

# Work-Integrated Learning Faculty Guide

*2023-2024*

NOVA SCOTIA COMMUNITY COLLEGE

**Nova Scotia Community College**

**Nova Scotia**



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# ABOUT THIS MANUAL

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## Related Manuals

- [WIL Student Guide](#)
- [WIL Service Learning Guide](#)
- [WIL Employer Guide](#)

## How to Access and Use this manual

This manual is available in the following formats:

- **Online web-book.** You can read this manual online on a computer or mobile device.
- **PDF.** You can download in two different PDF formats.
  - Digital PDF – optimized for digital use, reading on a computer or tablet.
  - Print PDF – optimized for printing.
- **eBook.** Download the EPUB file.
  - Most tablets and eReaders (including iPad and Kobo) and smartphones (including iPhone and Android) can read eBook files in EPUB format.

# LAND ACKNOWLEDGEMENT

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***Mika Francis, Social Services Student***

Nova Scotia Community College (NSCC) is located in Mi'kma'ki, the unceded territory and traditional homeland of the Mi'kmaq Nation. Our relationship is based on a series of peace and friendship treaties between the Mi'kmaq Nation and the Crown, dating back to 1725. As Treaty beneficiaries, we recognize that we are all Treaty People.

As an employer or community partner, we recognize and respect that each of you may work, play, and live on ancestral, unceded and traditional homelands lands of the Indigenous, First Nation, Innu, or Inuit Peoples outside of the Mi'kmaq Nation, and we acknowledge that our activities are not limited to NSCC physical locations.

Central to the values of NSCC and the Department of Career and Employment Services, is the inalienable belief that everyone should be free from discrimination and inequality, and we recognize the uniqueness of everyone's differences, lived experiences and self-identification. Work-Integrated Learning is a safe space where you should expect to be treated with the respect, integrity, and fairness. This applies equally to students, employers/community partners, co-workers, vendors, and clients. and WIL practitioners (faculty and staff).

## African Nova Scotian recognition

NSCC recognizes the African Nova Scotians as a distinct group who arrived here 400 years ago. From that time on, they have contributed to the infrastructure and economic wealth of the towns and cities they helped to build, but from which they could not benefit.

We honour and offer gratitude to those ancestors of African descent who came before us to this land.



# NSCC VISION, MISSION, VALUES

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At NSCC our vision, mission, promise, and values fill us with purpose, guide our work and drive us forward. We realize our **vision** and **mission** through our [strategic plan](#), which focuses on the following key areas:

- Student success
- Community impact
- Organizational excellence
- Academic quality

We demonstrate our commitment to our **values** with leadership from [Human Rights, Equity and Inclusion](#), our international partnerships, and our sustainability practices.

## Vision

Transforming Nova Scotia one learner at a time.

## Mission

Building Nova Scotia's economy and quality of life through education and innovation.

## Promise

To empower those who strive to know more, do more, be more.

## Values

### **Accessibility**

We commit to opening pathways and providing equitable opportunities for students to engage fully in our programs and services.

### **Diversity**

We are intentional in our efforts to build diversity as a core strength. We recognize diversity of knowledge, worldview and experience as an asset and a key driver of success in advancing innovation, creativity, and excellence.

### **Employee success**

We believe that engaged people make the difference in our environment of continuous learning. Teamwork and creativity are encouraged, and innovation is expected to ensure the success of our students and our organization.

### **Inclusion**

We are committed to creating a culture of genuine inclusion that is free from discrimination and harassment and where our students, employees, and the communities we serve are treated with fairness, dignity and respect.

### **Innovation**

We believe there is always a better way. We find it by inspiring curiosity, openness, and creativity in the pursuit of excellence.

### **Public accountability**

We work with integrity in every area of the College and believe we must be fundamentally accountable for the public's trust in all that we do.

### **Safety**

We're dedicated to ensuring the health and safety of our students and employees. We're committed to working collaboratively to foster a culture of safety and improving safety practices across the organization.

### **Student success**

We empower students through applied learning, services and supports to propel them on their way to career success and fulfilment.



## **Sustainability**

We commit to the continuous development of the social, economic, cultural, and environmental sustainability of the College and our communities.

# INTRODUCTION

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Most NSCC programs incorporate a work-integrated learning component, allowing students to blend classroom teachings with practical job experiences, fostering valuable work skills.

Faculty members play a pivotal role in work-integrated learning by serving as a vital connection between employers and students. Your guidance is instrumental in facilitating appropriate work experiences and contributing to the success of our students.

Through these work experience opportunities, employers also tap into the fresh perspectives' students bring, potentially identifying prospective future employees as part of their long-term recruitment strategy. The advantages extend to both students and employers, while concurrently enhancing the retention of Nova Scotia's talent pool through improved post-graduation employment prospects.

At NSCC, we have five expansive work experience categories tailored to prepare students for their future careers in their chosen professional or occupational fields:

## Field Experiences

Students engage in a diverse array of work-related experiences, which may be either paid or unpaid. These field experiences are closely linked to specific courses and are mandatory for graduation. The frequency, duration and timing of a field experience may differ depending on the NSCC program. However, the most typical field experience spans approximately 175 hours, lasting for about 5 weeks, and takes place during the third semester (April-May).

