

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to support the use of workplace experiential learning as a valuable strategy to provide relevant skill-oriented learning.

PROCEDURE

DEFINITIONS

Workplace experiential learning A course, or a portion of a course, requiring students to participate in a supervised workplace experiential learning setting such as a practicum , directed field study, internship, cooperative work term course, or capstone course, and that is related to their program of study or training.

Workplace experiential learning agreement An agreement signed by SAIT, the student and the workplace experiential learning organization, outlining the terms and conditions of the workplace experiential learning experience. These agreements include but are not limited to the:

- a) Employee Agreement
- b) International Practicum Agreement
- c) Multiple Student Unpaid Agreement

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- d) Sole Student Paid Agreement
- e) Sole Student Unpaid Agreement

Workplace experiential learning liaison

For the purpose of this procedure, this is a SAIT representative assigned by the school or program to handle workplace experiential learning details for the students.

PROCEDURE

A. Workplace Experiential Learning

1. A program may include workplace experiential learning. SAIT recognizes three types of workplace experiential learning:
 - a) Practicum, Directed Field Studies, and Internship courses
 - i) These terms are interchangeable, and depend on the particular industry/program in which the course takes place. In some situations, this may also include a capstone course.
 - ii) There are learning outcomes for the course.
 - iii) The student receives a letter grade. This grade is included in the calculation of the student's grade point average, and appears on the student's transcript.
 - iv) It is required for graduation.
 - b) Co-operative Work Term courses
 - i) This term is used interchangeably with the term "co-operative" course.
 - ii) There are no learning outcomes for the course.
 - iii) The student receives a P/NP (Pass/No Pass). This grade is not included in the calculation of the student's grade point average, but appears on the student's transcript.
 - iv) The employer pays the student.

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- v) The course is a full-time, 15-week course.
 - vi) It is not required for graduation.
- c) Work Experience
- i) There is neither a course nor learning outcomes.
 - ii) A student does not receive any grade. Work experience does not appear on the student's transcript, but the student may choose to list this on the student's resume.
 - iii) It is not required for graduation.
2. Workplace experiential learning that takes place outside of Canada is governed by procedure [AC.2.13.2 Study Abroad](#).
3. Workplace experiential learning liaisons ("the liaison") may secure workplace experiential learning sites for students. In some situations, students may be required to secure their own workplace experiential learning site, although the liaison may assist students in this process.
4. Some workplace experiential learning organizations ("the organization") have additional requirements such as security clearances, immunizations, etc. Where possible, the liaison will advise students of these requirements.
5. A workplace experiential learning agreement must be signed by SAIT, the student and the organization before the workplace experiential learning starts. The student may not participate in the workplace experiential learning until the agreement has been signed by all parties.
- a) In situations where the organization does not pay the student, the agreement to be used is the:
 - i) Sole Student Unpaid Agreement, or
 - ii) Multiple Student Unpaid Agreement, or
 - iii) International Practicum Agreement, Sole Student Unpaid (where the student is completing the workplace experiential learning outside of Canada).

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- b) In situations where the organization pays the student and the student is not already employed by the organization, the agreement to be used is the Sole Student Paid Agreement or International Practicum Agreement, Sole Student Paid (where the student is completing the workplace experiential learning outside of Canada).
 - c) In situations where the student is already employed by the organization at the time of the workplace experiential learning, the agreement to be used is the Employee Agreement;
 - d) In some situations, an organization may have its own agreement that it requires the student to sign, instead of SAIT's agreement. The academic chair/coordinator, dean, the coordinator, insurance management, Finance department, and the contracts coordinator, finance department must review and approve this agreement before a student signs it.
6. The liaison should contact the coordinator, insurance management, Finance department, to obtain current agreements. The liaison will send the completed agreements to the coordinator, insurance management, for storage.
 7. A student must comply with the rules and policies of the workplace experiential learning organization and with procedure [AC.3.4.1 Student Code of Conduct](#).
 8. If a student requires a workplace disability accommodation or religious accommodation in order to participate in workplace experiential learning, please refer to procedure [AC.3.16.1 Accommodations for Students with Disabilities](#) or to the Process to Accommodate Religious Observances, set out in Schedule A, An Associated Document to this Procedure.

B. Workers' Compensation Board (WCB) insurance

1. A student participating in workplace experiential learning in Alberta and which is required for the student to graduate (as discussed above in paragraph A.1a)), is automatically covered by the Government of Alberta's WCB insurance while on the workplace experiential learning site.
2. A student participating in approved workplace experiential learning outside of Alberta and which is required for the student to graduate (as discussed above in paragraph A.1.a)) may or may not be covered by the Government of Alberta's WCB insurance while on the workplace experiential learning site. The student should contact WCB officials both in Alberta and in the other jurisdiction to determine WCB coverage. In

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the case of a distance education student, the student's academic chair/coordinator should contact SAIT's coordinator, insurance management, to determine other insurance options for the student. See

https://www.wcb.ab.ca/assets/pdfs/workers/WFS_Student_coverage.pdf for further information.

3. A student participating in workplace experiential learning that is not required for graduation (as discussed above in paragraphs A.1.b) and A.1.c)) is not covered by the Government of Alberta's WCB insurance while on the workplace experiential learning site. The liaison should contact the ability management advisor, Employee Services, for assistance in mitigating SAIT's risk in this situation.

C. Liability Insurance

1. A student who is participating in approved workplace experiential learning in Alberta under the terms of an Employee Agreement will be covered through the insurance and indemnity coverage ordinarily made available by or through that employer to its employees. The student should, however, confirm this with the employer.
2. A student attending approved workplace experiential learning in Canada or the United States is automatically covered for third party liability for activities related directly to the workplace experiential learning. If a student is planning to attend workplace experiential learning outside of Canada or the United States, the liaison must check with the coordinator, insurance management, Finance department, for coverage options.

ASSOCIATED DOCUMENTS

Schedule A Process to Accommodate Religious Observances

POLICY/PROCEDURE REFERENCE

AC.2.16 Workplace Experiential Learning policy

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