

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

---

## Work-Integrated Learning Procedure

---

### A. DEFINITIONS

1. **Work-Integrated Learning:** Work-Integrated Learning (WIL) is a purposeful, organized, supervised and assessed educational activity required for the completion of a program/course that integrates theoretical learning with its application in workplace and/or community settings. WIL includes practicum placements, Co-operative Education, paid work experience, internships, experiential learning, service learning, applied research, and community-engaged projects.
  
2. **External Partners:** A range of industry leaders, nonprofit organizations, community members, health networks, small-scale and larger businesses, government representatives, local partners in the region and other employers.

### B. PROCEDURES

#### 1. ROLES AND RESPONSIBILITIES:

##### a. Roles and Responsibilities of the University:

- i. The policy will be implemented at the Faculty level with approval by the Dean, and as coordinated by The Office of the Provost and Vice President, Academic. Work-Integrated Learning (WIL) specific to applied research and innovation will be administered by the Office of the Associate Vice President, Research, Innovation and Graduate Studies.
- ii. Faculty members and relevant staff conducting Work-Integrated Learning (WIL) activities are responsible for ensuring Work-Integrated Learning (WIL) activities are aligned with learning outcomes.
- iii. Where the University's standard template is not used; agreements must ensure that the following have been clearly identified in writing:
  - 1) the expectations and responsibilities of each party, including contact information
  - 2) the agreed Work-Integrated Learning (WIL) activities

- 3) the timeframe for the Work-Integrated Learning (WIL) activities and an indication of the number of students to be involved.
- iv. Faculty members and relevant staff will ensure that students are aware of the following:
    - 1) student responsibility for observing and obeying health and safety procedures (according to KPU's *ST7 Student Conduct (Non-Academic) / Procedure* and KPU's *SR7 - Safety and Health Policy*)
    - 2) the need to disclose any information which may affect their capacity to undertake the assignment, such as injury, illness or personal difficulty
    - 3) the need to immediately report to their instructor any incident/accident, work-related injuries, and unsafe act or condition the day of the incident/injury
    - 4) the requirement to complete a [WCB Form 6](#) for submission directly to WorkSafeBC for all incidents resulting in work-related injuries
    - 5) Any potential conditions which may involve the clauses, below, on Conflict of Interest (see Section 3) and/or Intellectual Property (see Section 6).
  - v. Human Resources is responsible for ensuring that there is a process for reporting incidents which pertain to WorkSafeBC regulations in the [Occupational Health and Safety department website](#).
    - 1) Faculty members are responsible for completing and submitting a [Report of Injury](#) to their Dean and the Occupational Health and Safety department at [OHS@kpu.ca](mailto:OHS@kpu.ca) within 2 business days of the incident/injury.
  - vi. Deans, or designates, are responsible for ensuring that there are means to report incidents, including those which involve a breach of this policy.

**b. Roles and Responsibilities for Student:**

- i. Students are expected to follow:
  - 1) all applicable KPU policies and procedures
  - 2) the policies and procedures of the host organization
  - 3) any safety instructions and requirements of the host organization (including Criminal Record Checks for work with children or vulnerable groups)
  - 4) the professional ethics and codes of conduct applicable to the discipline
  - 5) the requirement to immediately report to their instructor any incidents/accidents, work-related injuries, and unsafe acts or conditions on the day of the incident/injury
  - 6) the requirement to complete a WCB Form 6 for submission directly to WorkSafeBC for incidents resulting in work-related injuries.
- ii. Where a Work-Integrated Learning (WIL) Agreement is submitted to their instructor or relevant staff, students must complete the document, which may include some or all of the following:

- 1) the nature and purpose of the work to be undertaken
- 2) any assessment requirements
- 3) the student's responsibilities, including but not limited to professional demeanor
- 4) the relevant supervisory arrangements
- 5) principles of communication
- 6) confidentiality statement
- 7) statements on intellectual property
- 8) procedures to follow where there are concerns regarding health and safety and/or other incidents
- 9) any insurance arrangements and implications, if applicable
- 10) obligations of legislation that may arise as related to B.C.'s adoption of the UN Declaration on the Rights of Indigenous Peoples and KPU's *HR15 - Diversity and Inclusiveness Policy* which draws from the B.C. Human Rights Code, Canadian Charter of Rights and Freedoms, Canadian Human Rights Act, and the Universal Declaration of Rights and Freedoms.

