

POLICY 1.8 – Off Campus Student Placements

Policy Category: General
Effective Date: October 10, 2005
Supersedes: October 2, 1997

GENERAL

- 1.00 Off-campus placements providing students with specialized training under professional supervision in selected institutional and community settings are an important component of a number of academic programs at Western. The University relies on the placement facility to provide the resources necessary to meet the academic/clinical objectives of the particular course and often on facility personnel to provide both specialized training and appropriate supervision during the placement.

POLICY

- 2.00 It is the responsibility of the Department or Faculty to ensure that the off-campus facility agrees to provide the necessary resources, including qualified teaching staff where appropriate, to meet the requirements of the particular course or program, and that the facility agrees to provide adequate supervision where required.
- 3.00 There must be a written agreement between an off-campus facility and the University prior to the commencement of the placement. The agreement will set out the primary responsibilities of the parties (i.e., the corporate University and the off-campus facility) including a requirement that the facility will provide the necessary resources, including qualified teaching staff where appropriate, to meet the requirements of a particular course or program, and that the facility agrees to provide adequate supervision where required. It will also require the facility to maintain adequate insurance coverage.
- 3.01 Generally, there will be only one agreement in place between the University and an off-campus facility which will cover students from any Faculty of the University who are sent to that facility. The details of individual student placements will be negotiated later (see 4.00 below).
- 3.02 The agreement between the placement facility and the University must be signed by the authorized signing officers of the University and the facility. In most cases, the written agreement will follow the form of the University's standard Educational Placement Agreement.
- 3.03 If a Faculty believes that a written agreement is not appropriate for a particular off-campus placement or facility, the Dean of the Faculty must request, in writing, an exemption from this policy from the Vice-President (Operations & Finance), providing reasons. The Vice-President (Operations & Finance) may, in exceptional circumstances, waive the requirement that there be a written agreement between the facility and the University.

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- 4.00 Once an educational placement agreement is in place, details of a placement may be negotiated directly between the facility and the relevant Department or Faculty without the necessity of a further written agreement provided that the details do not vary the terms of the educational placement agreement.

ADMINISTRATIVE PROCEDURE

- 5.00 Unless the Vice-President (Operations & Finance) has approved an exemption from this policy, once a placement site has been identified, the Department or Faculty representative must contact the University Secretariat to determine if there is a current educational placement agreement between the University and the proposed off-campus facility. If there is a current agreement, the placement may proceed.
- 5.01 If there is no current agreement, the University Secretariat will prepare two copies of the standard Educational Placement Agreement which will be forwarded to the facility.
- 5.02 A request from a placement facility for changes to the standard agreement or a request from a facility that its own agreement be used shall be referred to the University Secretariat.
- 5.03 Finalizing an agreement, particularly where there may be extensive negotiations over certain terms, can take a substantial amount of time. The University Secretariat must be contacted as early as possible to ensure that there will be sufficient time to finalize an agreement prior to the student beginning the placement term.
- 6.00 Two copies of an approved educational placement agreement must be signed by the placement facility and returned to the University prior to the commencement of the placement.
- 6.01 The University Secretariat shall arrange for execution of the copies by the authorized signing officers for the University. One signed agreement will be retained by the University Secretariat and the other will be returned to the placement facility.
- 7.00 The University Secretariat is responsible for retaining an original signed educational placement agreement between the University and every off-campus placement facility. It will also maintain a current list of facilities with which the University has an agreement and a list of the courses/programs and off-campus facilities that have been exempted from this policy.