

COLUMBIA COLLEGE
CO-OPERATIVE EDUCATION, PRACTICUM and WORK EXPERIENCE AGREEMENT
FOR LEARNERS IN
AN ADVANCED EDUCATION PRIVATE CAREER COLLEGE PROGRAM

A	Learner's Name		
Phone	Email	Columbia College Program	

B	Organization's Name		
Address		Main Phone Number:	
Main Contact Person	Position	Phone	Email
Learner's Supervisor	Position	Phone	Email

C	Columbia College		
Address: 802 Manning Road N.E., Calgary, Alberta T2E 7N8		Main Phone Number: (403) 235-9300	
Main Contact Person	Position	Phone	Email

Whereas:

- a) Columbia College offers a program of study called _____ (the "**Program**"), and the Learner is registered in the Program. Columbia College and the Learner desire for the Learner to receive practicum experience relative to the Program.
- b) The Organization wishes to participate in the practicum by accepting the Learner at its place of operation to gain work experience ("**Practicum Hours**"), during normal working hours of the Organization, for the purpose of providing practicum experience relevant to the Program.
- c) The Parties wish to confirm the terms and conditions of this arrangement in this Co-Operative Education, Practicum and Work Experience Agreement (this "**Agreement**")

1. **PARTIES TO THE AGREEMENT:** The parties to the agreement (collectively referred to herein as the "**Parties**") shall be:
 - a) the Learner named in "A" above (the "**Learner**")
 - b) the Organization named in "B" above (the "**Organization**")
 - c) Columbia College (hereinafter referred to as "**CC**")

3. **SCHEDULE:** The Practicum Hours of the Learner with the Organization shall be on the following days of the week:

The Learner's schedule will begin at _____ (time) and end at _____ (time), unless otherwise agreed to by each of the Parties from time to time.

2. **TERM OF AGREEMENT:** This Agreement shall be in force from: _____ to _____ (the "**Term**")

4. **REMUNERATION:** Under this Agreement, the Learner will not receive any salary or other monetary compensation for the Practicum Hours stated in Section 3 of this

Agreement. The Parties agree that if the Organization offers employment to the Learner and the Learner accepts such offer of employment at any time during the term of this Agreement, this Agreement will immediately terminate and be of no force or effect as of the date the Learner commences employment with the Organization in accordance with such offer of employment.

5. **TERMINATION:** Any Party to this agreement may immediately terminate this Agreement for any reason prior to the end of the Term by providing written notice to each of the other Parties.

6. **SUPERVISION:**

a) Unless otherwise agreed to by CC, the Organization will provide direct supervision of the Learner during Practicum Hours.

b) CC reserves the right to maintain contact with the Learner through an appropriate CC representative, in order to assist in monitoring and directing the educational aspects of the Program.

7. **DISCLAIMER:** The Organization understands that the Learner is inexperienced and that neither CC nor the Learner are providing any assurances as to the Learner's competence or ability.

8. **EVALUATION:** At an appropriate time or times during the Term, the Organization will be provided with an appropriate CC form or forms in order to evaluate the Learner during the Practicum Hours. The Organization agrees to evaluate the Learner during the Practicum Hours, and to fill out such form or forms accurately and in a timely manner.

9. **HOLD HARMLESS:** The Organization agrees to hold harmless CC and its subsidiaries, affiliates, successors and assigns and all of their respective officers, directors, employees, consultants, contractors, agents, insurers, instructors and Learners (including the Learner) from any and all claims, demands, actions and costs whatsoever that arise out of the negligent acts or omissions of the

Organization or its employees, contractors and agents in connection with the Practicum Hours.

10. **INSURANCE:** The Organization shall maintain general liability insurance for the Organization and its instructors, employees, contractors, agents and Learners (including the Learner) in connection with the Practicum Hours, and will provide proof of such coverage on request of the Organization.

11. **WORKERS' COMPENSATION:** Each of CC and the Organization will obtain and maintain any required workers compensation coverage that may be required in respect of the Learner and the Practicum Hours.

12. **SAFE WORKING CONDITIONS:** The Organization shall ensure that it maintains a safe environment at all times during the Practicum Hours, and that it will abide by all applicable occupational health and safety legislation at all times during the Term of this Agreement.

