

Work-Integrated Learning Student Guide (2023-2024)

NOVA SCOTIA COMMUNITY COLLEGE

Nova Scotia Community College

Nova Scotia



Work-Integrated Learning Student Guide (2023-2024) Copyright © 2023 by Nova Scotia Community College is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/), except where otherwise noted.

CONTENTS

About this Manual	iv
Land Acknowledgement	1
NSCC Vision, Mission, Values	3
Introduction	6
Work Experience Portal / Collection, Use & Disclosure	9
Checklist	11
Student Guidelines	13
Work Experience Procedures	16
Health & Safety	24
International Work Experience (Work Experience outside Canada)	28
International Students (Work Experience in Canada)	30
Resources	32
List of Important Forms	34

ABOUT THIS MANUAL

Related Manuals

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



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



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



[Work-integrated learning \(WIL\)](#) takes your education to new heights by seamlessly merging classroom theories with real world applications. This transformative approach empowers you to not only learn but also thrive in a practical setting.

AT NSCC, WIL isn't just a concept—it's an opportunity for you to gain invaluable work experience that sets you apart. You'll collaborate with seasoned industry experts and community partners, honing your skills while making meaningful contributions. This mix of classroom learning, and real-life work experience will boost your job readiness and make your education more exciting and practical.

Work-integrated Learning involves a three-way partnership between the student, employer and NSCC, and each party plays a critical role in ensuring the success of the partnerships.

This guide provides you with the details you require to get ready for your work experience. At NSCC, we've structured Work-Integrated Learning into five broad areas. These are meant to get you ready for your professional career or occupational field of study and give you the skills and experiences that will shape your

future:

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 placements offer 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.

At NSCC, our focus is on your learning journey. These strategies we use for work experiences are designed with your learning needs in mind, above all else. While we aim to offer industry experiences, we understand that there may be situations where employer partners are limited. In such cases, we'll ensure you receive an equivalent learning experience and the support you need to grow professionally.



WORK EXPERIENCE PORTAL / COLLECTION, USE & DISCLOSURE

NSCC keeps track of all student work experiences (excluding professional practice placements) using NSCC's [Work Experience Portal](#). This portal allows us to easily record and monitor work experiences in a single searchable database. The portal contains your personal details (such as name, email, phone, emergency contact, gender, language, and citizenship) employer-partner information, and work experience specific (start and end dates, hours, wage if applicable etc.).

Professional Practice placements have a similar tracking system known as the [Professional Practice Portal](#). This system is utilized by Nova Scotia Health and the IWK Hospital for placing students. We prioritize safeguarding the information shared by students and employers. We also uphold the value of informed consent, ensuring both students and employers are aware of the stored information. If you have privacy or data usage inquiries, please reach out to us at WorkExperience@nsc.ca

For any questions related to your program's work experience or work-integrated learning in general, please don't hesitate to email us at WorkExperience@nsc.ca. We're here to help!



CHECKLIST

This quick check list is to help support and organize you through your work experience. All forms referenced below can be found on the [WIL & Co-op Pages](#) on Connect.

Preparing for Work Experience



- Attend a work experience information session and discuss options with your faculty (recorded sessions can be found on Connect)
- Optional: Enroll in Brightspace course ESSS 1020 Career Jump Start (free, non-credit, self-paced)
- Review Work Experience Guide for Students
- Prepare your cover letter and resume – [Resources in NSCC Library Subject Guide: Preparing for Employment](#)
- Ensure your portfolio is up to date
- Practice your interview skills using [Interview Prep](#) (on Connect)

- Monitor the [Student and Graduate Employment Site for work experience opportunities](#)
- If participating in a co-op, you must enroll in the co-op course and pay tuition fees (email workexperience@nscc.ca to get started, forms can be found in the list below).
- If working remotely review [Tips for Working Remotely](#)
- Ensure the following forms are completed and approved (along with the job description) by your faculty prior to starting your work experience:
 - [Work-Integrated Learning Agreement](#)
 - [Orientation & Job Safety Review](#)
 - [International Work Experience Registration Form](#) (if applicable)
 - [Optional Co-op Registration Form](#) (if applicable)
 - [Mandatory Co-op Registration Form](#) (if applicable)

