

WORK-INTEGRATED LEARNING PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Program Management and Advisory Committee Policy
Approval Date:	March 10, 2021
Effective Date:	March 10, 2021
Procedure Owner:	Vice President, Academic
Procedure Administrator:	Manager, Work-Integrated Learning

Overview:

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

The Work-Integrated Learning (WIL) Procedure applies to all NorQuest College (college) credit programs and governs activities designed to integrate theory with experiential learning. The learning activities vary in type and are defined within this procedure. Through these activities, NorQuest students can translate their knowledge and skills or practice them in the workplace or community generally benefitting students academically, personally, and towards their career and work development.

This procedure establishes the main responsibilities for each of the three partners in the Work-Integrated Learning relationship: the student, the agency (workplace partner), and the college. It also assigns the college the responsibility to govern Work-Integrated Learning.

Note that co-op students have a paid employer/employee relationship with the partner agency, as such there are some noted differences in the procedure for co-op and internship program(s).

Procedures:

NorQuest College is committed to delivering programming known for its workforce relevance.

This procedure outlines the practical elements for participants in the program.

STUDENTS

Student responsibilities will be outlined for students prior to participating in any Work-Integrated Learning experience. Prior to engaging in WIL activities, students will be provided a handbook outlining their main responsibilities. For co-op or internship students the handbook will include a copy of the Agency letter.

Failure to complete eligibility requirements may disallow participation in WIL activities.

All eligible WIL students must:

1. Be in good academic standing.
2. Complete the required WIL or co-op/internship agreement prior to the WIL activity.
3. Consent to release of relevant information to the Agency to assist in the WIL placement.

4. Comply with all NorQuest College student policies and procedures, Compliance with the Agency policies and procedures is also required.
5. Conduct themselves in a professional manner. The Agency or the college may remove the student from the WIL program for unprofessional behaviour, non-academic misconduct, breach of student rights and responsibilities, or if any of the college's or Agency's policies or procedures are breached.
6. Comply with all Workers' Compensation Board (WCB) or similar reporting requirements.

International Students

In addition to meeting requirements one to six (1 to 6), International WIL students are responsible for:

7. Meeting their entry conditions to Canada and once admitted understanding if they are eligible to accept paid work. This also applies to any paid WIL experience.
8. Prior to beginning the placement, obtain a "co-op work permit" for all WIL experiences, paid or unpaid.

Removal From the Program

Failure to meet, sustain, or comply with any of the above requirements will result in ineligibility to participate in or removal from the program. For co-op or internship students the Agency may also terminate employment.

Workplace Partner

Agency responsibilities will be shared prior to any Work-Integrated Learning experience. The college will provide the Agency a handbook noting the main responsibilities of all partners prior to the Work-Integrated Learning activity.

Work-Integrated Learning Activities (except co-op or internship)

A Work-Integrated Learning Memorandum of Agreement (WIL MOA) must be signed by the Agency prior to any student participating in any Work-Integrated Learning activity. The primary responsibilities of the agency will be outlined in this agreement.

Co-op or Internship Employers

A letter outlining employer expectations will be sent to the Agency prior to any co-op or internship student attending the site.

Agencies must:

1. Comply with the responsibilities as outlined in the WIL MOA or similar agreement.
2. Provide a safe work environment and adhere to all applicable legislation, including the *Workers' Compensation Act*.
3. Offer orientation and supervision when required.
4. If applicable, provide feedback on the performance of the student with the individual and the college.

College

WIL key program responsibilities will also be listed in the WIL MOA. Co-op or Internship Employer program responsibilities will be listed in the letter outlining Agency responsibilities.

In addition to those responsibilities, the program is also responsible for the following:

- The Dean or designate shall approve all Agencies for Work-Integrated Learning and Co-op or Internship activities.
- The program will provide the Vice President Teaching and Learning or designate
 - The Work-Integrated Learning Memorandum of Agreement, or
 - The employee letter outlining expectations for co-op or internship programs.

