



<b>POLICY:</b>  <b>Work Practicum and Work Co-op Policy</b>		<b>POLICY NUMBER:</b>  <b>AC-2-4</b>
		<b>PREVIOUS/REPLACES:</b> <b>Work Practicum and Work Co-op Policy</b>
<b>APPROVED BY:</b>  <b>Executive Council</b>	<b>EFFECTIVE DATE AS OF:</b>  <b>May 4, 2021</b>	<b>PRIOR VERSIONS:</b>  <b>November 23, 2016</b>

**1. Policy:**

Work practicum and co-op placement credits allow students to apply the theory and practical skills developed in the classroom to real-world work environments. The work practicum or co-op experience provides critical opportunities for networking, future employment, as well as personal and professional growth.

Manitoba Institute of Trades and Technology (to be referred to as MITT) will ensure that students are placed in a safe, relevant work site where they will be treated professionally, while at the same time maintaining a high standard of academic and professional rigor while working outside of a traditional classroom. MITT has a responsibility to its students to ensure that practicum and co-op sites are appropriate to their program of study, and to provide a work experience with clear learning outcomes and evaluation criteria.

Students are responsible for conducting themselves in the same professional manner expected of an employee, and have the added responsibility of acting as representatives of their program of study, trade area, and MITT. Students must demonstrate a minimum standard of technical knowledge and Work Skills in order to qualify and remain in a practicum or co-op placement.

**2. Scope:**

This policy applies to all secondary and post-secondary MITT students registered for programs which require a successful practicum or co-op credit as part of the regular graduation requirements. In the case of secondary students, any work practicum/co-op requirements established by Manitoba Education and Early Childhood Learning shall take priority if more stringent requirements are required than provided for in this policy. Not all MITT programs include a work practicum or co-op placement as part of the required curriculum.

Exceptions to, or variations on this policy may include: MITT post-graduate, accelerated, Lifelong Learning and language programs. Any exception or variation on the MITT Work Practicum and Work Co-op Policy will be specified within those programs' individual course outlines.

**3. Procedure:**

**a. Work Practicum/Co-op Eligibility**

- The minimum requirements for practicum/co-op placements may vary between programs, and will be specified in each program's course outline.



- **A work practicum or co-op placement is not guaranteed.** Students must demonstrate acceptable technical and theoretical skills in the classroom through tests, assignments, and projects, as well as acceptable attendance as defined in the MITT Student Attendance policy.
- Where a student's grades, attendance, or Work Skills are assessed by the student's instructor, Academic Coordinator, or other designated assessor as being below the standard required for their MITT program or industry/trade area, a Dean, Director, Principal or Equivalent, may withdraw the student's eligibility to participate in, or complete a work practicum or co-op.
- A Dean, Director, Principal or Equivalent, may withdraw a student's eligibility for practicum/co-op when enforcing the conditions of a Student Contract. See Student Discipline policy.
- If a student becomes ineligible to complete the required practicum or co-op credit, graduation within the original program dates may not be possible.
- International students are responsible for ensuring that they have been issued a practicum work permit **no less than 15 days prior** to the start of their work practicum or co-op placement. Where a work permit has not been issued in time, participation in the originally scheduled work practicum/co-op may not be possible. Lack of a work permit will result in an incomplete program, with no certificate awarded to the student. The student will be required to work with an MITT Academic Coordinator to determine the next opportunity to re-register for a practicum/co-op. This will require additional time and additional tuition costs on the part of the student.

**b. Workers Compensation and Liability**

- All students enrolled in a course offered by MITT including those registered at Adult Learning Centres who participate in an unpaid work practicum are deemed to be workers of the Government of Manitoba and are entitled to Workers' Compensation benefits if injured while participating in their work practicum. This provision applies even if the employer is not registered with WCB Manitoba as stipulated in Manitoba Regulation 545/88.
- If a student becomes an employee of the company while participating in the work practicum or is being paid under a co-op arrangement, then the student is covered by the employer's workers' compensation coverage. In these instances, MITT must ensure that the employer is registered with WCB Manitoba and the student is covered. If the company is not registered, the student will not be permitted to work for that organization as an employee.
- Work practicums and co-ops may be permitted outside of the province, but are limited to residents of Manitoba and must be for less than six months in duration. Student placements are not permitted outside of Canada.

