

 <b>ASSINIBOINE COMMUNITY COLLEGE</b>	# Pages	Number
	1 of 3	A16
<b>Policies and Procedures</b>	Originator Vice-President, Academic	
Title <b>Work Practicum</b>	Effective Date	Replaces
	April 1, 2013	July 1, 2007

**Purpose:**

To establish guidelines for setting up and evaluating work practicums and to outline areas of protection for participating students and practicum partners (see definitions below).

Definitions:

Work Practicum - any formal placement of a college student with any individual, agency, organization, government department, business or company (hereinafter referred to as the practicum partner) where the college does not require that the student receive remuneration from the practicum partner. The work practicum involves students in relevant work. The length of the work practicum may vary, but will normally be from one to 12 weeks in length.

Practicum Partner - any individual, agency, organization, government department, business or company that participates with the college in a work practicum.

Practicum Facilitator - an instructor or other member of the college staff designated by a Dean/Director to arrange and supervise work practicums.

Practicum Co-ordinator - an employee or agent of the practicum partner deemed by the practicum facilitator to be qualified by nature of position, training and or/experience to objectively evaluate a student participating in a work practicum.

Sponsoring Agency - any government or non-government organization, association or company that enters into specific training contracts with the college whereby they have specific rights related to student placement in college programs.

**Policy:**

1. All students enrolled in work practicums are protected under the college’s Respectful College policy which states “The "Workplace" is broadly interpreted by the Manitoba Human Rights Commission and by recent case law and as applied to the college includes: any location where the business of the college is being carried out (e.g. classrooms, offices, regional and extension centres, work and co-op placements, cafeterias, gyms, etc.)”
2. Every practicum partner participating in a work practicum shall receive notification that practicum students are covered under the College’s Worker’s Compensation plan. The only exceptions to this would be:
  - i) students who are not residents of Manitoba
  - ii) students who spend more than six months outside the province on their work placement
  - iii) students who opt to do their work placement outside Canada

When any of these conditions apply to a particular student, the Vice-President, Academic will be informed and will take steps to ensure that the student has sufficient insurance while on their work placement.

3. In exceptional circumstances only, an "Indemnity for Liability" (attachment C), duly signed by the student, Dean/Director and Vice-President, Academic, will be prepared, and copies forwarded to the practicum partner. These circumstances will be determined by the Vice-President, Academic.

4. Agreements between the college and a practicum partner containing any special covenants outlining and/or limiting students participation and/or activities or setting out any other mutually agreed upon conditions shall be in writing and shall be duly signed by the Vice-President, Academic, the appropriate Dean/Director or designate and an authorized agent of the practicum partner.
5. The appropriate Dean/Director or designate is responsible for ensuring the practicality and legality of statements outlining and/or limiting student participation and/or activities in a work practicum agreement (above).
6. Dean/Directors or their designates are responsible for ensuring that all students engaging in practicums are assigned practicum facilitators.
7. All student-practicum evaluations are to be based on objective criteria of which the student must be fully aware prior to the commencement of the practicum.
8. All documentation for student evaluation (above) must be approved prior to the commencement of the practicum by the Dean/Director or designate.
9. Dean/Directors or their designates are responsible for ensuring that the contributions of practicum partners are recognized by letters of appreciation and/or by other methods appropriate to their degree of contribution.
10. In programs where completion of a practicum is mandatory, failure to satisfactorily complete a work practicum will preclude completion of the program and students will require permission of the Dean/Director to continue in the program. In such cases the exemptions listed in item 11 (below) will not apply.
11. Subject to exclusions in item 10 (above) in programs where a practicum is an integral part of a curriculum, participation and satisfactory completion by all students is a requirement unless the Dean/Director grants an exemption. Such exemptions may be granted for:
  - medical reasons
  - where the student's past experience has included experience identical to the experience that would be gained on the practicum
  - where participation in the practicum would create undue hardship for financial or other reasons and alternative arrangements satisfactory to the teaching staff of the program can be made.
12. Students must have a cumulative weighted grade point average (CWGPA) of 2.0 or greater, and meet program-specific prerequisites in order to be eligible to participate in a work practicum. When a student does not meet the minimum 2.0 CWGPA or other work practicum prerequisite requirements, the registrar will notify that student he/she does not meet the prerequisite(s), and will copy this letter to the academic school. The school will notify the employer (see attachment D for sample) that the student is not eligible to receive credit for the work practicum, that the work practicum will not be monitored by Assiniboine personnel, and that the student is not covered by insurance through the college. The employer may choose to terminate the student's work practicum upon receipt of this notification.
13. All prerequisites for work practicums will be stated in course outlines.
14. Students participating in a work practicum are subject to all the rules and regulations outlined in the current editions of the college calendar and program guides.
15. Students participating in a work practicum are responsible for any expenses incurred for travel, accommodation and extra living expenses, as well as the costs of special clothing, tools or other items that may be required.

