated Learning requires a three-way partnership between the student, the host organization or employer, and MacEwan University.
- 2.3 This policy is intended to protect the interests of students, the University and the host organization or employer.
- 2.4 It is a Best Practice for programs to establish formal Student Placements Agreements with host organizations and employers.
- 2.5 It is Best Practice for programs to include in course outlines information relevant to liability, Workers' Compensation Board (WCB) requirements, confidentiality, and specific work requirements or contractual obligations.

3.0 SCOPE AND DEFINITIONS

- 3.1 For purposes of this policy the following definitions apply:
 - 3.1.1 **Work Integrated Learning (WIL)** refers to experiential learning activities that integrate theoretical learning with its application in the workplace in many forms to include: practicum, field placements, clinical placements, internships, directed field of study
 - 3.1.2 **Directed Field Study (DFS)** is a component of applied degree programs that integrate academic learning with practical

application at an approved workplace setting. The DFS component of the program involves two 4-month terms of relevant, paid/non paid and supervised work experience and the completion of rigorous academic assignments/requirements as documented in course outlines.

3.1.3 Practicum/Field Placement/Internship/Clinical Placement refers to a broad range of work integrated courses that integrate theoretical learning to practical application in different formats to provide students with exposure to relevant workplace settings and to specific learning opportunities and outcomes. Characteristics such as placement outcomes, scheduling, duration, supervision and evaluation vary per program requirements. (Internship differs from co-op internship as per policy C2065 (Co-operative Education)).

3.1.4 International work placement refers to various forms of work integrated learning undertaken outside of Canada. International work placements provide students with an exposure to foreign cultures. Characteristics such as placement outcomes, scheduling, duration, supervision and evaluation vary per program requirements.

3.1.5 Student Placement Agreement is a written agreement between the University and the host organization outlining the terms and conditions that will govern Work Integrated Learning placement(s), as well as the responsibilities of the University and the host organization.

3.2 This policy applies to all forms of work integrated learning excluding co-operative education, as per policy C2065 (Co-operative Education).

3.3 MacEwan University has a duty to accommodate persons with disabilities in Work Integrated Learning settings.

4.0 REGULATIONS

4.1 Roles and Responsibilities

4.1.1 The Provost and Vice President Academic is responsible for this policy.

4.1.2 The Program is responsible for managing work integrated learning experiences as documented in Programs of Study, including

student supervision, employer/host organization co-ordination, communications and regulation compliance.

4.1.3 The MacEwan University Work Integrated Learning Coordinator is responsible for advising on Work Integrated Learning policy/regulations/standards, collaborating with chairs, deans and faculty when negotiating agreements, developing resources and promoting best practices.

4.1.4 Employers and host organizations are responsible for:

- providing safe work conditions
- providing orientation/supervision to students as needed
- communicating regularly with MacEwan University including feedback on student performance as applicable.

4.1.5 Students are responsible for:

- complying with all applicable University and employer/host organization policies and regulations, meeting requirements of the placement as documented in Student Placement Agreements, course outlines, handbooks and/or learning plans/contracts.
- complying with attendance/participation and Workers' Compensation Board (WCB) reporting requirements (as per policy E5210 (Student Workers' Compensation))
- providing information as needed to secure placements.

4.2 Developing and Establishing Workplace Integrated Learning Experiences

4.2.1 The dean, program chair or designate, shall approve all host organizations and employers for student placements. A Student Placement Agreement shall be used when possible and signed prior to the start of the placement.

4.2.2 The method used to find a WIL experience will vary from program to program and must be documented for students in handbooks, the University website and/or other applicable communication vehicles.

4.2.3 Programs that have responsibilities/or shared responsibilities to find placements for students may not be able to guarantee a placement (in the term and location desired) due to the fact that labor market conditions are variable and beyond program control.

- 4.2.4 Students' obligations in responding to placement offers made by the program, where applicable, need to be documented and communicated.
- 4.2.5 A student may be required to complete a work placement information form to facilitate the placement finding approving process. The University may, with written consent of the student, release all or part of such information to designated work placements for the purposes of placing the student in a work placement. The information released will be used by the program and the work placement to place the student.
- 4.2.6 Where the student withholds consent to release such information, the University will advise the work placement that information has been withheld at the student's request, and the student may be denied work placement.
- 4.2.7 Students who fail to fully disclose or falsify the required work placement information will be subject to disciplinary action as per policies C1000 (Academic Integrity) and E3102 (Student Discipline).
- 4.2.8 Key decisions linked to denying access to placement needs to be supported by a documented assessment process based on University policies, workplace requirements and contractual obligations with host organizations.
- 4.2.9 A student who is denied access to a work placement by his/her program will receive a written rationale for the decision prior to the start of work placement.
- 4.2.10 Students typically do not receive remuneration for work integrated learning. Programs publish information concerning remuneration.
- 4.3 Implementing Work Integrated Learning Experiences
- 4.3.1 Prior to the start of the work integrated learning experience, the program:
- provides a pre-placement orientation or integration seminar to students
 - advises students in writing of his/her responsibilities to both the work placement and the University
 - informs students of liability/WCB insurance and reporting requirements.

- 4.3.2 The University reserves the right, at any point during the work placement, to remove a student from the work placement in a situation which clients or other individuals are placed at risk, or when the student engages in behaviour that is contrary to the safety and/or professional requirements of the work placement. The decision may be appealed according to University policy E3103 (Student Appeals), however, the student will not remain in the work placement during the appeal.

FACT SHEET

DATES:

Approval 2011.01.25
Review 2016.01

SOURCE:

- 82.01.21 Approved 82.01.21 by Board motion 11-8-81/82. Recommended by Academic Council 82.01.12. Replaces Board policy 10.8 approved by Board motion 7-3-72/73.
- 96.11.21 Revised and approved by Board motion 4-11-96/97.
- 97.01.07 Received as information the addition of clause 3.3 approved by Academic Council motion 97-01-07-04.
- 2001.10.25 Revised and approved by Board motion 01-10-25-2001/2002. Recommendation by Academic Council motion 01-10.09.03.
- 2003.02.01 Format updated.
- 2005.03.10 Amended as recommended by Academic Council 05.02.08, and approved 05.03.10 by Board motion 01-3-10-2004/05.
- 2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
- 2011.01.25 Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-06-01-25-2011.
- 2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
- 2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

RELATED POLICIES

C1000 Academic Integrity
C1025 Course Outlines
C2020 Grading
C2040 Study Abroad
C2065 Co-operative Education
C2070 Academic Standing
E3101 Student Rights and Responsibilities
E3102 Student Discipline

**Grant MacEwan University
Policy Manual**

Work Integrated Learning

C2060

E3103 Student Appeals
E5210 Student Workers' Compensation

IMPLEMENTATION DATE: September 1, 2011