



Procedure

Procedure Name	Work Integrated Learning (WIL)		
Procedure #	IP 1.4	Parent Policy	IP 1.0 Curriculum and Instruction
Policy Owner	Vice President Academic	Effective Date	February 14, 2023
Procedure Owner	Director Academic Excellence	Next Review Date	February 14, 2028
Approved by	Vice President Academic	Approval Date	January 5, 2023

1.0 Purpose

Work integrated learning is a key component of NAIT's polytechnic education model and provides students with authentic learning opportunities that meet legislative standards and reflect current industry practices.

This procedure refers to NAIT governed WIL experiences, and therefore does not include apprenticeships governed by Alberta Apprenticeship Delivery Support Services (ADSS).

2.0 Definitions

Term	Definition
Clinical Placements	A work-integrated learning experience that involves learners acquiring hands-on, real-world experience to attain competencies and demonstrate knowledge based on a series of courses within a program. Clinical practice is further defined as a learning experience where learners are appropriately supervised due to the nature of the activities and the risks and/or liabilities involved for the host organization or agency, the college, learners and clients (Alberta Advanced Education). These learning opportunities are required for a professional license or designation. Students will practice program outcomes.
Community Service Learning	Community Service Learning (CSL) integrates meaningful community services with classroom instruction and critical reflection to enrich the learning experience and strengthen communities. In practice, students work in partnership with a community-based organization to apply their disciplinary knowledge to a challenge identified by the community.
Co-op	Co-op work terms provide experience in a workplace setting related to the student's field of study. The number of required work terms varies by program; however, the time spent in work terms must be at least 25% of time for programs 2 years and

	shorter in length, but not exceeding 50%. Co-ops should be followed by an academic term.
Directed Field Study	Comprises the fourth year of study of an Applied Degree program and provides career preparation in specific fields and industries through a combination of theoretical and experiential learning.
Embedded WIL	Embedded WIL experiences occur as part of a regular course credit weight but provide more substantial experiential learning than a lab environment.
Experiential Learning (EL)	Experiential learning (EL) is an umbrella term that involves hands-on learning experiences that apply theory to authentic settings and that allows students to reflect on their experiences. EL experiences can happen on-campus, off-campus or virtually and can be either credit or non-credit opportunities.
Field Placement	Provides students with an intensive part-time or short-term hands-on practical experience in a setting relevant to their subject of study. Field placements may not require supervision of a registered or licensed professional and the completed hours are not required for professional certification.
Host Organization	An industry partner that a student works with/for to complete their WIL placement.
Industry Projects	Students participate in projects that require direct engagement with an industry partner throughout the duration of the project. The goal is to provide students with a real-world approach to their course material, bringing to life the course concepts through industry collaboration.
Innovative WIL	WIL experiences are constantly evolving and NAIT aims to consider new and innovative forms of WIL as they occur. These experiences meet the criteria set in the WIL definition, however, do not fit into one of the current types of WIL identified in NAIT's WIL Framework or Credit Framework.
Internship	Consists of one discipline-specific, supervised, structured paid or unpaid, and for academic credit work experience or practice placement. Internships may occur in the middle of an academic program or after all academic coursework has been completed and prior to graduation. Internships can be any length but are typically 12 to 16 months long.
Learning Outcomes	Learning statements that are supported by concepts (theories, ideas, and knowledge that a learner requires), skills (tasks, techniques, and processes that a learner needs to do), and issues (potential challenges, problems, and dilemmas that learners need to understand and resolve) at both the program and course level. They are structured for the purpose of alignment to assess student achievement of the learning outcome(s).
Living Lab	The industry partner may be the institution where services are provided to the public in a functioning service environment.

Simulated WIL	Simulated WIL can enhance and sometimes replace a real-world competency or outcome. Simulated WIL provides hands-on experience in a context created to emulate the functions of a workplace or work-based situation.
WIL Agreements	A contract that outlines the responsibilities and requirements of each party in a WIL experience. WIL agreements are required for each individual experience and are signed by the student, host organization and WIL Designate.
WIL Designate	Any NAIT staff member who is involved in the coordination, implementation, or administration of WIL at the School or Program level.
Work Integrated Learning (WIL)	<p>Work-Integrated Learning (WIL) is a form of experiential learning that integrates academic studies with relevant work-based learning.</p> <p>WIL experiences are directly tied to curriculum and part of an approved program of study. WIL at NAIT contains the educational features of:</p> <ul style="list-style-type: none"> • the development of learning outcomes that lead to employability; • the assessment of learning outcomes; • purposeful reflection; • an engaged partnership between the institution, the student, and a host organization; • and a meaningful, supervised experience.

