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## Work Integrated Learning

Policy Number:	1119
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
Current Approved Date:	July 18, 2018

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### POLICY STATEMENT

NBCC is responsible for the development and administration of Work Integrated Learning (WIL) experiences within the College.

### PURPOSE

This policy outlines the standards, requirements, procedures, roles and responsibilities for administering WIL experiences for NBCC programs.

### SCOPE AND LIMITATIONS

This policy applies to all WIL experiences within NBCC programs.

WIL placements can result from any of the following:

- Student initiated search
- Faculty coordinated interview
- Faculty initiated placement
- Any combination of the above

Programs determine the method or approach to be utilized. Other approved arrangements may be available.

## 1.0 DEFINITIONS

### Co-Op Program

- a program which alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with criteria outlined by Cooperative Education Work Integrated Learning Canada (CEWIL).

### WIL Coordinator

- a NBCC faculty or staff member who assists students and employers in planning and scheduling the Work Integrated Learning experience.

### Work Integrated Learning

- the process whereby students come to learn from experiences in educational and practice settings and integrate the contributions of those experiences in developing the understandings of the related profession.

## 2.0 IMPLEMENTATION

### 2.1 Co-op Programs

All co-op programs are accredited by Cooperative Education Work Integrated Learning Canada (CEWIL).

## 2.2 Roles and Responsibilities

### 2.2.1 NBCC

- will ensure that the WIL component is within the curriculum standard of the applicable program.
- will verify that students have met all eligibility requirements for the WIL as per the course outline.
- will provide an information package to both the host employer and the student. The student information package will detail student requirements and responsibilities prior to and during the WIL placement. See Work Integrated Learning (WIL) Placement Guideline for content requirement).

### 2.2.2 Student

- Students are responsible to ensure knowledge and awareness of the contents of the Student Information package and course outline.
- Students are responsible to meet time frame requirements as outlined by the WIL Coordinator. Examples of time sensitive requirements include, but are not limited to:
  - application and interview deadlines
  - placement searches and finalization
  - placement choices
  - immunization and health requirements
  - vulnerable sector checks

### 2.2.3 College Dean

- establish curriculum standards for program-specific guidelines to be included in the Curriculum Standard.
- establish relevant agreements with provincial institutions and organizations.
- ensure that the relevant requirements for maintaining accreditations and agreements are maintained.

## 3.0 RELATED DOCUMENTS

Student Confidentiality, Non-Disclosure and Professional Practice Agreement (1119.2810)

Student Work Integrated Learning (WIL) Evaluation Form (1119.4731)

CEWIL Accreditation Standards

Immunization and Medical Form (1119.4985)

Work Integrated Learning (WIL) Monitoring Report (1119.4724)

Host Work Integrated Learning (WIL) Evaluation (1119.4727)

WorkSafeNB - Working Outside NB (1119.4736)

Co-Op Placement Tracking Form (1119.4850)

Work Integrated Learning (WIL) Placement Guideline (1119.4851)

Student Placement Agreement (1119.4852)

Health and Social Sciences Program Requirements (1119.5114)

Cooperative Education Work Integrated Learning Canada (CEWIL)