
Name of Institution: Eton College

**Work Experience Policy
(coop placement overview)**

Feb 2021

June 2023

Name of Policy

Effective Date

Revision Date

See learning outcomes and evaluation for each applicable program

Work experience may be a required part of certain College Programs, in which the student obtains practical skills relevant to the learning objectives of the program.

Cooperative placement: (Coop)

- Consists of no more than 50% of the total hours of instruction, and
- For which a student is paid.

Roles:

- **Student:** An individual enrolled in the program and who has completed the prerequisites to participate in the work experience
- **Host:** A business or community organization who has agreed to participate in the work experience and provide work experience / support for the student.
- **On site supervisor:** An appropriately qualified professional who has agreed to participate to supervise the student directly on site. They will also be required to provide an evaluation of the student's competencies in consultation with the College staff and SEA as needed.
- **College workplace coordinator / Instructor:** The College coordinator/instructor oversees the work experience process and outcomes. S/he is in contact during the work with the student and onsite supervisor. The coordinator/Instructor connects with the host, student practicum supervisor and provides support and direction as required.

1. The requirements for student participation in the work experience are as follows:

- Students must successfully have completed all the theoretical courses contained in program.
- Depending on the placement, students may need to provide a satisfactory criminal record check or other information.
- Negotiated conditions and the "work placement agreement" by work experience host and supervisor must be completed.
- Student must agree to sign a work placement agreement.

2. The process by which the student will be placed in a work experience is as follows:
 - The College's workplace coordinator will identify what placement opportunities are available in the student area. The student can also make inquiries. Students can be actively engaged with the workplace coordinator in finding a possible placement.
 - It is possible that an external student placement agency, if contracted by the Institution, will assist in identifying a work experience placement
 - As needed, the College Coordinator or SEA will negotiate placement (s) through discussions with the pending host administrators.
 - As needed, the College will arrange meetings between the student, host representative and coordinator; as needed to facilitate the arrangements.
3. The College, the student and the host organization , will enter into a written *work experience agreement* detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to each party before the start date of the work experience.
4. The College's workplace coordinator will ensure that the student, on site supervisor and host institution are familiar the responsibilities of all parties.
5. The College coordinator and on site supervisor will monitor the work experienced. The coordinator will contact the student and on site supervisor no less then three times during the work experience; by the first 48 hours, about half way and near the end of the work experience. Monitoring consists of reviewing whether the student is attending and meeting the learning objectives of the program; answering questions and providing support to the student and on-site supervisor.
6. The on site supervisor will provide a mid-work experience report directly to the college coordinator and, at the end of the work experience, a final report and evaluation. The on site supervisor will consult with the College a coordinator during monitoring if there are any real or perceived issues which might result in the student not completing or passing the work placement.
7. The process by which the student is evaluated:

The successful completion for work experience is based on a satisfactory "Pass" (competent) based on the learning outcomes. Assessment is based on students learning, being supervised and demonstrating the learning outcomes (competencies).

Assessment:

_____ Student meets appropriate levels of competency relative to level of training

_____ Student does not yet met appropriate levels of competency relative to level of training

A progress assessment is provided half way of the work experience and there is a written evaluation at the end of the experience. The College coordinator may visit the site or complete virtual visits/phone contacts up to 4 times which includes contact in the first week; 1/3 point of the work experience; half way and near the end of the placement. The coordinator will be available to the student and supervisor during the placement by phone or email. Any issues which could affect a successful outcome will be addressed by the College coordinator.

8 Every work site is different. In most cases the on-site supervisor provides direction for the student; notes strengths and areas requiring additional support to be address during the practicum. Referring to the learning outcomes they record examples and situations where the student has been able to demonstrate their competencies course of the practicum. Any concerns are addressed proactively and, as needed, the College coordinator will be contacted. In consultation with the College coordinator, issues are addressed early in the work experiences and specific methods of evaluation are developed depending on the nuances of the work site and/or the learning needs of the student.

9 If students do not meet the competencies, they will be required to complete those aspects of the work experience over and this may require an extension of the work experience; this could be with the current host or with a new host. If more than 50% of the competencies are not met they may be required to enroll again in the course. See college withdrawal / dismissal policies for related issues.

10 Upon completion of the work experience all paperwork is completed and a post interview /evaluation is done with the student and on site supervisor.

11 The student is provided with an exit interview and their pending grade is provided to them. All other documentation is completed shortly after.

See work experience course outlines for specific competencies/ evaluation methods relevant to the work experience in related programs.