

**Policy No. & Title: A118: ACADEMIC OFF-CAMPUS EXPERIENTIAL LEARNING**

**Policy Sponsor:** Registrar

**Reference Cttee:** College Council

**Effective:** 2022 11 23

**Next Review:** 2027 11 23

**Approvals:** 2012 03 21 (CC-11-05 – effective 2012 09 01); 2022-11-23/CC-22-03

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## 1. PURPOSE

The purpose of this policy is to acknowledge those elements of experiential learning that are integral to college programs and are defined by Ministry instructional settings. It also defines the characteristics of each model, ensuring consistent quality of experience for students and industry partners.

## 2. DEFINITIONS

*Cooperative Education:* A paid placement that conforms to the standards established by the Ministry. See Protocol A and A117: Co-operative Education Program.

*Clinical Placement:* A course delivered within a program. The placement is unpaid, facilitated and monitored by an industry credentialed professor. See Protocol B.

*Field Placement:* A course delivered within a program and can be scheduled for a variety of defined periods of time. Placement is typically unpaid. Field Placements may be referred to as:

- Externship
- Internship
- Mentorship
- Stagiere
- Practicum

## 3. POLICY

All programs that include off-campus experiential learning will comply with the following requirements:

- 3.1. Each program requiring a work placement/experiential learning component must follow one of the identified Ministry funding categories (Protocol A). This must be incorporated into the Degree Audit and will be billed according to the appropriate fee structure as per A132: Student Fees.
- 3.2. Any program changes, including those applying to Experiential Learning, must follow all the Colleges' established policies and/or procedures for making such changes.
- 3.3. A Course Information Sheet/ or information sheet for the Experiential Learning Module will be provided to all students and employer/placement agency. The Course Information Sheet/ Information Sheet must include the following, where applicable:
  - a) **Definition:** Definition of the type of Experiential Learning in which the student will be engaged in, as per Protocol B.
  - b) **Eligibility:** Identify the minimum eligibility for enrollment in the experiential learning module. This includes listing of all required course(s) and/or grade point average, as prescribed by the program.

- c) **Preparatory Requirements:** Description of all the Preparatory requirements for enrollment in the experiential learning module for example, Police checks, immunizations.

Please note any experiential learning may be subject to a variety of contractual obligations as established by the employer/placement agency.

- d) **Learning Outcomes:** Define the learning expectations of the Experiential Learning module, as per A113: Programs and Courses.
- e) **Method of Evaluation:** Describe all methods of evaluation for successful completion of the Experiential Learning Module, as per A113: Programs and Courses.
- f) **Grading:** Identify the letter grade or symbol achievable as per policy, A112: Course Grade System. Most common achievement is Pass/Fail.
- g) **Credit Weighting:** Appropriate credit weighting for instructional method will be applied, as per policy A112: Course Grade System, Procedure D.

#### 4. REFERENCES

College Policy:

A112: Course Grade System  
A113: Programs and Courses  
A117: Co-operative Education Program  
A126: Program Excellence  
A132: Student Fees

Ministry Binding Policy Directives

[Minister's Binding Policy Directive for Funding Approval of Programs of Instruction](#)

#### 5. ATTACHMENTS

Protocol A: Ministry Definitions

Protocol B: Characteristics of Off Campus Experiential Learning Models

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*Addendum:* **Protocol A: MINISTRY DEFINITIONS**

*Issued by:* Registrar

*Effective:* 2022 11 23

Ministry Instructional Settings	<b>Co-op Work Placement</b> ◆ <b>Mandatory</b> ◆ <b>Optional</b>	Field Placement/Work Placement	Clinical Placement
<b>Ministry Instructional Settings Definitions</b>	<p>Education at Work Ontario (www.ewo.ca), a regional association of the Canadian Association for Co-Operative Education, defines a co-op program as follows:                      “A Co-operative Education Program is one that formally integrates a student's Academic studies with work experience.</p> <p>The usual plan is for the student to alternate periods of experience in career-related fields according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Each work situation is approved by the Co-operative Education institution as a suitable learning situation</li> <li>• The Co-operative Education student is engaged in productive work rather than merely observing</li> <li>• The Co-operative Education <u>student receives remuneration for the work performed</u></li> <li>• The Co-operative Education student's progress on the job is monitored by the Co-operative Education institution</li> <li>• The Co-operative Education student's performance on the job is supervised and evaluated by the student's employer</li> </ul> <p><u>The time spent in periods of work experience must be at least thirty percent of the time spent in academic study.”</u></p> <ul style="list-style-type: none"> <li>• Please Note: Co-op and Degree Programs                      - Degree programs offered by colleges on the basis of a ministerial consent under the Post-secondary Education Choice and Excellence Act, 2000 are required to follow the program structure requirements and definitions for co-op programs outlined by the Postsecondary Education Quality Assessment Board in its Handbook for Ontario</li> </ul> <p>Colleges (i.e., minimum of eight semesters of on-campus studies and at least one separate, paid, full-time work term of no less than 14 consecutive weeks)</p>	<p>Scheduled hours of activities intended to give students hands-on experience in the workplace and for which the students do not typically receive a regular salary or wage from the employer; this instructional setting is characterized by:</p> <ul style="list-style-type: none"> <li>• Activities that are an integral component of the curriculum of the program and are necessary for the completion of the program.</li> <li>• Activities in which college staff do not directly supervise students and for which college staff undertake one or more of the following activities</li> <li>• Make periodic site visits</li> <li>• Ensure that assignments given to students and the work being done by students are suitable for the program</li> <li>• Monitor the students’ progress in the field placement activity</li> <li>• Help address problems encountered by students in the field or work placement activity</li> <li>• Evaluate students’ performance in the field or work placement activity.</li> </ul>	<p>Scheduled hours of activities intended to give students hands-on experience in a hospital or health care setting; this instructional setting is characterized by:</p> <ul style="list-style-type: none"> <li>• Activities that are an integral component of the curriculum of the program and necessary for the successful completion of the program.</li> <li>• Activities in which students are continually supervised directly by college staff or individuals working on behalf of the college.</li> </ul>

