



**CÉGEP HERITAGE COLLEGE
POLICY #19**

**CONCERNING CONDITIONS OF ELIGIBILITY
FOR A WORK TERM**

COMING INTO FORCE: February 24, 1998
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ADMINISTRATOR: Academic Dean

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Preamble

The *College Education Regulations* stipulate the conditions governing admission to a college. The College¹ 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 term².

Cégep Heritage College offers a variety of work terms to its students. Each work term may have different eligibility requirements. For the purpose of clarity and simplicity with regards to the present policy, the term “work term” is used to represent all types of work terms offered at the College.

ARTICLE 1 Purpose

The purpose of this policy is to establish the conditions of eligibility for a work term within all programs at Cégep Heritage College. The objectives of this policy are to:

- provide the framework in which students pursue and attain eligibility;
- comply with mandatory norms and regulations required by organizations³ and regulatory bodies⁴, as applicable; and
- define the roles and responsibilities of the individuals and committees involved within the present policy.

ARTICLE 2 Application

The present policy applies to all students registered at the College in a program with a work term, and when applicable, for students 18 years of age and older who are registered in programs with a work term that requires a police record check.

¹ See Glossary for definition of “College” and for other specific terms.

² See Glossary for definition of “Work Term” and for other specific terms.

³ See Glossary for definition of “Organization” and for other specific terms.

⁴ See Glossary for definition of “Regulatory Bodies” and for other specific 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 program 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.

A work term may be domestic or international.

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 specific requirements for the work term; and
- the form and format of presentation for assignments for credited work terms.

3.3.2 Organizational Norms

The Work Term Coordinator⁵ must communicate to the student the requirements established by the organization or its regulatory bodies, as applicable.

⁵ See Glossary for definition of “Work Term Coordinator” and for other specific terms.

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3.3.3 Ministerial Norms

The Work Term Coordinator must communicate to the students, the program and the organization, the requirements for the work terms established by the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*, as applicable.

3.3.4 Course Plans and Course Outlines

When a work term is part of a credited course, course plans and course outlines must be developed and include participation requirements as outlined in the Cégep Heritage College Policy #5 relating to the Evaluation of Student Achievement for specific details.

The participation requirements are determined by the attendance policy⁶ established at the outset of each work term.

3.3.5 Student Behaviour

It is a privilege to represent Cégep 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.

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*.

3.3.6 Police Record Check

The following norms and regulations apply to work terms offered by the College where a police record check is required:

- Students must undergo a personal police record check from local police services within the prescribed timeframe for their program;
- The College will ensure that a certificate of a police record check or a record of criminal conviction, discharge and/or outstanding criminal charge is issued by local police service;
- If the police record check reveals no criminal record, the organization is informed of the student's status; and
- If the police record check reveals a record of criminal conviction, discharge and/or outstanding criminal charge, the student may be rendered ineligible for a work term based on the organization's norms or its regulatory body.

Otherwise:

- For regular education, the Academic Dean will meet with the student and determine in consultation with the program, if the history of the offence could potentially render the student ineligible for a work term; and
- For Continuing Education, the Director of Continuing Education will meet with the student and determine, in consultation with the Program Coordinator, if the history of the offence could potentially render the student ineligible for a work term.

⁶ See Glossary for definition of "attendance policy" and for other specific terms.

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The following factors will be taken into consideration:

- the setting for the work term;
- the nature of the offence;
- the time elapsed since the conviction;
- whether or not rehabilitation and/or a pardon was undertaken and whether or not it was deemed successful; and
- program-specific criteria.

The final decision concerning the student's eligibility to partake in a work term is made by the Academic Dean for regular education and by the Director of Continuing Education for Continuing Education, in conformity with the policy of the organization, when applicable. A written copy of this decision is forwarded to the student and to the program coordinator.

ARTICLE 4 Rights, Roles and Responsibilities

4.1 The Board of Governors

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

4.2 Academic Senate

The Academic Senate has the responsibility to recommend to the Board of Governors any changes deemed necessary to the present policy.

4.3 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 fulfill their responsibilities as defined by the present policy;
- meet with the student who has a record of criminal conviction, discharge and/or outstanding criminal charge to evaluate the seriousness and impact of the offence;
- 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.

4.4 Director of Continuing Education

For students in Continuing Education, the Director of Continuing Education 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 fulfill their responsibilities as defined by the present policy;
- meet with the student who has a record of criminal conviction, discharge and/or outstanding criminal charge to evaluate the seriousness and impact of the offence; and
- provide participants with the support necessary to apply the present policy.

4.5 Work Term Coordinator

The role of the Work Term Coordinator is to coordinate the placement process.