**c. Work Practicum/Co-op Job Site**

- Work practicum/co-op job sites shall be researched, established, and assigned to students by an MITT Practicum/Co-op Supervisor.



***i. Special Requests for Practicum/Co-op Placement***

- Every effort will be made by MITT to arrange a practicum or co-op site that is reasonably accessible to the student in terms of location and business hours. MITT however, has no control over the business hours or geographic location of suitable sites. Students are expected to be flexible with their personal schedule and transportation arrangements in order to meet the practicum/co-op requirements of their program.
- If a student has legitimate grounds for special consideration for their practicum/co-op location or hours, they must make their request in writing to their Practicum/Co-op Supervisor **at least 6 weeks prior** to the practicum/co-op start date. The Practicum/Co-op Supervisor will approve/deny any special requests regarding practicum/co-op placement location.
- The operations or business conducted by the practicum/co-op site must be directly related to the student's MITT program of study, and must provide the opportunity to put classroom theory and skills to realistic, practical use.
- Most work practicum/co-op sites will be within the Winnipeg city limits; however, some placements may be outside Winnipeg. Every effort will be made to accommodate students who wish to work outside Winnipeg. When a student is given a placement outside of Winnipeg, transportation arrangements and costs are solely the student's responsibility.
- Students are responsible for any costs associated with transportation to their practicum/co-op site.
- Students may be required to purchase specific tools, clothing, or equipment. These items may or may not be listed on the course outlines as they may vary from site to site.

***d. Hours of Work and Remuneration***

- Work practicum hours will not exceed 40 hours per week. Students may be required to work evenings or weekends within a 40-hour week where this is the normal practice of that job site or industry.
- Students are to be given at least 2 days off out of each 7-day period.
- Under no circumstances will a student on a work practicum/co-op be assigned or accept overtime hours, or be credited for practicum/co-op hours at overtime rates (i.e. double-time).
- Work practicum placements are established and arranged by MITT as an unpaid work experience. Where a work practicum job site makes an offer of paid employment to a student during the scheduled practicum period, the student will notify the Practicum/Co-op



Supervisor. If the change to paid employment requires any adjustments to the original practicum schedule or other requirements, the Practicum/Co-op Supervisor will make a recommendation to a Dean, Director, Principal or Equivalent, who will make the final approval of any changes.

- When a student has the opportunity to be hired as a paid employee by their practicum site, the original practicum requirements (total number of hours, start/end dates, evaluation) remain unchanged.
- In a situation where an International student is made an offer of paid employment during their work practicum, it is the student's responsibility to ensure that they are in compliance with all relevant regulations.
- Offers of paid employment are entirely at the discretion of the work practicum site. MITT is not responsible for, and cannot guarantee, paid employment to practicum participants.

**e. Safety**

- The MITT Practicum/Co-op Supervisor along with the prospective employer will conduct a walk-through of the work site from a safety perspective to ensure the workplace is suitable. A walk-through must be conducted at a minimum annually and may be conducted more often as determined necessary by MITT. After the walk-through has been conducted the following signatories are required:
  - The employer will be required to sign a release that indicates the company will assume the responsibility for the health and safety of the student while on a work practicum or co-op.
  - The MITT Practicum/Co-op Supervisor will be required to sign off indicating that the workplace is suitable for MITT students.
  - All students will be required to sign a Work Practicum Agreement that stipulates their responsibilities prior to starting a practicum or co-op.

**i. Safety Procedures**

- If at any time during the placement, a student identifies something that could endanger their safety, they must report it immediately to their placement employer and the Practicum/Co-op Supervisor. The student has the right to refuse dangerous work including any concerns related to their personal safety.
- A student will not be disciplined for exercising their right to refuse to work when acted upon in good faith.
- The student will immediately be removed from the work practicum or co-op until MITT has had sufficient opportunity to investigate the student's concerns. If a satisfactory solution is implemented at the workplace, the student will return to the placement. If MITT determines that the workplace is unsafe, a new work practicum or co-op will be



assigned to the student. Under no situation will the student be returned to the workplace until it has been deemed to be safe.

