

WORK EXPERIENCE CREDITS

INFORMATION FOR STUDENTS

**CAREER DEVELOPMENT
+ WORK INTEGRATED LEARNING**
AT EMILY CARR



CONTENTS

Fact Sheet p.3

Student Terms + Conditions p.5

Program Partners + Responsibilities p.7

WORK EXPERIENCE FACT SHEET

AM I ELIGIBLE?

You are eligible for Work Experience credits if you meet the following requirements:

- You are currently registered in 3rd or 4th year
- You have a minimum cumulative (overall) GPA of 3.0
- You have available open studio or open elective credits

HOW DOES IT WORK?

Students can propose Work Experience credits for internships/work experience in lieu of an open elective or open studio course. To qualify the work must be relevant to your degree and you must be mentored by a professional in your field of study.

WIL credits are applied towards your degree, to a maximum of 9 credits. Work terms can be either part-time or full-time for a period of 12 weeks. Each 96 hours of work equals 3 credits. A full-time position may be submitted for 9 credits.

Proposals must be approved by Career Development + Work Integrated Learning Office prior to the start of the work (school) term.

WIL credits will not be approved for past work.

HOW DO I APPLY?

Step 1: Check the program requirements

Check the eligibility requirements above.

Note: Work Experience credits can never be used to fulfill Critical Studies credits.

Step 2: Prepare for your co-op job search

A: Attend an Information Session to learn more about the program and proposal strategies.

OR:

B: Consult with your employer to pursue the employment as a work term.

Step 3: Submit an application form

Once you obtain employment, complete and submit a **Work Experience Application Form** prior to the start of your work term to the Career Development + Work Integrated Learning Office. Forms are available by emailing: creativecareers@ecuad.ca.

HOW DO I FIND A WORK PLACEMENT?

There are two ways students can find a Work Placement:

1. Visit Artswork @ The Leeway

The Career Development + Work Integrated Learning Office posts Work Experience opportunities regularly throughout the semester. These are advertised on the Artswork Opportunity board, located on The Leeway: www.theleeway.ca

2. Propose your own

If you are currently doing work relevant to your degree you can apply for credit OR research and propose your own Work Placement as many companies do not advertise this, but might be interested or willing to participate in one.

ARE WORK PLACEMENTS PAID?

Yes, we expect that you will be paid for your work. The rate varies depending on where you work. Students who are volunteering with non-profits or Artist Run Centres may wish to propose that they receive credits for this work.

DO I PAY FOR WORK EXPERIENCE CREDITS?

Yes, students are responsible to pay for their Work Experience credits and all applicable student fees as these credits will fulfill your degree requirements.

HOW CAN I LEARN MORE ABOUT WORK EXPERIENCE?

Career Development + Work Integrated Learning Office runs a series of *Information Sessions* throughout the fall and spring semesters. You can also book an appointment to see a Career Advisor by emailing: creativecareers@ecuad.ca.

Dates and times for sessions are posted in the Career Development + Work Integrated Learning Office.

You can view a recording of the WIL Information Session online by visiting theleeway.ca resources section, under pre-recorded sessions.

WHERE CAN I GET HELP WITH A RESUME, CV, COVER LETTER AND PORTFOLIO?

The Career Development + WIL Office runs a series of information sessions and workshops throughout the fall and spring semesters. To request resources on how to write a cover letter or resume/CV or to book a one-on-one appointment with a Career Advisor, email our office at creativecareers@ecuad.ca.

WHAT ARE MY RESPONSIBILITIES ONCE MY WORK EXPERIENCE HAS BEEN APPROVED?

Students are expected to read, understand, and adhere to the following:

- Work Experience Student Terms + Conditions
- Work Experience Program Partners + Responsibilities
- Employment contract (between the student and employer), and the standards of that work site
- Emily Carr University's Student Policies + Regulations
<https://www.ecuad.ca/about/leadership-and-governance/policies#4-.academic--students>

HOW LONG DOES THE JOB SEARCH TAKE?

It is recommended that students contact our office as soon as possible; setting up a work term may take a full semester.

