

WORK INTEGRATED LEARNING

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. Academic
Policy Number:	A21
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Effective Date:	December 12, 2025
Policy Owner:	Vice President, Academic

Objective:	<p>Olds College of Agriculture & Technology (the "College") values experiential learning. The College recognizes and supports different forms of Work-Integrated Learning (WIL) as an integral component of experiential learning in a Program of Study.</p> <p>This policy governs the administration and facilitation of domestic WIL experiences. It is intended to protect the interests of students, the College, and the host organization/employer.</p> <p>The College supports and protects the health, safety, and security of students participating in WIL, whether on or off the College campus. During WIL experiences, students and staff are governed by Olds College's policies and regulations. They must also meet any applicable policy(s) and professional requirements of the host organization or employer. If a difference exists between the College's and the host organization's policies, the policy prioritizing the student's best interest will typically be followed. During the WIL experience, Olds College, the host organization, and the student are committed to upholding human rights and other work-related legislation.</p>
Policy:	<p>Scope</p> <p>At Olds College, WIL may include directed field studies, mandatory professional practicums/clinical placements, internships, entrepreneurship, field placements, community and industry research & projects, co-operative education, or course-based community-engaged projects. The accompanying procedure further defines these WIL types.</p> <p>Activities excluded from this policy: work shadowing, field trips, labs, off-site course deliveries, continuing education, work experience acquired before or during the program of study, co-curricular activities, participation in student clubs, or any other</p>

limited or non-integrated field experiences that do not constitute a gradable course or activity.

Apprenticeships are governed by a contract registered under the *Apprenticeship and Industry Training Act* and follow Alberta Apprenticeship and Industry Training guidelines; therefore, they are outside the scope of this policy.

Work-Integrated Learning Criteria

WIL is an educational model rather than a job placement strategy; it is a form of curricular experiential education that formally integrates a student's academic studies with high-quality experiences within a workplace or practice setting.

For an experience to be considered WIL at Olds College and to be within the scope of this policy, it must be inclusive of all of the following criteria:

- Be part of the approved Program of Study with explicit, clear course outcomes and assessment, including learner self-reflection and self-assessment;
- Include involvement of a host organization/employer, the College, and the student. These stakeholders will have a common understanding of the work, the terms of the work, the learning outcomes, and the extent of supervision before, during, and after the WIL experience;
- Be an authentic experience related to the program of study and improve the student's level of competency, interpersonal skills, and transition to the workplace;
- Be an opportunity available to all students.

Olds College does not guarantee that a student will be able to secure a WIL site. Although the College will assist students in this process, students are ultimately responsible for securing a WIL site that meets the program's requirements and expectations.

If a student is unable to procure employment for their WIL course requirement after a validated search or is unable to complete their WIL requirements, the instructor, in consultation with the Program Curriculum Committee (PCC) and the Office of the Dean, will determine an alternative WIL type or assessment for the student to fulfill requirements.

Recognition of prior learning will not be awarded for any WIL course or course project.

Student Accommodations

According to the *Alberta Human Rights Commission*, Olds College has a duty to accommodate students with disabilities. The student may choose to inform their host organization or employer of any accommodations needed, and the College can provide support throughout this process. Consideration must be given to academic, physical, intellectual, or other accommodations, as applicable, in accordance with relevant human rights and employment legislation. This may include, but is not limited to, transportation, adapted equipment, supports, accessibility, or an

alternate placement if available. Refer to the additional information provided in the [Alberta Human Rights Guide](#).

Risk Management and Data Collection

The College will establish a formal written Placement Agreement to be implemented between the host organization/employer, the student, and the College. The Placement Agreement outlines the terms and conditions governing the WIL term(s) and the responsibilities of all parties. All parties must sign the Placement Agreement before the start of the WIL term. The specific components of this agreement are outlined in the accompanying procedure.

Olds College has the responsibility to protect the interests of any stakeholder (including students, the College, and the host organization/employer) by changing, withdrawing, or denying a student's placement in a WIL experience if there are reasonable grounds to believe this is necessary to protect any and/or all stakeholder interests.

Data and information related to WIL experiences and student employment will be tracked for the following purposes:

- **Institutional Knowledge:** Current WIL programming will be utilized for course and program reviews, future WIL planning, and engagement with host organizations and employers.
- **External Communications and Reporting:** The Office of the Registrar will track WIL experiences at the program level and share them with applicable internal and external stakeholders, including (but not limited to) College Development, industry accreditation committees, and government bodies.
- **Risk Management:** The College will establish protocols for incident reporting, emergency response, and regular review of risk management strategies to ensure ongoing effectiveness and compliance.

Definitions:

Work-Integrated Learning (WIL): A model and process of curricular experiential education that formally and intentionally integrates a student's academic studies within a workplace or practice setting, meeting all the criteria listed in the accompanying policy. WIL experiences involve an engaged partnership of at least the College, a host organization/employer (which may be the College itself), and a student. WIL can be integrated at the course or program level, facilitating the development of learning outcomes related to employability, personal agency, and lifelong learning. Depending on the type of placement, the WIL experience may be paid or unpaid. Students are typically considered to have full-time student status during their WIL experience.

- *Olds College has adopted this definition based on the Co-Operative Education and Work Integrated Learning Canada (CEWIL) definition and the Alberta Post-Secondary Programs (2020) definition of WIL.*

Host Organization/Employer: The external organization or business that provides a workplace setting for the student's WIL experience. The host supports the student's learning by providing supervision, feedback, and opportunities that align with the program outcomes. The College may serve as the Host Organization/Employer if a department specifically hires a WIL student for an open job posting.

Related Information:**Related Procedures:****Review Period:****Revision History:**

Work-Integrated Learning Procedure

3 years

NEW: December 2025