

# WORK-INTEGRATED LEARNING MANUAL

EXTERNSHIPS & CO-OP

## CONTENTS

<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Employer Responsibility</b>
<b>3</b>	<b>College Responsibility</b>
<b>4</b>	<b>Student Responsibility</b>
<b>6</b>	<b>Chef School Information</b>
<b>9</b>	<b>School of Hospitality and Tourism Management Information</b>
<b>10</b>	<b>International Partnerships</b>
<b>11</b>	<b>Policies</b>
<b>13</b>	<b>Contact</b>
<b>14</b>	<b>Appendix</b>
	<ul style="list-style-type: none"><li>• Externship Learning Agreement</li><li>• Co-op Work Term Agreement</li><li>• WSIB Forms<ul style="list-style-type: none"><li>i. Student Declaration of Understanding</li><li>ii. Letter to Placement Employers</li></ul></li><li>• Employer Evaluation of Student &amp; Hours Log</li></ul>

---

## INTRODUCTION

The Centre for Hospitality & Culinary (CHCA) at George Brown College (GBC) is dedicated to educating students and ensuring that they are ready to meet the high demands of the hospitality industry. Therefore, a crucial part in the development of CHCA students is the practical application of their classroom learning. We collaborate with Industry to ensure students have the opportunity to put into practice the theory and their newly acquired skills in the real world.

Work-Integrated Learning (WIL) is a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization and a student. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, professional development and life-long learning. Work-Integrated Learning is one of the pillars for success that GBC strongly supports.

This manual has been prepared to assist Industry Field Partners and students in understanding the objectives, goals, policies and requirements for Externships (for Diploma students) and Co-ops (for Degree Students).

---

## EMPLOYER RESPONSIBILITY

Industry Partners entering into a relationship with the College for the purpose of providing a student with training and mentoring will be asked to review and sign the "[Externship Learning Agreement](#) or [Co-op Work Term Agreement](#)".

The agreement is in place to provide the experience with structure such as documentation sign off, collaboration on meeting objectives, reporting responsibilities and feedback.

Throughout the placement, students flourish when supervisors are able to coach and mentor them, provide feedback, and assign them rotating duties throughout the placement to ensure exposure to a variety of departments and roles.

At the conclusion of the placement, employers will complete the "[Employer Evaluation of Student](#)" as well as verify hours worked on the "[Hours Log Sheet](#)". This evaluation of student performance throughout the placement comprises the basis for the student's placement grade. We encourage employers to give as much constructive feedback as possible.

\*\*Please note: An overall rating of "Unsatisfactory" may result in the student being required to re-register for another placement independently to obtain a passing grade. If an employer is experiencing challenges with a placement student, it is requested that the WIL Coordinator be notified at the onset of a problem.

### COMMITMENT

Industry Field Partners participation and the desire to mentor and train students are important commitments to the success of our students. To help you with ensuring that your work environment is conducive to student learning, we suggest that the following are taken into consideration:

- Provide an outline of general tasks and responsibilities; New staff orientation - H&S, work culture, preferred communication method
- Establish learning objectives and employer expectations; Set realistic objectives and goals for the individual student as it relates to their field of study.
- Provide ongoing training throughout the duration of the placement.
- Assign the student to a supervisor with appropriate experience to be the main contact at the company, and who will be accessible for the full duration of the placement.
- Provide the assigned supervisor with appropriate time to effectively support the student.
- Ensure that the assigned supervisor oversees and monitors the progress of the student, and provides the student with ongoing feedback based on their performance while on the placement.
- Supply the student with company material appropriate to the placement and learning experience.
- Agree to provide an evaluation of student's progress performance at the completion of the placement
- Inform both the student and the WIL Coordinator of any issues with the student while on placement.
- Complete the required documents (Externship Learning or Co-op Work Term Agreement, WSIB forms (if unpaid), Employer Evaluation of Student, Hours Log)

## COLLEGE RESPONSIBILITY

The college provides many resources to support the student before, during and after the WIL experience. These support areas include career services, counselling, accessibility learning services, and financial aid which are accessible through the college.

### COLLEGE RESPONSIBILITIES

1. Supervision, mentoring and counselling support for students
2. Providing and managing administrative support for the CHCA WIL Office
3. Ensuring students are workplace-ready
4. Student success

### CHCA WIL OFFICE RESPONSIBILITIES

1. Academic requirements as approved and outlined by the Academic Chair
2. Liaison between college and industry partner
3. Communications to industry (for ex. timelines, recruitment cycle)
4. Address any questions, concerns and issues from stakeholders

## STUDENT RESPONSIBILITY

As ambassadors of the college, each student is held to the highest standard of professionalism. Each Academic Centre provides students with support and resources in order to help them feel prepared and to help them succeed. This is outlined in phases and describes the responsibilities students assume.