The Work Term Coordinator has the responsibility to:

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- find or assist in the process of finding suitable work-term placements, as applicable;
- approve the pertinence of the work-term opportunity to the stated objectives of the work term and/or ministerial regulations;
- conduct site visits, if applicable;
- disseminate related provisions of the present policy and relevant information to students; and
- assist students, as needed.

4.6 Program Coordinator

The role of the Program Coordinator or designate is to:

- disseminate provisions related to the police record check of the present policy and relevant information to its students;
- in the case of regular education, liaise with the Academic Dean concerning the eligibility of a student when a criminal record check reveals a record of criminal conviction, discharge and/or outstanding criminal charge; and
- in the case of continuing education, liaise with the Director of Continuing Education concerning the eligibility of a student when a criminal record check reveals a record of criminal conviction, discharge and/or outstanding criminal charge.

4.7 Program Committee⁶

The role of the Program Committee is to develop specific conditions of eligibility for the work term, in accordance with program and College policies.

The Program Committee has the responsibility to:

- respect the present policy when fulfilling their obligations; and

⁶ See Glossary for definition of “Program Committee” and for other specific terms.

- ensure the specific conditions of eligibility for the work term in the program are clearly identified.

4.8 Students

Students enjoy rights and freedoms applicable to the entire College community, 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 just and equitable consideration with regard to their application to the work term, if applicable;
- receive complete information concerning the present policy, the program and the work term; and
- confidentiality in accordance with the Law on Access to Documents held by Public Institutions and on the Protection of Personal Information (L.R.Q.c.A.-21,a.53).

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;
- participate in the process of finding a suitable work-term placement, when appropriate;
- provide all completed documents required for the work term, as required;
- accept, if applicable, the work term found for them;
- participate in the work term;
- comply with the stated requirements of the work term;

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- maintain satisfactory academic standing, if applicable; and
- undergo a personal police record check and assume the cost of the police record check, when applicable, within the prescribed timeframe for their program.

ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary. In accordance with article 4.1.4 of Heritage College Bylaw #4, the present policy will be reviewed by Academic Senate prior to its submission to the Board.

5.1 Procedures

The College will evaluate the application of the present policy in the fall of the revision year. The revision will be coordinated by an ad-hoc evaluation committee of the Academic Senate. A consultation involving Senior Management, all Career Programs, the Continuing Education Department, as well as Academic Senate will be undertaken.

5.2 Criteria

The purpose of the evaluation is to determine the extent to which the policy's objectives are being met. The evaluation will include an analysis of the practical application of the present policy, in tandem with other applicable College policies and Ministry guidelines.

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GLOSSARY

College: Cégep Heritage College

Work Term: The work term may be non-credited (i.e. co-op) or credited (i.e. stage, work placement, internship, fieldwork, clinical, preceptorship) and be part of a practical aspect of an academic course or program that provides students with the opportunity to gain pertinent work experience.

Students who complete a credited work term in an Attestation of Collegial Studies (AEC) or Diploma of Collegial Studies (DEC) will obtain a grade that will appear on their transcript. Students who participate in two (2) non-credited and paid work terms (co-op), will obtain an official work-study internship designation on their Diploma of Collegial Studies (DEC), as well as a record of their participation in work-study internships on their transcript.

Attendance

Policy: The attendance policy is established by the organization in collaboration with the College (i.e. work schedule).

Organization: The organization is referred to as the host for students in a credited and/or non-credited work term. Organizations can be from the private or public sectors.

Regulatory

Bodies: Regulatory bodies can be orders, associations or government.

Work Term

Coordinator: The Work Term Coordinator is referred to as a function rather than a specific position. College employees responsible for this function may hold a position with a different title.

Program

Committee: A Committee established for each program in accordance with College guidelines (with representation from discipline-specific, complementary and General Education courses and could include the work term coordinator) to coordinate development of programs.

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Related Documents

This document is to be used in conjunction with:

- *Heritage College Reference Document #P19.1 concerning Program-Specific Criteria Related to a Police Record Check*¹
- *Heritage College Reference Document #P19.2 concerning Program-Specific Criteria Related to Program Eligibility Requirements for Co-op*¹
- *Heritage College Policy #5 relating to the Evaluation of Student Achievement.*¹
- *Heritage College Policy #24 concerning Standards of Student Conduct.*²
- *Heritage College Procedure #6 concerning Breaches of the Rules of Student Conduct.*³
- *Heritage College Charter of Rights and Responsibilities.*⁴

¹ Copies of this document are available from Academic Services or on the College web site.

² Copies of this document are available from Student Services or on the College web site.

³ Ibid.

⁴ Ibid.