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Addendum: **Protocol B: CHARACTERISTICS OF OFF CAMPUS EXPERIENTIAL LEARNING MODELS**

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MTCU FUNDING CATEGORIES- See Appendix A	Cooperative Education	Clinical	Field Placement				
→ Fanshawe College Terminology	Cooperative Education	Clinical Placement	Field Placement	Practicum	Externship or Stagiare	Mentorship	Internship
Defined in Current Policy A112, Procedure C	Yes	Yes	Yes	Yes	No	No	No
Credit Weighting See Policy A112, Procedure D,	NONE	Varies, depends on hours	Varies, depends on hours	Varies, depends on hours	Varies, depends on hours	Varies, depends on hours	Varies, depends on hours
<i>Length of experiential component</i>	Normally ½ , not less than 1/3 of the time spent in academic study,	Varies according to program	Varies according to program	Varies according to program	Varies according to program. Usually measured in weeks	Varies according to program. Usually one day per week	Varies: often a year or more in one block
<i>Part-time/full time work</i>	Full time work	Varies according to program	Varies according to program	Varies according to program	Varies according to program	Varies according to program	Varies according to program
<i>Paid/unpaid</i>	Paid	Unpaid	Unpaid	Unpaid	Unpaid	Unpaid	Paid or unpaid
<i>Occurs between academic semesters</i>	Yes	Not usually	Depends on program	Depends on program	Depends on program	Depends on program	Depends on program
<i>Integrated into academic semesters (e.g., one day a week or block of time during academic term)</i>	No	Yes	Yes	Yes	Yes	Yes	No
<i>Classroom delivery as part of module</i>	No	No	No	No	No	Yes	No
<i>Occurs following completion of all academic requirements</i>	Yes	No	No	No	No	No	Often

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<i>Occurs following completion of all academic requirements</i>	Yes	No	No	No	No	No	Often
<i>Experience must be related to academic outcomes</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Academic achievement must be demonstrated before progression to workplace</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Students on payroll of host organization</i>	Yes	No	No	No	No	No	Sometimes
<i>Work supervised by College faculty</i>	No	Yes	No	No	No	No	No
<i>Work monitored by College faculty</i>	No	No	Sometimes	Sometimes	Sometimes	Yes	Yes
<i>Work monitored by College support staff</i>	Yes	No	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes
<i>Students placed in positions by College</i>	No	Yes	Yes/No	Yes	Yes/No	Yes/No	No
<i>Students provided with career information, job search or posting assistance by College</i>	Yes	No	Sometimes	Sometimes	Yes	Yes	Yes
<i>Students pay tuition during experiential component</i>	No	Yes	Yes	Yes	Yes	Yes	Yes
<i>Students pay service fee during academic semesters</i>	Yes	No	No	No	No	No	No
<i>Experiential requirements are specified in program curriculum</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Experiential requirements are governed by external agency, accreditation body or government</i>	Sometimes	Yes	Sometimes	Sometimes	Sometimes	Sometimes	No
<i>Successful completion required for graduation</i>	No	Yes	Yes	Yes	Yes	Yes	Yes

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<b>Successful completion reflected on credential</b>	Yes	No	No	No	No	No	No
<b>Learning Outcomes</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Course Information Sheet</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Funding model</b>	No grant associated with this service. Student pays service fee. Negotiated annually	Students pay regular tuition during experiential component	Students pay regular tuition during experiential component	Students pay regular tuition during experiential component	Students pay regular tuition during experiential component	Students pay regular tuition during experiential component	Students pay regular tuition during experiential component
<b>In-semester or a full semester</b>	Full semester	In-semester, sometimes full semesters	In-semester, sometimes full semesters	Both	Both	Both	Full semesters
<b>Evaluation criteria</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Letter Grade	Pass/Fail
<b>Academic prerequisites for participation in experiential component</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Industry prerequisites for participation</b>	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes