

Section: Academic/Student (AC)  
Subject: Programs and Curriculum

Legislation:  
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Revision:

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

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

## **PROCEDURE**

### **DEFINITIONS**

**Co-curricular record (CCR)** An official SAIT document validating student achievement and involvement in approved co-curricular activities. It is separate from the student's transcript and academic record.

**SAIT campus** SAIT's main campus and all satellite campuses.

**Work-integrated learning (WIL)** Activities that integrate academic learning in a SAIT program or course with practical applications in a real-world setting,

**Work-integrated learning agreement** An agreement signed by SAIT, the student and the work-integrated learning organization for certain types of WIL, outlining the terms and conditions of the work-integrated learning experience. These agreements include but are not limited to the:

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- a) Employee Agreement.
- b) International Practicum Agreement.
- c) Multiple Student Unpaid Agreement.
- d) Sole Student Paid Agreement.
- e) Sole Student Unpaid Agreement.

**Work-integrated learning liaison**

A SAIT representative assigned by the school or program to handle work-integrated learning details for the students. This could include an instructor, academic chair/coordinator, or a designated contact.

**GOVERNING PRINCIPLES**

1. Work-integrated learning (WIL) allows an academic program to incorporate real-world components into the program and to connect those components to classroom learning and to the student’s program of study. It is a valuable way to provide students with meaningful practical experience and essential/soft skills, and to prepare students for the workplace. SAIT encourages academic programs to provide students with one or more types of WIL. See Schedule A, an Associated Document to this procedure, for common types of WIL.
2. SAIT supports and protects the health, safety and security of students taking part in WIL, whether on or off the SAIT campus. Students taking part in WIL are governed by the same SAIT procedures as all other SAIT students, including but not limited to procedures AC.3.4.1 Student Code of Conduct, AD.2.13.1 Sexual Assault and Sexual Violence, [HS.1.2.1 Prevention of Violence](#), and [HR.4.10.1 Respectful Learning and Workplace Environment](#).
3. Students taking part in WIL must comply with the policies, procedures and rules of the organization providing that WIL (“the WIL organization). If a conflict exists between SAIT’s procedures and the WIL organization’s procedures, the latter will generally prevail.
4. Some types of WIL are required for graduation from a program and have SAIT credits. Other types of WIL are not required for graduation from a program and do not have SAIT credits, although students may be able to seek co-curricular recognition for those types of WIL. See procedure [AC.6.3.1 Co-Curricular Recognition](#) for further information.

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5. WIL that takes place outside of Canada is governed by procedure [AC.2.13.2 Study Abroad](#), including the risk assessment requirements and activities set out in that procedure.
6. A student who requires a workplace disability accommodation or religious accommodation to participate in WIL should refer to procedure [AC.3.16.1 Accommodations for Students with Disabilities](#) or to the Process to Accommodate Religious Observances in Schedule B, An Associated Document to this procedure.
7. International students participating in WIL may require work visas to do so.

## PROCEDURE

### A. Clinical Practicum, Directed Field Studies, Internship and Practicum Courses

1. SAIT does not guarantee that a student will be able to secure a WIL site for a clinical practicum, directed field studies, internship or practicum course. Although SAIT will assist students in this process, the student is responsible for working with SAIT to secure the WIL site.
2. In some academic programs, WIL liaisons (“the liaison”) may secure WIL sites for students. In other academic programs, students may be required to secure their own WIL site, although the liaison may assist students in this process.
3. Some WIL organizations have additional requirements such as security clearances, immunizations, etc. Where possible, the liaison will advise students of these requirements.
4. SAIT and the WIL organization must sign a WIL agreement before the WIL starts. In most situations, the student must also sign that agreement. The student cannot participate in the WIL until all parties have signed the agreement.
  - a) In situations where the WIL organization does not pay the student, the agreement to be used is the:
    - i) Sole Student Unpaid Agreement;
    - ii) Multiple Student Unpaid Agreement; or
    - iii) International Practicum Agreement, Sole Student Unpaid (where the student is completing the work-integrated learning outside Canada).

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- b) In situations where the WIL organization pays the student and the student is not already employed by the WIL organization, the agreement to be used is the:
  - i) Sole Student Paid Agreement; or
  - ii) International Practicum Agreement, Sole Student Paid (where the student is completing the WIL outside Canada).
- c) In situations where the student is already employed by the WIL organization at the time of the work-integrated learning, the agreement to be used is the Employee Agreement.
- d) If a WIL organization wants to revise SAIT's agreement or to have the student sign the WIL organization's agreement instead of SAIT's agreement, the following individuals must review and approve that agreement before the student signs it:
  - i) The student's academic chair/coordinator.
  - ii) The student's dean or associate dean.
  - iii) The insurance coordinator, Finance department.
  - iv) Contracts and Legal Services unit, Finance department.
5. The liaison should contact the insurance coordinator to obtain current agreements. The school/department is responsible for storing the completed agreements in accordance with procedure [AD.3.2.1 Records Management](#).
6. SAIT has the right to protect the public interest, public safety or public health by changing, withdrawing or denying a student's placement in a clinical practicum, directed field studies, internship or practicum, as per the process that individual programs or schools have established.

## **B. Workers' Compensation Board (WCB) insurance**

1. A student participating in WIL in Alberta and which is required for the student to graduate (see Schedule A) is automatically covered by the Government of Alberta's WCB insurance while on the WIL site.
2. A student participating in approved WIL outside of Alberta and which is required for the student to graduate (see Schedule A) may or may not be covered by the Government of Alberta's WCB insurance while on the WIL site. The student should ***The official controlled version of this document is held in the Board of Governors Office.***

contact WCB officials both in Alberta and in the other jurisdiction to determine WCB coverage. In the case of a distance education student, the student should contact their academic chair/coordinator, who in turn should contact SAIT's insurance coordinator to determine other insurance options for the student. See [https://www.wcb.ab.ca/assets/pdfs/workers/WFS\\_Student\\_coverage.pdf](https://www.wcb.ab.ca/assets/pdfs/workers/WFS_Student_coverage.pdf) for further information.

3. A student participating in WIL that is not required for graduation (see Schedule A) is not covered by the Government of Alberta's WCB insurance while on the WIL site. The liaison should contact the ability management advisor, Employee Services Department, for assistance in mitigating SAIT's risk in this situation.

### C. Liability Insurance

1. A student who is participating in approved WIL 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 participating in approved WIL in Canada or the United States is automatically covered for third party liability for activities related directly to WIL. If a student is planning to participate in WIL outside Canada or the United States, the liaison must check with the insurance coordinator for coverage options.

## ASSOCIATED DOCUMENTS

- Schedule A Types of Work-Integrated Learning
- Schedule B Process to Accommodate Religious Observances

## POLICY/PROCEDURE REFERENCE

- AC.2.20 Work-Integrated Learning policy

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