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| <b>Section:</b> | Academic/Student (AC)   |
| <b>Subject:</b> | Programs and Curriculum |

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| <b>Legislation:</b> |                  |
| <b>Effective:</b>   | May 29, 2019     |
| <b>Revision:</b>    | January 15, 2025 |

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to support the use of work-integrated learning as a valuable strategy to provide relevant skill-oriented learning.

## **PROCEDURE**

### **DEFINITIONS**

**Co-curricular activity** An activity that is not part of a student's academic requirements or activities but that supports student engagement and contributes to campus life. Examples include but are not limited to participation in athletics, student clubs, peer mentoring, peer tutoring, study abroad, competitions, and professional associations and organizations.

**SAIT campus** SAIT's main campus and all satellite campuses.

**Student Experiential Record** An official SAIT document that records the student achievement and involvement in approved experiential learning activities such as co-ops, practica, mentorship programs, and co-curricular activities. It is separate from the student's transcript and academic record, though may provide supplemental details about some of the courses that appear on those records.

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| <b>Transcript</b>                         | A complete and unabridged record of a student's course history, grades, and standing at SAIT.   |
| <b>Work-integrated learning (WIL)</b>     | Activities that formally integrate a student's academic learning in a SAIT program or course with quality experiences within a workplace or practical setting.  |
| <b>Work-integrated learning agreement</b> | <p>An agreement signed by SAIT, the student and the work-integrated learning organization for certain types of WIL, outlining the terms and conditions of the work-integrated learning experience. These agreements include but are not limited to the:</p> <ul style="list-style-type: none"><li>a) Employee Coop Agreement</li><li>b) Employee Practicum Agreement</li><li>c) Industry Project Agreement</li><li>d) International Paid Practicum Agreement</li><li>e) International Unpaid Practicum Agreement</li><li>d) Multiple Student Unpaid Agreement</li><li>e) Sole Student Paid Agreement</li><li>f) Sole Student Unpaid Agreement</li></ul> |
| <b>Work-integrated learning liaison</b>   | A SAIT representative assigned by the school or program to handle work-integrated learning details for the students. This could include an instructor, academic chair/coordinator, or a designated contact.   |

## GOVERNING PRINCIPLES

1. This procedure applies to all forms and delivery modes of work-integrated learning, whether optional or mandatory, and whether in-person, hybrid, or remote.
2. Work-integrated learning (WIL) allows an academic program to incorporate real-world components into the program and to connect those components and industry to classroom learning and to the student's program of study. It is a valuable way to provide students with meaningful practical experience and essential/soft skills, and to prepare students for the workplace. SAIT encourages academic programs to provide students

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with one or more types of WIL. See Schedule A, an Associated Document to this procedure, for common types of WIL that SAIT recognizes.

3. Co-curricular activities are addressed in policy [AC.6.3 Co-Curricular Recognition](#) and its accompanying procedure.
4. SAIT supports and protects the health, safety and security of students taking part in WIL, whether on or off the SAIT campus. This means that:
  - a) Students taking part in WIL are governed by the same SAIT policies and procedures as are all other SAIT students. This includes but is not limited to policy [AC.3.4. Student Code of Conduct](#) and its accompanying procedures, policy [HS.1.6 Preventing and Responding to Sexual Assault, Sexual Violence and Gender-based Violence](#) and its accompanying procedures, procedure [HS.1.2.1 Prevention of Violence](#), and [HR.4.10.1 Respectful Learning and Workplace Environment](#).
  - b) WIL that takes place outside of Canada is governed by the risk assessment requirements and processes set out in procedure [AC.2.13.2 Study Abroad](#).
  - c) WIL that takes place outside of Alberta but within Canada is governed by the risk assessment requirements and processes set out in procedure [AC.2.13.3 Study Canada](#).
  - d) WIL that takes place inside Alberta may or may not require a formal risk assessment during the planning/approval process for that WIL activity, depending on the nature and location of the particular WIL activity. If the academic program determines that a risk assessment is necessary, the processes outlined in procedure [AC.2.13.1 Field Trips](#) shall be followed.
5. Students taking part in WIL must comply with the policies, procedures and rules of the organization providing that WIL ("the WIL organization"). If a conflict exists between SAIT's procedures and the WIL organization's procedures, the latter will generally prevail.
6. Some types of WIL are required for graduation from a program and have SAIT credits. Those activities will be recognized on a student's SAIT transcript. Other types of WIL are optional and are not required for graduation. Depending on the nature of the WIL, those activities might be recognized on the Student Experiential Record.
7. A student who requires a workplace disability accommodation or religious accommodation to participate in WIL should refer to procedure [AC.3.16.1 Accommodations for Students With Disabilities](#) or to the Process to Accommodate Religious Observances in Schedule B, An Associated Document to this procedure.

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8. International students participating in program mandatory WIL placements will require a co-op work permit. International students wishing to participate in optional WIL placements must meet on-campus and/or off-campus work eligibility requirements.