3.0 Procedures

3.1 WIL courses and credits are aligned with NAIT's credit and curriculum policies.

- 3.1.1 NAIT credit programming incorporates the opportunity for a WIL experience.
- 3.1.2 Courses and credits for WIL are in alignment with NAIT's Credit Framework Procedure and NAIT's Curriculum and Instruction Procedures.
- 3.1.3 Learning in WIL courses is directly tied to course outcomes.
- 3.1.4 Each WIL course has a distinct set of outcomes.
- 3.1.5 WIL experiences ensure there are learning outcomes that lead to employability; assessment of learning outcomes; purposeful reflection; and meaningful, supervised WIL experiences.

3.2 WIL experiences are assessed.

- 3.2.1 WIL assessment is designed to align with program outcomes and achieve course outcomes.
- 3.2.2 WIL courses are graded as Pass or Fail.

3.3 NAIT has a responsibility to support the successful implementation and operation of WIL experiences.

- 3.3.1 The WIL Designate monitors the WIL experience on behalf of NAIT.
- 3.3.2 The WIL Designate will ensure the Host Organization and supervisor/preceptor are suitable and aware of the information provided in the WIL agreements.
- 3.3.3 The WIL Designate ensures each placement has a corresponding WIL agreement, approved through NAIT's General Counsel Services.
- 3.3.4 NAIT is responsible for providing relevant information to students on health and safety legislation and processes, including the Student Rights and Responsibilities Policy, Labour laws, Human Rights, Occupational Health and Safety (OH&S), and Worker's Compensation.
- 3.3.5 NAIT is responsible to inform students of industry standard, non-academic requirements such as the potential for relocation, immunizations, driving records, security clearances, and/or other documentation.
- 3.3.6 NAIT provides industry-related education defined by program learning outcomes leading to recognized credentials. Additional certifications may be required by specific industry partners before working on individual sites or in-field locations. In some cases, students and industry partners will assume responsibility for ensuring these additional certifications are obtained by students.
- 3.3.7 In collaboration with the student and Host Organization, NAIT maintains the right to protect the student, institution, or public interest's safety and/or health by changing, withdrawing, or denying a student's placement, when appropriate.
- 3.3.8 NAIT collaborates with the Host Organization to determine appropriate learning accommodations as required.
- 3.3.9 Where a WIL experience cannot be completed due to unforeseen circumstances beyond the student's control, NAIT will collaborate with the student and Host Organization as needed to find a solution.
- 3.3.10 The WIL Designate coordinates with the assigned Coordinator from Inclusion Alberta for students participating in the Inclusive Post-Secondary Education (IPSE) program who are on WIL experiences.

3.4 Students participating in WIL are active participants in all aspects of WIL experiences.

- 3.4.1 Students have the opportunity to provide feedback on the totality of their WIL experience.
- 3.4.2 Students must follow relevant Host Organization policies and procedures, including government regulations for the Host site jurisdiction.
- 3.4.3 In some program areas, the student is responsible for securing their own WIL placement. In those program areas, NAIT does not guarantee that a student will be able to find a Host Organization.
- 3.4.4 Where students are unsuccessful in acquiring a required WIL placement, options may be explored with the WIL Designate to ensure students can graduate in a timely manner.
- 3.4.5 Students must remain informed of relevant health and safety legislation and processes, including Labour Laws, Human Rights, Occupational Health and Safety, and Worker's Compensation.

3.5 International students have additional responsibilities to successfully participate in WIL experiences.

- 3.5.1 International students participate in WIL experiences if these are a mandatory component for their program of study.
- 3.5.2 International students are required by Immigration, Refugees and Citizenship Canada (IRCC) to have a co-op work permit to participate in WIL. This is in addition to their study permit.
- 3.5.3 In addition to all other procedures listed in this document, international students must follow the proper IRCC application guidelines to secure their co-op permit.
- 3.5.4 NAIT supports international students through the IRCC application process through individual support, workshops, and by supplying each student with proper supporting documentation necessary for the co-op application.

4.0 Exceptions to the Procedure

- 4.1 Exceptions to this procedure must be documented and formally approved by the Policy Owner.
 - 4.1.1 Procedure exceptions must include:
The nature of the exception;
A reasonable explanation for why the procedure exception is required;
Confirmation that the exception aligns with the general principles;
and/or
Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

- NAIT's WIL Framework
- IP 1.1 Curriculum Procedure
- IP 1.2 Instruction Procedure
- IP 1.4 Assessment Procedure
- IP 1.5 Credit Framework Procedure
- HS 1.0 Health, Safety and Environmental
- Accessibility Standards Canada
- NASA Collective Agreement
- Memorandum of Understanding (MOU) with Inclusion Alberta
- SR 1.0 Student Rights and Responsibilities Policy

Document History

<i>Date</i>	<i>Action/ Change</i>
January 8, 2024	Added new WIL Definitions