## Co-operative Education (co-op)

Enabling students to “earn while they learn”, the co-op program provides a unique opportunity to acquire invaluable experiences as they advance towards their second year of studies, graduation, and eventual employment in their desired career path. Co-op experiences offers paid full-time employment, lasting 12-16 weeks, (420-640 hours) depending on the program, strategically scheduled between the students’ first and second year of study. This immersive work experience enriches their educational journey and equips them with practical skills and industry insights.

## Internships

NSCC offers two specialized programs, International Business and Ocean’s Technology, which incorporate a valuable and mandatory internship component. Internships are paid and occur during the final semester, lasting between 14-16 weeks of full-time employment. These internships are an important part of a student’s studies, giving them practical experience and a chance to use their skills in real-life situations before they enter their chosen careers.

## Professional Practice

Unpaid work placements are mandatory for obtaining a professional license or designation in various fields, including clinical placement, practicums, preceptorships and more. These hands-on experiences provide students with practical training and the opportunity to apply their classroom knowledge in real-world settings. Such placements are essential for developing the necessary skills and competence required for a successful career in their chosen professions.

## Sea Time

Allows students to apply the knowledge and skills essential for working aboard a vessel. These opportunities may be paid or unpaid, with varying durations and terms depending on the program, encompassing fall, winter, spring, or summer. Several marine programs at NSCC have sea time requirements, governed by guidelines established by Transport Canada. Sea time can be fulfilled by gaining experience on both Canadian and international merchant ships.



# CHECKLIST

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The provided checklist details the necessary steps that faculty must undertake before, during, and after a work experience (excluding Professional Practice placement). All the mentioned forms and additional faculty resources are accessible in this book, and on connect under the [Work experience information](#) section.



## Preparing for Work Experiences

- Host work experience information sessions for students
- Review [Student Work Experience Guidelines](#) with students
- Update your WIL Brightspace course. A work experience Brightspace course has been created for you to use with your students. It has been divided into three units: Preparing for your Work Experience; During your Work Experience; and Following your Work Experience. There are assignments and discussion topics associated with each unit. To receive a copy of this course shell, submit a [Technology Service Desk ticket](#), asking for the “Master Work Experience – MASTER\_WIL\_Dept course”.

**NOTICE: Please ensure you have updated your course before block enrollment occurs.** WIL students receive earlier access to their work experience Brightspace courses, this access date aligns with block enrollment.

- Assist students in reviewing their cover letters and resumes. Direct them to resources from [Career and Employment Services](#) and [Library Services resources](#).
- Approve all work experiences/position descriptions
- Ensure completion and submission of the following forms by students:  
[Intent to Complete an International Work Experience](#) (as required)  
[Work Integrated Learning Agreement](#) (must be completed and approved before the student begins their work experience)  
[Optional](#) or [Mandatory Co-op Registration Form](#) (as required)  
 Work-Integrated Learning – [Academic Review Form](#) (as required)
- Enter Work Integrated Learning Agreement details into NSCC's Work Experience Portal ([training available in Connect](#))

## During the Work Experience

- Maintain and monitor the Brightspace Course
- Ensure students complete and submit the following form: (within their first week) [Orientation & Job Safety Review](#)
- Conduct check-ins either in-person (as part of a site-visit), by phone, or through technology [Work Experience Check-in Form](#)
- Discuss the student feedback process with employer. Ensure the employer has the [Employer Feedback on student form](#)
- In case of accident/incident ensure **entire** accident/incident reporting process is followed:  
 Complete Work Experience – [Accident/Incident Report Form](#), and Complete NSCC's online [Accident/Incident Report](#)
- Review the evaluation requirements of the **Reflective Learning Assignment** and/or final report with the student
- Ensure [Employer Feedback on Student Form](#) and [Student Feedback on Work Experience and Employer](#) are available to students in Brightspace

## Following the Work Experience

- Ensure the following forms are completed  
[Employer Feedback on Student](#)

**Student Feedback on Work Experience and Employer**

- **Student's Reflective Learning Assignments**
- Debrief work experience with student
- *Review record of employment (ROE) (for co-op and internship) to ensure the student met the required hours for their work experience.*
- Encourage the student to complete a follow-up/thank you letter to industry partner
- Consider nominations for Work Integrated Learning Student and Co-Op Student of the Year Awards
- Assign student their final grade

# FACULTY GUIDELINES

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Faculty members hold the responsibility of endorsing, overseeing, monitoring, and assessing work experiences. As a pivotal bridge connecting employers and our students, your leadership plays a vital role in guaranteeing suitable experience and fostering student achievements. We strongly encourage you to thoroughly review the guidelines with every student who is pursuing work experience credits. By adopting this practice, you ensure that students gain a thorough understanding of essential policies, procedures, and the expected benchmarks.