During Work Experience

- Participate in required discussion topics and submit assignments in your work experience Brightspace course
- In case of Accident/Incident submit [Accident/Incident report form](#) to WorkExperience@nscc.ca
- Review the evaluation requirements of your written report and presentation
- Provide Employer with [Employer Feedback on Student Form](#) (also found in Brightspace)

Following Work Experience

- Submit [Student feedback on employer form](#), and all required evaluation pieces to your faculty through your work experience Brightspace course
- Submit follow-up/thank you letter to your employer

STUDENT GUIDELINES

As a student, it's essential to actively engage in the work experience process, uphold professionalism and submit the necessary agreements and reports. Understanding the policies and procedures and standards expected of you is crucial. If you have any questions about your responsibilities, don't hesitate to reach out to your faculty for guidance and support. Your commitment and adherence to these guidelines will contribute to a successful and rewarding work experience.



Student Guidelines

- Have a current Nova Scotia Health Card (also known as an MSI card) and SIP Accident Insurance
- **Obtain Faculty approval prior to committing to a work experience with an employer**
- You must successfully complete all your courses prior to starting a work experience, however, for some programs at the discretion of the Academic Chair, you may be permitted to participate provided health and safety are not at risk

- If you are participating in an optional co-op you must enroll in the co-op elective course and pay appropriate tuition fees
- Complete all [work experience forms](#) and documentation as required
- Stay mindful of and adhere to the professional and ethical standards expected in your field
- Be familiar with, and follow the employer's policies, rules, and regulations
- Maintain regular attendance and be punctual, even if working remotely
- **In the event of any change in employment or at the first indication of difficulty with your employment including a safe work environment setting you must notify your faculty** (or workexperience@nscc.ca)
- It is not permissible to terminate employment prematurely, if this is an issue you must connect with your faculty
- In cases where a signed, legal contract with the employer is a condition of your work experience, under no circumstances should any attempt be made to break such an agreement without first discussing and clearing it with your faculty
- There may be a need to commute or re-locate to another geographical area, this can be discussed with your faculty
- At no time are you to leave one employer for another, unless first receiving approval from your faculty
- If completing a co-op, you are required to return to the College to commence second year classes

Additional Guidelines for International Students

- Ensure that you are enrolled in the International Student Emergency Health Insurance (EHI)
- Ensure you have obtained your co-op work permit



WORK EXPERIENCE PROCEDURES

In many instances, students are responsible for seeking their own work experience, while your faculty supports you throughout the process. In some programs, a work experience may be assigned to you (e.g., a clinical placement). It is important to note that faculty must approve all job descriptions prior to beginning your work experience.



Preparing for a Work Experience

You are expected to participate in a work experience information session aimed at enhancing your readiness for your job search. These sessions are conducted regularly during the academic year, and a [recorded version](#) for your convenience.

Additionally, it is your responsibility to ensure that your resume and cover letter are up to date and prepared for potential employers. Your faculty and the Student Services team on campus are available to provide guidance, and you can also find valuable resources on the [NSCC Library website](#).

Career and Employment Services has developed a comprehensive Brightspace course named Career Jump Start (ESSS1020). This optional, non-credit course is designed to equip you with essential skills for navigating your career journey. It covers various aspects including career decision-making, job search strategies, effective job application techniques, and maintaining a successful career. The course structure allows you to complete modules in a flexible order and at your convenience throughout your enrollment at NSCC.

To access the course, simply click on the Self-Registration link located on your Brightspace home page and locate the course titled “Career Jump Start (RSSH1020) and proceed to register. Once registered, the course will be readily accessible on your Brightspace home page, enabling you to engage with the content at a pace that suits you.

It is important to note that some employers may require specific documentation prior to the start of your work experience. These documents could include a Criminal Record Check (CRC), Vulnerable Sector Search (VSS), Vaccination/Immunization Records, and/or Child Abuse Register Checks. It’s important to be aware that if these checks show negative results, it might affect your ability to meet the requirements for your work experience.