### 1) PRE-WORK TERM

- a. Career/Field Preparation Class or Integrated Seminar
  - i. Maintain good academic standing
  - ii. Professional resume
  - iii. Interview etiquette
- b. Steps to successfully acquire a WIL placement
  - i. GBCAREERS Training (placement system)
  - ii. Submit an application within deadline
  - iii. Accept/Decline Offers
  - iv. Accept work term agreement
  - v. Meet with Pre-Placement Office regarding police reference checks and medical clearance (specific to any students working with vulnerable people)
- c. Engagement
  - i. Establish Learning Objectives, submitting signed Learning Agreement, WSIB documents
  - ii. Complete weekly log/reflective paper
  - iii. Adherence to College Code of Conduct Policies and workplace policies
  - iv. Maintain communication and properly informing WIL office of any changes to their work term agreement, or if any advising required to ensure successful completion of work term.
  - v. Respect confidentiality

### 2) THE WORK TERM

- a. Establish Learning Objectives, submitting signed Learning Agreement, WSIB documents
- b. Complete weekly log/reflective paper
- c. Adherence to College Code of Conduct Policies and workplace policies
- d. Maintain communication and properly informing WIL office of any changes to their work term agreement, or if any advising required to ensure successful completion of work term.
- e. Respect confidentiality

### 3) EVALUATION

- a. Meet course objectives
- b. Submit assignments and employer evaluation
- c. Provide feedback and information on overall experience

## **BLACKBOARD FOR STUDENT COMMUNICATIONS**

Students are expected to maintain communication with the WIL Office. One main form of communication is through Blackboard. The WIL Course will appear on Blackboard and announcements will be posted periodically. They will include assignments that are due, invitations to events and any other information that is critical to the success of the student. In most cases, students will be required to keep a log of their hours, submit reflections/feedback and have an evaluation completed and signed by their supervisor. All documents must be submitted as instructed in Blackboard in order for the WIL experience to be considered for completion.

## **DEVELOPING LEARNING OBJECTIVES FOR EXTERNSHIP & CO-OP**

Students are encouraged to identify their skills in terms of strengths, areas for development and possible new areas of opportunity during their pre-requisite Career Externship Preparation Course (diploma students), related classes or in workshops.

These skills can be broken down into two major categories; technical and soft skills. Students need to ensure that when developing learning objectives based on these skills that they are directly related to their respective programs of study and ultimately what they hope to accomplish by the end of their WIL placement.

At the beginning of the WIL placement, students are expected to have at least 5 learning objectives developed for their own learning benefit.

**These learning objectives are to be shared with the Supervisor at the beginning of the WIL placement (can be developed in week 1 or 2) and are then measured at the end of the WIL placement in the final evaluation.**

## CHEF SCHOOL INFORMATION

### FOR EXTERNSHIPS (DIPLOMA STUDENTS)

The WIL placement is a real-work experience that encompasses an hours requirement per week over either a 7-week or a 14-week period. Students are required to successfully complete a supervised, on-site work experience in one or more stations within the kitchen environment. Emphasis is placed on application of knowledge and skills to actual job roles and responsibilities. The WIL experience should provide the student with experience in (or an understanding of) a variety of professional functions. While the focus for the culinary student is the hands-on practical application, there are other functions that can be learned through observation. These functions can include but are not limited to; team building, budgeting and financial recordkeeping, personnel and supervision, planning and organization of daily functions and other responsibilities pertinent to the selected restaurant area. It is also beneficial if the student can attend organizational meetings, so that they can see the relationship between their focus area and the bigger picture.

### PARTNER REQUIREMENTS

- Students must report to an Executive Chef, Sous Chef or Manager at all times. Students in the Culinary Management Nutrition program may also report to a Kitchen Manager, Food Services Manager, Dietitian or Dietary Manager in the absence of an Executive Chef.
- Students must complete their experience in a food-centered organization. Students in regular culinary programs must spend the majority of their time applying and practicing cooking skills and techniques.
- Students must be exposed to a variety of skills and have the opportunity to experience a good overview of the whole operation.
- Partners must practice safe handling of food and production equipment at all times.
- WIL partners must provide each student with a schedule, an orientation, clear instruction on uniform requirements (students are not to incur costs if required to wear uniforms other than their GBC uniform).
- WIL partners must first and foremost have the desire to develop others, part of this role includes; providing constructive feedback, mentoring, coaching and staying in communication with the college at all times.

### EXTERNSHIP DEPARTMENT OUTLINES

The following is a general breakdown of what the student should experience during their WIL placement. The goal from the student's standpoint is to be exposed to as many different facets of the business in this short amount of time as is reasonably possible. As a rule of thumb, each student should rotate and/or experience in the following areas where possible:

- Orientation
- Human Resources
- Shipping/Receiving
- Product Ordering
- Time with the Executive Chef
- Time with the Executive Sous Chef
- A la Carte Preparation
- Banquet Preparation



Shadow in preparation of the following:

- Stocks
- Soups
- Sauces
- Pastry
- All Protein Products
- Fruits and Vegetables
- Any demonstrations for new product or new menu items

Scheduling for these subject areas again depends on your operational size and the availability of staff to provide the necessary time for instruction. A few weeks per area would be the approximate goal for each department. One week for orientation and human resources would be suitable. The two weeks at the end of the externship would be suited to more managerial functions. The student should have a basic operational understanding of your business by the end.

