

LCC WORK EXPERIENCE POLICY

PTIB Institution # 0473

DLI # 01979658882

Work experience is a required part of the following LCC programs:

- TESOL Diploma Program with Practicum
- All vocational Co-op programs

Congratulations on being accepted into an LCC program which includes a work experience component. LCC ensures that work experience placements provide an opportunity for students to enhance the skills they learned during study.

1. Overview:

- TESOL practicums: Practicum students must have completed the TESOL program with a minimum 85% in each of the five courses. The Instructional Coordinator arranges a placement with a sponsor teacher within ISSofBC, monitors the practicum, and provides support to practicum teachers and students.
- Vocational co-op placements: Co-op work experience students must have successfully completed their study component with a minimum of 70% in all diploma program courses. LCC prepares students to find external work experience placements, approves placements before students begin work, monitors their work situations and provides additional support for both students and co-op placement hosts as needed.

Procedure for TESOL Diploma Program practicum:

- When a student is ready for a teaching practicum (having successfully completed the TESOL program with a minimum 85% in each of the five courses), the Instructional Coordinator arranges a placement with a sponsor teacher within ISSofBC and ensures that the sponsor teacher has a copy of the TESOL Practicum Guidelines and the practicum student has a copy of the TESOL Practicum Handbook.
- During the practicum, the student is responsible for keeping a time sheet (signed by their sponsor teacher). The student must complete 20 hours, 10 hours of teaching observation and 10 hours of supervised teaching as per TESL Canada requirements. The final three hours of supervised teaching are formally evaluated by the sponsor teacher (2 hours) and Instructional Coordinator (1 hour). Students must attain at least 70% to pass their practicum.

Procedure for Co-op student work experience:

1. All Co-op students must successfully complete their study component with a minimum of 70% in each diploma program course and fulfill all attendance requirements prior to stating their work experience.
 - a. If students fail to meet the attendance and performance requirements of their courses, they do not qualify for a co-op placement, and LCC will email the students specifying that they are not entitled to begin their work experience. (Students review program specific attendance and performance requirements with the registrar and the Co-op Coordinator prior to signing their Letter of Understanding during registration).
 - i. If Career Co-op students fail to meet attendance requirements of their study component, they will have an option to register for and attend extra classes. If this is successful, they will not lose their place in the program.
 - ii. If Career Co-op students fail to achieve a 70% grade in any Diploma course, or to meet the overall requirements of elective courses, they will have an option to resubmit work or retake a failed course at a later date. If this is successful, they will not lose their place in the program.
2. Before starting their Co-op work experience, students are provided with orientation materials. Students may request a one-on-one tutorial with the Co-op Coordinator to review all work experience procedures. During these meetings, the Co-op Coordinator will answer their questions, and provide them with:
 - a. An information package containing career co-op program details.
 - b. A list of partnered host employers.
 - c. Specific NOC codes related to each career co-op program.
 - d. A link to current job postings and the ISSofBC Job Board, updated weekly
 - e. A **Work Placement Approval Form**, to be completed by the student when a job is found and submitted to ISS Language and Career College of BC for approval.
 - f. A **Monthly Progress Report** and **Time Sheet** form.
 - g. An **Employer Evaluation Form** for the employer to complete at the end of the work component.
3. Students are not limited to choosing their co-op work placement with a partnered host company. If a student chooses a new company, the company will be contacted for further information and, if the company meets LCC standards, it will be included on the list for future students.
4. Students with study visas permitting off-campus work are encouraged to find employment while they are still studying. Upon successful completion of the study component, such students may approach their existing employer for permission to continue as a co-op student (adjusting the job requirements if

necessary to utilize the training received in their Study Component). Students may also opt to start a new job upon completing their study component.

5. **Finding a Work Placement:** Students are encouraged to take advantage of the free job support services offered by the co-op department. To assist students, the Co-op Coordinator identifies work experience opportunities and provides counseling, job search skills and resume writing assistance. Students then look for an appropriate work placement with support from LCC's Co-op Coordinator, instructors, and staff. By becoming involved in the job search process, students are able to apply the knowledge gained in their coursework and take on an active role in their career development. If a student has significant difficulty finding work after successfully completing the Study Component and receiving instructor and staff support, additional employment search support can be arranged with the LCC Co-op Coordinator.

6. **Approving a Work Placement:** After a student submits a work placement approval form, the Co-op Coordinator contacts the proposed career co-op worksite to confirm information provided and assess the commitment of the Workplace training host to enhancing student learning. The Co-op Coordinator explains LCC's co-op policies and expectations with respect to limits on hours worked (work hours must be equal or fewer than hours studied), activities related to learning objectives, and evaluation of student performance.
 - a. If a host company is approved to accept work experience students, the student's work placement approval form is signed by LCC, and (if the employer is new to LCC), the employer's name and contact information are entered on the school's roster of work experience placement sites.

7. **Student responsibilities:**
 - a. Students are expected to maintain communication with the Co-op Coordinator on matters related to the career co-op program. Students must inform the Co-op coordinator or an LCC staff member of any changes to their mailing address, telephone, or email.
 - b. Students in a work placement will submit monthly timesheets (signed monthly by their supervisor) and progress reports to LCC, who review them to ensure that co-op employment does not form more than 50% of the total program of study. Please see the table below for the range of work hours for each Co-op program.

Length of Co-op Program	# of Work Hours*
For 48-week Co-op programs	520-700
For 64-week Co-op programs	748 - 760
For 96-week Co-op programs	984-1,028
For 112-week Co-op programs	1,124-1,168

*The number of hours depends on the electives chosen by each student. The total hours of instruction for a specific student are clearly outlined in the student's Letter of Acceptance and the Student Contract.

- c. Students are required to and responsible for purchasing valid medical insurance for the entire duration of their co-op work term. Medical insurance information, and other student support information, is readily available to all students through LCC's registration office and online. If students are concerned about their personal safety at the workplace at any time, they are encouraged to contact the Co-op coordinator immediately. It is the responsibility of both student and employer to ensure safety at the worksite.

8. Employer Responsibilities: An employer or supervisor must sign the student's timesheets monthly. At the end of the work placement, employers will complete an Evaluation Form regarding the performance of the student.

9. Completing the Co-op Diploma Program:

A Career Co-op Diploma will be issued only if students complete all requirements of both the Study and the Work components of the program. Students must meet the learning objectives, attend at least 50% of their assigned work hours, receive an employer evaluation, and attend their post-work tutorial to pass their work component.