## Faculty

- Deliver information sessions for students prior to their work experience searches
- Direct any employers applying for the Cooperative Education Incentive through Labour, Skills, and Immigration (Labour and Advanced Education) to Career & Employment Services for endorsement. [workexperience@nscc.ca](mailto:workexperience@nscc.ca) (Employers must be endorsed by the WIL office for funding approval)



- Prepare Brightspace course for students
- Review and approve work experience, ensuring proper risk management practices are in place
- Students must successfully complete all courses prior to starting a work experience. However, for some programs, at the discretion of the Academic Chair, students may be permitted to participate provided health and safety are not at risk (using the [Academic Review Form](#))
- Direct any students participating in co-op to enroll in the co-op course and pay appropriate tuition fees
- Assist the student with determining personal learning outcomes for work experiences
- Explain the goals of work experience and the skill set of the student to the employer
- Inform the student of the code of professional and ethical conduct required by the workforce or profession
- Explain, distribute, and collect completed [forms](#), as necessary, to students and employer partners
- Track work experience details in Work Experience Portal (Professional Practice placements are tracked differently, reach out to Career & Employment Services for direction and support)
- Monitor student progress while the student is on work experience
- It is not permissible for students to terminate employment prematurely. If this is an issue, they must communicate with you so you can support the student and employer partner to achieve the best possible outcome for all parties
- In cases where a signed, legal contract with the employer is a condition of the work experience, under no circumstances should students attempt to break such an agreement without first discussing and clearing it with you – our team is here to support you with this if needed
- If there is a need for the student to commute or re-locate to another geographical area for the work experience, students are to discuss this with you prior to starting work
- At no time are students to leave one employer for another, unless first receiving approval from you
- **If completing a co-op, students are required to return to the College to commence second year classes**
- Explain the evaluation process to employer, and collect and review their feedback
- Evaluate student performance and assign a grade
- Communicate the opportunities for the Co-op/Work-Integrated Learning Student of the Year awards



## Student

Student responsibilities are outlined in the [Work Experience Student Guide \(and on Connect\)](#).

## Employer

Employer responsibilities are outlined in the [Work Experience Employer Guide \(and on NSCC public website\)](#).

# WORK EXPERIENCE PROCEDURES

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All work experiences require faculty or the Academic's chair approval before students can begin a work term. For those students that are seeking their own opportunities, you should advise them to provide you with a job description that you can review prior to them engaging in the application process or accepting a job offer.



## Preparing for Work Experience

Students aiming to undertake their work experience with Nova Scotia Health (NSH) or IWK are required to initiate placements via the Professional Practice Portal known as HSPNet. Further details about this process can be acquired by contacting [HSPnet@nscc.ca](mailto:HSPnet@nscc.ca)

Certain employers might mandate that students provide Criminal Record Checks (CRC), Vulnerable Sector Searches (VSS), Vaccination/Immunization Records, and/or Child Abuse Register Checks prior to searching a work experience opportunity. Adverse findings in these checks could potentially hinder a student's ability to complete a work experience and fulfill all program requirements. To understand the processes and access

relevant forms for Immunization, CRC, and VSS, it is advised to consult your Academic Chair or School Manager.

For guidance pertaining to **International Work Experiences outside of Canada** or supporting **International Students within Canada**, please refer to the dedicated International sections within this guide.

## Co-operative Education

Students engaging in Co-operative Education are required to register for the co-op course. Co-op holds the status of an academic course, and consequently, tuition fees are. Students interested in participating in the optional Co-op Program, MUST be referred to the Work-Integrated and Experiential Learning Coordinator. Should you come across a student interested in participation in optional co-op, please refer them to email [WorkExperience@nsc.ca](mailto:WorkExperience@nsc.ca) to register. Our dedicated Career and Employment team will provide them with guidance throughout the process and support them during their co-op journey. A pre-recorded information session on co-op can be viewed [here](#).

For employers seeking to apply for the Cooperative Education Incentive through Labour, Skills, and Immigration (Labour and Advanced Education) it's imperative that they receive endorsement from Career & Employment Services before submitting their application. In the event an employer contacts you regarding this funding, please direct them to Career & Employment Services.

## Brightspace

The Career & Employment Services team has created a Brightspace shell that's at your disposal for copying and customization to align with your specific requirements. This shell is structured into three units: "Preparing for your Work Experience", "During your Work Experience", and "Following your Work Experience". Within each unit, students can access clear expectations, submit necessary forms as assignments, and engage in discussion topics that serve as their reflective learning components for evaluation. To obtain a copy of this course shell, you can initiate the process by [submitting a request through the Technology Service Desk](#). Request a copy of the "Master Work Experience-MASTER\_WIL\_Dept.

Additionally, Career & Employment Services has designed a self-registration Brightspace course named ESSS1020 Career Jump Start, which is open to anyone at NSCC. This course is non-credit and self-directed, guiding learners through modules encompassing career decision-making, job search strategies, application processes, and job maintenance techniques. While primarily crafted for students, the course contains resources that faculty can integrate into their own courses or recommend to students if desired. To access this course,

go to the Self-Registration widget on the Brightspace home page and click “**Please click here to register**“. The course can be searched for from the courses displayed.

## Finding Work Experiences

Depending on the program, students may either independently seek out a work experience or have one assigned to them. Please ensure that you inform your students about the specific approach available to them. It is of utmost importance that all work experiences not only offers valuable learning opportunities but also ensures a safe environment for our students. Consequently, all work experiences must be approved either by faculty or the Academic chair before the student begins.

## Self-Directed Searches

Students completing self-directed searches for work experiences must communicate with their faculty; and you must approve the work experience **before** the student accepts the offer of employment. The following criteria is considered when approving a work experience position:

- An optimal degree of relevancy exists between the work experience and the program of study
- The employer agrees to fulfill their responsibilities as outlined in the Employer Guide
- The work site upholds an adequate level of safety standards

To assist students with their work experience searches, students have been instructed to connect with you or their student services advisor for guidance and support.

## Student & Graduate Employment Site

Many employers post their work experience opportunities on [NSCC's Student & Graduate Employment Site](#).



## Interviews

Students will receive interview preparation assistance, which can be delivered through their communications coursed led by faculty. Alternatively, they can utilized the resources from [NSCC Libraries](#), [Career & Employment Services](#), and their campus Student & Career Services team to enhance their interview readiness.

[InterviewPrep](#) is an online mock-interview platform available to students. This platform offers an array of resources for interview preparation, including the opportunity to practice responding to over 5000 interview questions and receive feedback on their interview skills. It's advised that students conduct research on the company they have an upcoming interview with. Additionally, students should ensure that their portfolios are up-to-date and prepared for presentation during the interview.

Not all students may be selected for interviews, as employers could screen and shortlist applications. In case of selection, the employer may directly contact the student to arrange the interview, or they may coordinate with you to schedule the student's interview. Interviews will be organized at a time that accommodates both the employer and the student. Should a student miss a scheduled interview, it might necessitate them writing a letter of a apology to the employer for their absence.

## Approving Work Experiences

The following criteria should be considered when approving a work experience:

- Work experience responsibilities align with the learning outcomes of the program
- The employer agrees to fulfill their responsibilities as outlined in the [Employer Guide](#)
- An acceptable standard of safety is maintained at the work site (see Health & Safety for more detail)

- An optimum degree of relevancy exists between the work experience and the program of study
- Professional conduct is demonstrated by both the employer and on-site supervisor of the student

## Work Experience Job Offers

Employers have the option to reach out to the faculty, or directly to the student to extend a work experience job offer. It is imperative that the student promptly informs you of any received offers and concludes all arrangements before accepting the offer. Your approval, along with that of your Academic Chair, is mandatory for all work experiences.

The student is required to respond to the employer's offer within 3 business days. In situations where a student deems an offer unsuitable, the following guidelines should be observed:

- If a student is contemplating rejecting a work experience offer, they must first discuss their decision with you before communicating with the employer. Declining an offer without a valid reason could result in the student being excluded from future job competitions or even being withdrawn from the program.
- Students must refrain from tentatively accepting an offer while awaiting news about another position. This practice might raise concerns among employers regarding the responsibility and maturity of NSCC students and potentially lead to employers reconsidering their participation in the program.

## Work integrated Learning Agreement Form and Affiliation Agreements

Work Integrated Learning Agreements undergo annual review by NSCC's legal counsel to ensure the incorporation of necessary information for promoting effective risk management practices while also explicitly delineating the liability responsibilities of all parties involved. Although simplicity of language is preferred, it's crucial to acknowledge that these agreements prioritize safety and responsibility, necessitating the inclusion of legal terminology that remains unalterable. Refer to the Health & Safety section of this document for more comprehensive details.

The [Work Integrated Learning Agreement Form](#) pertains to individual work experiences involving one student at one employer for a single work experience within one academic year. **Affiliation Agreements** are intended for scenarios involving multiple, recurrent experiences. These encompass situations where multiple students engage with a single employer, potentially spanning across numerous work experiences and academic years. An Affiliation Agreement would not be used for an employer who hires multiple students for a single semester.

If you have an established partnership with an industry collaborator that consistently hosts students from your program year after year, work with your Academic Chair to establish an Affiliation Agreement. This approach would help streamline processes and reduce repetitive information collection for situations involving recurring interactions with industry partners.

## Tracking Work Experiences

Faculty members are responsible for monitoring all work experiences through NSCC's dedicated [Work Experience Portal \(WEP\)](#). This portal serves as a centralized repository for recording and monitoring all work experiences, ensuring easy access through a searchable catalogue. The Work Experience Portal encompasses a range of essential information, including the students' personal details (Name, Email, Phone Number, Emergency Contact, Gender, Language, Citizenship), industry partner information (Company Name and Contact Information), and specific work experience particulars (Start Date, End Date, Hours, Wage if applicable, etc.)

