

Policy History
Policy No. ST16
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: October 25, 2022

Work-Integrated Learning Policy

A. CONTEXT AND PURPOSE

The University recognizes the importance of off-campus learning environments for students to enhance learning, gain knowledge and develop skills. The purpose of this policy is to establish the principles which underlie the processes and standards for the inclusion of Work-Integrated Learning (WIL) in Senate-approved programs and courses at KPU.

B. SCOPE AND LIMITS

1. This policy covers all Work-Integrated Learning (WIL) activities in Senate-approved programs and courses.
2. Activities undertaken by students that are not part of academic requirements for a program or course, such as student employment at KPU, fall outside the scope of this document.
3. Special note is made of Health placements which may be sourced and allocated by Clinical Placement Coordinators and may involve the use of regional, provincial, and/or federal processes and procedures. In the event of a conflict or inconsistency with provincial and/or federal processes and procedures, the provincial and/or federal processes and procedures shall prevail.
4. Apprenticeship programs and Continuing and Professional Studies fall outside of the scope of this policy. Apprenticeship programs are addressed in the *ST5 Work By Students in Vocational Programs Policy*.
5. International global experiences and programs, including but not limited to field schools and COIL (Collaborative Online International Learning), are governed by procedures as overseen by KPU International.
6. Overseas or other significant travel, including field schools, are outside of the scope of this policy and may involve the *SR5 Insurance/Students Policy* as well as planning, and sign off, from KPU's Office of Organizational Risk Management, the relevant Dean's office, the AVP International, and The Office of the Provost and Vice President, Academic.
7. Work shadowing and field trips that are voluntary and not required as part of a course may involve, at the discretion of the Provost or designate and in consultation with the Office of

Organizational Risk, additional or alternate procedures, including *SR5a - Final Release of Claims* and *SR5b - Final Release of Claims (Minor)* as well as planning with Dean's offices.

C. STATEMENT OF POLICY PRINCIPLES

1. KPU recognizes the importance of broadening and building on students' knowledge and discipline-related skills by bridging institutional-based learning with experiences in the workplace and/or community settings.
2. Work-Integrated Learning (WIL) may include practicum placements, paid work experience, Co-operative Education, internships, experiential learning, service learning, applied research, and community-engaged projects.
3. Work-Integrated Learning (WIL) approval processes are set by the Dean of the relevant Faculty with support from the Office of the Provost and Vice-President, Academic.
4. Work-Integrated Learning (WIL) is directly linked to course learning outcomes, program outcomes, graduate attributes and/or potential career pathways, and students are given an opportunity to reflect on its relationship to other elements of a program's curriculum.
5. Work-Integrated Learning experiences are a mutual arrangement between KPU, an external partner, and the student in line with relevant laws and KPU rules, policies and values.
6. Effective relationships with the University's external partners are critical to the success of WIL activities. The University actively promotes and facilitates engagement with external partners to establish and maintain mutually beneficial professional relationships.
7. The University will make reasonable adjustments to assist students in having equitable access to Work-Integrated Learning, in accordance with relevant University policies and other legislation.

D. DEFINITIONS

Refer to Section A of *ST16 Work-Integrated Learning Procedure* for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

AR4 Criminal Record Review

HR15 Diversity and Inclusiveness Policy

RS5 Intellectual Property

SR5 Insurance/Students Policy

SR5a - Final Release of Claims

SR5b - Final Release of Claims (Minor)

SR7 Safety and Health Policy

ST5 Work By Students in Vocational Programs Policy

ST7 Student Conduct (Non-Academic) Policy

KPU's Employee Code of Conduct

KPU's Student Rights and Responsibilities

BCGEU Collective Agreement

F. RELATED PROCEDURES

Refer to the *ST16 Work-Integrated Learning Procedure*