

**Work Experience Policy (WEP)**

Name of Policy

May 2007

Implementation Date

**Employment Coordinator, Campus Director, Program Coordinator**

Position(s) Responsible

September 1, 2016

Date of Last Revision

**Policy**

Brighton College refers to the practicum or co-op as the Work Experience Program (WEP). Brighton College provides practicum or co-op to students who have satisfactorily completed academic requirements up to the point at which the practicum or co-op occurs. The practicum or co-op is provided at no additional cost; in appropriate facilities and within a reasonable distance from the institution. It is supervised by both the instructor and an appropriately qualified individual from the host employer. The practicum or co-op is clearly integrated with learning outcomes. Although students may participate in the search for a practicum or co-op, it is Brighton College's responsibility to provide the student with their practicum or co-op. Student's attendance is mandatory and will be recorded. A copy of the evaluation and attendance record will be kept in the student record.

The practicum or co-op is an integral part of the program which includes the practicum or co-op and will allow the student to develop and practice the skills needed for success in their future careers. The practicum or co-op's duration is indicated in each program outline. The practicum or co-op must be completed by the student at the designated time in the program sequence as provided in the program outline.

**Procedure:**

1. The College provides the work experience orientation to the new students within the first week of their program.
2. Before placement, the College ensures the students successfully complete the mandatory academic requirements required for the practicum or co-op.
3. The College starts to work with the students two months prior to their WEP start date and will continue to follow up with the students until the completion of the practicum or co-op:
  - a. The students will review Brighton College WEP Application and Conditions, which includes students' information and the work experience terms and conditions.
  - b. When a potential practicum or co-op host is identified, the College contacts the proposed host to assess the suitability and commitment of the WEP host for an optimal learning environment
  - c. If the host is approved to accept students, the College contacts the students and arranges an interview if needed.
  - d. The "Host-Student-College Agreement" is signed by the student, the Host and the College. The agreement lists the program related activities that student will undertake, as well as the respective responsibilities of the host, the College and the student.
  - e. The students start the practicum or co-op.
  - f. During the placement, the College maintains contact with the host and the student, monitoring the student's attendance and ensuring that the learning objectives of the program are met.
  - g. During the midway point of the placement, the College conducts a midway evaluation via site visit, email, or phone call and completes the Midway Evaluation Report.
  - h. Upon the completion of the practicum or co-op, a Joint Evaluation is completed by both the host and the student.



- i. A copy of attendance records is required to be completed and confirmed by the host.
- j. All WEP documents are kept in student's record.

### **Requirement for participation**

- Successfully complete the mandatory academic requirements required for the WEP
- Hold a valid Work/Study Permit if international students;
- Satisfy all financial obligations to the College.

### **To participate in work experience which is required for the program graduation, the student agrees to the following guidelines:**

- I will attend the training place on a voluntary basis within the hours outlined by the host.
- I consider and am responsible for transportation, location, travel time, costs and type of business.
- I will maintain a record of tasks completed during the work experience placement and will immediately report any concerns to the college.
- I acknowledge that I shall, under no circumstances, disclose any information on the employer or its clients to a third party.
- I also understand that it is my responsibility to forward the work experience paperwork including but not limited to Evaluations and Timesheets to the college upon complete of my placement term.

### **Dispute:**

At the advent of the problem, the student must take a proactive approach and discuss the conflict with their Host. If the student is not able to resolve the issue, they must then contact the College at their earliest opportunity. All disputes must be filed according to the Dispute Resolution Policy found in the Student Handbook.

### **Grading:**

The WEP is graded on a Pass/Fail basis. The grade will be determined by the WEP Jointed Evaluation, time sheets, and (or) Midway Evaluation.