Students may wish to attend the Strategy Sessions in preparation for participating in Work Experience. For example, the schedule below is recommended for students interested in working during the summer term:

- **Fall:** Attend an Info Session, create or update your cover letter, CV, and portfolio
- **Late Fall/Spring:** Job Search
- **Summer:** Work Term

WORK EXPERIENCE STUDENT TERMS + CONDITIONS

1. QUALIFYING FOR WIL / MAINTENANCE OF QUALIFICATION

- 1.1 Both the overall program and term GPA must be a minimum of 3.0.
- 1.2 Students must be registered in 3rd or 4th year.
- 1.3 Students must have open electives or open studio credits left to fulfill.
- 1.4 Students must present themselves through documents and communications accurately, honestly, and in good faith in all aspects of their work term. Students who are deemed to have falsified any information or acted in bad faith may be removed from the Work Experience program entirely
- 1.5 Students are responsible for their own employability. Individuals lacking work experience, communication skills, technical skills, keyboarding skills, a class 5 driver's license, etc. are expected to prepare themselves for employment.
- 1.6 Students are expected to participate fully: attend all scheduled meetings, check 'Artswork on The Leeway' regularly to view and apply for jobs, and independently search for opportunities.
- 1.7 Students are expected to conduct themselves professionally in every aspect of the Emily Carr Work Experience program. Failure to maintain professional conduct at any time may result in complete removal from the program.
- 1.8 Students may take a maximum of 9 Work Experience credits during their studies.

2. INTERNATIONAL STUDENTS

- 2.1 To apply for posted positions, students must obtain proof of authorization to work in Canada from Immigration Canada.
- 2.2 Students must only apply to opportunities for which they are authorized to work the hours required, as per the terms of their study permit. Work Experience Credits are not eligible for a Co-op Work Permit.

3. APPLYING FOR JOBS

- 3.1 Students are expected to attend all interview requests.
- 3.2 Applications submitted after the deadline will not be accepted. Any application containing errors or lacking appropriate targeting will not be sent to the employer; if time permits, they will be returned to the student for editing and resubmission. If a student submits an application to a position outside of the stated application process, the employer will be notified that the student is not available for the placement.
- 3.3 Students are also encouraged to conduct an independent job search in consultation with the Career Development + WIL Office. To qualify as a Work Experience position, the placement must consist of a minimum of 96 hours of employment with a single employer, and be related to the student's field of study. All positions must be approved by the University prior to the student's starting date.
- 3.4 All wages and hours of work related to Work Experience positions are set by the employer.

4. INTERVIEWS AND OFFERS

- 4.1 If the student receives new information after attending an interview that raises serious concerns about accepting the position, the student must contact the Career Development + WIL Office that same day with a detailed explanation to withdraw their name from the list of available students. Students may contact the Career Development + WIL Office in person, by telephone or by e-mail.
- 4.2 Employment opportunities known to the Career Development + WIL Office will be posted on the Artswork opportunities board on theleeway.ca
- 4.3 In the event that an employer presents an offer to a student directly, the student must inform the Career Development + WIL Office immediately for approval, prior to accepting the offer.

5. REGISTRATION FOR COURSES

- 5.1 Students are registered for the appropriate Work Experience course once they obtain a placement, not before. Students are expected to pay their course fees by the due date.
- 5.2 The number of credits students will receive for their WIL term will be pre-determined and agreed upon prior to starting the position. This agreement cannot be changed during, or after the work term.

6. WORK TERM BACK-TO-BACK PLACEMENTS (WHERE APPLICABLE)

- 6.1 Students may extend their work term for an additional semester and register for additional credits (back-to-back Work Experience terms) with the permission of the Career Development + WIL Office. This permission must be obtained before the start of the semester.

7. WORK TERM PERFORMANCE / TERMINATION OF EMPLOYMENT

- 7.1 Work Experience courses may not be dropped if the student quits or is terminated from their position. If the termination was not the result of the student's conduct, the student may withdraw from the course with the assistance of the Career Development + WIL Office; otherwise, should the student attempt to withdraw to avoid a failing grade, the withdrawal will be changed to an "F." All circumstances must be discussed with the Career Development + WIL Office.

8. WORK TERM ASSIGNMENTS

- 8.1 Deadlines for assignments are firm. Any student who has not submitted their assignments (reports) by the end of the term will not pass the course.
- 8.2 All information found within Work Experience term assignments is kept in the strictest confidentiality for both the student and the employer.