**c. Roles and Responsibilities for External Organization (Partner):**

- i. External partners are responsible for providing students with a safe workplace in line with relevant legislative requirements and KPU's *SR7 - Safety and Health Policy*. In some cases, at the discretion of the Provost in consultation with the Office of Organizational Risk, external organizations must specifically provide evidence of:
  - 1) adequate public liability insurance to cover loss, damage or injury suffered by students
  - 2) adequate personal accident insurance, and
  - 3) adequate workers' compensation insurance, where applicable.
- ii. Where a Work-Integrated Learning (WIL) Agreement is required, external organizations submit a document to the Dean's office and course instructor which can include some or all of the following:
  - 1) relevant KPU policies and procedures including *SR7 - Safety and Health Policy*, and *ST7 - Student Conduct (Non-Academic) Policy*, and *HR15 - Diversity and Inclusiveness Policy*
  - 2) the nature and purpose of the partnership and the work to be undertaken
  - 3) the nature and expectations of any assessment requirements, where relevant
  - 4) the relevant supervisory arrangements
  - 5) requirements for submitting reports on work undertaken
  - 6) the University responsibilities to the student
  - 7) the external partner's expectations of and responsibilities to the student
  - 8) the student's responsibilities in relation to the activity
  - 9) principles of communication

- 10) confidentiality statement
- 11) statements on intellectual property
- 12) compliance with legislative requirements, insurance and indemnity
- 13) accessibility or other specific student requirements, where relevant
- 14) obligations of legislation that may arise as related to B.C.'s adoption of the UN Declaration on the Rights of Indigenous Peoples and KPU's *HR15 - Diversity and Inclusiveness Policy* which draws from the B.C. Human Rights Code, Canadian Charter of Rights and Freedoms, Canadian Human Rights Act, and the Universal Declaration of Rights and Freedoms

## **2. Code of Conduct:**

- a. The conduct of KPU students and employees will adhere to KPU's Policies on *ST7 - Student Conduct (Non-Academic) Policy* and the *Employee Code of Conduct*.
- b. The conduct of external partners will be managed (or escalated as appropriate) by the relevant Dean or Director, in communication with KPU's Office of Organizational Risk Management and/or The Office of the Provost and Vice President, Academic, where relevant.

## **3. Conflict of Interest**

All parties should be aware that a student should avoid undertaking Work-Integrated Learning (WIL) work experiences in a workplace where there is a possible or perceived conflict of interest, for example, where:

- a. a family member or someone with a close personal relationship is responsible for supervising or delegating to the student
- b. the student is in concurrent paid employment with the work experience partner
- c. The Faculty of Health, specifically, may expressly disallow concurrent paid positions and Work-Integrated Learning (WIL) placements (see ST16 Policy B.3).

## **4. Co-operative Education:**

- a. The Director, Career Development Centre is centrally responsible for administering Co-operative Education opportunities at KPU including:
  - i. facilitating and documenting the end-to-end Co-operative Education program, in communication with Co-op faculty
  - ii. ensuring that all responsible parties involved in the process are provided with relevant information and training.

## **5. Insurance and WorkSafeBC:**

- a. Students taking part in unpaid practicums are extended KPU's Commercial General Liability insurance during the course of their Work-Integrated Learning (WIL) work experience.
- b. Unpaid Work-Integrated Learning (WIL): The Ministry of Advanced Education and Skills Training outlines WorkSafeBC coverage for some components of Work-Integrated Learning

(WIL) as described by their Policy outlining WorkSafeBC Coverage and Post-Secondary Students. If a Work-Integrated Learning (WIL) activity is a required component of a course, then it qualifies for WorkSafeBC coverage.