As of 2022, the [Work Experience Portal](#) has been enhanced to accommodate additional functionalities. This includes the ability to store copies of [Affiliation Agreements](#), enabling you to ascertain whether an agreement is already in place. Furthermore, copies of [Accident/Incident Reports](#) can be stored in the portal, aiding your evaluation of whether an industry partner is a secure and reputable choice for future student work experience. Instructions for uploading these documents are available in the portals training materials and resources, accessible on Connect [here](#).

NSCC places a strong emphasis on controlling the collection, use and disclosure of information shared by students and industry partners. The institution is committed to the principles of informed consent and supports the right of industry partners to be informed about the information stored about them. If any questions arise regarding privacy or data utilization, please feel free to reach out to Career & Employment services at [WorkExpearence@nscc.ca](mailto:WorkExpearence@nscc.ca).

It is important to note that currently five health programs (Practical Nursing, Medical Laboratory Technology, Occupational Therapy/Physical Therapy Assistant, Health Information Management and Medical Office Administration) are exclusively tracked through [NSCC's Professional Practice Portal \(HSPNet\)](#)



## During the Work Experience



### Check-ins/Site Visits

As the College perceives work experiences as a seamless continuation of campus studies, it's crucial to uphold a strong connection between the two. To ensure this connection, it is required that at least one check-in or site visit is scheduled for each work experience. For co-op and internship placements, we have established a minimum requirement of two site visits or check-ins.

Check-ins can be virtual or in-person, depending on the specific circumstances and location of the work experience. Your role is to facilitate a discussion that will help you assess various aspects of the student's professional development, work experience, challenges, and opportunities.

We encourage you to evaluate the students' interpersonal relationships, reliability, attitude, decision-making, professional demeanor, workplace expectations (including attendance, punctuality, preparedness to work, openness to feedback, etc), overall job performance, and any areas that could benefit from further growth. To facilitate these assessments, refer to the Check-In Form accessible in the "forms" section of this book, that can effectively guide these discussions and document the check-in.

Your dedication to arranging and conducting these check-ins greatly contributes to the holistic development of our students, bridging the gap between academic learning and practical application. Thank you for your commitment to fostering their growth and success.

Students should be advised to reach out to you anytime and not wait for the check-in when they experience significant changes to a work responsibilities whereby the job is no longer relevant to the program, health related (including stress and mental health) issues impacting their ability to meet employer attendance expectations, stressful situations impacting a student, or premature termination of a position, students should not wait for a scheduled check-in. Instead, they are advised to promptly inform you.

Should the employer require the student's presence at the physical worksite, it is imperative that they refrain from going without your risk assessment and approval.

## Brightspace

Active engagement in your Brightspace class is vital throughout the work experience. Discussion topics within your Brightspace course offer a chance for students to engage in critical reflection. This reflection will greatly assist them in completing the evaluation completing the evaluation components of their work experience.

## Onboarding Orientation

On the initial day of employment, it is mandatory for employers to provide students with a comprehensive onboarding session. This orientation serves to establish well-defined objectives, duties, and responsibilities for the duration of the student's work experience. It also allows them to familiarize themselves with their work environment, whether on-site or remote, and gain a thorough understanding of the organization's operations.

## Job Safety Review

Integral to the orientation is a thorough discussion on job safety. This session will equip students with knowledge about safety protocols, occupational health and safety policies, the layout of the work premises, potential job hazards and more. This is crucial to ensure their awareness of secure work practices and to promote a safe working environment.

NSCC requires all students and employers who are partnered in a work experience to submit the Orientation and Job Safety Review Form indicating that they have completed these steps. This must be submitted no later than the end of the first week but should be completed on the first day of the work experience.

## Confidentiality Protocol

Upholding confidentiality is paramount in nurturing trust, privacy, and security in both professional and personal interactions. Whenever sensitive information is exchanged or accessible, the imperative of confidentiality comes into play. Students are obligated to maintain the upmost discretion concerning all details

related to clients, policies, and work materials they come across during their work experience. Students will be required to share general information with you and the class as it pertains to their educational journey but may be limited in specific details they are able to share. When developing the Brightspace course, this should be kept in mind. Assignments, such as sharing workplace pictures, describing personal information like a supervisors work history, or proprietary information on the employer or their operations could be problematic for some students and create an unfair barrier.

## Release of Information

Throughout the work experience, communication between you and the employer concerning the student's performance is vital. Adhering to the regulations stipulated by the Freedom of Information and Protection of Privacy Act (FOIPOP) and the Personal Information Protection and Electronic Documents Act (PIPEDA), students might be obliged to consent to the release of specific communications and information to their employer. This release is essential to facilitate the course credit attainment process.

## Accident/Incident Reporting Process

Prior to a student starting their work experience, it is important to ensure that they know what to do and who to contact if they find themselves in an unsafe or disrespectful working environment.

In the **Employer** and **Student Guides** we share links to NSCC policies on Respectful Community, Student Community Standards, Sexual Violence, and Drugs and Alcohol. These, in addition to other NSCC policies, guide our work in supporting students who are feeling unsafe or disrespected in the workplace.

