

WORK INTEGRATED LEARNING EXPERIENCES INVOLVING EXTERNAL AGENCIES POLICY

Policy Section & Number:			Effective Date:	January 19, 2023
Policy Owner:	Vice President Academic		Last Revised:	10/05/2021
Policy Administrator:	Applied Research & Innovation		Review Scheduled:	10/05/2025
Approver:	Executive Committee			
The official controlled version of this document is held with the Policy & Procedure Coordinator.				

A. POLICY STATEMENT

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community. This community is inclusive of students, faculty, staff, and external agencies.

Students are expected to engage in Work Integrated Learning (WIL) experiences in all Keyano College programs. WIL means experiential learning in a workplace setting, including cooperative education, internship, service learning, field placements, mandatory clinical placement, or directed field study, or other activities deemed appropriate by the program of study. Involvement in these activities afford a valuable learning experience that enhances graduates' transition into the practice of their respective field of study.

It is essential that these valuable experiences contribute to learning through structured and approved learning, which simultaneously enhance the College's reputation and credibility within the community. Work Integrated Learning experiences enable students to apply theory to practice and develop skills while they are in a Keyano College program, where they are supervised to ensure proficiency in the field of study.

1. Guiding Principles

- 1.1 Keyano College is a key contributor to the social and economic prosperity of the community. It is committed to producing high quality graduates that are career ready, with the tools to be successful in a diverse society.
- 1.2 "Work Integrated Learning (WIL)" is defined as a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting.

- 1.3 Participation in WIL experiences at Keyano College is delivered through a program specific system to reflect the unique learning objectives of each program. This approach is utilized to ensure these experiences align with the field of study.
- 1.4 WIL experiences will function in a manner that facilitates the needs of the collaborating agency while maintaining a high quality and consistent education that achieves the learning objectives of the program of study. Individual programs will monitor student progress during the experience and engage in communication with the agency, as necessary.
- 1.5 Every student of the College is expected to review and make themselves familiar with this Policy and its Procedure.
- 1.6 College Faculty are expected to review and make themselves familiar with the matters addressed in this Policy and its Procedures.

B. DEFINITIONS

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| (1) | Policy: | Means the <i>Work Integrated Learning Experiences Involving External Agencies 2.25 Policy</i> . |
| (2) | College: | Means Keyano College. |
| (3) | College Community: | Means individuals who are directly connected to any College activities and initiatives and includes all Employees, Students, Contractors and Volunteers. |
| (4) | Co-operative Education (alternating internship model): | Means a co-op consisting of alternating academic terms and paid work terms. Co-op internship consists of several co-op work terms back-to-back. In both models, work terms provide experience in a workplace setting related to the student's field of study. The number of required work terms varies by program; however, the time spent in work terms must be at least 30 per cent of the time spent in academic study for programs over two years in length and 25 per cent of time for programs two years and shorter in length. |
| (5) | Directed Field Study: | Means a work integrated learning experience that comprises the fourth year of study of an Applied Degree program and provides career preparation in specific fields and industries through a combination of theoretical and experiential learning. |
| (6) | External Agencies: | Means any non-academic institution engaging with Keyano College to support student learning experiences. This does not include agencies that the College has engaged in a formal clinical placement agreement with for student learning experiences. |
| (7) | Field Placement: | Means a work integrated learning experience that provides students with an intensive part-time/short-term 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.
- (8) **Internship:** Means an internship that consists of one discipline specific (typically full-time), supervised, structured, paid or unpaid, practice placement. Internships may occur in the middle of an academic program or after all academic coursework has been completed and prior to graduation. Internships can be of any length, but are typically 12 to 16 months long.
- (9) **Mandatory Clinical Placement:** Means a work integrated learning 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. Practical are generally unpaid and, as the work is done in a supervised setting, typically students do not have their own workload/caseload.
- (10) **Service Learning:** Means a work integrated learning experience that integrates meaningful community service with classroom instruction and critical reflection to enrich the learning experience and strengthen communities. In practice, students work in partnership with a community-based organization to apply their disciplinary knowledge to a challenge identified by the community.

C. RELATED POLICIES

- Academic Misconduct Policy
- Non-Academic Misconduct Policy
- Prior Learning Assessment

D. RELATED LEGISLATION

FOIP- Freedom of Information and Protection of Privacy.

E. RELATED DOCUMENTS

- Government of Alberta – Guidelines: Work Integrated Learning
- Student Projects Involving External Agencies Procedure
- Keyano College – Work Integrated Learning Strategy 2020 - 2021

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
Not Available	New – 2.25 Student Projects Involving External Agencies	All	Instructional Dean	President & CEO
10/05/2021	Updated to new format and policy template	All	Dean, University Studies, Career Programs and Academic Upgrading Dean of Health and Human Services	Vice President Academic