9. OUT OF PROVINCE/COUNTRY WORK TERMS

- 9.1 WIL students are aware that out of province/country work sites involve risks, dangers, hazards and potential liabilities including, but not limited to those referred to in these program documents and information sessions, as well as those not specifically described therein, whether anticipated or unanticipated. Work Experience students freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, property damage, or loss, resulting there from. Students must be covered by appropriate personal accident and personal liability insurance coverage, or can and will personally pay for all costs and liabilities that may be incurred by virtue of participation in out of province/country work terms. Students agree to purchase appropriate out-of-country travel insurance prior to departure from Canada and obtain recommended vaccinations.
- 9.2 Work Experience students waive, release, and forever discharge Emily Carr University of Art + Design from any and all manner of action, causes of action, suits, demands, debts, contracts, claims, damages, interest, costs, and expenses, that they have, or may in the future have against Emily Carr as a result of any loss, injury, disease, illness, death, and damage that they may suffer, by reason of or arising out of or, in any way connected with or resulting from participation in the Program, due to **ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE**, by Emily Carr University of Art + Design.

WORK EXPERIENCE PROGRAM PARTNERS + RESPONSIBILITIES

There are three partners in Work Experience Credits:

1. **Employers**
2. **Students**
3. **Emily Carr University**
(Career Development + WIL Office & Academic Area)

The success of the program relies upon all parties understanding their responsibilities.

1. The Employer

Emily Carr works with partners who are committed to managing any associated risks (an important feature of any off-site placement) and jointly working through protocols we have established.

EMPLOYMENT EXPECTATIONS

Every effort is made by the Career Development + WIL Office to ensure students have a positive learning experience while on their work term. Sometimes industry trends and employer demands shape posting and placement activity. The Career Development + WIL Office adjusts accordingly and student expectations must adjust as well. Learning comes in many different forms and it is sometimes a requirement to adjust one's expectations given market and employer requirements.

WORK TERM

During the work term the employer should:

- Accommodate a visit, whenever possible, by the appropriate Advisor during the student's work term. Optimally, this could include visits to both student and supervisor.
- Advise the student with regards to all issues of confidentiality in the workplace and ensure that any non-disclosure agreements are signed prior to the commencement of work.
- Provide the student with an orientation to the workplace, including an overview of the organization (e.g. mission statement, products, etc.), physical layout, relevant personnel, safety practices, and the duties or tasks expected during the work term.
- Prepare the student's co-workers and other staff for the arrival of the student.
- Provide a supervisor for the work term who will oversee the student's work and discuss expectations for the work term with the student and, on a regular basis, give the student feedback on how they are doing, including areas of strength and areas which require improvement.
- Ensure that jobs and places of work are in compliance with all relevant government statutes and legislation.
- Complete a [Student Evaluation by Employer Form](#) and submit it to Career Development + WIL Office with a copy to the student, prior to the final day of the work term. A student who doesn't receive this evaluation will not receive credit for that work term.
- Consult the Advisor prior to undertaking disciplinary action or dismissal of a student.
- Whenever possible, inform the student and the Advisor prior to the end of the work term of the intention to re-hire the student for the next work term. In the event of an additional work term, it is expected that an employer will provide enhanced work that reflects the growth and knowledge of the student.

2. The Student

Students are representatives of Emily Carr and should conduct themselves accordingly in a professional manner. Students must abide by all components of the [Work Experience Student Terms + Conditions](#), and the [Emily Carr's Student Policies + Regulations](#).

In addition, students must review their student insurance plan coverage for the duration of their work term, and purchase any additional coverage needed in accordance with the conditions of their work term site. Examples of these conditions include but are not limited to: work terms taking place outside of the province and work terms taking place internationally. Emily Carr is not responsible to provide additional coverage for students on work experience terms, and is not liable in these cases.

EMPLOYMENT AGREEMENTS

Work term employment agreements are between the student and the employer. Emily Carr University is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any WIL student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). Should the need arise, students are encouraged to seek whatever advice and/or guidance about their agreements they feel is necessary.