**In case of a serious accident or incident requiring ambulance transport, hospitalization, or emergency care, students and/or their employer should contact the office of NSCC Occupational Health, Safety & Environmental Services IMMEDIATELY at 902-491-7233 before following the steps below.**

If the accident/incident is not serious in nature:

1. The student must complete the **Accident/Incident Report** and connect with their faculty/academic chair.
  - Completed forms must be submitted to Work-Integrated Learning by email ([WorkExperience@nscc.ca](mailto:WorkExperience@nscc.ca))
  - Work-Integrated Learning will forward the completed form to the Faculty, Academic Chair, Principal and Occupational Health, Safety & Environmental Services.
  - Upon receipt of the completed Accident/Incident Report, if Faculty/AC and students have yet to connect, faculty will make every effort to contact the injured student.

- Work-Integrated Learning will also add a note to the employer's profile in the Work Experience Portal for faculty to consider when approving work experiences.
2. The Faculty or Academic Chair must then submit the online NSCC Accident/Incident Report Form also located [on Connect: Report an accident or incident](#).

## Following the Work Experience

### Evaluation of the Work Experience

It is your responsibility to evaluate student performance during the work experience, taking into account feedback from both the employer and the student. The evaluation outcomes will be reflected on the student's transcript, denoted as either P (pass), "F" (fail) or "I" (incomplete).

#### Pass (P) – Successful Work Experience

- Attained a minimum of a "satisfactory" rating on the Employer Feedback on Student Form
- Successfully fulfilled all reflective learning obligations, including reports and oral presentations
- Conducted a debriefing session to analyze the work experience comprehensively

#### Fail (F) – Unsuccessful Work Experience

- Student experienced justifiable termination from the workplace
- Student quit the work experience without consent from NSCC
- Achieved below average grades in evaluation components
- Did not complete all assignments
- Received a rating of "below average" or "unsatisfactory" on the [Employer Feedback on Student Form](#)

#### Incomplete (IC) – Incomplete Work Experience

- Missing certain components and has been granted an extension
- If the outstanding components are submitted within the specific timeframe and satisfactorily completed, the student will be awarded a "P"
- If the components remain incomplete or are not submitted within the allotted timeframe, the student's outcome will be an "F"

## Student and Employer Feedback

The student will complete the [Student Feedback on Work Experience & Employer form](#) at the end of their work experience, this feedback must be submitted in the Brightspace work experience course.

The employer will complete the [Employer Feedback on Student form](#) at the end of the work experience. The student's overall performance should receive a minimum of a "Satisfactory" rating for the student to achieve a Pass.



## Student Report/Reflection

Tailored to the specific nature of the work experience (such as Field Experience, Co-op etc.) each student is mandated to finalize either a comprehensive report or a reflective learning assignment. These submissions are expected to be delivered to their respective faculty member(s) for assessment.

The exact prerequisites for these culminating assignments are outlined in the form guide corresponding to the particular work experience type.

### **Post-experience Debriefing**

Faculty members are requested to arrange a concluding debriefing session with the student at the culmination of their work experience. The objective of this session is to comprehensively discuss and analyze the entirety of the work experience alongside the student. Additionally, this provides an opportunity to communicate the outcomes of the work experience assessment.

## Student Follow-Up Letter

Students are encouraged to submit an expression of gratitude in the form of a thank-you letter addressed to their employer at the end of their work experience. Prior to sending, both the letter and accompanying envelope should be reviewed by a faculty member for due diligence. In the case of co-op students, the letter along with a stamped envelope should be mailed to the industry partner. A duplicate of this letter should be retained in the students' records.

## NSCC's Work-Integrated Learning & Co-op Student of the Year Awards

Each year, NSCC awards one Co-op Student of the Year Award and one WIL Student of the Year Award. Employers or faculty can nominate students for these awards by contacting [WorkExperience@nscc.ca](mailto:WorkExperience@nscc.ca). Applications are initiated by the student through [NSCC's Student Awards portal](#). Once a student begins the application process, their faculty and employer will be asked to support the application by explaining the impact the student has had on the College and/or their organization. A committee will review the applications, and the award will be given to the winning student at their campus awards ceremony in June.

With consent of the student, the winner of this award will then be nominated for the [CEWIL Canada](#) award. These nominations must be received at the CEWIL Canada office in January each year. The winning student will receive \$1,000 (a CEWIL Canada award of \$500 and the Emery-Dufault award of \$500). More detail on this award can be found on the [CEWIL Canada website](#).



# EXCEPTIONAL CIRCUMSTANCES

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Subject to the approval of both you and your Academic Chair, a student could potentially qualify for special credit as a tribute to extraordinary circumstances detailed as follows:

## Academic Review

Successful completion of all pre-requisite courses is normally required to qualify for work experience. However, for some programs, at the discretion of the Academic Chair (with notification to the Principal, Academic Dean and Director, Enrolment and Registrar) a student who does not meet this standard may be permitted to participate in the work experience component of their program provided the safety of the student and other parties is not at risk.

