

# Eton College Work Experience Policy

## Policy

A work experience is a part of a program in which a student applies and practices skills and knowledge learned in the program in a workplace setting. Work performed by the student must be relevant to the learning objectives of the program, and is supervised by a person who is employed or retained by the host organization and is qualified in a career occupation relevant to the student's program of study. Work experiences may vary in type and length depending on the program.

Eton College provides work experience placements to students, offering opportunities to enhance the skills acquired throughout their program of study and introducing them to work in the appropriate field.

This policy applies to all programs at Eton College that include co-op or practicum work experience as integral components.

## Definitions

- **"Cooperative Placement (Co-op)"** means a type of work experience component that consists of not more than 50% of the total hours of the program and for which a student is paid.
- **"Practicum"** means a type of work experience that consists of not more than 20% of the total hours of the program and for which a student is not paid.

## General Terms and Conditions

- All work experience placements must clearly align with the learning objectives of the program. Placements deemed insufficiently relevant to these objectives, as determined by the college representative or instructor, will not be approved.
- Work experience placements may not exceed the duration that is set out in the regulation, as defined above.
- All co-op placements are paid at least minimum wage and are classified as "work" according to provincial employment standards. Practicum placements, on the other hand, are unpaid.
- The work experience placement can be either within or outside the province. Students who choose to be placed outside of BC will be responsible for any additional costs, such as

travel and accommodation. Virtual meetings, conducted via phone or video conference, will be scheduled to assess the host's readiness to accommodate the student.

- Students are responsible for their own transportation costs and travel arrangements to and from their work placement location.
- International students are additionally responsible for expenses related to their study and work permits.
- Eton College representative will facilitate the work experience placement process, including liaising with host organizations and arranging meetings with host organizations for students.

## Work Experience Pre-Placement Requirements

To participate in a work experience placement, students must meet the following conditions:

- Successfully complete all required coursework. Once all necessary prerequisite courses have been completed, approval will be granted, and the Pre-Placement Approval Form will be signed by the Practicum Coordinator. A copy of the form will be given to the student, and another copy will be placed in the student's file.
- In exceptional circumstances beyond the student's control, the Practicum Coordinator may permit the completion of a missed or failed course during the work experience placement term.
- International students enrolled in co-op programs must hold valid study and co-op work permits that cover the entire duration of the program.

## Work Experience Placement Process

- During their first month of studies at Eton College, a college representative will initiate first contact with all new students through in-class visits and/or email.
- Following the initial contact, students will have the opportunity to attend career workshops and work experience orientation sessions for all career and work experience-related matters.
- The college representative will notify students of upcoming placement opportunities via email and arrange meetings with the hosts. Students must be diligent in checking their emails frequently to ensure they do not miss their scheduled meeting times.
- Students may be actively engaged in seeking their own placement, in which case Eton College will ensure that the placement meets the Ministry's work experience standards.

- It is mandatory for students to attend all arranged meetings with the host organizations. Students cannot refuse to attend a meeting due to reasons such as distance, company size, reputation, or the gender or ethnic makeup of the host company's staff.
- Students are expected to make an effort to prepare for the work experience placement. This involves researching the host company in advance, dressing appropriately for the meeting with the host, arriving on time, and demonstrating genuine interest in the placement.
- Students cannot, for no valid reason, refuse a work experience placement that meets the Ministry's work experience standards. Students who express disinterest in or refusal of the placement, or fail to appear at a meeting with the host will be deemed in violation of the work experience policy.
- Once a suitable placement is secured, the placement process is complete and no other placement opportunities will be offered.
- In some instances, students may receive an offer from the host organization to participate in a work experience longer than Eton College's program requirement. In such cases, they are obligated to conclude their work experience at the end of the authorized period.
- Eton College, the student and the host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. The Work Experience Agreement should be signed by all parties and submitted to the college at the latest one week prior to commencing the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
- The work experience placement must commence as scheduled in the Student Enrolment Contract. Any requests for a delayed start must be submitted in writing and are subject to approval by the Practicum Coordinator.
- International students completing their work experience in Canada must also obtain a Social Insurance Number (SIN) before their first day of work. Failure to have a SIN on the first day may result in unnecessary delays or loss of placement.
- In many cases, the work experience placement host companies pay their workers through direct deposit to their Canadian bank accounts. Students without a Canadian bank account are required to open one before their first day of work.

## During the Work Experience Placement

- To succeed in their work experience, students are strongly encouraged to maintain flexibility, which includes being open to varied scheduling.

- For students in a full-time work experience placement, maintaining full-time availability is mandatory. Students who limit their availability may not be accepted into the placement. If a student restricts their availability after being accepted, they may be deemed in violation of the work experience policy.
- If a student is absent or late for any reason, they must promptly inform their host company's supervisor. Excessive absenteeism or frequent lateness could result in termination from the placement, which would prevent the student from completing their work experience term and their program.
- Students are generally discouraged from requesting time off during their work experience. However, in extenuating circumstances where there is no alternative, such as a medical or personal emergency, they should communicate in writing with their host company's supervisor and the college representative. Documentation substantiating the leave must be submitted to the college representative using the appropriate form.
- Any communication regarding changes to the work experience term for a student on a placement must be directed through the college. Such changes include shortening or lengthening the work experience term, altering start or end dates, taking an extended leave of absence, or restricting availability.

