POLICY TITLE: Work Integrated Learning

POLICY CATEGORY: ACADEMIC

POLICY NUMBER: A18

POLICY OWNER: Office of the Vice President Academic

POLICY APPROVER:

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1. Purpose

1.1. Introduction

This policy describes the overarching principles for all work integrated and experiential learning experiences in educational, workplace and practice settings.

2. Scope

This policy applies to all approved postsecondary programs for which an Ontario College credential is awarded and to all work-integrated and experiential learning experiences.

Definition of Terms

Term	Definition
Academic program	Any combination of courses and/or requirements leading to a diploma, degree, certificate, or post-graduate certificate.
Accessibility for Ontarians with Disabilities Act (AODA)	The Accessibility for Ontarians with Disabilities Act is a law that sets out a process for developing and enforcing accessibility standards. Accessibility standards are laws that government, businesses, non-profits, and public sector organizations must follow to become more accessible. For more information go to: https://www.ontario.ca/page/about-accessibility-laws
Academic accommodations and accommodation plan	Academic accommodations are educational interventions, practices, services, or supports designed to create access and reduce or eliminate disability-related functional limitations that impact learning, academic participation, and/or demonstration of knowledge and skills. This extends to all grounds of the Ontario Human Rights Code. Accommodations must be reasonable to implement and cannot modify course or program outcomes or alter program standards.
Co-requisite	George Brown College programs may designate that certain courses or practical experiences must be taken at the same time to support student learning in a program. If a student fails a co-requisite course, the student may be required to repeat both courses and/or practical experiences. It is the student's responsibility to ensure that they are registered in and complete all appropriate co-requisite courses.

Term	Definition
Experiential Learning (EL)	Experiential learning includes a wide variety of pedagogic practices that are designed to assist, provide, and effectively integrate sector-specific learning experiences. These experiences can occur in a variety of settings including but not limited to workplaces, simulation facilities, labs, shops, and studios in both educational, workplace and practice settings.
Academic Faculty Member	The academic staff responsible for the course to which the work-integrated learning experience is attached.
Learning experience	Any interaction, course, work-integrated learning, or other experience in which learning takes place related to course and/or program-level learning outcomes.
Ministry of Colleges and Universities (MCU)	The MCU is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry website: https://www.ontario.ca/page/ministry-colleges-universities
Ontario Human Rights Code	According to the Ontario Human Rights Commission the Ontario Human Rights Code "is a provincial law that gives everybody equal rights and opportunities without discrimination in areas such as jobs, housing and services." For more information go to: http://www.ohrc.on.ca/en/ontario-human-rights-code

Term	Definition
Prerequisite	George Brown College programs may designate courses as prerequisites. These courses are designed to be completed in a specific sequence. These sequences are designed to support student learning in the program. It is the student's responsibility to ensure that they are registered in and complete all appropriate prerequisite courses.
Self-Directed WIL Opportunity	A work-integrated learning experience where a student takes the initiative to identify, secure, and participate in work placement opportunity relevant to their field of practice gaining valuable skills contribute to their career development. George Brown College provides support, guidance and assessment mechanisms to ensure the quality and relevance of self-directed work placement experiences.
Work-integrated learning education partner (WIL Partner)	Host organizations that provide students with supervised WIL experiences.
Work-integrated learning (WIL)	Work-integrated learning is a model and process that integrates a student's academic studies within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL encompasses field education/placement, co-op, internship, clinical placement, applied research, apprenticeship, service learning and work experience. Terminologies for specific George Brown College WIL experiences are program- and sector-specific and will be in alignment with the Co-operative Education and Work-Integrated Learning (CEWIL) Canada definitions. While the criteria and standards for these experiences are consistent across the college, unique terminology and accompanying definitions will be approved by the Office of Academic Excellence, and the Associate Dean or appropriate program designate. Whenever possible these definitions will match the current MCU outlines.

Policy

4.1 General Principles

4.1.1 George Brown College is committed to providing a safe environment free from discrimination and harassment. The College is dedicated to ensuring that students in eligibleprograms have the opportunity to participate in a program-related WIL and EL experience [see definitions].

4.1.2 George Brown College supports WIL that provides students with the opportunity to gain exposure, knowledge and experiences related to professional practice in their field of study.

4.1.3 Teaching and learning methods for WIL are experiential and involve occupational representatives interacting directly and indirectly with students

4.1.4 All WIL experiences are performed under the oversight of individual academic programs and are evaluated by college representatives and/or designates.

4.1.5 All WIL Partners [see definitions] will be provided with the contact information [George Brown College email address] of a designated program representative who will respond to any questions/issues related to the WIL experience of the student.

4.1.6 Certain academic programs require the successful completion of a WIL experience to graduate. This requirement will be communicated clearlyin the Programs Guide found on the George Brown College website.

