**This is a sample policy. Prior to being adopted, it must be modified to ensure it is appropriate for use by the institution.**

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| Name of Institution | | |  | Institution Number |
| **Work Experience Policy** |  |  |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |
|  | | | | |
| Name of Program | | | | |
| [**Clinical / Cooperative / Practicum / Preceptorship**] | | |  |  |
| Type of Work Experience | | |  | Duration in Hours |

1. The work experience is a required part of the [**name of program**] in which the student obtains practical skills relevant to the learning objectives of the program.
2. The requirements for participation in the work experience are as follows:

* [**List the requirements for participation**]

1. The process by which the student will be placed in a work experience is as follows:

* [**Describe the placement process**]

1. [**Name of institution**], the student and the 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.
2. The process by which the student will be evaluated in relation to the work experience component is as follows:

* [**Describe the evaluation process**]

1. The student will be provided with at least one written evaluation in relation to the work experience component.
2. [**Name of Institution**] will monitor the student during the work experience by reviewing:

* each [**hour / day / week**] whether the student is attending the work experience; and
* each [**hour / day / week**] whether the student is meeting the learning objectives of the [**name of program**].