

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2026-01-01		Vice President, Academic and Provost	
Procedure Name			
Work-Integrated Learning			
Policy This Procedure is Under		Category	Next Review
S2026-01, Work-Integrated Learning		Academic	March, 2031
Date Issued	Date Revised	Date in effect	Related Policies
March 3, 2026		March 3, 2026	

1. PURPOSE

This procedure outlines the responsibilities and expectations for implementing the Work-Integrated Learning Policy S2026-01 (the “Policy”) at Capilano University (the “University”). It provides a framework for developing, supporting, and administering curricular WIL Experiences at the University and clarifies the roles of the University, Faculties, Host Organizations, and WIL Students to ensure consistency, academic integrity, quality, and student safety in all WIL Experiences.

2. DEFINITIONS

The definitions found in the Policy are used in this procedure.

3. SCOPE

- 3.1 This procedure applies to all curricular WIL Experiences offered through University programs where WIL is a required or an optional component for program completion.
- 3.2 This procedure does not apply to curricular experiential learning activities that do not include engagements or partnerships with a Host Organization.

4. PROCEDURE

WIL Program Development

- 4.1 WIL Experiences are developed and structured to positively impact all participants, including WIL Students, WIL Instructors, and Host Organizations.
- 4.2 WIL Experiences align with program or course learning outcomes, graduation attributes, and with the WIL Types recognized by the University.

- 4.3 Integration of a new curricular WIL Experience to a course or program, whether required or optional, is completed in consultation with the University's Academic Initiatives and Planning (AIP) department; the Office of the Vice-President, Academic and Provost; and CapU WIL.
- 4.4 Curricular WIL Experience development is completed in consultation with a designated educational developer; the Office of the Vice-President, Academic and Provost; and CapU WIL.
- 4.5 The Office of the Vice-President, Academic and Provost consults on and serves as the authorizing signature for WIL-related MOUs and other types of partnership agreements that include WIL Experiences.
- 4.6 When a new partnership is started with a Host Organization, the University shares established collaboration requirements for all WIL Experiences with the Host Organization through an onboarding meeting.

Collecting and Storing WIL Experiences Data

- 4.7 To enable university-wide compliance with government reporting and reduce data collection complexity while maintaining quality assurance standards, WIL terminology used in University programs must follow standardized language and definitions.
- 4.8 University recognized WIL Types, as defined in WIL Policy section 4.2, are used when classifying curricular WIL Experiences at the University.
- 4.9 WIL-related data and activities are shared by instructors/program areas at the end of each academic term with CapU WIL, through established channels.
- 4.10 WIL-related data will be securely stored by the University. Reports will be made to the Ministry upon request, using channels provided. All personal information collected, used, or disclosed as a part of managing WIL Experiences will be managed in accordance with Policy B.600, Privacy and Access to Information and associated procedures.

Selecting and Onboarding New Host Organizations

- 4.11 The conduct of the University, its employees, and WIL Students will adhere to all relevant University Policies.
- 4.12 The process of onboarding new Host Organizations will follow responsibilities listed in policy Section 5.10 and ensure compliance with the terms of any agreements made between the University and the Host Organization.
- 4.13 The appropriate WIL Agreement template, provided by the University, will be used by the WIL Instructor and signed by relevant leads from the Host Organization and the University.

4.14 In case the Host Organization requests to use an alternative agreement, the WIL Instructor must provide a copy of the agreement to the Director of Risk Management and CapU WIL for review and approval. Agreements must include:

- a) responsibilities of each party;
- b) contact details of the University, Host Organization, WIL Student, and WIL Instructors;
- c) the type of WIL Experience and agreed-upon WIL activities;
- d) duration of the WIL Experience and the number of participating WIL Students;
- e) relevant University and Host Organization policies and procedures;
- f) requirements for submitting reports on the undertaken WIL Experience;
- g) arrangements for communication prior to, during, and after the WIL Experience as needed;
- h) privacy, confidentiality, research ethics, and intellectual property principles;
- i) insurance and indemnity provisions;
- j) compliance with all relevant legislation; and
- k) an issue management process.

4.15 Issues related to a WIL Experience should be reported to the designated representatives for the University and the Host Organization identified in the WIL Agreement or in any alternative approved agreement governing the WIL Experience.