NOTE: If you are participating in co-op, you must enroll in the co-op course. Co-op is an academic credit course, and as such, tuition fees apply.

Finding a Work Experience

Depending on your program, you may either actively search for a work experience opportunity, or one may be assigned to you. To determine the applicable approach, you are encouraged to consult with your faculty.

The upmost priority is to ensure that every work experience provides valuable learning opportunities and maintains a safe environment for students, therefore, all work experiences must be approved by your faculty or Academic chair to meet these essential standards, prior to your first day.

Self-Directed Searches

When seeking your own work experience, it is important to take the following criteria into account:

- The work experience job description aligns clearly with your program of study
- The employer commits to fulfilling their responsibilities as outlined in the [NSCC Work Integrated Learning Employer Guide](#)
- The work site maintains an acceptable level of safety standards
- If you need help finding sustainable work experience, reach out to your faculty or a Student Service

Advisor for guidance and support. You can also find additional resources in the [Career and Employment section](#) on Connect.

Student & Graduate Employment Site

Numerous employers frequently post work experience opportunities on NSCC's [Student & Graduate Employment Site](#), which you are encouraged to monitor regularly for new positions.



Interviews

Employers have the option to initiate contact to arrange an interview at their convenience. Interviews can be conducted in-person, at the workplace, over the phone, or through suitable technological platforms.

To enhance your interview readiness, you may receive interview preparation guidance from your faculty and/or our communications course. Additionally, you have the opportunity to refine your skills through the [NSCC Library Writing Centre](#) or with the support of your Student Service Advisor.

For enhanced interview preparation, we recommend utilizing [InterviewPrep](#), an innovative online platform designed for mock interview preparation materials, offering a wide array of over 5000 practice questions. Additionally, this platform offers insightful feedback aimed at refining your interview skills.

Below are some helpful tips in preparing for an interview:

- Research the company to grasp its values and goals
- Review your resume and be ready to discuss your experience and skills
- Practice answering common interview questions to boost confidence ([InterviewPrep Link](#))
- Prepare insightful questions for the interviewer to demonstrate your interest in the role
- Dress appropriately and maintain positive body language
- Arrive a bit early to create a strong initial impression
- Send a thank you email after the interview to show appreciation

Accepting a Work Experience Offer

The employer may contact your faculty to extend an offer, or they may contact you directly. **You must obtain faculty approval prior to accepting any offers.**

You are required to respond to work experience offers within two (2) business days. **Do not** tentatively accept an offer while waiting to find out about another position. Such actions could raise doubts about your responsibility and maturity, and even lead to an employer withdrawing from the work experience program.

During Your Work Experience

As the College considers work experience as an integral part of your academic journey, it's highly recommended that you maintain regular communication with your faculty throughout the process. Effective communication is fundamental to a successful work experience.

Your faculty will arrange periodic check-ins with both you and your employer to oversee job safety and performance. The frequency of these check-ins will be determined by your faculty and may be conducted either digitally or in-person, depending on the circumstances and location of your work experience. These check-in discussions will encompass a range of factors, including your interpersonal relationships, reliability, learning aptitude, attitude, decisions making, professionalism, attendance, punctuality, overall work achievements, and areas for enhancement.

Should there be any modifications to your work assignments, stressful situations arise, or if your position concludes unexpectedly, it is imperative that you notify your faculty right away, rather than awaiting a scheduled check-in. In instances where your physical presence at the work site is required by the employer, it is vital not to proceed without obtaining your faculty approval.

Active participation in your Brightspace course during your work experience is essential. The course will feature discussion topics and assignments designed to assist you in completing evaluation components tied to your work experience.

Orientation

On your first day of the work experience, the Employer is responsible to provide you with an orientation. This orientation will help you set up distinct goals, tasks, and duties for your work experience. It will also give you the chance to become familiar with your work environment, whether it's on site or remote, and gain an understanding of the organization.

