Work Integrated Learning (WIL) Placement Guideline

PURPOSE
This guideline outlines the process of organizing and evaluating work integrated learning placements for New Brunswick Community College (NBCC) programs. It also defines the roles and responsibilities of the NBCC faculty, staff, instructors, students, and hosts involved with each placement.

SCOPE AND LIMITATIONS
This guideline applies to all WIL placements as outlined in the Work Integrated Learning policy.

1.0 DEFINITIONS
WIL Coordinator
- a NBCC faculty or staff member who assists students and employers in planning, scheduling, and evaluating the Work Integrated Learning experience.

2.0 IMPLEMENTATION
2.1 WIL Coordinator Responsibilities
- conduct a WIL information session with students to inform them of the process and their responsibilities
- support the student throughout the WIL process
- provide a student information package to include at minimum:
  - prerequisites for the WIL placement
  - course outline
  - student responsibilities pertaining to areas such as dress code, attendance, punctuality, professional conduct, work schedule and hours of work required by host
  - Student Confidentiality, Non-Disclosure and Professional Practice Agreement
  - Student Work Integrated Learning (WIL) Evaluation Form
  - Host Work Integrated Learning (WIL) Evaluation Form and any program-specific evaluations that may be included by the WIL Coordinator
  - WorkSafeNB – Working Outside of New Brunswick (if applicable)
- provide a WIL host information package to include at minimum:
  - letter of introduction
  - course outline
  - Student Placement Agreement
  - Host Work Integrated Learning (WIL) Evaluation Form and any program-specific evaluations that may be included by the WIL Coordinator
  - Student Confidentiality, Non-Disclosure and Professional Practice Agreement
  - contact information for WIL Coordinator
• track/file all incoming documentation associated with each student’s WIL placement
• arrange student-host monitoring visits (booked according to the schedule of the student and host) to be conducted either in person, by telephone, or through other electronic methods
• complete WIL Monitoring Report to be used as a portion of the overall evaluation of the WIL placement

2.2 Student Responsibilities
• abide by requirements outlined in Student Confidentiality, Non-Disclosure and Professional Practices Agreement
• abide by all student responsibilities as presented in the WIL information session and Student Information package
• sign on all appropriate documentation as required by the WIL Coordinator or host prior to commencing the Work Integrated Learning placement.
• notify the WIL Coordinator and the host regarding missed time
• provide medical examinations, vaccinations, vulnerable sector checks, CPR, and other documentation depending on the Host and program requirements
• comply with all workplace policies and procedures as described by the host including but not limited to:
  o Workplace Safety Practices
  o Hours of work
  o Code of Conduct
• complete Student WIL Evaluation Form and submit to WIL Coordinator

Students required to secure their own work experience will be encouraged to research and locate a suitable host. This will require the students to contact prospective hosts to speak with managers, discuss their program and outcomes, and take an active role in locating a suitable placement. The process will be monitored and reviewed by the WIL Coordinator to ensure compatibility with program outcomes. Students required to secure their own WIL placement must notify the WIL Coordinator of the proposed Host for approval.

2.3 Host Responsibilities
• provide the College with placements for students from time to time, as mutually agreed upon
• facilitate student placements under guidance of WIL Coordinator
• designate qualified staff to coordinate and supervise the student during the placement
• determine the role and responsibilities of the student, and assign duties which represent learning opportunities that are in keeping with the learning outcomes for the placement as provided by the College
• require students to meet pre-placement requirements established by the host prior to the Placement
• provide to the students, upon or before the commencement of and during the placement:
  o orientation to the physical facilities
- training and material relating to confidentiality, policies and administrative, technical, and physical safeguards and practices implemented by the host
- safety equipment and protective clothing, for use during the placement, in areas where such equipment or clothing may be required by the host

- take reasonable precautions to ensure the safety of the student at all times and ensure the student is permitted to provide service in support of learning outcomes only when authorized and supervised by approved placement staff
- assess each student as often as the parties require for the placement, and at a minimum at the completion of the placement, based upon the program’s learning objectives and requirements as directed by the College
- meet with instructor and student for completing WIL Monitoring Report
- return completed Host WIL Evaluation Form and applicable program-specific evaluations to the WIL Coordinator

### 4.0 OTHER RELATED DOCUMENTS

- Host Work Integrated Learning (WIL) Evaluation Form (1119.4727)
- Student Confidentiality, Non-Disclosure and Professional Practice Agreement (1119.2812)
- Student Placement Agreement (1119.4852)
- Student Work Integrated Learning (WIL) Evaluation Form (1119.4731)
- Work Integrated Learning Monitoring Report (1119.4724)
- Work Integrated Learning Policy (1119)
- WorkSafeNB – Working Outside of New Brunswick (1119.4736)