### FOR CO-OP II (DEGREE STUDENTS)

The WIL Work Term II (Personalized) is an exciting option for students who want to diversify their skills and marketability by offering the option to fully experience the hospitality and culinary industry. Completion of this work term can be achieved from an entrepreneurship perspective, within any roles in the hospitality side of the industry or the option to further pursue culinary roles at a higher level. This unique option allows the student to examine and observe the industry from different lenses and from a much broader scope, resulting in a much more competitive graduate. Students are encouraged to conduct self-exploration to determine which direction they want their careers to take them. In this second WIL Work Term, students will have the opportunity to personalize their experience.

### SCHEDULE

Program Name	Weeks & Hours Requirement	Externship Timeframe
Culinary Management (H100)	14 week Externship 24 hours per week	Sept to Dec, Jan to April
Baking & Pastry Arts Management (H113)	7 week Externship 24 hours per week	May/June, July/Aug, Sept/Oct, Nov/Dec
Culinary Management – Integrated Learning (H116)	14 week Externship 24 hours per week	Jan to April, May to June & Sept to Dec
Culinary Management – Nutrition (H119)	7 week Externship 24 hours per week	January/February & March/April
Honours Bachelor of Commerce (Culinary Management, H315 & H316)	14 week Coop 35 hours per week	May to August
Honours Bachelor of Food Studies (H317)	14 week Coop 35 hours per week	May to August
Food and Nutrition Management – Post Graduate (H402)	7 week Placement 40 hours per week	February/March – Clinical May - Administrative October/November – Clinical January - Administrative
Culinary Arts – Italian Post Graduate (H411) & Advanced French Patisserie (H413)	14 week Externship	September to December – Placement in Italy Placement in France
Advanced Butchery & Charcuterie (H416)		May to August

The assigned Faculty Advisor administers the following postgraduate programs; Food and Nutrition Management – Post Graduate (H402), Culinary Arts – Italian Post Graduate (H411), Advanced French Patisserie (H413). The postgraduate programs may have additional requirements outside of this manual that are unique to their delivery.

<b>Academic Terms Breakdown</b>					
<b>SPRING/SUMMER Culinary Management, Baking &amp; Pastry Arts &amp; B.Comm</b>		<b>FALL Culinary Management and Baking &amp; Pastry Arts</b>		<b>WINTER Culinary Management &amp; Culinary Mgmt. Nutrition</b>	
Externship Starts May	Expect resumes in mid-March	Externship Starts in September	Expect resumes in mid-July	Externship Starts in January	Expect resumes in mid-November
Externship Starts in July	Expect to receive resumes in mid-May	Externship Starts in November	Expect to receive resumes mid-September	Externship Starts in March	Expect to receive resumes in mid-January
<ul style="list-style-type: none"> <li>• 14 week culinary students available to start in May</li> <li>• 7 week Baking/Pastry and culinary students available in May/June and July/Aug</li> </ul>		<ul style="list-style-type: none"> <li>• 14 weeks culinary students available to start in Sept</li> <li>• 7 week Baking/Pastry and culinary students available in Sept/Oct and Nov/Dec</li> </ul>		<ul style="list-style-type: none"> <li>• 14 week culinary students available to start in Jan.</li> <li>• 7 week Culinary Nutrition students available in Jan/ Feb and Mar/Apr</li> </ul>	

## SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT INFORMATION

The first year in the hospitality diploma programs will provide students with foundational industry knowledge, by learning and working alongside peers across all sectors in our School of Hospitality and Tourism Management, referred to as a “common first year approach”. In the first year students will gain knowledge in the areas of hotels, event planning, tourism, and food and beverages through a range of practical and theoretical courses.

### DIPLOMA PROGRAMS:

#### [Tourism and Hospitality Management](#)

Students will learn about the exciting and diverse tourism industry with courses in Culinary Tourism, Heritage Tourism, and Sustainable Tourism.

#### [Food and Beverage Management – Restaurant Management](#)

Students will learn about the exciting and diverse Food and Beverage industry with courses in Wine, Mixology, Entrepreneurship, and Strategic Restaurant Management.

#### [Hospitality – Hotel Operations Management](#)

Students will be exposed to current and best practices in: Front Office, Food and Beverage, Marketing and Sales, Conferences and Catering.

#### [Event Planning](#)

Students will learn Event Project Management fundamentals through a variety of event types including hospitality events, weddings and other social events, fundraising events, meetings, conferences and trade shows.

#### **Types of Jobs:**

- Front Office
- Rooms Division
- F&B Outlets
- Human Resources
- Sales & Marketing

#### **Schedule:**

Placements from January – April (largest cohort)  
Positions posted in September

Placements from May – August  
Positions posted in January

### DEGREE & POSTGRADUATE PROGRAMS:

#### [Honours Bachelor of Business Administration \(Hospitality\)](#)

The program is designed to teach students how to plan and manage complex integrated hospitality operations so that they can become one of the skilled, knowledgeable leaders in the hospitality sector.