3. Emily Carr University

CAREER DEVELOPMENT + WIL OFFICE

This office:

- Monitors work terms by visiting or telephoning employers and students on the job
- Provides the delivery and coordinates the evaluation of any preparatory and work term curricula
- Manages job opportunities and liaises with potential employers
- Supports recruitment activities for Work Experience students
- Provides professional career advising to students
- Maintains Work Experience student records
- Works with students before, during and after their work terms to help maximize the students' whole education/career experience

The Emily Carr Work Experience program involves a competitive employment process. While the Career Development + WIL Office makes every effort to assist students in gaining employment, there is no guarantee that every student will become employed through the WIL employment process. The Career Development + WIL Office is responsible for the review and approval of Work Experience opportunity postings, but Emily Carr and the Career Development + WIL Office does not assume responsibility for endorsing the companies.

ACADEMIC AREA

The Academic Area is responsible for all academic components of the WIL or degree program, including approval for commencing a WIL work term, and final approval for the credits. The Career Development + WIL Office works closely with each Academic Department to ensure standards are established and relevant information is shared.

WORK EXPERIENCE APPLICATION

Once you have obtained a position, complete this form and email or drop off at the Career Development + Work Integrated Learning Office (inside Student Commons) or email to: creativecareers@ecuad.ca

*Your application must be approved prior to starting your position.

DATE OF APPLICATION

STUDENT'S NAME

STUDENT NUMBER

EMAIL (please use your ecuad.ca email)

PHONE NUMBER

CUMULATIVE GPA

YEAR OF STUDY

DEGREE + MAJOR

ARE YOU AN INTERNATIONAL STUDENT FROM THE USA?

YES

NO

IF YES, WILL YOU BE RECEIVING U.S STUDENT LOAN FUNDING DURING YOUR WIL TERM?

YES

NO

ELECTIVE CREDITS* PROPOSED:

3

6

9

SEMESTER:

FALL

SPRING

SUMMER

START DATE

END DATE

YEAR

**NOTE: THESE CREDITS CAN BE USED TO FULFILL
OPEN STUDIO OR OPEN ELECTIVES (9 CREDITS MAX)
AND CANNOT BE USED FOR CRITICAL STUDIES.*

HRS/WEEK

x

WEEKS

=

TOTAL HRS

96 HOURS = 3 CREDITS
192 HOURS = 6 CREDITS
288 HOURS = 9 CREDITS

COMPANY NAME

SUPERVISOR NAME

COMPANY ADDRESS

SUPERVISOR EMAIL

IS THIS POSITION PAID?

YES

NO

SUPERVISOR PHONE NUMBER

THIS INFORMATION IS REQUIRED TO ENSURE THE STUDENT HAS WORK SAFE BC COVERAGE.

GRADING CRITERIA

CREDITS TO BE ASSIGNED BY THE DEAN BASED ON:

- One *comprehensive report* detailing experience and accomplishments to be submitted by the student, midterm.
- One *log book* outlining details of the work performed, techniques learned, and hours completed, end of term.
- One *evaluation form* to be completed by the external supervisor, end of term.

NOTE: Credits will appear on your transcript as either CREDIT or NO CREDIT and will not effect your GPA.

OBJECTIVES (WHY YOU ARE PROPOSING THESE CREDITS):

LEARNING OUTCOMES (SKILLS YOU WILL GAIN):

SCOPE OF WORK

DESCRIPTION OF THE ORGANIZATION AND YOUR ROLE/POSITION:

DESCRIBE THE WORK/PROJECTS AND PROJECTED TIMELINE FOR COMPLETION:

AGREEMENT THE UNDERSIGNED AGREE TO THIS SCOPE OF WORK AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS AND RESPONSIBILITIES. THIS AGREEMENT MAY BE EXECUTED IN COUNTERPART, BOTH OF WHICH TOGETHER WILL CONSTITUTE ONE AND THE SAME INSTRUMENT AND EITHER PARTY MAY DELIVER AN EXECUTED COUNTERPART BY ELECTRONIC SUBMISSION.

BY SIGNING BELOW THE PARTIES AGREE TO BE BOUND BY THIS AGREEMENT:

STUDENT'S SIGNATURE

DATE

EMPLOYER'S SIGNATURE

DATE

EMPLOYER'S NAME

EMPLOYER'S TITLE

to be completed by the by CD + WIL Office

DEAN'S SIGNATURE

DATE

DEAN'S NAME

CD + WIL OFFICE APPROVAL