4.16 Issues may be escalated as required to the relevant Dean, in communication with the Office of the Vice-President, Academic and Provost and CapU WIL, where appropriate.

4.17 Students participating in curricular WIL Experiences who wish to appeal decisions that affect their academic standing should refer to B.109, Student Appeals Policy and its associated procedure.

Insurance and WorkSafeBC

4.18 Unpaid WIL Experiences qualify for WorkSafeBC coverage when the WIL Experience is a required component of the course or program, and it takes place in British Columbia. WIL Students participating in an unpaid WIL Experience are also covered under the provisions of the Province of British Columbia's University, College and Institute Protection Program for general liability and, where relevant, professional liability coverage while engaged in the unpaid WIL Experience.

4.19 Paid WIL Experiences fall under the insurance and WorkSafeBC coverage of the Host Organization.

4.20 All injury reports must be submitted to the WIL Instructor within two (2) business days. The WIL Instructor may escalate reports to the relevant Dean, where appropriate.

Procedure Guidelines for Student Breach of Policy

- 4.21 If a Host Organization raises concerns about a student's unprofessional and/or unethical practice, the WIL Instructor will review the situation and take appropriate action in consultation with CapU WIL, where appropriate. Where necessary, other University offices, such as the Office of Safety & Emergency Services, may be consulted.
- 4.22 When perceived that a student may cause, contribute to, or associate with an unsafe practice or behavior that poses an imminent threat or danger to self or others, the WIL Instructor may temporarily remove the student from the WIL Experience. In cases that do not fall under B.701, Student Code of Conduct Policy and/or the removal is for more than one day, the relevant Dean must be informed immediately. The Dean, or designate, must review the decision within seven (7) days after the incident. Upon reviewing the incident, the Dean may reinstate the student or permanently remove the student from the WIL Experience.
- 4.23 Students found in violation of the WIL Policy will be subject to the policy and procedures outlined in B.701, Student Code of Conduct Policy and B.701.3, Student Code of Conduct Procedure.
- 4.24 The variance in, or withdrawal from, a course that has an integrated WIL Experience will take effect immediately upon verbal communication by the Dean or designate, which should be followed within seven (7) days by written communication that should include:
 - a) the statement that the student is not permitted to go to the site of the WIL Experience without written permission from the Dean or designate;
 - b) the reason(s) for the decision;
 - c) full reference to the University's S2018-01-01 Final Grade Appeal Procedure and additional available support.
- 4.25 Possible varied terms and conditions may include but are not limited to additional training or skill development, further study, or interpersonal skills development.
- 4.26 The Dean is required to notify the Registrar; the WIL Instructor; the Office of the Vice President, Academic and Provost; and the Host Organization as soon as possible.
- 4.27 Any reflection on the student's transcript or decisions pertaining to the WIL Experience will be as follows:
 - a) for medical issues concerning the student, the transcript will normally show that the student has been withdrawn from the WIL Experience;
 - b) for unsafe, unskilled, and/or unethical practice on the part of the student, not directly related to medical issues, the transcript will reflect an earned grade of "F" or "NC" (No Credit Granted), depending on the approved grading system used in that specific course.

4.28 These provisions do not affect the right of the Host Organization to require that a student be withdrawn from, or refuse to accept a student into a WIL Experience.

5. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

5.1 Under the oversight of the Vice President, Academic and Provost, CapU WIL Senior Manager is responsible for the development, subsequent revisions to, and operationalization of this procedure.

6. RELATED POLICIES AND GUIDANCE

B.109 Student Appeals

B.506 Standard of Conduct Policy

B.511 Discrimination, Bullying, and Harassment

B.512 Human Rights, Diversity, Inclusion and Equity

B.600 Privacy and Access to Information

B.701 Student Code of Conduct

S1990-01 Attendance Policy

S1999-09 Academic Accommodation for Students with Disabilities

S2018-01 Final Grade Appeal

S2021-02 Research Ethics Policy

S2021-02-01 Research Ethics Policy Procedure

Institutional Student Learning Outcomes

7. REFERENCES

WIL references and relevant professional standards are listed in the Policy.