#### [Advanced Wine and Beverage Business Management](#)

This program will provide students with an advanced level of knowledge in beer, wine, spirits and mixology, and also teach the essential business skills such as financial management, organizational behaviour and strategic marketing – all vital to succeed in today's competitive marketplace.

#### [Food Tourism Entrepreneurship](#)

The Food Tourism Entrepreneurship program will prepare graduates to harness local economies and cultures of food and drink production and consumption and channel them into successful and resilient tourism “experience” enterprises.

## INTERNATIONAL PARTNERSHIPS

George Brown College has close to 50 academic partnerships and a host of industry partnerships spread across Africa, Asia, the Americas and Europe. Through these partnerships, the Work-Integrated Learning (WIL) & Experiential Education and Global Mobility (GM) Office, in collaboration with academic divisions facilitates over 200 WIL placements each year. Students may also pursue independent or self-directed international placements with approval from their WIL coordinator. Students who undertake international placements:

- Gain diverse and valuable international work experience prior to graduating
- Develop language, communication and leadership skills
- Become more marketable in a multicultural and global workforce
- Build networking connections that lead to future job opportunities

The WIL/GM Office works to facilitate international field education opportunities by:

- Promoting WIL opportunities in collaboration with academic divisions
- Liaising with international industry partners to establish requirements, timelines, roles and responsibilities, and accountability for field education
- Delivering essential logistical support including but not limited to travel/visa information, travel/medical insurance requirements, mandatory international mobility forms, health and safety, and emergency protocols
- Delivering comprehensive pre-departure orientations in support of students' international WIL activity
- Working with the College's finance department to obtain injury insurance to cover students while abroad
- Facilitating the disbursement of scholarship funds awarded to students for international WIL opportunities

### SCHOLARSHIPS

In support of students undertaking an international WIL placement, the WIL/GM Office provides a number of awards and grants to eligible students.

### CONTACT

Aida Viveiros by e-mail: [aviveiro@georgebrown.ca](mailto:aviveiro@georgebrown.ca)

## POLICIES

### [College Policies | George Brown College](#)

#### **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)**

George Brown College recognizes the value in creating an inclusive environment for everyone. The basic formula for accessibility is rapidly evolving; it is no longer simply a matter of creating access for persons with disabilities, but rather promoting accessibility in a manner that creates inclusive workplaces and organizations for everyone. George Brown is about employing the best talent and graduating the best talent, and therefore, we are committed to equal access and equal opportunity for employees, students and community members.

Resources for support: [Accessibility for Ontarians with Disabilities Act \(AODA\) | George Brown College](#)

#### **CODE OF NON-ACADEMIC STUDENT BEHAVIOUR**

The College seeks to foster a safe and respectful learning community that is animated by the principles of access, diversity and inclusion, mutual respect and accountability. The Code of Non-Academic Student Behavior outlines the College's expectations for student behaviour and includes the procedure that will be followed before the College imposes a sanction. This policy is in effect for both onsite learning and offsite placement. Resources for support: [Code of Non-Academic Student Behaviour](#)

#### **COMPENSATION**

Each program has been approved by the Ministry of Colleges and Universities (MCU) with varying requirements around remuneration. It is up to the field education representative to communicate specific requirements with their respective employers/partners.

#### **CONFIDENTIALITY**

The nature of the work that students observe or help to perform is often time confidential. We encourage the employer to have this discussion at orientation with the student. Depending on the work environment a student can be asked to sign a company specific confidentiality agreement. Please be advised that all information provided by the employer for any of the student assignments and journals will be kept confidential, and is requested strictly for educational purposes. Evaluations completed for the student by the employer are to be shared with the student and used for improvement and coaching purposes.

#### **DUTY TO ACCOMMODATE**

Field education students with disabilities are entitled to the same opportunities and benefits as people without disabilities. In some cases, they may need accommodations so they can participate in their field education opportunity. Accommodation is a shared responsibility. Everyone involved, including the person asking for accommodation, should work together, exchange relevant information, and look for accommodation solutions together.

**Student Responsibilities:** Students are expected to communicate their accommodations needs for their field placement within a reasonable time frame with Accessible Learning Services (ALS) and their Field Education Coordinator.

**College Responsibilities:** To ensure that students registered with ALS are provided with reasonable accommodations. Accommodations are determined in partnership with the employer, the student, the ALS Consultant, and the Field Education Coordinator. The college will attempt to place students in a setting that is able to meet the student's essential accommodation needs.

**Field Responsibilities:** To ensure that students registered with ALS are provided with reasonable accommodations as determined by the student, ALS and the Field Education Coordinator. Legislation and guidelines exist within Ontario that support the need for accommodation in living, educational and workplace environments. Students planning to attend international field education opportunities are aware that these same supports may not be available to them and that the college cannot accept responsibility outside of Ontario.

