



COLLEGE
OF THE
NORTH
ATLANTIC

COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL PROCEDURE

TOPIC: OFF-CAMPUS LEARNING EXPERIENCES

Procedure No.	AC-105-PR	Division	Academic
Supersedes		Board Policy Ref.	
Related Policy	AC-105	Effective Date:	June 30, 2000

PROCEDURE

1.0 Definitions

Field Trip
Field Placement
Work Exposure
Work Term
Practicum
Clinical Training
Co-op Terms (Canadian Association for Co-operative Education)

2.0 Definitions and Protocols

- 2.1 Field Trip
Not yet developed.
- 2.2 Field Placement
Not yet developed.
- 2.3 Work Exposure
Not yet developed.
- 2.4 Work Term
Not yet developed.

- 2.5 Practicum
Not yet developed.
- 2.6 Clinical Training
Not yet developed.
- 2.7 Co-op Work Terms - CAFCE (Canadian Association for Co-operative Education) Affiliation
- Work terms will be scheduled in the "Plan of Operation for the Co-operative Program." Work terms and academic terms will be completed in the sequence outlined in the academic calendar. Successful completion of work term requirements is a prerequisite for graduation.
 - To be eligible for a work term, a student will have "clear standing" for all courses prescribed in the program to the point where the work term marketing occurs; or be able to attain clear standing by writing one supplementary or one upgrading supplementary. (See AC-104 for definition of "clear standing".) Eligibility will be based on the most recent transcript available at the time work term arrangements are made. Once a student has been confirmed for a work term, this arrangement shall be honoured regardless of academic standing.
 - Students are required to sign a release giving permission to the Co-operative Education Co-ordinator to provide their resumes and transcripts to potential employers.
 - Students will be encouraged to obtain their own work terms. Such work terms will be confirmed by letter from the employer and approved by the co-ordinator on or before the first day on which the student commences work.
 - Students with relevant employment experience prior to registration in a co-op program may be granted credit for the first work term.
 - A student may, under exceptional circumstances, request exemptions from one or more requirements of only **one** work

term. Documentation will be provided to support such a request.

- The co-op term mark will result from both employer and institutional evaluation. Students will achieve a minimum of 50% in each of the work term performance evaluation and the work term report, and will require a combined grade of 60%. The work term mark will be recorded on the student transcript. Work term performance will be evaluated by the employer and monitored by the College. The work term report will be validated by the employer and graded by faculty/coordinators. A student receiving a 40% or 45% on the work term report will be eligible to resubmit the report. The report will be re-submitted no longer than four weeks after receipt of the work term evaluation.
- Students who fail a work term will normally repeat that work term in a work situation approved by the co-ordinator. A given work term may be repeated only once, and not more than one work term may be repeated in the entire program.
- Students who fail to honour an agreement to work with an employer, or who leave the co-operative employment without prior approval of the co-ordinator, or who conduct themselves in such a manner as to cause their discharge from the job, will normally receive a failed work term grade.

Approved by: _____ President

Date: _____ June 30, 2000

June 30, 2000