

FIELD EXPERIENCE

INDUSTRY PARTNER GUIDE

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Introduction

Most NSCC programs have a work-integrated learning component that provides students with an opportunity to combine their classroom learning with learning on the job, which benefits everyone. Work-integrated learning wouldn't be possible without the support of our industry partners. As a partner in the education process, you are providing our students with a "real world opportunity" to practice the skills and to apply the knowledge they have learned in the classroom and in the lab.

At NSCC we offer four broad categories of work experiences: field experience; co-operative education; internships; and professional practice. Types of field experiences include work experience, work term, job shadow, field camp, field work, sea time/sea term, etc. Field experiences are paid or unpaid work-related experiences that prepare students for their professional or occupational field of study. The traditional work term is a 5-week experience and typically occurs in the third term (April-May); however, many programs have multiple field experiences that vary in length and take place throughout the program.

These guides are designed to provide you with the information need to prepare for your student field experience. If you have any questions related to hiring a student, field experiences or work-integrated learning please email us at WorkExperience@nsc.ca.

NSCC will track all work field experiences through NSCC's Work Experience Portal. This portal allows us to record and track all work experiences in a single searchable catalogue. The Work Experience Portal includes student's personal information, industry partner information (Company Name and Contact Information), and field experience details (Start Date, End Date, Hours, Wage if applicable, etc.).

NSCC is committed to controlling the collection, use, and disclosure of the information provided by students and industry partners. NSCC is also committed to the principal of informed consent and supports the right for the industry partner to know what information is on file. If there are any questions on privacy or data use please contact us at WorkExperience@nsc.ca.

Responsibilities

Industry partners are responsible for providing relevant work, supervision and evaluation for students.

Industry Partner Responsibilities



Industry Partner

- Complete Field Experience Agreement
- Complete the Risk Assessment and Compliance Agreement
- Assign a supervisor/mentor to oversee the student field experience and review the goals of the field experience program
- Assign tasks within the range of the student's capabilities
- Provide a safe and secure work environment, including safe work procedures
- Inform the student of company policy, rules, and regulations including Occupational Health and Safety procedures
- Complete the Orientation and Job Safety Review Form, Release of the Information Form, Confidentiality Agreement
- Ensure that the student works the full amount of time required (# of weeks and the # of hours)
- Contact NSCC in the event of any change in the field experience or should any difficulties with the field experience arise
- Complete the Industry Partner's Feedback form, review with the student and return to the College or having the student return it to their faculty

Industry Partner Supervisor/Mentor

- Assist the student in becoming familiar with the work environment, the employees and the expectations of the workplace
- Assign tasks that will enable the student to accomplish the learning outcomes of the NSCC field experience
- Monitor the student's participation in the work environment
- Provide constructive feedback regarding the student's performance
- Meet with the student and/or faculty, as required, to discuss issues that arise during field experience

Field Experience Procedures

Field Experience Posting

Field experience postings can be directly from industry partners or from students who source their own field experiences. It is important that field experiences provide a valuable learning experience for the student. All field experience must be approved by the faculty member.

Direct Postings from Industry Partners

If you would like to share a field placement opportunity through NSCC you can do so by providing the relevant information to WorkExperience@nsc.ca, a faculty member, or a campus and we will work with you to start the field experience process. Please include the following details in your request:

- Company Information
 - Contact Name
 - Complete address
 - Phone, Fax, Email and Website
- Job Information
 - Position/Title
 - Closing Date
 - Number of Positions
 - Position Description
 - Qualifications
- Job Location
 - Address where field experience will take place
 - Indicate any travel required
- Method of Contact and How to Apply
- Any documentation required
- Hourly wage or any other form of compensation (*if paid field experience*)

Self Directed Searches by Students

Students completing self-directed searches for field experiences must communicate with their faculty. Faculty must approve all field experiences and will require the same details outlined above.

Interviews

Industry partners may screen and shortlist applications. All students may not be selected for an interview. The industry partner may contact the student directly to arrange the interview or may contact the faculty member to schedule the interview.

Check-in/Site Visit

As the College considers field experience to be an extension of campus studies, at least one site-visit/check-in should be scheduled during the field experience. Where practical at least one in person site visit while the student is on the field experience is suggested, however, check-ins can be done by skype/phone depending on the situation or location of the field experience. Industry Partners and faculty members will work together to arranging check-ins. The *Site Visit/Check-In Form*, located in the *Forms Guide*, has been designed to guide these conversations.

If there are changes in a student's work assignment, or if any other unforeseen changes develop, the industry partner should not wait for the check-in, but notify faculty as soon as possible.

Industry Partner Feedback

The industry partner must complete the Industry Partner Feedback on Student form upon completion of the field experience. The student's performance feedback must receive a minimum of a "Satisfactory" rating in overall performance in order for the student to achieve a successful field experience.

If the industry partner terminates the student's field experience prematurely, the Faculty and Academic Chair will review the student's status and discuss the student's options with them.

Health & Safety

Student health and safety is a priority. Safety is a shared responsibility amongst NSCC, the industry partner and the student. Insurance and risk management practices are of the utmost importance in ensuring the health and safety of our students.

Insurance Coverage

Most students are automatically enrolled in or covered by existing NSCC insurance plans while engaged in unpaid field experience activities. The Student Insurance Program (SIP) Accident insurance protects students in the event of a workplace accident for some expenses not covered by NS Medical Services Insurance Program (MSI). When completing a field experience outside of Canada additional Student Guard insurance for students is mandatory and must be paid for by the student

NSCC's General Liability insurance protects students and the College in the event that a student causes bodily injury or property damage to a third party while on field experience. Students in Health & Human Services programs are also covered also medical malpractice coverage.