## Monitoring of Students During Work Experience

- The nature and frequency of monitoring of students during work experience may vary from placement to placement.
- Eton College will monitor the student attendance during the work experience on a weekly basis by reviewing whether the student is:
  - Attending the work experience, and
  - Meeting the learning objectives of the program.
- Students must maintain regular contact with the college representative and promptly respond to emails, telephone calls, etc., as needed throughout the work experience term.
- The college representative may contact the student or host organization during the work experience term for additional progress updates or to ensure that the program learning objectives are being met.
- While host companies might offer remote work positions with limited in-person interaction, students will be under strict supervision despite "working remotely."
- Students must keep accurate records of their weekly hours. If a student is not receiving enough hours to fulfill the work experience requirements, they should promptly notify the college representative.

- Timesheets, conveniently organized in the Hours Tracking Form with clearly readable totals, must be submitted on a weekly basis as evidence of hours worked. The Hours Tracking Forms will be placed in the student's file. Students should keep copies of their work experience timesheets for their own records.
- Both students and host Organization must submit all work experience forms, including Hours Tracking Forms and Student Progress Reports, to the college in a timely manner.

#### Students Completing the Program Through Distance Delivery

- The procedure for students completing the program through distance delivery is the same as for regular in-class students. Communication methods, such as email, phone calls, and/or video meetings, will be used to effectively manage placements and monitor the students during the work experience.

### Evaluating of Student Performance During Work Experience

- The evaluation of students' performance during the work experience term is conducted by their direct supervisor at the host organization.
- Supervisor's feedback during the work experience placement is an integral part of the instructional process and is to be provided continuously. Additional feedback may be requested by the college representative if circumstances warrant such action (e.g., concerns raised by the student, host organization, or college representative).
- Students will receive at least one written progress report midway through the work experience and a written evaluation at the end. The completed Student Evaluation Form must be submitted by the host organization directly to the college at the end of the work experience term.

### Work Experience Completion Requirements

- The work experience component is considered incomplete until the student fulfills all required hours and submits all necessary documentation.
- Students who do not complete their work experience placement or receive an unsatisfactory evaluation at the end of the work placement term will not be able to graduate from their program.

### Documents to Submit

Upon completion of the work experience term, the following documents must be submitted:

1. Student Evaluation Report - completed by the host organization
2. Student Feedback on Work Experience - completed by the student

The documents should be submitted to the college no later than one week after concluding the work experience.

Upon receiving the documents, the student is considered to have completed the work experience.

Failure to complete and submit the documents may result in disciplinary actions, leading up to and including dismissal.

## Exceptional Cases

### Conflict Resolution

- Students must promptly inform the college representative of any workplace issues.
- In case of a conflict with a host organization, the student must provide a written report detailing the issue and steps taken to address it.
- The college representative will discuss the matter with the student and, if necessary, contact the host company to resolve the issue.
- If the issue remains unresolved and impacts the completion of the work experience term, the student may be eligible for a placement at a different host company.

### Workplace Harassment

- All reports of bullying or harassment in the workplace are treated with utmost seriousness, and each case receives individual attention to effectively address the issue.
- Students who believe they have experienced bullying or harassment in their workplace are strongly encouraged to report the issue to their direct supervisor and notify the college representative.
- The college representative will contact the host to discuss the remedial actions if the issue remains unresolved.
- In certain instances, the student who reported bullying or harassment may be eligible for a placement at a different host company.

### Changing the Host organization During the Work Experience Placements

- Except in cases of unresolved conflict, workplace harassment or delinquent payment by the host organization, students will not be able to change the host organization during their placement.

- If the student decides to discontinue their work experience placement, they may not be able to complete the program and will not graduate.

## Termination from Work Experience Host Organization

Eton College expects students to maintain professional standards during their work experience placements. Termination from a host organization may occur for reasons such as, but not limited to:

- Failure to adhere to host organization policies.
- Unprofessional behavior.
- Inadequate performance.
- Breach of confidentiality or ethical standards.

The host organization must immediately notify the college representative upon deciding to terminate a student and provide a written explanation for the decision.

The college representative will review the circumstances and give the student an opportunity to present their side of the story.

Eton College will arrange a new placement for the student; however, if the termination is deemed justified, the student may be placed on academic probation for the remainder of the program.

## Disciplinary Actions due to Violation of Work Experience Policy

Disciplinary actions by the college may apply in the following circumstances:

- Students' behaviors, including tardiness, lack of cooperation, inadequate preparation, and absences, hinder the college's ability to secure placements.
- Students' failure to meet placement requirements or maintain positive work ethics, such as punctuality and following instructions from their hosts.
- Violations of any other terms or requirements specified in the Work Experience Policy.

When disciplinary actions are required, the following procedures will be followed:

1. **First Offense:** An official warning letter will be emailed to the student, detailing the policy violation.
2. **Second Offense:** The student will be placed on conditional probation for one month. Conditions may include, but are not limited to:
  - Attending assigned career workshops, seminars, or training sessions.
  - Demonstrating a commitment to cooperate with the college to secure a placement and improve work performance.

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2. **Third Offense** - The student will be dismissed from the program and will not be eligible to graduate.