- c. Paid Work-Integrated Learning (WIL): Students who are paid for required work experience for academic credit are considered employees of the host organization and are therefore covered by the employer's insurance and coverage. This is the case for Co-operative Education and when students are paid for completing required work experience, such as an internship position.

## **6. Intellectual Property:**

With respect to intellectual property, unless otherwise agreed to by the parties, all Work-Integrated Learning (WIL) activities should be undertaken in accordance with KPU's *RS5 Policy on Intellectual Property*. Employees and students are advised to consult with the Office of Research Services for assistance and advice regarding specific arrangements on intellectual property.

## **7. Procedure Guidelines for Student Breach of Policy**

The policy gives Deans (or designates) the authority to protect the public by allowing them to vary, withdraw or deny the placement of a student in Work-Integrated Learning (WIL) work experiences if there are reasonable grounds to believe that this is necessary in order to protect the public interest.

- a. If a student initiates, contributes to, or associates with an unskilled, unprofessional, and/or unethical practice, the Dean will review the situation and take appropriate action. The Dean may consult with the Faculty Council, the Office of the Provost and Vice President, Academic. Other KPU offices, such as the Office of Organizational Risk Management, may also be consulted, where necessary.
  - i. If it is perceived that a student may cause, contribute to, or associate with an unsafe practice or behavior that poses an imminent threat or danger to self or others, the faculty member may temporarily remove the student from the Work-Integrated Learning (WIL) work experience. In cases that do not fall under Policy ST7 and/or the removal is for more than one day, the Dean must be informed immediately. This decision must be reviewed by the Dean within 7 days after the incident. Upon a review of the incident, the Dean may reinstate the student or remove the student permanently from the Work-Integrated Learning (WIL) work experience.
- b. Students found in violation of the Work-Integrated Learning (WIL) Policy will be subject to the policy and procedures outlined in *ST7 Student Conduct (Non-Academic)*.
- c. The variance in, or withdrawal from, a Work-Integrated Learning (WIL) course shall take effect immediately upon verbal communication by the Dean or designate, which should be followed within 7 days by written communication that should include:
  - i. the statement that the student is not permitted to go to the Work-Integrated Learning (WIL) site without written permission from the Dean or designate
  - ii. the reason(s) for the decision
  - iii. full reference to KPU's *ST3 Grade Appeal Procedure* and additional available support.

- d. Possible varied terms and conditions may include additional training or skill development and improvement of language, study and/or interpersonal skills.
- e. The Dean is immediately required to notify the Registrar, the faculty member, the Office of the Provost and Vice President, Academic, and the Work-Integrated Learning (WIL) site.
- f. Any reflection on the student's transcript of decisions pertaining to the Practicum Work-Integrated Learning (WIL) will be as follows:
  - i. for medical issues concerning the student, the transcript will normally show that the student has been withdrawn from the Work-Integrated Learning (WIL) course
  - ii. for unsafe, unskilled, and/or unethical practice on the part of the student, not directly related to medical issues, the transcript will reflect an earned grade of "F" or "NCG" [No Credit Granted], depending on the approved grading system used in the course
- g. These provisions do not affect the right of external partners to require that a student be withdrawn from, or refuse to accept a student for, Work-Integrated Learning (WIL) work experiences.

## C. RELATED POLICIES

*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*  
*BCGEU Collective Agreement*

## D. REFERENCE DOCUMENTS

1. [KPU's Co-operative Education Student Handbook](#)
2. Ministry of Advanced Education and Skills Training, [Ministry Practicum Revised WSBC Policy and Procedures](#) (July 2020)
3. [Occupational Safety and Health: Practicum Student Injury Reporting](#)
4. [KPU Report of Injury Form](#)
5. [WCB Form 6 - Application for Compensation and Report of Injury or Occupational Disease](#)
6. University's Standard Template for Work-Integrated Learning (WIL) (tba)
7. Work-Integrated Learning (WIL) Guidebook for Faculty (tba)
8. Work-Integrated Learning (WIL) Pamphlet for External Partners (tba)