



WORK EXPERIENCE POLICY

Policy Statement

For select programs, Hanson College of Business, Health and Technology (hereinafter 'Hanson') provides work-integrated learning experience for eligible students. Students may be required to submit additional supporting documents prior to the work experience component.

Hanson ensures that work experience placements allow its students to enhance the skills learned. For this reason, Hanson seeks work placements for its students with employers who are committed to introducing students to work in the field. Hanson collaborates with work placement hosts to evaluate the student's performance during a work placement.

Placement Learning Objectives

Application of Theoretical Knowledge

Apply theoretical knowledge gained in the classroom to practical tasks and challenges in the workplace.

Skill Enhancement

Develop and refine technical and professional skills relevant to the student's field of study such as client care, financial reporting, laboratory techniques, or child development.

Professional Communication

Improve verbal and written communication skills by interacting with colleagues, supervisors, and clients in a professional setting.

Time Management

Learn to manage time effectively by balancing multiple tasks and meeting deadlines in a real-world environment.

Team Collaboration

Experience working as part of a team, understanding the dynamics of teamwork, and contributing to group projects or tasks.

Problem-Solving

Enhance problem-solving abilities by identifying issues, analyzing possible solutions, and implementing appropriate actions within the workplace.



Ethical Practices

Observe and practice ethical behavior and professionalism, adhering to industry standards and workplace policies.

Adaptability

Develop the ability to adapt to new situations, technologies, and processes as required by the work placement.

Client Interaction

Gain experience in interacting with clients or customers, understanding their needs, and providing appropriate support or services.

Feedback Utilization

Learn to accept and incorporate feedback from supervisors and colleagues to improve performance and professional growth.

Career Exploration

Explore potential career paths within the field, gaining insights into various roles and responsibilities.

Networking

Build a network of professional contacts by establishing relationships with colleagues, mentors, and industry professionals during the placement.

Work Placement Procedures

Students will be assigned to practicum sites. The program-specific course outlines will detail the requirements and additional documentation.

Preparing for a Work Placement

Students must ensure they meet all other requirements set by the educational institution and the Program Coordinator. The Program Coordinator prepares the Work Placement Agreement and any other related placement documents (e.g., Skills Checklists) and meets with the student to sign these documents. Copies of the documents are placed in the student's file, and the student is given the original documents to deliver to the training place host.

During the Work Placement

The College is responsible for arranging the placement site(s). The Placement Supervisor will provide each student with an orientation session before starting the placement to review expectations regarding schedules,



absenteeism, confidentiality, dress code, etc. The student placement will be monitored and supervised directly onsite. The student placement will be monitored indirectly through a site visit and/or phone calls. The College instructor is responsible for being a resource for the student by offering direction regarding the competencies.

Assessment and Evaluation

At the end of the placement, the Program Coordinator/Instructor meets with the Placement host and the student to conduct an assessment of the student's performance throughout the placement. The assessment is designed to include the student's performance of the skills learned during the completion

of the program of study. The completed assessment is signed by the Program Coordinator/Instructor, the Placement Host, and the student. A copy of the assessment is given to the Placement Host and the student, while the original assessment is placed in the student's file. Other documents that will be reviewed and assessed include the weekly logs and the completed Skills Checklist.

Students require a minimum mark (check program outline for specific requirements) to be considered as having passed the work-integrated learning component of the program. If the student does not complete the placement or does not pass the assessment, the student cannot be granted a program completion credential.