Signature and approval must be obtained prior to any student participating in a Work-Integrated Learning activity.

- Work-Integrated Learning credit programs must provide Students with a program handbook outlining the main responsibilities of all WIL parties prior to the Work-Integrated Learning activity.
- The program will ensure that every student participating in a Work-Integrated Learning activity has signed a Work-Integrated Learning student agreement signed prior to the Work-Integrated Learning activity.
- Programs must publish if a Work-Integrated Learning activity is a paid opportunity or not.
- The program in conjunction with the college is responsible for notifying students of WCB insurance and reporting requirements.

Definitions:

Agency: is the worksite partner in the Work-Integrated Learning activity and can represent the volunteer association, work site, and/or place where the Work-Integrated Learning activity has agreed to host the student. In the case of co-op, the Agency is the co-op employer.

Partner: an alternative name for the worksite agency that hosts the WIL experience for a student or students.

Student Co-op Agreement: an agreement between the college and any NorQuest student who participates in any college co-op program.

Work-Integrated Learning (WIL): is a form of experiential learning provided through organized opportunities to integrate theory with practical experience in a worksite or community agency.

Work-Integrated Learning Memorandum of Agreement: an agreement between the college and the Agency that has agreed to host the WIL experience for a student or students.

Work-Integrated Learning Typology*: NorQuest's classification of Work-Integrated Learning opportunities that are available for students.

***NorQuest WIL Typology:**

Applied Research: Students are engaged in Applied Research (involving a systematic investigation to establish facts, principles or generalizable knowledge using an established method, to produce practical results with potential application to real work situations) occurring primarily in workplaces or the institution. This may include consulting projects, projects with faculty, design projects, community-based research projects or related.

Community Service Learning: (CSL) a range of activities (e.g. volunteering, assessments, research, assisting, etc.) designed for equal benefit to the student and the community with a focus on learning through critical reflection to develop skills expressed through the College Wide Learning Outcomes (CWLOs) such as critical thinking, leadership, ethical decision-making, social consciousness, community citizenship, and civic responsibility.

Co-op: this paid work experience alternates periods of academic study with periods of paid work experience in the students' chosen field.

Field Experience: provides students with an intensive hands-on practical experience in a setting relevant to their subject of study. Field placements may not require supervision of a registered or licensed professional and the completed work experience hours are not required for professional certification. Field placements account for work-integrated educational experiences not encompassed by other forms, such as co-op, and practicum.

Internship: internships are a form of paid or unpaid work experience where students spend a significant period of time, usually at or near the end of their academic study, on a work term.

Observation: in a work placement setting, students can observe situations related to their studies and critically reflect on the same.

Practicum/Clinical Placement: involves work experience under the supervision of an experienced registered or licensed professional (e.g. preceptor) in any discipline that requires practice-based work experience for professional licensure or certification. Practicums are generally unpaid, and the work is done in a supervised setting.

Work Experience: provides students with work experience in a setting designed to meet their skills. Not necessarily related to any one program of study.

Work-Integrated Learning Student Agreement: an agreement between the college and any NorQuest student who participates in any college organized Work-Integrated Learning experience. This agreement must be accepted, signed by the student and returned to the program before a student is eligible to participate in any WIL experience except co-op.

Related NorQuest College Information:

- [Alberta Works Funded Student Attendance Procedure](#)
- [Applied Research and the Promotion of Innovation Procedure](#)
- [Program Management and Advisory Committee Policy](#)
- [Student Complaints Procedure](#)
- [Student Judicial Affairs Policy](#)

Related External Information:

- [Canadian Immigration and Citizenship work permits for international learners](#)
- [Freedom of Information and Protection of \(FOIP\) Privacy Act](#)
- [Workers' Compensation Act](#)

Next Review Date:

March 2025

Revision History:

March 2021: new