- All safety concerns will be communicated to MITT's Safety and Health Coordinator and a Dean, Director, Principal or Equivalent.

**ii. Accident Procedures**

- In the event that a student suffers a workplace injury/illness while at a placement site, the student must immediately report the accident to the placement employer and the Practicum/Co-op Supervisor, regardless of how minor the injury may be.
- The Practicum/Co-op Supervisor is required to complete a MITT accident/incident report for all incidents.
- All accidents must be communicated to MITT's Safety and Health Coordinator and a Dean, Director, Principal or Equivalent.
- A student will not be allowed to return to a work practicum or co-op program until MITT determines that the work environment is safe. In the event that MITT determines that it is not safe for the student to return, a new placement will be assigned to the student. Under no situation will the student be returned to the workplace until it has been deemed to be safe.

**f. Student Conduct and Employer Evaluation**

- While on practicum/co-op, students will conduct themselves at all times in a professional manner, with particular attention paid to Work Skills, and will adopt any rules or expectations unique to their practicum/co-op location (i.e. dress code, customer service standards, etc.).
- While on practicum/co-op, MITT students remain subject to all MITT policies and procedures applicable to students.
- In addition to the above, students will adopt and follow any people services, supervision, or reporting policies which are in place at the practicum/co-op location (i.e. accident reports, sick days, etc.). Students are expected to work closely with their Practicum/Co-op Supervisor and workplace supervisor should any issues or concerns arise where there may be a conflict between an MITT policy and those of the practicum/co-op location.
- Where the workplace supervisor communicates to the student or to MITT that there are issues with a student's behaviour or technical skills, the employer is not required to adopt MITT's policies or procedures regarding student conduct.
- The evaluation of the student's performance will be based on:
  - i. Satisfactory completion of the practicum/co-op course as scheduled and identified in the course outline; and the workplace supervisor's written evaluation of the student's



performance according to predetermined criteria provided by MITT and in consultation with their Practicum/Co-op Supervisor.

- ii. The course evaluation method will be clearly stated in the course outline, and explained to the employer.

#### 4. Administration:

Deans, Directors, Principals or Equivalent, are responsible for ensuring this policy is adhered to.

#### 5. Review:

This policy will be reviewed by Executive Council every five years.

#### 6. References:

Legislation and Government Documents:

*The Adult Learning Centres Act*

*The Workers Compensation Act (Manitoba)*

*The Workplace Safety and Health Act (Manitoba)*

Manitoba Education and Training – Credit for Employment Guidelines

Manitoba Regulation 545/88 – Declaration of Workers in Government Employment Orders

MITT Policies:

Course Outlines Policy

Respectful Workplace, Harassment Prevention and Non-Discrimination Policy

Students Appeals Policy

Student Attendance Policy

Student Behaviour Policy

Student Discipline Policy

Student and MITT Expectations Policy

#### 7. Definitions:

**Work Practicum** – A practical work experience (usually unpaid) which takes place at a workplace whose operations are directly related to an MITT program of study. The student's performance is evaluated and a credit awarded toward completion of an MITT program.

**Work Skills** – Essential and employability skills defined by MITT as a set of attributes, skills and knowledge that students need to possess to ensure they have the capability of being effective in the workplace including personal management skills, people skills, applied knowledge and workplace skills.

**Co-op** – A paid practical work experience which takes place at a workplace whose operations are directly related to an MITT program of study. The student's performance is evaluated and a credit awarded toward completion of an MITT program. A Co-op should meet or exceed the criteria set out in the by-laws of the Canadian Association for Co-operative Education (CAFCE).



**Practicum/Co-op Supervisor** – The MITT staff member that is overseeing the placement. This may be the instructor, an Academic/Workplace Coordinator or equivalent or any other MITT staff identified by a Dean, Director, Principal or Equivalent, as having this duty.

**Employee** – A student or learner who receives pay in excess of \$500 and/or receives a T-4 for income tax purposes.