

## WORK INTEGRATED LEARNING EXPERIENCES INVOLVING EXTERNAL AGENCIES PROCEDURE

<b>Procedure Section &amp; Number:</b>		<b>Effective Date:</b>	January 19, 2023
<b>Policy Owner:</b>	Vice President Academic	<b>Last Revised:</b>	10/05/2021
<b>Policy Administrator:</b>	Applied Research & Innovation	<b>Review Scheduled:</b>	10/05/2025
<b>Approver:</b>	Executive Committee		

*The official controlled version of this document is held with the Policy & Procedure Coordinator.*

### A. PROCEDURES

Work Integrated Learning (WIL) experiences are an integral component of providing a high quality education and applied learning opportunities. These experiences also enhance Keyano College's relationship with stakeholders through collaboration and the development of a highly qualified workforce with the tools to support economic and social development.

Participation in WIL experiences at Keyano College are delivered through a system that reflects the unique learning objectives of each program. This approach is utilized to ensure these experiences align with the field of study.

#### Placements

1. Keyano College makes effort to accommodate student preferences for WIL experiences. However, it cannot be guaranteed that students will receive their ideal placement.
2. Students must be responsible to engage in placements as directed by their program of study.
3. When placements are unavailable, the program may develop alternate options to assist students successfully complete their program. These alternate options will vary depending on the program but must comply with any and all approval, accreditation or other requirements outlined by regulatory or other governing bodies.

#### Agency

4. External agencies placing students will receive program specific support from the requesting School.
5. Performance-related monitoring will occur prior to, during, and after the WIL experience.

#### Prior Learning Assessment & Recognition (PLAR)

6. Students may be eligible to gain credit for WIL experiences through the applicable program PLAR. Refer to *Policy 4.4 Prior Learning Assessment*.

## Responsibilities

2.1 The program faculty and staff, and/or the assigned administrator are responsible to locate and secure WIL experiences for students. They are also responsible for monitoring and assessing the suitability of WIL experiences as well as the achievement of learning objectives and completion of assignments.

2.2 Students are responsible for completing any pre or post-WIL experience assignments, and must conform to the agencies and or program's policies and procedures.

## A. DEFINITIONS

(1) **Policy:** Means the *Work Integrated Learning Experiences Involving External Agencies 2.25 Policy*.

(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.

## 1 RELATED LEGISLATION

*Freedom of Information and Protection of Privacy –FOIP*

## 2 RELATED DOCUMENTS

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

## 3 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	All	Instructional Dean	President & CEO

	Involving External Agencies			
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