**Resources for support:**

<http://www.georgebrown.ca/accessible-learning-services/>

<http://www.ohrc.on.ca/en/disability-and-human-rights-brochure-2016>

<http://www.ohrc.on.ca/en/disability-workplace-roles-and-responsibilities-fact-sheet>

**TERMINATION**

We strongly encourage that the student communicate with their employer in order to find a resolution to any problem/situation that may arise. Should communication become a challenge the student is advised to connect with their WIL Representative for mediation as soon as possible. \*\* If the college's WIL Representative is unable to find a solution at the mediation stage they will confer with the program coordinator and/or academic chair as to what steps can be taken to support all parties.

**WORK PERMITS FOR INTERNATIONAL STUDENTS**

International students who are undertaking any kind of work term, regardless of length, must have a valid work permit at all times during their work term. The work permit is a document required by Immigration, Refugees and Citizenship Canada before international students can start their work term, even if these work terms are unpaid. George Brown College should be listed as the employer on this work permit. This work permit is a separate document from your study permit and should not be confused with the 20 hours off-campus allowance that students may qualify for with their study permit.

If you did not apply or receive your work permit along with your study permit, you will have to submit a separate application through IRCC while in Canada, well in advance of the start date of your work term. For details and information on how to apply for the various types of work permits, visit <http://www.cic.gc.ca/english/study/work.asp>. You can also go directly to <http://www.cic.gc.ca/english/study/work-coop.asp>

This information has been reviewed by a Regulated International Student Immigration Advisor (RISIA). Students are solely responsible for ensuring that they are in compliance with all Immigration, Refugees and Citizenship Canada (IRCC) regulations at all times during their studies and while in Canada, including any medical or study and work permit-related requirements. Applicants and students of George Brown College are recommended to consult the IRCC website at [www.cic.gc.ca](http://www.cic.gc.ca) or consult the IRCC Call Centre at 1-888-242-2100 to confirm or clarify immigration-related information and requirements. Resources for support: <http://www.georgebrown.ca/international/currentstudents/workingincanada/>

**HOLIDAY & SICKNESS POLICY**

In case of illness or need for personal leave, students are expected to discuss established company policies with their placement supervisors. Unpaid students are not to be scheduled on Statutory Holidays.

**INSURANCE POLICY**

The Ministry of Training Colleges & Universities participates in the Work/Education (WSIB) coverage Post-Secondary Program in place for students who are registered into a ministry approved field education course. Students are automatically covered by WSIB as soon as they register into their externship course.

In order to adhere to the process, students are required to submit the following two documents to the College by the end of the first week of their externship field placement.

1. Student Declaration – The student is signing this document with the understanding that they understand that they are covered under this program should an on the job injury occur. Students have the responsibility to report their injury to their supervisor or the designated Health & Safety Representative at their externship placement.
2. Letter to Employer/Partner – This letter addressed to the employer on behalf of the college. This letter is to be signed and returned to the college. It represents an understanding that the partner is responsible for downloading and filling out the Work/Education WSIB form and immediately reporting any injury where medical attention is required.
3. Industry Field Partners are then responsible for contacting the College to provide a copy of their workplace incident report. If an injury where medical attention is required by a doctor, the college has the responsibility to immediately file a claim to WSIB.

**IMPORTANT NOTES**

Both the WSIB 'Student Declaration' and 'Letter to Employer/Partner' documents need to be signed and returned to the college by the end of the first week of the externship. Students are only covered by the Ministry of Training and Colleges insurance when doing their externships in the province of Ontario and during their registered externship periods.

**CONTACT**

The role of the CHCA WIL office is to provide students with the support for preparing them for this exciting part of their program. This includes the administration of the process, collection and dissemination of information, student documents, Blackboard administration and the management of industry field partner relations.

Students can contact the CHCA WIL Office for support at any time with any placement related questions.

**School of Hospitality & Tourism Management****Andrea E. Low**

Coordinator,  
CHCA Externships & Co-op  
[andrea.low@georgebrown.ca](mailto:andrea.low@georgebrown.ca)  
416-415-5000 ext. 3828

**Chef School****Daniel Vasquez**

Coordinator,  
CHCA Externships & Co-op  
[dvasquez@georgebrown.ca](mailto:dvasquez@georgebrown.ca)  
416-415-5000 ext. 2791

**Degree and Postgraduate****Doreen Pashkoff**

Coordinator,  
CHCA Externships & Co-op  
[dpashkof@georgebrown.ca](mailto:dpashkof@georgebrown.ca)  
416-415-5000 ext. 6646

## APPENDIX

- Externship Learning Agreement
  - Co-op Work Term Agreement
  - WSIB Forms
    - i. Student Declaration of Understanding
    - ii. Letter to Placement Employers
  - Employer Evaluation of Student & Hours Log
-



Name of Student:	
ID Number:	
Program Code:	

# EXTERNSHIP LEARNING AGREEMENT

**Note: All highlighted sections must be completed prior to submission.**

At the Centre for Hospitality & Culinary Arts (CHCA), we believe the externship component of our programs to be an opportunity for our students to apply and practice their knowledge, skills and further develop their passion for their chosen industry in a real-work setting. Quality externships are not possible without the support of our industry partners who play a critical role in mentoring and helping to develop new professionals into the industry. **Therefore, we require that the student and the partner show their commitment by signing this form and posting a signed copy on Blackboard.**