## **PROCEDURE**

### **A. Work-Integrated Learning Courses**

1. SAIT does not guarantee that a student will be able to secure a WIL placement for a clinical practicum, directed field studies, internship, co-op or practicum course. Although SAIT will assist students in this process, the student is responsible for working with SAIT to secure the WIL placement.
2. In some academic programs, WIL liaisons ("the liaison") may secure WIL placements for students. In other academic programs, students may be required to secure their own WIL placement, although the liaison may assist students in this process.
3. Some WIL organizations have additional requirements such as security clearances, immunizations, etc. Where possible, the liaison will advise students of these requirements.
4. Students should research the First Nation and Métis communities they may visit during a WIL placement, using those communities' websites (where available) for information on those communities' history, territory, and governance. Students are encouraged to bring their authentic selves to the placement, to ask questions, and to maintain an open mind for learning. Respect, kindness, and a shared understanding of expectations benefit everyone involved in these placements. Also note that the Aboriginal Consultation Office of Alberta and the United Nations Declaration on the Rights of Indigenous Peoples has information and guidelines around ways of working with Indigenous communities.
5. SAIT and the WIL organization must sign a WIL agreement before the WIL starts. In most situations, the student must also sign that agreement. The student cannot participate in the WIL until all parties have signed the agreement.
  - a) In situations where the WIL organization does not pay the student, the agreement to be used is the:
    - i) Sole Student Unpaid Agreement;

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- ii) Multiple Student Unpaid Agreement;
  - iii) International Practicum Agreement, Sole Student Unpaid (where the student is completing the work-integrated learning outside Canada); or
  - iv) Industry Project Agreement.
- b) In situations where the WIL organization pays the student and the student is not already employed by the WIL organization or will not continue employment with the organization following completion of the WIL, the agreement to be used is the:
- i) Sole Student Paid Agreement;
  - ii) International Practicum Agreement, Sole Student Paid (where the student is completing the WIL outside Canada); or
  - iii) Employee Coop Agreement.
- c) In situations where the student is already employed by the WIL organization at the time of the work-integrated learning or has entered into an employment agreement to continue working for the organization following completion of the WIL, the agreement to be used is the Employee Agreement or the Employee Coop Agreement.
- d) If a WIL organization wants to revise SAIT's agreement or to have the student sign the WIL organization's agreement instead of SAIT's agreement, the following individuals/units must review and approve that agreement before the student signs it:
- i) The student's academic chair/coordinator.
  - ii) The student's dean or associate dean.
  - iii) Contracts, Legal and Insurance Services unit, Finance Department.
6. The liaison should contact the insurance coordinator, Finance Department, to obtain current agreements or to clarify/discuss questions or issues arising from those agreements. The school/department is responsible for storing the completed agreements in accordance with procedure [AD.3.2.1 Records Management](#).

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7. SAIT has the right to protect the public interest, public safety or public health by changing, withdrawing or denying a student's placement in a clinical practicum, directed field studies, internship or practicum, as per the process that individual programs or schools have established.

## **B. Workers' Compensation Board (WCB) insurance**

1. A student participating in approved WIL in Alberta is automatically covered by the Government of Alberta's WCB insurance while on the WIL placement.
2. A student participating in approved WIL outside of Alberta may or may not be covered by the Government of Alberta's WCB insurance while on the WIL placement
  - a) The practicum liaison must notify the Safety and Community Services department at least thirty calendar days before the start date of the WIL placement.
  - b) Safety and Community Services will contact WCB officials both in Alberta and in the other jurisdiction to determine WCB coverage requirements.
  - c) If WCB coverage must be purchased in the other jurisdiction, the school or department managing the WIL placement is responsible for those associated premiums, in coordination with Safety and Community Services.
  - d) In the case of a student who is fully online or in the case of a jurisdiction that does not have WCB-equivalent coverage, Safety and Community Services will work with SAIT's insurance coordinator to determine other insurance options for the student.
3. Questions or concerns related to WCB insurance should be directed to Safety and Community Services.

## **C. Liability Insurance**

1. A student who is participating in approved WIL in Alberta under the terms of an Employee Agreement will be covered through the insurance and indemnity coverage ordinarily made available by or through that employer to its employees. The student should, however, confirm this with the employer.
2. A student participating in approved WIL under a Sole Student or Multiple Student Agreement in Canada or the United States is automatically covered for third party liability for activities related directly to WIL. If a student is planning to participate in

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WIL outside Canada or the United States, the liaison must check with the insurance coordinator, Finance Department, for coverage options.

## ASSOCIATED DOCUMENTS

Schedule A [Types of Work-Integrated Learning \(WIL\)](#)  
Schedule B [Process to Accommodate Religious Observances](#)

## POLICY/PROCEDURE REFERENCE

AC.2.20 [Work-Integrated Learning policy](#)

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