In these exceptional circumstances, Faculty and the Academic Chair must review the student's records and discuss academic plans and determine if the student is eligible for work experience. These exceptions must be documented using the [Academic Review Form](#), which can also be found on Connect – [Work experience portal](#).



## Incomplete Work Experience

In some cases, due to circumstances beyond their control, students may not be able to complete the entire duration of the work experience with an industry partner. In these cases, students are required to meet with their Academic Chair to discuss options.

## Appeals

A failing grade is eligible for appeal. Work experiences are typically completed off-campus and, due to the applied nature of the learning, may not be eligible for reassessment. However, in some circumstances, it may be possible to repeat the work experience.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) can be granted for work-integrated learning program components, per the requirements of the RPL Policy.



# HEALTH & SAFETY

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Student health and safety is a shared responsibility among NSCC, the employer and the student. Insurance and risk management practices are of the utmost importance in ensuring the health and safety of our students. To demonstrate NSCC's due diligence, it is important that a risk assessment is completed, required forms are reviewed and signed, and safety plans are in place. NSCC maintains several insurance policies to protect employees, students, and the organization. These include errors and omissions, general liability, and student accident insurance should any accidents or incidents occur.



## Student Insurance

During work experience activities, most students are automatically enrolled in or covered by existing NSCC insurance plans. Our Student Insurance Program (SIP) Accident insurance protects students in the event of a workplace accident for some expenses not covered by NS Medical Services Insurance Program (MSI). If the student is from another province in Canada, they have basic coverage provided by the equivalent Medical

Services Insurance program from their home province. The same is applicable for students from Nova Scotia who intend to complete their experiences in another province.

As paid employees, students are covered by the employer's WCB (Workers Compensations Board) account while on their work experiences. Additionally, students engaged in paid experiences are protected by existing NSCC insurance plans during their work-integrated learning activities.

Health & Human Services program students also benefit from medical malpractice coverage.

NSCC's General Liability insurance protects students and the College if a student causes bodily injury or property damage to a third party while on work experience.

***\*For information on insurance for international work experiences and/or international students please refer to the [international sections of this guide](#)\****

## Employer Insurance

For the safety and protection of our students, NSCC typically requires employers to carry a general liability insurance policy of at least \$2 million dollars. This ensures that employers promote safe workplace practices and effective risk management.

In some cases, employers may not carry the minimum general liability insurance required. In such instances, NSCC may still consider work experiences with these employers, subject to a thorough assessment process:

1. The student, supervising faculty, and the employer jointly complete the [Work Experience Agreement form](#).
2. The assessment is reviewed by the Academic Chair, who assesses the level of risk involved.
3. If the Academic Chair is comfortable with the level of risk, they consult with NSCC's Occupational Health and Safety team to confirm their assessment of the risk.
4. With all in agreement, the Academic Chair and supervising faculty sign-off on the agreement.

Exceptions to this process are **NOT** possible for work experiences in industrial, construction, healthcare, aviation, mining, marine or other high-risk settings.

For more detailed information, please refer to the Work-Integrated Learning Insurance Guidelines available under the [Hire a Student](#) section on NSCC's website.

By collectively prioritizing health and safety, we can create a secure and nurturing environment that fosters exceptional learning experiences for our students.

## Risk Management

An integral aspect of cultivating valuable work experiences involves ensuring that our students are placed within secure work environments that adhere to robust risk management protocols. Faculty members play a pivotal role in approving work experiences and scrutinizing risk management strategies alongside employers. Employers are tasked with articulating safety initiatives, sound work methodologies, and precautionary measures in place to safeguard the well-being of students. To facilitate these discussions and aid students, faculty, and partners in identifying and acknowledging various risk factors, the College, through Career & Employment Services, has developed a range of forms and checklists.

Prior to the start of a work experience, both faculty and students bear the responsibility of collaboratively completing the Work Experience Agreement in conjunction with the employer. This agreement serves to pinpoint potential occupational hazards and corresponding control measures, determine if personal protective equipment is needed, and verify the industry partner's possession of adequate liability insurance. Both you and the Academic Chair should keep the completed work experience agreement during the student's work experience.

## Safe & Respectful Environment

NSCC is dedicated to creating a secure and inclusive atmosphere for both students and staff, where learning and working can take place without any form of discrimination or harassment. We are equally dedicated to treating all members of our community fairly and equitably. This commitment extends to upholding the academic integrity of our programs and curriculum, fostering an environment conducive to learning, and preventing disruptive or inappropriate behavior.

This extends to a student's work experience. All students and their supervisors, co-workers, clients, vendors and faculty have a right to be treated with respect.

To learn more about NSCC's commitment to providing safe and respectful work environments, please visit the [Policies and Procedures section](#) of the NSCC website.



