

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2026-01	Vice President Academic and Provost		
Policy Name			
Work-Integrated Learning			
Approved by	Replaces	Category	Next Review
Senate	n/a	Academic	March, 2031
Date Issued	Date Revised	Date in effect	Related Policies
March 3, 2026	NEW	March 3, 2026	

1. PURPOSE

- 1.1 Capilano University (“the University”) recognizes the importance of enhancing student learning, skills development, and workplace preparation through curricular work-integrated learning experiences (WIL Experiences).
- 1.2 This policy establishes the principles and standards that govern the development and inclusion of curricular WIL Experiences into University-approved programs and courses and their alignment with national and global quality frameworks followed by Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada) and the World Association for Cooperative and Work-Integrated Education (WACE).

2. DEFINITIONS

“Work-Integrated Learning” (WIL) refers to the form of curricular, credit-bearing learning that formally integrates a student’s academic knowledge with work and/or research experiences within a workplace or practice setting.

“University recognized WIL Types” (WIL Types) refers to CEWIL Canada defined curricular work-integrated learning types that are endorsed by the University. WIL Types include, but are not limited to, cooperative education, applied research projects, mandatory professional practicum/clinical placement, field placement, internships, work experience, entrepreneurship, and community service learning.

“Work-Integrated Learning Experience” (WIL Experience) refers to a formal collaboration between the University, a Host Organization, and a WIL Student, as part of a University-approved course or program, with a pre-established duration, in the course of which the WIL Student engages in WIL.

“Host Organization” means a for-profit, not-for-profit, public, government, or community organization that agrees to host one or more WIL Students as part of their WIL Experience, through a formal arrangement with the University.

“WIL Student” relates to an individual admitted to an educational program of the University, who enrolls to participate, during a specified time frame, in a WIL Experience facilitated by the University.

“WIL Instructor” relates to the faculty member or instructor designated by the University to teach an academic course or program that includes a curricular WIL Experience or any WIL Type endorsed by the University.

“CapU WIL” refers to the WIL unit established within the Office of the Vice-President, Academic and Provost.

3. SCOPE

3.1 This policy applies to all curricular WIL Experiences included as part of University-approved courses or programs.

3.2 The following are outside the scope of this policy:

- a) Student employment not related to academic requirements (i.e. co-curricular), including teaching assistants or research assistants, with the exception of work performed for course credit, as part of a WIL Experience;
- b) Student research, performed outside of program or graduation requirements (i.e. co-curricular);
- c) International field schools and Collaborative Online International Learning (COIL) experiences as well as experiential learning (when no Host Organization is involved); and
- d) Co-curricular voluntary field trips and job shadowing activities that are not required for course completion.

4. POLICY STATEMENT

4.1 The University values bridging academic learning with work experience acquired in professional and community settings and supports the development and implementation of WIL Experiences in all academic programs.

4.2 The University recognizes the WIL Types as defined by CEWIL Canada, including:

- a) Work Experience,
- b) Mandatory/ Professional Practicum or Clinical Placement,
- c) Internship,

- d) Co-operative Education (Co-op),
 - e) Entrepreneurship,
 - f) Field Placement,
 - g) Applied Research Project (community and industry research & project), and
 - h) Community Service Learning.
- 4.3 The University fosters and facilitates relationships with Host Organizations to support sustainable and relevant WIL Experiences for its students.
- 4.4 Accessibility is a foundational principle at the University, and reasonable adjustments will be made to ensure equitable and inclusive student participation in WIL Experiences; where relevant, the WIL Instructor will consult with Accessibility Services (see Policy S1999-09, Academic Accommodation for Students with Disabilities).
- 4.5 All WIL Experiences require written agreements between the University and the Host Organization before commencement; these agreements will clearly outline the roles and responsibilities of the University and the Host Organization to provide a safe, appropriate, and discipline-related WIL Experience for the WIL Student (see WIL Procedure section 4.13).
- 4.6 The process of adding new WIL Types to academic courses or programs is administered by the Office of the Vice-President, Academic and Provost in consultation with relevant Faculties and is outlined in the Procedure.
- 4.7 WIL Experiences may be paid or unpaid; however, students already employed by a Host Organization cannot use their current employment to replace a mandatory WIL Experience unless their role has been amended for the duration of the WIL Experience and a WIL Instructor has documented its alignment to the program learning outcomes; such documentation must be kept for any future program auditing.

