



Q COLLEGE

Name of Institution

3010

Institution Number

Work Experience Policy

Name of Policy

August 31, 2021

Effective Date

August 20, 2021

Revision Date

Name of Program

[Clinical / Cooperative / Practicum / Preceptorship]

Type of Work Experience

Duration in Hours

Work Experience (Practicum) Placement

Q College is committed to providing all opportunities to our students to enhance their learning experience. We strongly believe that practicum placements benefit students by providing a platform to apply previously learned theories at a real work environment. Practicum experience offers the students an excellent opportunity to build on their knowledge base as well as enhance core employment skills in a real work setting.

Practicum (unpaid work experience) is a mandatory component of some of the programs at Q College as several courses do not have a Practicum Component. Students enrolled in programs that include a practicum component must successfully complete the required practicum hours in order to graduate. Students will be placed for practicum as per the scheduled practicum start date and complete the required number of practicum hours as per their Student Contract. Each program has a different practicum time and the requirements may vary. Please refer to the specific Program Outline for details.

The College has identified and established work experience partnerships with reputable hosts in the careers outlined in the program outline. We ensure that individuals who provide work experience opportunities to students are suitable and appropriate for the student's program of study, and support them with the necessary supervision.

The following policies and procedures apply to all students whose program requirements include a practicum component and cannot be waived or modified unless approved by the College under special and extenuating circumstances.

Practicum Approval and Criteria

All students enrolled in any program that has a practicum component must successfully complete all courses of the program to the minimum acceptable grade for their program before starting the practicum.

In order to commence practicum, the student must meet all of the following criteria for approval:

a. PASS Grade in Courses: Students must demonstrate that they are passing all the courses and progressing well in their program of study. Students failing courses may not be approved for practicum until they have demonstrated a commitment to successfully complete the courses and a set education plan, as per SEA's discretion, is in place for the student to meet the outstanding requirements. (Re-take options are available for students failing courses).

b. No Outstanding Tuition Dues: All outstanding tuition fees must be paid before a student can be approved for practicum.

A **PASS** grade in Practicum is a mandatory requirement for Graduation from the program of study. The Practicum Host (Employer) will assess your performance and complete the Practicum Host Evaluation Form, which will indicate whether or not you have attained a PASS Grade.

Practicum Coordination

a) Practicum placements will be coordinated by the Practicum Coordinator who will liaise with **placement hosts** (confirmed with the PTIB) who are able to provide supervised work experience for students in the area of their training and meet the learning objectives of the student's program. When a student is successfully placed, the Student, the Host, and the School will enter into a Practicum Agreement to formalise the placement prior to the practicum commencement. The **Practicum Agreement Form** will be completed and signed by all three parties and a copy will be extended to the student.

b) Students interested in a host organization that is not on the approved PTIB list may submit a request to the Practicum Coordinator. The request must be completed at least one month prior to the scheduled work experience and include the following details:

i. Proof of confirmation that the host organization is willing to accommodate the work experience

ii. Host organization contact information:

- Business name
- Business Address
- Contact name
- Phone number, email address
- Type of work experience placement

iii. A completed request will be reviewed by the Practicum Coordinator however it should be noted that while the student has indicated a location that may support placement, the College will have final discretion in determining if the site is an appropriate host for a work experience.

A student will not be assigned or reassigned to a placement site if:

- The student declines or refuses opportunities made available to them,
- The student is released from a practicum assignment by the host site for just cause; or
- The student terminates their work experience without prior authorization from the SEA.