4.1.7 General Counsel will assist Deans with reviewing legal agreements relating to WIL. Schools are required to use the standard placement agreement, unless otherwise approved. Non-standard agreements mustbe reviewed in advance by General Counsel.

4.1.8 The authority to sign WIL-related agreements is determined in accordance with the applicable policy and procedures of the College.

4.1.9 In the case of College-wide suspension or cancellation of normal academic and/or operational activities, decisions regarding the continuing of experiential learning opportunities will be made by the Office of the Vice President Academic, in consultation with the Schools.

4.1.10 This policy, sanctioned by George Brown College, is an institutional regulation requiring compliance across the college. Failure to comply with this policy may result in disciplinary measures up to and including dismissal commensurate with the offence in accordance with relevant academic and administrative codes of conduct and collective bargaining agreements.

4.2 Outcomes and Evaluation

4.2.1 When structured as a distinct course or included as one component within a course, WIL experiences will be linked to one or more distinctprogram and course-level learning outcome(s), documented within thecourse outline.

4.2.2 The expectations, including the required number of WIL hours, evaluation

methods, criteria, and tools for evaluating/grading students inWIL, are to be clearly described in the relevant course outline and communicated to all parties.

4.2.3 All programs that utilize academically relevant WIL must be documented at the School level and shared with the Registrar's Office for Ministry reporting purposes.

4.3 Work Integrated Learning Quality Assurance, Record Keeping,Delisting Protocols

4.3.1 All placement sites must be authorized by the relevant Associate Dean, including self-directed placements [see procedures section for self-selected placement processes].

4.3.2 For any WIL opportunity in which the student becomes an employee of the company and follows the Ontario definition of Co-op, an employment contract must be generated by the employer and signed bythe student and employer.

4.3.3 The relevant Associate Dean is responsible for ensuring that records of all students participating in a work placement are available upon request.

4.3.4 An approval must be provided in writing from GBC Associate Dean prior to the student commencing their placement.

4.3.5 Ongoing evaluation of the academic quality of WIL experiences will be undertaken by the respective academic programs on a regular basis and during the program review process to ensure currency, appropriateness, student satisfaction, services, and quality.

4.3.6 If an ongoing evaluation leads any member of the program team to the suspicion that any aspect of the WIL experience does not meet the college's quality standards or may be fraudulent in any way they must report this concern to the relevant Associate Dean immediately.

4.3.7 In conjunction with ongoing evaluations the Associate Dean may determine it necessary to de-list a Work Integrated Learning placementif they find the WIL partner does not meet the college's quality standards. The Associate Dean must communicate this decision to the relevant Dean who is responsible for briefing the Vice President Academic when any WIL partner is de-listed. The VPA's office will coordinate with other relevant internal GBC departments to ensure theyare aware of the placement site's status (examples might include the GBC Foundation, the Community Partnerships Office, other academic units).

4.3.8 Students may be removed from a Work Integrated Learning placementif it is found the WIL partner does not meet the college's quality standards. The relevant Associate Dean is responsible for ensuring an alternative plan is designed for students to ensure they are not unfairly penalized.

4.3.9 In the event that a student is removed from a WIL opportunity or their placement is terminated, the responsible Associate Dean must complete the Record of Termination in Appendix C and submit this documentation to the Centre Dean. This information will be reported and stored centrally.

4.3.10 If a student is removed from a WIL placement inside Canada for failingto meet minimum academic/workplace standards, the supervising faculty member and/or Associate Dean is responsible for providing options for the student on how to complete their program requirements,as appropriate.

4.3.11 Associate Dean approvals for self-directed international placements must be shared with GBC's Global Mobility to ensure students are sufficiently prepared.

4.3.12 All academically relevant WIL that takes place outside of Canada is required to comply with the College risk management protocols, including the mandatory international travel risk management activities for students and faculty and staff accompanying students abroad. The College adheres to the Government of Canada's travel advice and advisories to determine the advisory level for each destination.

4.3.13 Affiliation agreements governing academically relevant WIL that takes place outside of Canada must be reviewed and approved by the Vice President Academic and Legal Counsel prior to approving the students' request.

4.3.14 In the event that a student is removed from a WIL placement outside of Canada for failing to meet minimum academic/workplace standards, the supervising faculty member and/or Associate Dean is responsible for the provision of an alternative assessment if it is deemed appropriate.

4.3.15 The student may remain in the jurisdiction outside of Canada if they continue to be supervised by the relevant faculty member/George Brown College representative.

4.4 Conflict of Interest

4.4.1 Students will avoid undertaking Work-Integrated Learning (WIL) work experiences in a workplace where there is a possible or perceived conflict of interest, for example, where:

4.4.1.1. A family member or someone with a close personal relationship isresponsible for supervising or delegating to the student.

4.4.1.2. The student has a private or personal interest that influences theexercise of the duties and responsibilities articulated in the WIL experience.

4.4.2 Students participating in a (WIL) work experience must communicate any actual or possible conflict of interest to their program representatives.