***As the Industry Field Partner, I commit to making the placement a valuable and meaningful learning experience by delivering the following:***

- Submitting a description of the placement including planned duties for the student during their 7 week/minimum 24 hour a week or 14 week/ minimum 24 hour a week placement to the WIL Office;
- Signing the WSIB Letter to Employer and notifying the college of any on the job injuries which result in medical attention provided to the student;
- Providing the student with an orientation and a copy of a handbook, if available;
- Collaborating with the student to develop learning objectives which are then measured at the end of the placement in the final evaluation;
- Providing the student with constructive feedback in order to help develop their skills;
- Verifying the hours worked on the "Hours Log" and completing an "Employer Evaluation of Student."

Externship Company Name:	
Externship Company Address:	
Externship Dates:	
Direct Supervisor's Name and Title:	
Supervisor's Phone Number:	
Supervisor's Email:	
Supervisor's Signature:	

***As an Externship student, I commit to making this placement a beneficial learning opportunity by ensuring I meet the following requirements throughout my externship by:***

- Completing all required documents (WSIB, Learning Agreement, Evaluation, Assignments, Hours Log) and uploading the documents on Blackboard by their assigned deadlines;
- Engaging and collaborating with my supervisor in developing learning objectives in Week One which I will aim to meet by the end of my externship;
- Adhering to my assigned/pre-determined work schedule, arriving early and ready to work;
- Providing my supervisor with sufficient notice of schedule requests (for ex. Religious holidays), hours to be made up on a different day of the same or proceeding week;
- Holding myself accountable for my actions and conducting myself in the same manner that it is expected of any employee;
- By committing to my full 7 week (minimum 168 hours/24 hour week) or 14 week (minimum 336 hours/24 hour week) externship (depending on program) without switching companies.

**Student's Signature**

**Student's Email**

**Date**

Name of Student:	
ID Number:	
Program Code:	

# WIL CO-OP WORK TERM AGREEMENT

**300 Adelaide Street East, Room 136, Toronto, ON M5A 1N1 Tel: (416) 415-5000**

Employer's Name:			
Employer's Address:			
Supervisor's Name / Title:			
Supervisor's Phone Number:			
Supervisor's Email:			
Work Term Dates (Month/Day/Year):	Start:	End:	Course Code:
Title of Position:			
Hourly Salary: \$			
Hours Per Week:			

**The Student will:**

This confirms that I have accepted this position for the above work term and agree to:

- No longer participate in the job competition process for this work term.
- Be available for the whole work period as indicated above.
- Follow all the conditions, rules and regulations and the Student Code of Conduct outlined by the WIL Office.
- Conduct myself in a professional, ethical manner and maintain employer confidentiality.
- Fulfill my work to the best of my ability; apply, and develop my academic skills wherever possible.
- Resolve problems in a professional manner, including advising my manager and/or WIL Coordinator, if needed.
- Set written learning objectives that I will share with my supervisor about what I hope to learn.
- Participate in a work site/virtual visit and other activities, if requested.
- Keep the College informed of my contact information.
- Consult with my WIL Coordinator before terminating a work term.

**The Employer will:**

- Provide the student with a high quality learning opportunity where they can make a valuable contribution to the workplace.
- Ensure the student receives adequate supervision, regular guidance and is given the opportunity to learn the job.
- Track the student's hours worked and sign off on their Hours Log once completed.
- Work with the student in meeting learning objectives.
- Participate in a work site/virtual visit with a WIL Office Representative, if requested.
- Complete a written performance evaluation, provided by the College, at the end of the work term

**The WIL Office will:**

- Ensure that the student work term position meets College Guidelines.
- Make every effort to assist with the resolution of problems or concerns that may arise during the work term and provide post-work term follow-up, as necessary.

**Employer's Tax Credit Information:** [Co-operative education tax credit | ontario.ca](http://co-operative.education.tax.credit.ontario.ca)

George Brown College certifies that this is a qualifying co-op work placement for the purposes of the Co-operative Education Tax Credit in respect to Ontario college students. Please keep this form for income tax purposes.

*I have read, understand and accept the terms of this agreement as stated above:*

**Student's Signature**

**Employer's Signature**

**WIL Coordinator's Signature**

**Date**

**Date**

**Date**



**Student Declaration of Understanding**  
**Workplace Safety and Insurance Board or Private Insurance Coverage**  
**Students on Unpaid Work Placements**

**Student coverage while on placement**

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (college). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on unpaid work placements as required by their program of study. MTCU also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act*. International students attending an Ontario publicly assisted postsecondary education institution are not covered should their placement be in their country of primary residence.

Furthermore, MTCU provides limited private insurance coverage for students in Ontario publicly supported postsecondary programs whose unpaid work placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions).

**Declaration**

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on unpaid work placements as arranged by the university as a requirement of my program of study.

I understand the implications and have had any questions answered to my satisfaction.

