

**Policy: 1119    Applied Workplace Experience****Key Process:**    Program Delivery**Effective Date:** March 8, 2013

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**POLICY**

New Brunswick Community College (NBCC) values Applied Workplace Experiences in the development of its programming. NBCC is responsible for the development and administration of its Applied Workplace Experiences as defined by the relevant Curriculum Standard.

**APPLICATION**

To be determined

**DEFINITIONS**

Clinical Practicum

Co-op Work Term

Good Financial Standing

NBCC Designate

Practicum

Preceptorship

Prerequisite for  
Eligibility for Applied  
Workplace Experience

Work Experience,  
Non-evaluated

**SUGGESTION BOX**

Your suggestions for improvement to this document and/or its content will be forwarded to the policy owner.

## **1.0 PURPOSE and SCOPE**

The purpose of this policy is to outline the processes used to arrange, administer and evaluate Applied Workplace Experiences. This process begins with the initial contact with the Host Employer and ends with the evaluation of the activity by the Host, the NBCC Designate and the student.

## **2.0 WORKFLOW**

The format of this procedure will be in four sections: NBCC, NBCC Designate, College Dean and Student.

### **2.1 NBCC**

**2.1.1** NBCC is responsible for the development and administration of its Applied Workplace Experiences as laid out in the relevant Curriculum Standard. The College will ensure that an organized structure is in place to support the primary components of the process. This structure will include but is not limited to:

- a) The approval of employer organizations.
- b) The process that students will follow when securing their own employer/ partner, depending on the program.
- c) The process that the NBCC Designate will follow when securing a host employer.
- d) The coordination of placements, monitoring and assessment of the Applied Workplace Experience.
- e) The evaluation of the student's Applied Workplace Experiences will use a minimum of three separate tools to include, but not be limited to: the Monitoring Report completed by faculty during the workplace visit, the Host Evaluation Form, and the Student Evaluation Form.

### **2.2 NBCC Designate**

**2.2.1** Will ensure students meet prerequisites for participation on an Applied Workplace Experience.

**2.2.2 NBCC will provide an Information Package to the Host Employer that includes, but is not limited to:**

- a) Letter of Introduction
- b) Course Outline
- c) Responsibilities of all parties
- d) Liability Statement
- e) Program Overview
- f) Industry Partner Agreement
- g) Host Evaluation Form
- h) Confidentiality Agreement
- i) Contact Information for NBCC Designate.

**2.2.3 An NBCC Designate will provide each student with an Information Package including but not limited to the following documents:**

- a) Prerequisites for the Work Experience

- b) Practicum Course Outline
- c) Responsibilities including hours of work required by Employer
- d) Criteria for Participation in Work Practicum
- e) Confidentiality and Professional Practices Agreement
- f) Practicum Evaluation Form
- g) Contact information for NBCC Designate and Employer.

**2.2.4 Depending on the program, the NBCC Designate may also be required to:**

- a) Contact potential Host Employers on the student's behalf. Host may agree to take the student on without an interview. In cases where the Host requires an interview with the student, the designate will arrange a date, time and location for the interview.
- b) Follow up with the Host and student to ensure the Practicum has been obtained.
- c) Contact the employer's place of business either in person, by telephone, or through other electronic methods at or near the midpoint of the Applied Workplace Experience to monitor student progress. This contact will take place with both the student and the employer to ensure both parties have the opportunity to comment on how the activity is progressing. The preferred method of contact will be in person and is to take place with both the employer and the student.
- d) Complete a Practicum Monitor Report to be used as a portion of the overall evaluation of the Practicum.
- e) The NBCC Designate will prepare the final evaluation based on information contained in the Course Outline.

**2.2.5 In programs where a Co-op work term is available, the NBCC Designate will oversee the following Process:**

- a) Employers submit co-op job postings to the Co-op Office. If possible, these postings are submitted within the time frames of each program's Job Posting Schedule. This schedule is mailed / emailed to employers in advance of each work term. Job postings contain the following information:
  - i. Brief job description including specific requirements for the position.
  - ii. Number of positions available
  - iii. Work location.
  - iv. Name, title and address of person to whom cover letters should be addressed.
- b) The Co-op Office posts all co-op positions on the date specified on the Job Posting Schedule, or after that date if posting received late.
- c) Co-op students submit a cover letter and resume for each Job Posting to which they are applying.
- d) The Co-op Office receives cover letters, resumes and transcripts, and forwards these to the employer electronically.
- e) After reviewing the resumes, the employer contacts the Co-op Office to schedule interviews (wherever possible, during the interview time frame outlined on the Job Posting Schedule). Employers are encouraged to hold interviews at NBCC, if possible, to minimize missed class time by the students. Where inconvenient, arrangements can be made to hold interviews at the employer's place of business.
- f) Once the interviews are completed, the employer is asked to rank the students in order of appropriateness for the position and submit this information to the Co-op Office.
- g) Job offers will be made to the student through the Co-op office, on the date indicated on the Job Posting Schedule, unless the job posting and interview process commenced at a later date. Please note: All job offers are made through the Co-op Office and not by the employer.

- h) Once the student has accepted a co-op position, the Co-op Office will advise the employer and will provide a work term package to both the employer and the student.
- i) Preceptor/student visits are made at least once every two weeks for local students and phone contact is made with students in other areas (face to face contact is more effective).

## **2.3 College Dean**

**2.3.1** Establish standard for program specific guidelines to be included in the Curriculum Standard.

**2.3.2** Establish relevant agreements with provincial institutions and organizations.

**2.3.3** Ensure that the relevant requirements for maintaining accreditations and agreements are maintained.

## **2.4 Student**

**2.4.1** Students required to secure their own work experience will be encouraged to research and locate a suitable host employer. This will require the students to contact prospective hosts to speak with managers, discuss their program and outcomes, and take an active role in locating a suitable placement. The process will be monitored and reviewed to ensure compatibility with program outcomes.

**2.4.2** Student to notify the NBCC Designate of the proposed Host Employer for approval.

**2.4.3** Prior to commencing the Workplace Experience, the student will sign off on the appropriate documentation as provided by the Designate or Employer.

**2.4.4** The students must notify the NBCC Designate and the Employer regarding missed time.

**2.4.5** Students may be asked to provide the following documentation depending on the employers requirements:

- a) Proof of immunizations including the Influenza Vaccination, Hepatitis B immunization, Tuberculin Skin Test Criminal record check.

**2.4.6** The student will comply with all Workplace Policies and Procedures as described by the employer including but not limited to:

- b) Workplace Safety Practices
- c) Hours of work
- d) Code of Conduct
- e) Adhere to the responsibilities laid out in the Student Information Package.

**2.4.7** The student will complete and submit a Student Workplace Experience form upon completion of

the Practicum to be used as one portion of the overall evaluation of the practicum.