



**HERITAGE COLLEGE  
POLICY #19**

**CONCERNING CONDITIONS OF ELIGIBILITY  
AND STUDENT CONDUCT FOR A WORK TERM**

**COMING INTO FORCE:** February 24, 1998.  
**REVISED:** June 20, 2006  
**ADMINISTRATOR:** Academic Dean

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## Preamble<sup>1</sup>

The *College Education Regulations* stipulate the conditions governing admission to a college. The College may impose additional conditions which ultimately form part of the learning sequence within a discipline or program. Such conditions must, therefore, be met in order for a student to be eligible for a particular course and, more specifically, for a work term.

## ARTICLE 1 Purpose

Heritage College has adopted a College-wide policy concerning conditions of eligibility for a work term in order to:

- establish the conditions of eligibility for a work term within regular education and continuing education programs;
- provide terms of reference within which students, faculty and administrators operate;
- ensure that the present policy's standards are known and understood by host organizations, potential employers, funding agencies, College personnel, and the community at large;
- assure consistency with regard to conditions of eligibility for work terms throughout the College;
- ensure that students have achieved a level of competence appropriate to, and expected from, a student entering the work term phase of their program; and
- preserve the credibility of the College by ensuring the selection of quality students to represent Heritage College during work terms.

## ARTICLE 2 Application

The present policy applies to all students registered at the College.

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

## ARTICLE 3 Provisions

### 3.1 Nature of a Work Term

Within the framework of the present policy, the work term is the practical aspect of an academic course that provides students with the opportunity to gain pertinent work experience.

When the work term is an integral part of a program, it must be successfully completed in order to graduate from that program.

### 3.2 Length and Timing

The length and timing of the work term is clearly specified within the work term definition for each program.

### 3.3 Norms and Regulations

The following norms and regulations apply to all work terms offered by the College:

#### 3.3.1 Program Norms

Each program must define and communicate to the student:

- the specific details about the participation in a work term;
- the form and format of presentation for assignments; and
- the specific requirements for the work term.

#### 3.3.2 Course Outlines

Course outlines represent an agreement between the teacher and the student and must include course objectives and content, the methodology, a bibliography, participation requirements and evaluation procedures (refer to *Heritage College Policy #5 relating to the Evaluation of Student Achievement* for specific details).

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### 3.3.3 Attendance

The participation requirements are determined by the attendance policy established at the outset of each work term.

### 3.3.4 Student Behaviour

Behaviour of students while in the College and during a work term is governed by the *Heritage College Charter of Rights and Responsibilities* and *Heritage College Policy #24 concerning Student Conduct*.

### 3.3.5 Unacceptable Conduct during a Work Term

It is a privilege to represent Heritage College through a work term. The work term and all aspects of it, therefore, should be treated as such. This privilege may be revoked if a student exhibits unacceptable conduct prior to or during a work term.

## ARTICLE 4 Rights, Roles and Responsibilities

### 4.1 Students

Students enjoy rights and freedoms applicable to the entire College community and exercised in a climate of reciprocity and mutual respect within their own group as well as with others, be it in the classroom, in the College, or while attending and/or representing the College outside the institution.

Students have the right to:

- apply for the work term, if applicable;
- receive complete information concerning the present policy, the program and the work term; and
- receive just and equitable consideration with regard to their application to the work term, if applicable.

Students have the ultimate responsibility for their learning and have the duty to:

- become acquainted with the present policy and with the work term requirements of their program;
- know the conditions of eligibility for the work term and satisfy those conditions prior to the starting date of the work term;
- assist in the process of finding a suitable work-term placement, when appropriate;
- accept, if applicable, the work term found for them;
- participate in the work term;
- comply with the stated requirements of the work term;
- maintain satisfactory academic standing; and
- abide by all College policies.

### 4.2 Program Committees

The Program Committees have the right to develop the specific conditions of eligibility for the work term, in accordance with program policies.

Program Committees have the responsibility to:

- respect the present policy when fulfilling their obligations;
- ensure the specific conditions of eligibility for the work term in the program are clearly identified.

### 4.3 Teachers

Teachers responsible for the work term will ensure that a student has met the conditions of eligibility for the work term.

These teachers have the responsibility to:

- assist in the process of finding suitable work-term placements;

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- approve the pertinence of the work-term opportunity to the stated objectives of the work term; and
- assist students.

#### **4.4 Academic Dean**

The Academic Dean has the responsibility to:

- implement the present policy and answer for all matters related to the work term;
- disseminate the present policy to all programs;
- ensure that participants fulfil their responsibilities as defined by the present policy;
- coordinate the ongoing evaluation of the present policy; and
- provide participants with the support necessary to apply the present policy.

The Academic Dean is responsible for the revision of the present policy and ensures that the Academic Senate initiates the revision process.

#### **4.5 The Board**

After consultation with Academic Senate, the Board of Governors is responsible for adopting the present policy and any revisions thereto.

### **ARTICLE 5 Revision**

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary.

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### GLOSSARY

**College:** Heritage College/Collège Heritage

**Host**

**Organization:** an organization that provides a work term for students. The work term may be paid (i.e., co-op) or unpaid.

**Program**

**Committee:** a committee established for each program in accordance with College guidelines (with representation from A, B, C and D block courses) to coordinate development of programs.

**Work Term:** the practical aspect of an academic course or program that provides students with the opportunity to gain pertinent work experience (e.g., work study, “stage,” work placement, fieldwork, clinical, co-op, preceptorship).

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### Related Documents

This document is to be used in conjunction with:

- *Heritage College Policy #5 relating to the Evaluation of Student Achievement.*<sup>2</sup>
- *Heritage College Policy #20 concerning a Police Record Check.*<sup>3</sup>
- *Heritage College Policy #24 concerning Standards of Student Conduct.*<sup>4</sup>
- *Heritage College Procedure #6 concerning Breaches of the Rules of Student Conduct.*<sup>5</sup>
- *Heritage College Charter of Rights and Responsibilities.*<sup>6</sup>

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<sup>2</sup> Copies of this document are available from Academic Services.

<sup>3</sup> Ibid.

<sup>4</sup> Copies of this document are available from Student Services.

<sup>5</sup> Ibid.

<sup>6</sup> Ibid.