Legal Name (print):	<input type="text"/>
Student ID Number:	<input type="text"/>
Student Signature:	<input type="text"/>
Program/School:	<input type="text"/>
Date:	<input type="text"/>

Parent/Legal Guardian's Signature (for student less than 18 years of age)

Name (please print):	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

Student Name:

ID Number:

Program Code:



## Letter to Placement Employers

### Process for Workplace Safety and Insurance Board coverage:

The Ministry of Training, Colleges and Universities (MTCU) has implemented a new streamlined process for students enrolled in an approved Ontario college program that requires them to complete unpaid work placements.

The Workplace Educational Placement Agreement (WEPA) Form has been replaced by the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form. Placement Employers and Training Agencies (colleges) are not required to complete and sign the online *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* for each student completing an unpaid work placement in order to be eligible for WSIB coverage or private insurance. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease. Please note that colleges will be required to enter their MTCU- issued Firm Number in order to complete the online claim form.

The new form has been posted on the Ministry's public website at:

[Workplace Insurance Claim Form \(English Version\)](#) or

[Workplace Insurance Claim Form \(French Version\)](#)

Please note that all WSIB procedures must be followed in the event of an injury/disease. Colleges will keep the signed original of the placement letter on file and ensure that Placement Employers have a copy.

### Declaration

By signature of an authorized representative here under we confirm our commitment to immediately report any workplace injuries or disease to the student's college.

Signature:

Title:

Organization:

Date:

### Distribution

A copy with the original signature is to be returned to George Brown College and a copy is to be kept by the placement employer.

# EMPLOYER EVALUATION OF STUDENT

## WORK-INTEGRATED LEARNING – EXTERNSHIP AND CO-OP

Dear Industry Field Partner:

To facilitate the personal and professional development of our Work-Integrated Learning (WIL) - Externship and Co-op Students, we ask you to complete this 'Employer Evaluation of Student' form.

It is important that the evaluation be **completed by the student's immediate supervisor**, or the person who is in the best position to evaluate areas of strengths and weaknesses. We encourage you and/or their supervisor to discuss the results of this evaluation with the student upon completion of their externship or co-op.

**Please complete this form, and have both the student AND their immediate supervisor provide written feedback on the last page and sign it.**

**The student will be required to submit completed document online to Blackboard by the assigned deadline at the end of the semester.**

**WIL - Externship and Co-op Office**  
Centre for Hospitality and Culinary Arts  
George Brown College

*We appreciate your participation in our Externship & Co-op Program!*

Name of Student:	
Student Identification Number:	
Program Name/Code : (i.e. Culinary Management H100)	
Company Name:	
Direct Supervisor Full Name:	
Phone Number:	
Email Address:	

*Please check the most appropriate answer.*

## **INTEREST IN WORK:**

High interest in job. Very enthusiastic.  
More than average amount of interest and enthusiasm for the job.  
Average/satisfactory amount of interest and enthusiasm for the job.  
Interest sporadic; occasionally enthusiastic.  
Little interest or enthusiasm for the job.

## **INITIATIVE/INDEPENDENCE:**

Self-starter. Asks for new jobs. Looks for work to do. Strives to add value.  
Acts voluntarily in most matters.  
Acts voluntarily in routine matters.  
Relies on others. Must be told what to do frequently.  
Always waits to be told what to do next.

## **ORGANIZATION AND PLANNING:**

Does an outstanding job of planning and organizing work.  
Usually organizes work very well.  
Does normal amount of planning and organizing.  
More often than not fails to organize and plan work effectively.  
Continually fails to organize and plan work effectively.

## **QUALITY OF WORK:**

Very thorough in performing work. Outstanding attention to detail.  
Usually thorough. Good work. Few errors.  
Work usually passes review. Has normal amount of errors.  
More than average amount of errors.  
Work usually done in careless manner with many errors.

## **ABILITY TO LEARN:**

Exceptional/imaginative.  
Quick to learn new concepts/tasks.  
Average.  
Rather slow to learn new concepts/tasks.  
Very slow to learn new concepts/tasks.

## JUDGMENT:

Exceptionally good. Decisions based on thorough analysis of problem.  
Uses good common sense. Consistently makes good decisions.  
Judgment usually good in routine matters.  
Judgment often undependable.  
Poor judgment. Jumps to conclusions without sufficient knowledge.

## DEPENDABILITY/FOLLOW-THROUGH:

Can always be depended upon in any situation.  
Can usually be depended upon in most situations.  
Can be depended upon in routine situations.  
Somewhat unreliable. Needs above average checking.  
Unreliable.

## HOW WELL DOES THE STUDENT GET ALONG WITH OTHERS?

Always works in harmony with others. An excellent team player.  
Congenial and helpful. Works well with associates.  
Most relations with others are harmonious under normal circumstances.  
Difficult to work with at times. Sometimes antagonizes others.  
Frequently quarrelsome and causes friction.

