

Work Experience Policy			
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Policy Number	720	Operational Responsibility	Program Directors
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Objectives

Our curriculum provides students the opportunity to attain work experience for college credit, which affords the student a practical base for professional growth. The primary objectives of the work experience are to give students the opportunity to observe and participate in the daily operations of a business related to their field of study and to gain an understanding of an actual work environment. The student receives academic credit for the hours worked.

All work experiences for academic credit must include the following:

Objectives. A written description of the work to be done must be agreed upon prior to the start of the work experience. From this description, the student and the course instructor develop three learning objectives for the student to accomplish during the work experience.

Required hours of work. **Practicum:** Participation in the work experience for a minimum of hours required per course (which varies per program). A student may work more than the minimum weekly hours, and more than the total required depending on the needs of the workplace and the student's availability. **Co-op:** Participation in the work experience for the total number of hours required by the Co-op course (which varies by course), but no more than 40 hours per week.

Compensation. **Practicum:** Work experience must be unpaid. **Co-op:** Work experience must be paid.

Supervision. Supervision will be by appointed staff member who will be available to assign work to the student, can answer questions, and is willing to act as a mentor. The supervisor should be able to meet with the student for at least ½ hour a week. In addition, the work experience course instructor will be in communication with the host organization during the work experience by telephone or physical site visit. The work experience course instructor will monitor the student on a weekly basis during the work experience by reviewing whether the student is attending the work experience and whether student is meeting the learning objectives of the program.

Evaluation. One written evaluation form will be completed at the end of the fifth week of the quarter and a final evaluation to be completed by the supervisor with the student to provide feedback on the student's progress and abilities. Evaluation forms will be provided to the

student prior to the start of the work experience.

Agreement. LaSalle College Vancouver, the student and host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.

Additional considerations:

In order to participate in the work experience, students must be in good academic standing and complete the Work Experience Agreement form prior to their anticipated work experience start date. Students must meet any additional requirements for participation in the work experience as outlined for each program.

The student must not be filling a vacant job. Students expect to be treated as an integral part of the work team.

Every opportunity will be made to place the student with the host location of their choice; however, LaSalle College Vancouver cannot guarantee placement at a specific host location. Work experience host locations are continually being developed by the Program Director, Work Experience course instructors and Career Services Department. Thus, the list of available work experience hosts may change from term to term.

Work experience opportunities are secured by LaSalle College Vancouver; however, students may seek to obtain a work experience opportunity on their own prior to enrolling in the work experience course(s). Students who would like to secure their own work experience opportunity should contact the Career Services department at least one term prior to their anticipated start date for help in securing a host location. Should the student be unable to secure a work experience opportunity at the start of the Work Experience course, the student will be assigned an available opportunity by LaSalle College Vancouver.

Process for placement with a work experience host

Students receive the Work Experience Agreement form upon their enrollment in the program. Once the completed form is received by the Program Director (no later than two months prior to the anticipated work experience start date), the student will be evaluated for available work experience opportunities. The evaluation may require an interview with the Program Director. All available opportunities will be presented to the student at least one month in advance of the work experience course start date. When possible, students will be presented with a choice of host locations based upon availability. After consideration of the student's preferences, the host location will be approved by the Academic Department Director and communicated to the student at least two weeks prior to the start of the work experience course.

Co-op Programs – Specific Requirements:

Accounting and Bookkeeping Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses AB371 Accounting and Bookkeeping Co-op I (385 hours) and AB372 Accounting and Bookkeeping Co-op II (385 hours).

Architectural Building Technology Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses ARC371 Architectural Building Technology Co-op I (385 hours) and ARC372 Architectural Building Technology Co-op II (385 hours).

Artificial Intelligence and Machine Learning Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses AIM371 Artificial Intelligence and Machine Learning Co-op I (385 hours) and AIM372 Artificial Intelligence and Machine Learning Co-op II (385 hours).

Baking & Pastry Arts Grand Co-op Diploma

Completion of 600 hours of work experience by successfully completing the courses CUL290 Co-op I (300 hours) and CUL291 and Co-op II (300 hours).

Computer Science: Web & App Development Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses CS371 Computer Science Co-op I (385 hours) and CS372 Computer Science Co-op II (385 hours).

Culinary Arts with Co-op Diploma Program

Completion of 600 hours of work experience by successfully completing the courses CUL290 Co-op 1 (300 hours) and CUL291 Co-op 2 (300 hours).

Culinary Arts Grand Co-op Diploma

Completion of 600 hours of work experience by successfully completing the courses CUL290 Co-op I (300 hours) and CUL291 and Co-op II (300 hours).

Cybersecurity & Threat Intelligence Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses CTI371 Cybersecurity & Threat Intelligence Co-op I (385 hours) and CTI372 Cybersecurity & Threat Intelligence Co-op II (385 hours).

E-Commerce Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses ECOM371 E-Commerce Co-op I (385 hours) and ECOM372 E-Commerce Co-op II (385 hours).

Event Management with Co-op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses EMD300 Co-op I (385 hours) and EMD400 Co-op II (385 hours).

Fashion Design Co-Op Diploma Program

Completion of 770 hours of work experience by successfully completing the courses BFD371 Fashion Design Co-op I (385 hours) and BFD372 Fashion Design Co-op II (385 hours)

Graphic Design and Foundation for Design with Co-Op Diploma Program
Completion of 770 hours of work experience by successfully completing the courses BGD371 Graphic Design Co-op I (385 hours) and BGD372 Graphic Design Co-op II (385 hours).

Interior Design Co-Op Diploma Program
Completion of 770 hours of work experience by successfully completing the courses IDS371 Interior Design Co-op I (385 hours) and IDS372 Interior Design Co-op II (385 hours).

Network Management Co-op Diploma Program
Completion of 770 hours of work experience by successfully completing the courses NM371 Network Management Co-op I (385 hours) and NM372 Network Management Co-op II (385 hours).

UI/UX Design Co-Op Diploma Program
Completion of 770 hours of work experience by successfully completing the courses WIM371 UI/UX Co-op I (385 hours) and WIM372 UI/UX Co-op II (385 hours).

Programs that include Practicum– Specific Requirements:

Bachelor of Applied Design in Interior Design (Beginning Fall2024)
Completion of 198 hours of work experience by successfully completing the courses IDS401 Practicum for Interior Design I (99 hours) and IDS402 Practicum for Interior Design II (99 hours).

Bachelor of Design in Fashion Design
Completion of 200 hours of work experience by successfully completing the course BFD401 Practicum.

Baking and Pastry Arts Diploma Program
Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.

Baking and Pastry Arts Grand Diploma Program
Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.

Baking and Pastry Arts Grand Co-op Diploma Program
Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.

Culinary Arts Diploma Program
Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.

Culinary Arts Grand Diploma Program
Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.

Culinary Arts Grand Co-op Diploma Program

Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.

Culinary Arts & Restaurant Ownership Diploma Program

Completion of 99 hours of work experience by successfully completing the course CUL213 Practicum.

Education Assistant Diploma Program

Completion of 198 hours of work experience by successfully completing the courses EDAS305 Practicum I (99 hours) and EDAS405 Practicum II (99 hours).

Hospitality, Restaurant Business Management

Completion of 99 hours of work experience by successfully completing the course CUL299 Practicum.