

Title of Policy	Student Activities
Policy Number	6.1.1
Effective Date	November 2022

GUIDELINES FOR CONFIRMING APPROPRIATE PLACEMENT HOSTS

The College employee who is responsible for placing students in Work Integrated Learning experiences (e.g. paid work experience, practicum, co-op, etc.) must use this checklist as a guide to review whether the placement host agency can provide an appropriate and safe learning experience to meet the established learning outcomes for the student, before placing a student with that agency. Information may be gathered through correspondence, discussion with staff, and a site visit as needed to confirm if the agency can appropriately support the student learning experience.

Before placing any student with the placement host agency, confirm that the agency meets the following minimum criteria:

- appropriate time and scheduling of student's shifts is adequate to meet program requirements
- appropriately qualified staff is available to supervise the student's experience
- appropriate learning experiences are available for the student that align with the learning outcomes of the program/course
- a staff supervisor is prepared to provide guidance, support, and constructive feedback to support student learning
- appropriate and safe facilities are available for the student, including a workspace, access to required equipment, etc.
- appropriate policies and safe practices are in place to protect the student from harm
- an orientation to policies, safe practices, and the work environment will be provided to the student
- training will be provided to the student on how to complete assigned duties safely
- expectations for confidentiality, professionalism, personal protective equipment, etc. will be clearly provided to the student
- students will not be expected to perform duties beyond their scope of practice, nor will they work alone or without access to supervision
- a staff supervisor is available and willing to maintain regular communication with the College as needed
- any identified accessibility considerations for the student will be accommodated
- if the agency has hosted students in the past, any issues arising were handled professionally and resolved to the satisfaction of the College
- confirm that a formal agreement between the College and agency exists, and if not, seek approval of an agreement