Actions to Take to Commence Practicum

- a) About a month before the practicum start date, the student will be required to attend a Practicum Orientation session.
- b) Following the orientation session, the student will be provided with a Practicum Approval Form and instructions to complete the form.
- c) Submit the completed Practicum Approval Form and an updated resume to the Practicum Coordinator.
- d) The Student Services Coordinator will liaise with relevant practicum placement hosts to seek a placement. Once a suitable host has been identified, a practicum interview with the Host will be arranged and the student duly informed.
- e) The practicum placement host reserves the right to accept or decline a student for placement with the company. Students are strongly advised to prepare for this interview. Acceptance for practicum at the company is solely dependent on the student's performance at the interview and their personal suitability for the practicum position as determined by the Host.
- f) If the student is accepted for placement, the student must discuss the work schedule directly with the host and confirm an actual practicum start date.

Practicum Documents

a) Practicum Agreement – will be jointly completed and signed by the student and the placement host. The completed Practicum Agreement Form must be returned to the Practicum Coordinator to be countersigned upon starting the practicum. A copy of the Practicum Agreement form will be extended to the student.

b) Practicum Hours Tracking Form – this form to be completed by the student to ensure that they complete the required practicum hours as stated in the Student Contract. The immediate supervisor at the practicum site must counter-sign the form to validate the hours completed. Required hours as stated on the program outline must be completed. Hours may be shifted according to availability and host facility/agency requirements. Under no circumstances is the student obliged to work more than the stated hours on the Student Contract. Should the student decide to do so, it will be at the sole discretion of the student and the school will not be held accountable for any issues arising out of this.

c) Practicum Host Evaluation Form – At the end of the practicum students will be evaluated by the practicum host and the report will be provided to the school. The host evaluation will cover the following areas: professionalism, work performance, communication, job specific and general employability skills at the practicum site. The final grade for practicum (PASS or FAIL) will be based on the Host's evaluation of the overall performance of the student during practicum.

It is important that the student maintains a high standard of performance during practicum as this impacts their graduation status. Students will not be eligible for graduation if they fail, withdraw or are terminated from a Practicum.

d) Student Evaluation Form – this form to be completed by the student to share feedback on their overall experience during practicum. The student may arrange to meet the Student Services Coordinator to provide feedback in person.

Monitoring the Student's Progress

Punctuality, appropriate attire, and professionalism are expected of work experience participants.

The practicum host will meet with the student to discuss performance and progress periodically at suitable intervals and are required to report any performance issues to the school.

Withdrawal from Practicum

When a student voluntarily withdraws from a practicum opportunity before the start or completion of the placement for any reason, the student becomes responsible to make their own arrangement for another placement with a placement host who meets the standards as required by the College for practicum purposes. Prior approval for choice of placement host must be sought from Q College and the Private Training Institutions Branch before starting the practicum.

Termination

When a student is terminated by the practicum placement host for reasons due to, but not limited to:

- Poor work performance
- Inability to follow instructions
- Tardiness
- Attendance issues
- Poor attitude
- Unable to adapt to work environment
- Unable to work in team environment/conflict with co-workers, etc.

the student becomes responsible to make their own arrangement for another placement with an approved placement host who meets the standards as required by the College for practicum purposes. Prior approval for choice of placement host must be sought from Q College and the Private Training Institutions Branch before starting the practicum. Non-compliance will result in a FAIL grade.

At the End of Practicum

Upon completion of the practicum work experience, the student must submit the documents to the school as soon as possible.

Impact on Student Funding

When a student is on student loan funding, and does not fulfil the practicum obligations for any reasons (did not qualify, delayed, failed at interviews, terminated from practicum, withdrew from practicum), Q College will inform the funding agency, which in most cases will result in the student having a “withdrawal” status with Student Aid BC or equivalent funding source. The student will become solely responsible for any financial consequences arising out of this.

Career Preparation Seminar

The Career Preparation program prepares students for their next stage of career development with a focus on helping students become employment ready. During this program, students will review their personal strengths, weaknesses and identify barriers to their success. Students will set personal and career goals; develop strategic action steps to overcome challenges, research employment resources, seek employment opportunities, practice writing resumes, cover letters and practice interview skills. Each program of study at Q College includes a Career Preparation segment or component, either incorporated within the courses or as a separate course, and the duration may vary within programs.