

POLICY: Work Term Policy		POLICY NUMBER: AC-013-A1
		PREVIOUS/REPLACES: Student Manual
APPROVED BY: Academic Council	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: August 2020

1. Policy Statement

Herzing College believes that work term placement allows students to apply the theory and practical skills developed in the classroom to real-world work environments. The work term experience provides critical opportunities for networking, future employment, as well as personal and professional growth. Herzing College's Career Development department will work with every student to find the appropriate work term to showcase the student's skills and knowledge the student has developed and acquired in the program to date.

Herzing College will ensure that eligible students are placed in a safe, relevant work site where they will be treated professionally, while at the same time maintaining a high standard of academic and professional rigour while working outside of a traditional classroom. Herzing College has a responsibility to its students to ensure that practicum and co-op sites are appropriate to their program of study and to provide a work experience with clear learning outcomes and assessment criteria.

Students are responsible for conducting themselves in the same professional manner expected of an employee and have the added responsibility of acting as representatives of their program of study, trade area, and Herzing College. Students must demonstrate a minimum standard of technical knowledge and work skills in order to qualify and remain in a practicum or co-op placement.

2. Scope

This policy applies to all students enrolled in full or part-time post-secondary programs.

3. Procedure

1. Work Term Eligibility

- a. A work term placement is not guaranteed. There are two components for students to be eligible for a work term:
 - Students must demonstrate acceptable technical and theoretical skills in the classroom through tests, assignments, and projects. Students who are not on academic probation, have a "C" average, and have passed all courses to date, fulfill the first part of eligibility.
 - The second part of eligibility is acceptable attendance as defined in the Herzing College Attendance policy.

- b. The Vice President of Academics may withdraw a student's eligibility for a work term when enforcing the conditions of AC-016-A Student Behaviour Policy or Student Contract.
- c. If a student becomes ineligible to complete the required work term credit, graduation within the original program dates may not be possible.

2. Herzing College Responsibilities

- a. The VP of Academics will be responsible for oversight of work term placements.
- b. Faculty members will be responsible for evaluating work term placements.
- c. Faculty members will be responsible for reviewing the Herzing College Work Term Guidelines with all potential work term students.
- d. The College Career Development staff will provide students support by way of giving students industry leads, resume writing, and any other general student services to aid the student to secure a work term.
- e. The College will maintain a record of student learning from the work term.

3. Employer Responsibilities

- a. Ensure that they read the Herzing College Work Term Guidelines, and if needed, clarify any sections with Herzing College faculty members. The Employer must return a signed form to the College accepting the conditions and responsibilities related to the work term.
- b. Complete the student's assessment of the work term.
- c. Ensure work term hours will not exceed 40 hours per week. Students may be required to work evenings or weekends within a 40-hour week where this is the normal practice of that job site or industry.
- d. Ensure students are to be given at least 2 days off out of each 7-day period.
- e. Undertake that under no circumstances will a student on a work term be assigned or accept overtime hours or be credited for practicum/co-op hours at overtime rates (i.e., double-time).

4. Student Responsibilities

- a. Read and return a signed copy of the Herzing College Work Term Guidelines or acknowledge digitally that the Guidelines have been read and understood.
- b. Actively participate in acquiring a work term placement and maintain professionalism and submit appropriate agreements and reports. Detailed responsibilities can be found in the Herzing College Work Term Guidelines.

- c. Develop work term learning objectives as laid out in the Herzing College Work Term Guidelines. These learning objectives that students develop should be: Specific, Measurable, Agreed upon, Realistic, and Timely (SMART).
- d. Each learning objective should answer the following questions:
 - What is the task to be accomplished?
 - How will it be accomplished?
 - How will it be measured/evaluated and by whom?
 - When will it be completed?
- e. International students are responsible for ensuring that they have been issued a practicum work permit no less than 15 days prior to the start of their work term placement. Where a work permit has not been issued in time, participation in the originally scheduled work practicum/co-op may not be possible. Lack of a work permit will result in an incomplete program, with no certificate, diploma or degree awarded to the student. The student will be required to consult with a member of the Career Development department to determine the next opportunity to obtain a work term.

4. Administration

The Academic Dean and Director of Career Development will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Academic Council in 2022.

6. Reference

- Work Term Workbook
- AM-010-A1 Student Behaviour Policy