

## Experiential Learning Program Planning: Logistical Considerations

To help scope the feasibility and resources required for new or evolving experiential learning programs, here are a series of questions covering:

- options related to administration of the program
- details about how to facilitate intentional student learning through the internship
- information to assess the viability of the program based on both student and employer interest and capacity

Question	Response
Strategic Alignment	
For what strategic objectives is the Faculty/School or Department interested in this program (e.g. recruitment, retention, graduate outcomes, quality of the student learning experience, improve employment outcomes)	
Form of EL	
What form of EL best supports learning and overall program objectives (internship, practicum, experiential learning project, etc)?	
For credit or non-credit? <ul style="list-style-type: none"> <li>• If for credit, is there a course available or will it need to be created?</li> </ul>	
Will the EL activity be paid or unpaid?	
What is the length of the EL activity?	

What is the year and term of the EL activity during the academic program?	
Will it be embedded into the program or will it add to the program's length?	
Will the EL activity be required or optional?	
Student Supports	
If required, who is responsible for ensuring a position is obtained?	
Are there internal partnerships (e.g. Career Services) available to students to support them in finding a suitable EL opportunity? Have you communicated with the partner organization?	
<p>What happens if a student plans to enrol in this course, but is unable to secure a position?</p> <ul style="list-style-type: none"> <li>• How does this impact their degree and course planning?</li> </ul>	
<p>What pre-departure training will be provided?</p> <ul style="list-style-type: none"> <li>• Will it be in class or out?</li> </ul>	
<p>What procedures and communications need to be created regarding inclusivity/accessibility?</p> <ul style="list-style-type: none"> <li>• Any other accessibility considerations?</li> </ul>	

Targets	
What is the target for the number of students in the academic program?	
What is the target for the number of students to secure an EL activity each year?	
Employers	
<p>What types of partner organizations might offer relevant work?</p> <ul style="list-style-type: none"> <li>• What assessment of availability of opportunities has been done?</li> <li>• Are there any existing relationships with suitable employers/partners?</li> </ul>	
<p>What criteria will you use to select partner organizations?</p> <ul style="list-style-type: none"> <li>• Do you have procedures and personnel in place to deal with problems or issues with partners?</li> <li>• Are the partners clear about their role in the assessment process?</li> </ul>	
<p>What agreement will you provide to the partner organization and student (e.g. training contract, affiliation agreement, etc)?</p> <ul style="list-style-type: none"> <li>• If so, does the agreement include reference to specific learning outcomes shared by the University, student and partner?</li> <li>• How are these recorded and maintained?</li> </ul>	

<ul style="list-style-type: none"> <li>• How will you ensure that students are engaged in meaningful, industry-specific and challenging work that compels them to apply classroom theory to solve real-world problems?</li> </ul>	
<b>Privacy &amp; Risk Management</b>	
<p>What risks to student safety are inherent in the EL activity?</p> <ul style="list-style-type: none"> <li>• If there is a partner organization involved, who will liaison with the host to ensure a safe and equitable workplace?</li> </ul>	
<p>Have you addressed all relevant risk management considerations (health &amp; safety, insurance coverage, OCASP)?</p> <ul style="list-style-type: none"> <li>• If the EL activity includes a partner organization, is the partner aware of their responsibilities?</li> <li>• Who within the University will coordinate with the student and partner in case of an emergency or issue?</li> </ul>	
<p>How will intellectual property and non-disclosure issues be addressed (especially for research related positions)?</p> <ul style="list-style-type: none"> <li>• How long will it take to finalize an agreement regarding intellectual property considerations, and can it be approved in time for a student to participate in the internship?</li> </ul>	
<p>How will you ensure the privacy of placement contracts and other personal or confidential information?</p>	