## ACCEPTANCE OF SUGGESTIONS AND CRITICISM:

Expresses appreciation and takes prompt action on suggestions and criticism by supervisor.  
Willingly accepts suggestions and criticism by supervisor.  
Accepts suggestions and criticism by supervisor in satisfactory manner.  
Reluctantly accepts suggestions and criticism by a supervisor.  
Resents suggestions and criticism by supervisor.

## COMMUNICATIONS SKILLS - WRITTEN EXPRESSION:

Excellent  
Good  
Satisfactory  
Needs Improvement  
Unsatisfactory

## COMMUNICATIONS SKILLS - ORAL EXPRESSION:

Excellent  
Good  
Satisfactory  
Needs Improvement  
Unsatisfactory

## ANALYTICAL/PROBLEM SOLVING SKILLS:

Always understands and uses decision making processes well. Carefully evaluates and selects among alternatives.  
Sometimes understands and uses decision making processes well. Adequately evaluates and selects among alternatives.  
Poor understanding of decision making process. Experiences difficulty in evaluation and selecting among alternatives.

## WORK MANAGEMENT SKILLS:

Manages own work well and integrates work effectively with that of co-workers.  
Requires supervisor to ensure that work is managed well, but does integrate work well with that of co-workers  
Does not manage own work well and fails to integrate work effectively with that of co-workers.

## MISCELLANEOUS:

Grooming:                      Appropriate                      Inappropriate

--

Punctuality:                      Appropriate                      Inappropriate

--

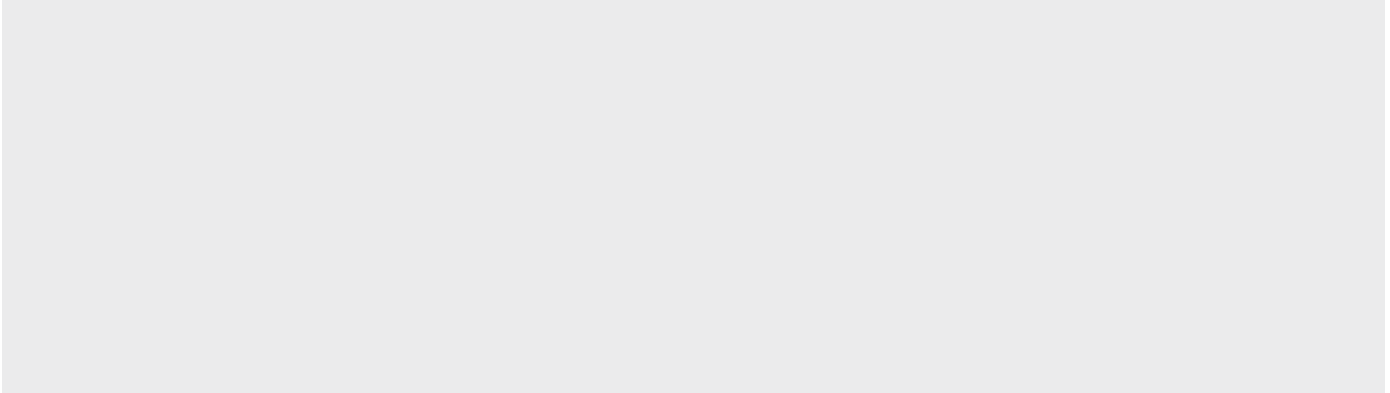
Attendance:                      Appropriate                      Inappropriate

--



## LEARNING OBJECTIVES:

Please list 7-10 predetermined Learning Objectives which have been set with the student.  
Attach additional sheet if necessary.



## HOW SUCCESSFUL WAS THE STUDENT IN MEETING THESE?

- Highly successful.
- Moderately successful (most were accomplished).
- Limited success (some were accomplished - not as many as hoped).
- Unsuccessful (few/none were accomplished).

## BASED ON THE PRECEDING FACTORS, HOW WOULD YOU RATE THIS STUDENT OVERALL?

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

## WIL - EXTERNSHIP OR CO-OP HOURS COMPLETED:

STUDENTS ARE EXPECTED TO COMPLETE A MINIMUM # OF HOURS PER WEEK

Please indicate if the required number of hours have been completed or if the student has any outstanding hours to complete.

	Yes	No
Baking, Culinary Nutrition - (168 Hour minimum)	___	___
Diploma Programs - (336 Hour minimum)	___	___
Degree Programs - (520 Hour minimum)	___	___
Missing Hours	___ (how many)	___

Evaluator's Name/Title: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLOYER COMMENTS/FEEDBACK FOR STUDENT:

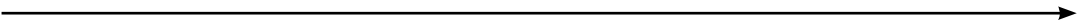
STUDENT COMMENTS/FEEDBACK ON EXPERIENCE:

Signature of Student: \_\_\_\_\_

Please ensure both the training supervisor and student have reviewed and signed pages 6 and 7 (Electronic signatures must be digitally verified/certified).

The student will be required to submit completed document onto Blackboard by the assigned deadline.

# HOURS LOG:

Week	Dates	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15 (if needed)									
<b>TOTAL HOURS</b> 									

Student Name: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Student ID: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_