Job Safety Review

Another crucial aspect covered during your orientation is job safety. This is the time when you'll receive information about your employer's Occupational Health & Safety Policies, layout of the worksite, job hazards etc. to ensure you are aware of safe work procedures.

Confidentiality

Maintaining confidentiality is crucial to upholding privacy, security, and trust in both professional and personal interactions. Whenever sensitive information is involved or accessible, maintaining confidentiality is an absolute necessity. Throughout your work experience, you'll be expected to uphold the confidentiality of all details concerning clients, policies, and work materials that you come across or have access to. Sharing general information with your faculty related to your work experience will be permissible and necessary for academic purposes.

Release of Information

Throughout your work experience, there will be a need for communication between your faculty and employer concerning your performance. In alignment with the Freedom of Information and Protection of Privacy Act (FOIPOP) and the Personal Information Protection and Electronic Documents Act (PIPEDA), there might be a necessity to share communication and information with your employer. This is essential for the purpose of obtaining credit for your course.

Accident/Incident Reporting

During your work experience, it is important to know what to do and who to contact if you find yourself in an unsafe or disrespectful working environment.

Unsafe / Disrespectful Working Environment

- If you **feel unsafe**, or that you are in a **disrespectful working environment**, your first step is to contact your faculty – do not wait for a scheduled Check-in.
- If needed, you can also reach out to Career & Employment services at workexperience@nsc.ca.

Emergencies

In case of a **serious accident or incident** requiring ambulance transport, hospitalization, or emergency care, contact the office of NSCC Occupational Health, Safety & Environmental Services IMMEDIATELY at 902-491-7233.

If the accident/incident is not serious in nature:

- You must complete the work experience [Accident/Incident Report](#) and connect with your faculty/ Academic Chair.
- Completed forms must be submitted to NSCC's Career & Employment Services by email – WorkExperience@nsc.ca
- Career & Employment Services will forward the completed form to your faculty, Academic Chair, Principal, and NSCC's Occupational Health, Safety & Environmental Services.
- Upon receipt of the completed [Accident/Incident Report](#), if you and your faculty/AC have yet to connect, they will make every effort to contact you.

Evaluation of Work Experience

Your faculty will evaluate your performance throughout your work experience, and the resulting grade will be reflected on your transcript as either a “P” (pass), “F” (fail) or “I” (incomplete). It is mandatory for your employer to provide feedback on your performance upon completion of the work experience. It is also required for you to submit feedback on your employer. To gain a deeper understanding of the evaluation process, please refer to your Brightspace course.

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

Each year, NSCC recognizes exceptional students through the “Co-op Student of the Year” and “WIL Student of the Year” awards. If you or your employer wish to nominate you for these awards, you must initiate the application process via [NSCC's Student Awards portal](#). During the application, your faculty and employer will be requested to support your candidacy by outlining the positive impact you made on the College and/or their organization during your work experience.

A dedicated committee will review the applications, and the award recipients will be honoured at their campus awards ceremony in June. With your consent, the winners of these awards will also be nominated for the prestigious CEWIL Canada award. These nominations must be submitted to CEWIL Canada office in January of each year. Winning students will be granted \$1,000, comprising a CEWIL Canada award of \$500 and the Emery-Dufault award of \$500. For more information on this award, visit [CEWIL Canada](#).



HEALTH & SAFETY

Ensuring student health and safety is a primary concern, and it's a collaborative effort involving NSCC, the employer and the student. To uphold your well-being, comprehensive insurance and risk management practices are essential.

In line with NSCC's commitment, thorough risk assessments, mandatory form reviews and signatures, and the implementation of safety plans are integral components. NSCC has a range of insurance policies in place to safeguard students, employees, and the institution itself. These encompass coverage for errors and omissions, general liability, as well as student accident insurance to provide protection in case of any unforeseen accidents or incidents.



Student Insurance

Most students are automatically included in or covered by existing NSCC insurance plans during their participation in work experience endeavors. The Student Insurance Program (SIP) offers protection in case of workplace accidents, covering certain expenses that may not be addressed by the NS Medical Services Insurance

Program (MSI) For students coming from other Canadian provinces, they have basic coverage through the equivalent Medical Services insurance program in their home province. The same arrangement applies to Nova Scotia students undertaking work experiences in other provinces. Changing provincial health care coverage is advised only if the student resides in the new province for at least 183 days of the calendar year.