**Procedure:**

1. Practicum facilitators are responsible for setting up and/or authorizing work practicums. Placements tentatively arranged by the students themselves must have the approval of the practicum facilitator well in advance of the commencement of the practicum.
2. Practicum facilitators are responsible for either evaluating student practicum performance and/or ensuring that evaluations are being carried out by practicum supervisors.

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Date

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President

Updated April 2013



1430 Victoria Avenue East  
Brandon Manitoba R7A 2A9  
Telephone: 204-725-8700 ext. 6742  
Fax: 204-726-7110

**TO WHOM IT MAY CONCERN**

Students who are residents of Manitoba and who are enrolled in an Assiniboine Community College work practicum, whether they are paid or unpaid, are covered by the *Manitoba Workers Compensation Act* while performing work for another person. This applies, whether the work placement is in the province of Manitoba or not, as long as:

i) the student's legal residence is within the province of Manitoba

AND

ii) the placement does not take the student out of the province of Manitoba longer than 6 months

Such students are declared to be workers in the employment of the government for the purposes of subsection 77(1) of the *Workers Compensation Act* and they are eligible for compensation in accordance with subsection 77(3).

In the case where a student is injured while on co-operative work placement such that the injury fits the criteria for reporting to the Workers Compensation Board, the co-operative education employer must complete and file an Employer Incident Report with the WCB. An Employer Incident Report must be filed any time an injured employee or work placement student

i) as a result of the injury, misses time from work beyond the day of the injury

ii) requires medical treatment for the injury

In addition to filing an Employer Incident Report, the co-operative education employer must also act without delay to inform the college of the injury. This can be done by calling 204.725.8700 ext 6646 or 204.725.8700 ext 7021.

Students enrolled in work practicums are protected under the college's Respectful College policy which states "The "Workplace" is broadly interpreted by the Manitoba Human Rights Commission and by recent case law and as applied to the college includes: any location where the business of the college is being carried out (e.g. classrooms, offices, regional and extension centres, work and co-op placements, cafeterias, gyms, etc.)"

1 April 2013

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-President, Academic, Assiniboine Community College

Revision Date: April 2013



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**INDEMNITY FOR LIABILITY**

PROGRAM: \_\_\_\_\_  
(Name of Program)

Assiniboine Community College, as represented by The Board of Governors hereby agrees to indemnify and save harmless

\_\_\_\_\_  
(the "Practicum Partner")

from liability, costs or actions, for damages, due to injury or loss suffered or sustained by any individual as a result of negligence or gross negligence of

\_\_\_\_\_  
(the "Student")

a student enrolled at Assiniboine Community College while attending in his/her capacity as a student, and which said negligence or gross negligence was not as a result of any instruction received from the practicum partner or its employees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director, Assiniboine Community College

\_\_\_\_\_  
Date  
College

\_\_\_\_\_  
Vice-President, Academic, Assiniboine Community

Date

(Name of Employer)  
(Address of Employer)

Dear (Employer):

RE: (Student Name) and Work Practicum

This is to advise you that the above-named student, who you have agreed to host on a Work Practicum, has not successfully completed the prerequisites for the Work Practicum. Therefore, this student is not eligible for Worker's Compensation coverage through the college, or for coverage under the waiver of liability associated with Assiniboine's work practicums.

While it is entirely your decision to allow this student to complete the work practicum, please note that the student will not be monitored or evaluated by Assiniboine staff, as he/she is not eligible to receive credit for the Work Practicum.

If you have any questions, please do not hesitate to contact the undersigned.

Thank you for your continued support of Assiniboine Community College, our programs and our students.

Sincerely,

(Dean/Director Name)  
Dean/Director, (School Name)

c. Student File