



Work Experience Policy

Name of Policy

September 01, 2021

Implementation Date

Chief Executive Officer

Position(s) Responsible

September 01, 2021

Date of Last Revision

The work experience is a required part of the (Name of Program) in which the student obtains practical skills relevant to the learning objectives of the program and forms part of the graduation requirement.

1. The requirements for participation in the work experience are as follows:
 - a. Attend not less than 80% of classroom sessions.
 - b. Complete and receive a passing grade on all assignments for the program up to the date of the work experience placement.
 - c. Complete and receive a passing grade on all quizzes, tests and examinations up to the date of the work experience placement.
 - d. Return all borrowed items to the College.
 - e. Successfully complete a work experience placement interview.

2. The process by which the student will be placed in a work experience is as follows:
 - a. The student must have the Ready for Work Experience form signed by the instructor.
 - b. The student must meet with the College Administrator and/or Work Experience Placement Host and successfully complete an interview.
 - c. Once a placement is agreed upon, the student, work experience placement host, and a College Representative must sign the Work Experience Agreement.

3. The College, the student and the host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
4. The process by which the student will be evaluated in relation to the work experience component is as follows:
 - a. The College will monitor the student's attendance at the work experience placement by contacting the placement host weekly to gather information on the student's attendance during that week.
 - b. The College will provide the work experience placement host with a standardized evaluation survey form at the mid-point and at the end of the work experience placement.
 - c. The completed evaluation survey will be retained as a part of the student record.
 - d. The student must attain a passing mark on the work experience evaluations in order to be eligible for graduation.
5. The student will be provided with at least one written evaluation in relation to the work experience component.