In most cases, NSCC requires that industry partners carry a general liability insurance policy of at least \$2 million. This not only protects our students, but also demonstrates that industry partners promote safe workplace and risk management practices.

Some industry partners may not carry the minimum general liability insurance to guard against risk within their organizations. In these cases, NSCC may allow field experiences with these partners if the following process is completed.

1. Student and supervising faculty, in conjunction with the industry partner, complete the Risk Assessment and Compliance Form from the applied learning guides.
2. The assessment is reviewed by the Academic Chair, who assesses the level of risk.
3. If comfortable with the level of risk, the Academic Chair consults with OHSE to confirm his/her assessment of the risk.
4. If all parties are comfortable with the level of risk, the Academic Chair and supervising faculty sign-off on the Risk Assessment and Compliance Form

Exceptions are NOT possible if the field experience takes place in an industrial, construction, healthcare, or aviation setting, or any other setting that would be considered as potentially hazardous or high risk.

For more information, please see the *Work-Integrated Learning Insurance Guidelines* under *Work Experience on the College's website*.

Risk Management

A vital component of field experiences is ensuring that our students are placed in safe work environments with proper risk management practices in place.

Faculty are responsible for approving field experiences and reviewing risk management practices with the industry partner. Industry partners must be able to describe any safety programs, safe work procedures and protective measures that are in place to support student health and safety. Work-Integrated Learning has created several forms and checklists to help guide these conversations and assist students, faculty and industry partners identify the types of risks to consider and acknowledge.

Prior to the start of a field experience, faculty and students are responsible for completing the *Risk Assessment and Compliance Agreement* jointly with the industry partner (*located in the Forms Guide*). This agreement will help to identify any job hazards and control measures, determine any personal protective equipment that is required, and ensure the industry partner has the appropriate liability insurance. The original copy of this completed form must be kept with the Academic Chair while the student is on field experience.

Student orientation is another important component of a field experience and provides an opportunity to revisit the importance of workplace safety. On the first day of the field experience, students and their field experience supervisor must complete the *Orientation and Job Safety Review Form* located in the *Forms Guide*. This will assist with establishing clear objectives, duties, safe work practices and learning opportunities. The completed form must also be kept with the Academic Chair while the student is on field experience.

Safe & Respectful Environment

NSCC is committed to ensuring that all students and employees learn and work in a safe environment, free from discrimination and harassment, and conducive to learning and teaching.

NSCC is also committed to ensuring fair and equitable treatment of all members of its community, while maintaining the academic integrity of programs and curriculum, and an academic climate conducive to learning, free from disruptive or inappropriate behaviour.

To learn more about NSCC's commitment to providing safe and respectful work environments, visit http://www.nsc.ca/about_nsc/policies_procedures/index.asp

Accident/Incident Reporting Process

While a student is on field experience it is important to contact NSCC should any accidents or incidents occur.

In case of a **serious accident or incident** requiring ambulance transport, hospitalization, or emergency care, contact the office of NSCC Occupational Health, Safety & Environmental Services IMMEDIATELY at 902-491-7233.

If the accident/incident is not serious in nature:

1. The student must complete the *Accident/Incident Report* in the *Forms Guide* and connect with their faculty/academic chair.
 - Completed forms must be submitted to Work-Integrated Learning by email (WorkExperience@nsc.ca)
 - Work-Integrated Learning will forward the completed form to the Faculty, Academic Chair, Principal and Occupational Health, Safety & Environmental Services.
 - Upon receipt of the completed *Accident/Incident Report*, if Faculty/AC and students have yet to connect, faculty will make every effort to contact the injured student.
2. The Faculty or Academic Chair must submit the online *Incident Reporting Form* located under *Occupational Health, Safety & Environmental Services on OurNSCC* (<https://ournsc.nsc.ca/Departments/OHSE/Pages/AccidentIncidentReporting.aspx>)

Quick Checks

The following list identifies some required procedures to be completed by Industry Partners prior to, during and following the completion of a field experience as well as some information to guide in supporting and organizing for your student field experience.

Preparing for Field Experience

- Determine start and end dates of field experience to ensure working hour requirements for program are met
- Complete the following forms prior to field experience beginning (forms available in accompanying Forms Guide):
 - Field Experience Agreement
 - Risk Assessment & Compliance Agreement
- Assign supervisor/mentor to student

During Field Experience

- Provide student with orientation and job safety review
- Ensure following forms are completed and signed forms available in accompanying Forms Guide):
 - Orientation and Job Safety Review
 - Release of Information Form
 - Confidentiality Agreement
- Communicate with faculty regarding site visit/check-in
- Review feedback process with faculty

Following Field Experience

- Submit Industry Partner's Feedback on Student's Work form

Resources

Guides

Student, Industry Partner and Faculty Guides have been developed to ensure there is a clear expectation of roles and responsibilities.

- Student Guide
https://www.nsc.ca/learning_programs/work_experience/resources-for-students.asp
- Industry Partner Guide
https://www.nsc.ca/learning_programs/work_experience/hire-a-student.asp

A Forms Guide has been created to keep all required documents in a central location. Some forms are mandatory and must be completed by all stakeholders (Students, Industry Partners and NSCC). Stakeholders and timing for each form is indicated on each form.

- Forms Guide
https://www.nsc.ca/learning_programs/work_experience/resources-for-students.asp

NSCC International has created an International Student Guidebook with can be found:

- <http://international.nsc.ca/guidebook/>

Policies and Procedures

The Work-Integrated Learning (WIL) policy and other relevant NSCC policies and procedures that apply to students during a work experience can be found on the College website under Policies and Procedures:

https://www.nsc.ca/about_nsc/policies_procedures/index.asp.