In cases where students are receiving wages as part of their work experience, they are covered by the employer's workers compensation (WCB) account, considering them as paid employees. Students engaged in paid work experiences are also protected by NSCC insurance plans while actively participating in work-integrated learning activities.

NSCC's General Liability insurance offers coverage for students at the College in situations where a student is responsible for bodily injury or property damage to a third party while on work experience. Students enrolled in Health and Human Services programs additionally receive medical malpractice coverage.

*For details regarding insurance for international work experiences and/or international students, please refer to the [international section of the 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 his/her 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, 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.

Risk Management

A vital component of work experience is ensuring that our students are placed in safe work environments with proper risk management practices in place.

Before commencing any work experience, the employer must complete the **Risk Assessment and Compliance Section** of the [Work Integrated Learning Agreement](#). This section helps identify potential job hazards and control measures, determine the need for personal protective equipment, and verify the employer's appropriate liability insurance. The completed agreement must be submitted to the Academic Chair, who will keep it on file throughout your work experience.

Creating a Safe & Respectful Environment

At NSCC, we are fully committed to fostering safe and respectful learning and working environments, where discrimination and harassment have no place, and where learning and teaching can flourish. We are dedicated to treating all members of our community with fairness and equity, maintaining the academic integrity of our programs and curriculum, and ensuring an academic climate that supports learning, free from disruptive or inappropriate behaviour.

To gain deeper insights into NSCC's unwavering dedication to providing safe and respectful work environments, we invite you to explore our [Respectful Community Policy](#). This policy reflects our commitment to cultivating a positive and inclusive atmosphere for everyone involved in the NSCC community.



INTERNATIONAL WORK EXPERIENCE (WORK EXPERIENCE OUTSIDE CANADA)

For students considering undertaking a work experience outside of Canada, certain steps must be followed:

1. Complete the [Intent to Complete International Form](#) and participate in an orientation provided by NSCC International
2. The completed form should be submitted to WorkExperience@nsc.ca before the final day of classes in the Fall semester. Please ensure you copy your faculty on this email
3. NSCC Career and Employment services will share the form details with the NSCC International Office, and NSCC International will reach out to you to discuss next steps



Health & Safety

The health and safety of students travelling internationally for study is of utmost importance. Certain regions and countries may carry risks due to social and local factors. NSCC adheres to travel advice and advisories issued by the Government of Canada and may also consider some locations to be of very high or extreme risk, leading to travel restrictions. These conditions are subject to change and must be carefully evaluated before an international trip. As a result, NSCC reserves the right to deny requests for international work experiences.

Insurance

When completing a work experience outside of Canada, students are required to have additional coverage known as “Student Guard Insurance” which is mandatory and should be paid for by the student. NSCC International can assist in arranging this insurance. Please contact international@nsc.ca for further assistance.

INTERNATIONAL STUDENTS (WORK EXPERIENCE IN CANADA)

Engaging in a work experience within Nova Scotia has demonstrated effectiveness in aiding international students to secure employment within the province after graduation. For international students who have aspirations of remaining and working in Nova Scotia post-graduation, it's important to note that completing their work experience within Nova Scotia presents distinct advantages compared to pursuing a work experience in your home country.



Insurance

International students enrolled at NSCC are required to acquire the mandatory International Student Emergency Health Insurance (EHI). This insurance will be automatically included in your enrollment. To verify your coverage and address any inquiries related to international student insurance, please contact 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 you will not be able to engage in a work experience.

Co-op Work Permit applications can be completed online and there is **no fee** for this permit. Students should apply for their 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](#).

** Students enrolled in health care programs are required to have a Co-op Work Permit for their clinical experiences.*

RESOURCES

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 on our website 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 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 can be found on our [website](#)

LIST OF IMPORTANT FORMS

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](#)

[Off Campus Activity Liability Waiver](#)

