

Policy Name:	WORK INTEGRATED LEARNING	
Approved By:	President's Council	
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Policy Holder:	VP, Academic, Students, and International	
Operational Lead:	Dean, Learning and Teaching, Libraries	
Policy Number:	EDU-024	

WORK-INTEGRATED LEARNING POLICY

1.00 PURPOSE

- 1.1 This policy establishes guiding principles for work-integrated learning (WIL) at Coast Mountain College (the College), ensuring that learning experiences are reciprocal, relationship-centred, and relevant to both learners and external partners.
- 1.2 This policy recognizes the shared responsibilities of all parties, the learners, the College, and the external organizations in creating meaningful and reciprocal learning experiences that contribute to individual growth and community well-being.

2.00 DEFINITIONS

- 2.1 **External Partners:** A diverse network of partners, including nonprofit organizations, Indigenous communities and organizations, local businesses, health networks, government representatives, and other regional rightsholders, who co-create learning opportunities that align with community needs and learner goals.
- 2.2 **Local and Indigenous Knowledge Systems:** “The understandings, skills, and philosophies developed by societies with long histories of interaction with their natural surroundings. For rural and Indigenous peoples, local knowledge informs decision-making about fundamental aspects of day-to-day life.” (UNESCO, *Local Knowledge, Global Goals*, 2017).
- 2.3 **The College:** Coast Mountain College (CMTN).
- 2.4 **Traditional Knowledge Keepers:** People who may not be considered an Elder but who carry traditional knowledge and expertise in different spiritual and cultural areas.
- 2.5 **Work-Integrated Learning (WIL):** “A form of curricular experiential education that formally integrates a learner’s academic studies with quality experiences within a workplace or practice setting. WIL experiences include a partnership of an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to employability, agency, knowledge, skill, mobility, and lifelong learning” (Cooperative Education and Work-Integrated Learning Canada [CEWIL], 2021).

3.00 SCOPE

- 3.1 This policy applies to learners enrolled in credit-granting programs or courses during practicums, clinical placements, preceptorships, and similar applied learning experiences, such as work experience, in collaboration with community and employer partners.

4.00 RECIPROCAL AND RELATIONAL LEARNING

- 4.1 WIL is a collaborative process that values the knowledge, contributions, and experiences of all parties.
- 4.2 WIL acknowledges that learning is holistic, relational, and rooted in both land and community.

5.00 RESPECT FOR DIVERSE WAYS OF KNOWING

- 5.1 The College recognizes multiple ways of knowing and practising, including Indigenous knowledge systems and community-informed practices.
- 5.2 To ensure learning is enriched when learners engage with different perspectives, fostering deeper understanding and adaptability, the College will:
 - a. support faculty development in intercultural competency
 - b. actively engage Traditional Knowledge Keepers and community partners in curriculum design and delivery.

6.00 RESPONSIBILITY TO PREPARE AND SUPPORT LEARNERS

- 6.1 The College and its instructors are responsible for preparing learners for WIL experiences by fostering self-awareness, cultural sensitivity, and ethical engagement.
 - a. This includes offering guidance on workplace expectations, strategies for conflict resolution, responsible professional conduct, and cultivating awareness of essential interpersonal skills.

7.00 LEARNER ACCOUNTABILITY AND GROWTH

- 7.1 Learners are responsible for actively engaging in workplace experiences, completing required assignments, and demonstrating professionalism.
- 7.2 Learners are encouraged to approach learning with curiosity, resilience, and respect for the knowledge shared by the workplace mentors and community partners.
- 7.3 Thoughtful reflection on their growth throughout the experience can deepen the students' appreciation for diverse knowledge systems and cultivate the skills necessary for ongoing professional and personal development.

8.00 EXTERNAL PARTNER COMMITMENT

- 8.1 The College will work with external partners to provide meaningful, relevant work experiences, and appropriate on-site supervision, fostering an environment where learners can contribute, reflect, and apply their skills.
- 8.2 The College will ensure that partnerships are built on trust, respect, and a commitment to shared learning.

- 8.3 The College reaffirms its commitment to fostering meaningful, reciprocal, and transformative WIL experiences that contribute to both learner success and community well-being by ensuring:
- a. safe and ethical learning environments:
 - i. Student rights and responsibilities, including safe working conditions, clear orientation, and ongoing support, are outlined in a student placement agreement.
 - ii. The College will communicate clear expectations to all parties, encouraging an open mindset, to help create a respectful and inclusive learning space.
 - b. relevance to learners and communities:
 - i. WIL experiences are designed to be relevant to both learners' academic and career aspirations and the evolving needs of local communities, industries, and organizations.
 - ii. By prioritizing real-world applicability, WIL enhances both personal and collective growth.
 - c. sustained ethical partnership:
 - i. Formal student placement agreements are encouraged as a best practice to ensure structured, ethical, and mutually beneficial experiences.
 - ii. These agreements help align expectations, promote shared accountability, and sustain long-term relationships between the College and its external partners.

9.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 9.1 [EDU-012, Off-Site Educational Programs and Field Trips Policy](#)
- 9.2 [EDU-012P, Off-Site Educational Program and Field Trip Procedure](#)
- 9.3 *EDU-024P, Work-Integrated Learning Procedure*

10.00 OTHER SUPPORTING DOCUMENTS

- 10.1 *Off-Site Learning Handbook*
- 10.2 [Work Experience Placement Agreement](#)

11.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Role	Approved By
Created	Oct 21, 2025	Learning Transformation Specialist – Work Integrated Learning	President's Council