# INTERNATIONAL WORK EXPERIENCE (WORK EXPERIENCE OUTSIDE CANADA)

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Students considering completing a work experience outside of Canada must complete the [Intent to Complete International Work Experience Form](#) (also on Connect) and an Orientation session offered by NSCC International. **This form must be submitted before the last day of classes in the Fall semester** to [WorkExperience@nscc.ca](mailto:WorkExperience@nscc.ca). Students are asked to copy faculty on this email. Career & Employment Services will share the details on the form with the NSCC International Office. NSCC International will then connect with the student to discuss next steps.



## Health & Safety

The health and safety of students travelling internationally for study is paramount, there are risks associated with travel to certain regions and countries due to social and local factors. Travel advice and advisories issued by the Government of Canada will be applied. The College may also deem other locations to be of very high risk and prohibit travel to those locations. These conditions are dynamic and must be evaluated prior to any international trip. As such, NSCC has the right to deny requests for any international work experience.

## Insurance

When completing a work experience outside of Canada additional Student Guard insurance for students is mandatory and must be paid for by the student. The purchase of insurance can be coordinated through NSCC International. Please contact [international@nsc.ca](mailto:international@nsc.ca) to arrange insurance coverage.

# INTERNATIONAL STUDENTS (WORK EXPERIENCE IN CANADA)

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Engaging in a work experience while in Nova Scotia has been demonstrated as a significant contributor to aiding international students in securing employment within the province following their graduation. International students who have intentions of staying and working in Nova Scotia after completing their studies should be informed that undertaking their work experience here offers distinct advantages over doing so in their home country.



## Insurance

International students enrolled at NSCC are required to obtain the mandatory International Student Emergency Health Insurance (EHI), which they will automatically be enrolled in. To verify coverage details for international students, please reach out to [nscplan@mystudentplan.ca](mailto:nscplan@mystudentplan.ca).

## Work Permits

International students are required to obtain a Co-op Work Permit from the Government of Canada to participate in any type of work experience. **A Co-op Work Permit is different from a Study Permit.** Without a Co-op Work Permit, students will not be permitted to enroll in their work experience, which may result in their inability to complete their program.

Co-op Work Permit Applications can be completed online and there is **no fee** for this permit. Students should apply for their co-op work permit **at least 4 months** before they are scheduled to begin their work experience. The Co-op Work Permit Application can be found on [NSCC International's website](#). Once the students receive their Co-op Work Permit, they can use the [iCent app](#) to upload a copy of the permit.

*\*Students enrolled in health care programs are **also required** to have a Co-op Work Permit (with no conditions) for their clinical experiences.*



# RESOURCES

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## Guides

Student and Employer Guides have been developed to ensure there is a clear understanding of the work experience **procedures**.

## Employer Guide

The Employer Guide can be found [here](#) on the Pressbooks Platform, and on our website [www.nsc.ca](http://www.nsc.ca) under “[Hire a Student](#)”

## Student Guide & Forms

The Student Guide and copies of the forms required for work experiences can be found [here](#) on the Pressbooks Platform, and on Connect under [Work Experience Guidelines for Students](#)

## International Student Guidebook

NSCC International has created an [International Student Guidebook](#) which includes information on supports specific to international students.

## Policies, Procedures and Guidelines



NSCC policies and procedures applicable to students during a work experience can be found on the College website under [Policies and Procedures](#).

NSCC is committed to taking an active stance regarding the promotion of [human rights, equity, and inclusion](#) in our communities on and off campus.

Information on how to seek help if experiencing an unsafe, disrespectful, or harmful workplace environment can also be found on the College website under Policies and Procedures.

- [Student Community Standards Policy](#)
- [Respectful Community Policy](#)
- [Sexual Violence Policy](#)
- [Drug and Alcohol Policy](#)
- [Insurance Guidelines](#)

# LIST OF IMPORTANT FORMS

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For your best experience and to allow for your forms to be assessed quickly, when completing these fillable forms, please download the form, open it in the Adobe Acrobat program, complete the form and save a copy with your name, student number and date

To Note: there are different versions of Adobe, and it is always good to ensure you have the latest version on your computer and you may need to download and fill and then print for signature, or you may be able to fill and insert signature and then save.

Here is a quick reference on how to [\*\*Fill and sign PDF forms using Adobe Acrobat Fill & Sign tool.\*\*](#)

## Forms

[Form 1 – Work Integrated Learning Agreement \(Work Experience or Service Learning\)](#)

[Form 1A – Affiliation Agreement](#)

[Form 2 – Optional Co-op Registration](#)

[Form 2A – Mandatory Co-op Registration](#)

[Form 3 – Intent to Complete International](#)

[Form 4 – Orientation and Job Safety Review](#)

[Form 5 – Work Experience Check In](#)

[Form 6 – Accident/Incident Report](#)

[Form 7 – Employer Feedback on Student](#)

[Form 8 – Student Feedback on Work Experience and Employer](#)

[Form 9 – Service Learning Orientation & Safety GROUP Review](#)

[Form 10 – Service Learning Orientation & Safety Review](#)

[Form 11 – Service Learning Evaluation Plan](#)

[Service Learning Log](#)

[Off Campus Activity Liability Waiver](#)

[Academic Review Form](#)