4.5 Student Responsibilities

4.5.1 Students must meet and maintain all stated academic and WIL prerequisites, co-requisites, and requirements, which may include the completion of a preparation course, to be eligible for a WIL experience.

4.5.2 When in the field, students represent George Brown College and its community. The Code of Non-Academic Student Behaviour outlines the College's expectations for respectful behaviour, and the accompanying procedures outline the processes that will be followed when a student's behaviour contravenes the College's behavioural expectations. Students must conduct themselves according to the Code of Non-Academic Student Behaviour while taking part in a WIL experience.

4.5.3 Students must conduct themselves in accordance with the accepted professional standards of their field of practice, the WIL Partner, and all relevant workplace legislation.

4.5.4 Students who knowingly submit any falsified documents or records associated with any aspect of their WIL experience are in violation of the college's Academic Integrity policy and may face academic penalty up to and including expulsion from their program of study and/or George Brown College.

4.5.5 Students are responsible for notifying George Brown College employees, such as faculty members and/or support staff of their accommodation needs based on any applicable prohibited ground and cooperate in the accommodation process.

4.6 Student Concerns/Complaints Relating to Work-Integrated Learning

4.6.1 George Brown College is committed to continually improving the quality of educational experiences for students. In support of this commitment all students have the right to express concerns and constructive criticisms regarding their WIL experiences without penalty.

4.6.2 Students have the right to raise formal concerns or complaints, either individually or as a group, regarding an issue related to their WIL experience. Please refer to the College's Educational Concerns and Complaints Policy for the procedures to follow when raising a concern or complaint about the academic quality of a WIL experience.

4.7 Duty to Accommodate

4.7.1 The College's Human Rights Discrimination and Harassment Policy ("HRDH") is based on the Ontario's Human Rights Code and applies to all GBC educational and other services, including Work Integrated Learning.

4.7.2 The HRDH policy provides that every member of the GBC community should experience and contribute to a respectful learning and working environment that is free from discrimination and harassment because of one or more prohibited grounds, namely: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability.

4.7.3 The Duty to Accommodate extends to all aspects of the Ontario Human Rights Code. George Brown College will make every reasonable effort, short of undue hardship, to meet the needs of accommodation seekers arising out of disability, family status, creed or any other prohibited ground, in the assignment and execution of WIL placements.

4.7.3.1. These efforts must respect the person's dignity, worth, privacy, autonomy and individuality.

4.7.3.2. In cases where it is determined that no existing WIL opportunity canreasonably accommodate the needs of a student, short of undue hardship, non-WIL alternatives will be addressed on a case-by-case basis within the constraints of the program's vocational learning outcomes.

4.8 Work-Integrated Learning Educational Partner Responsibilitiesfor an On-site Educational Experience

4.8.1 In collaboration with the College, per section 4.7., WIL Partners will implement accommodations as required. If they are unable to do so, despite reasonable efforts, the College will be responsible for finding an alternative placement or equivalent experiential learning experience.

4.8.2 WIL Partners will adhere to all applicable workplace legislation.

4.8.3 WIL Partners will also agree to provide supervision and feedback to thestudent

and George Brown College on that experience. These minimumstandards include the following:

4.8.3.1 WIL Partners will agree to and sign a letter provided by the relevant George Brown College program confirming their understanding of WILand their ability to provide a quality WIL experience specific to the student's program and field of practice.

4.8.3.2 WIL Partners will agree to conduct a WIL onboarding process with thestudent (See Appendix #2 for a sample Onboarding Checklist).

4.8.3.3 WIL Partners will agree to providing structured feedback and/or evaluation (provided by the program) to the student and to the relevant George Brown College representative within an agreed-upon timeframe.

4.9 Insurance Coverage Related to WIL Experiences

4.9.1 Students registered in an MCU-funded program who are engaged in work-integrated learning outside the College, on an unpaid basis, will becovered by provincial WSIB insurance. Note: WSIB will not cover any hours of work or duties that are outside of what was agreed with the placement agreement. All hours (including unique arrangements for duties performed outside of typical hours) must be embedded into the placement agreement form prior to the start of the placement.

4.9.2 Students registered in an MCU-funded program who are engaged in apaid co-op program are covered under the employer's insurance.

4.9.3 Students registered in an MCU-funded program who are engaged in work-integrated learning within the College's facilities will be covered bythe College's insurance policy.

4.9.4 Students registered in an MCU-funded program who are engaged in work-integrated learning outside of Canada, on an unpaid basis, will becovered by the provincial CHUBB Insurance.

5 Appendices

Under final development.

Related Materials

The Ontario Human Rights Code

6 Related Policies

Academic Appeals Policy
Accessibility Learning Policy
Code of Conduct – Academic Staff
Code of Non-Academic Student Behaviour
Educational Concerns and Complaints Policy
Office of the Registrar's Policies
Human Rights Discrimination and Harassment Policy
George Brown College Academic Integrity Policy