5. RESPONSIBILITIES

University

- 5.1 The University is responsible for establishing CapU WIL within the Office of the Vice-President, Academic and Provost.
- 5.2 CapU WIL works in collaboration with other departments to establish and maintain WIL-related procedures, data, and documentation, including standard WIL agreement templates for the WIL Experiences.
- 5.3 CapU WIL collaborates with faculty and Host Organizations to ensure consistency and to support equitable WIL Experiences for all parties involved.

- 5.4 CapU WIL works with faculty and Host Organizations to ensure that safety requirements, such as site visits, safety orientations for WIL Students, and the rights and responsibilities of WIL Students, are delivered at the beginning of the WIL Experience.

Faculties

- 5.5 University approved WIL agreement templates must be used for any WIL Experience, and they will include the responsibilities of each party as specified in the WIL Procedure (sections 4.13 and 4.14).
- 5.6 Each Faculty is responsible for coordinating WIL Experiences for their students and, where applicable, consulting with the Office of the Vice-President, Academic and Provost and CapU WIL.
- 5.7 Faculty members and staff responsible for coordinating and supporting WIL Experiences must ensure that WIL students are knowledgeable of their rights and responsibilities and that WIL Experiences are relevant, align with course or program learning outcomes, and follow the global quality framework used by the World Association for Cooperative and Work-Integrated Education (WACE).
- 5.8 Deans, or designates, are responsible for ensuring mechanisms are in place to:
- a) report incidents and potential breaches and
 - b) report WIL-related data and activities to the Office of the Vice-President, Academic and Provost and CapU WIL at the end of each academic term (see WIL Procedure sections 4.7 to 4.10).

WIL Students

- 5.9 WIL Students are responsible for:
- a) ensuring that research involving human participants associated with Capilano University has been approved by the Capilano University Research Ethics Board (see S2021-02, Research Ethics Policy);
 - b) asking the Host Organization for reasonable accommodations, even when limitations that may affect their participation in the WIL Experience were not disclosed;
 - c) disclosing any potential conflicts of interest, for example if a family member or someone in a close personal relationship is closely involved with the Host Organization where the WIL Experience will take place, especially in a role that would directly supervise the WIL Student;
 - d) complying with all applicable University policies and procedures;
 - e) complying with preparatory requirements of the University and the Host Organization (including completing criminal record checks or safety-related certificates when working with children or vulnerable groups);

- f) complying with all relevant policies and procedures of the Host Organization as directed;
- g) following any safety instructions provided before or during the WIL Experience;
- h) following professional ethics and the applicable codes of conduct during the WIL Experience;
- i) reporting to WorkSafeBC, the WIL Faculty, and the Host Organization any incidents/accidents, work-related injuries, and unsafe acts or conditions on the day of the incident/injury; and
- j) complete deliverables stated in the curricular WIL Experience.

Host Organization

5.10 Host Organizations are responsible to adhere to the BC Employment Standards Act, when the WIL Experience takes place in BC, and comply with the terms of the WIL Agreement or other agreements made between the University and the Host Organization, including:

- a) providing WIL Students with a safe workplace to complete the WIL Experience, consistent with relevant legislative requirements;
- b) providing any accessibility or other specific requirements for individual WIL Students as agreed to with the University;
- c) knowing that WIL Students are protected by the University policy B.512 on Human Rights, Diversity, Inclusion, and Equity or providing the University with their similar policies where applicable;
- d) understanding that WIL Students are protected by University policy B.511 and procedure B.511.1 on Discrimination, Bullying and Harassment and providing the University with their similar policies where applicable;
- e) clearly expressing their expectations of and responsibilities to WIL Students at the start of each WIL Experience; and
- f) reporting any issues or concerns related to the WIL Experience to the WIL Instructor or other University contact listed in the WIL Agreement or alternative approved agreement (outlined in Procedure sections 4.13 - 4.14).

6. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy, as well as the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of CapU WIL and the Senior Manager, Work-Integrated Learning.

7. 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

8. REFERENCES

Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada) WIL Definitions

World Association for Cooperative & Work-Integrated Education (WACE) Global Quality WIL Framework

WIL-related references and links are available on the designated Work Integrated Learning page on the University website

For CapU internal users, resources and references are available on the WIL Frontlines page.