13. **CONFIDENTIALITY AND PRIVACY:** CC and the Organization will at all times abide by all applicable privacy legislation during the Term of this Agreement. Each Party agrees that it is prohibited from disclosing or using any confidential information of any other Party for their own benefit or for the benefit of any third party. The Learner understands and agrees that the Learner may become aware of confidential information of the Organization during the Practicum Hours, and confirms that the Learner will not disclose such confidential information to any third party or use such confidential information for any purpose except as directed by the Organization.

14. **POLICE INFORMATION CHECK ("PIC"):** If required by the Organization, and subject to applicable laws, CC will ensure that the Learner provides the Organization with a PIC on a Calgary Police Service certificate letter.

15. **AMENDMENTS TO AGREEMENT:** The terms of this Agreement may only be amended if agreed to in writing by each of the Parties.

A	LEARNER	B	ORGANIZATION	C	COLUMBIA COLLEGE
	Signature _____		Signature _____		Signature _____
	Name (Printed) _____		Name (Printed) _____		Name (Printed) _____
	Date _____		Date _____		Date _____

TO THE ORGANIZATION

By agreeing to accept this Learner into your workplace, you have become a valued partner in their learning. This experience will assist them in making the transition from formal education to the world of work.

In order to make this a meaningful learning experience, Columbia College suggests the following:

1. When the Learner starts work, please provide an orientation to your workplace. Explain the purpose of the job or department and how they can make a contribution. Outline their daily routines and expectations including such things as dress code, safety procedures, hours of work, care of equipment, calling in if not coming to work, cleaning up work area and dealing with the public. Provide an introduction to their team members/co-workers.
2. Recognize that the Learner is new to this work environment and will need close supervision initially as well as an opportunity to feel comfortable in asking questions. They will appreciate being given meaningful tasks that challenge their ability and having the range and level of difficulty increase as they become familiar with the job. Regular, open communication between the Learner and supervisor is vital so that the Learner can grow into the job.
3. Safety of the Learner is paramount. It is an expectation that regulations under the Occupational Health and Safety Act, Alberta Health Services, and the Workplace Hazardous Materials Information System guidelines are adhered to in your workplace. The Learner will need an opportunity to learn about your operating procedures avoid injury and/or damage to others in your work environment, to your equipment, and/or to themselves.
4. In case of an accident or injury, provide first aid or medical attention as required, report the incident to the Columbia College representative, and then if required, submit a report to the Workers' Compensation Board.
5. To focus the learning situation, Columbia College strongly suggests putting your expectations of the Learner in writing. When the College representative contacts you, they will discuss these expectations and suggest any necessary changes to assure challenging but attainable goals for the Learner.

TO THE LEARNER

There are three main reasons for your participation in this Co-operative Education/Practicum/Work Experience: 1) to develop and demonstrate the knowledge, skills, and attitudes-needed to succeed in the workplace 2) to develop and demonstrate your professional behaviours. 3) to explore in more depth your career options and opportunities.

This is a learning situation and your positive attitude and behaviours will have a significant impact on the benefits gained from the experience.

The following points are for your consideration:

1. Be sensitive to the expectations of your working situation in terms of dress code, behaviour, expectations and language. If in doubt, consider using your supervisor as a role model.
2. Follow instructions carefully and ask questions if you are not sure about something. In doing so you will lessen the risk of injury to yourself, others, and/or damage to equipment.
3. Many jobs have risks associated with them. Safety procedures must be followed at all times. Follow proper procedures and wear protective equipment where required so that serious hazards can be minimized or eliminated. For some work sites you may be required to purchase safety items. If you any have concerns about the safety equipment that you are required to provide, please consult with your Columbia College representative.
4. You are expected to be punctual and prepared for work at the start of your work schedule. If you are going to be late or absent, please notify the Organization, and your Columbia College representative as soon as possible. Check with your Columbia College representative to understand what procedures are required for reporting to the College if you are going to be away from work.
5. Respect the confidential nature of information in the workplace. The organization's information must remain a private matter and is not to be discussed outside work.
6. Approach all aspects of your work as an opportunity to demonstrate your value to the organization.
7. Be a great team player! Think about what you would like to see a Co-operative Education/Practicum/Work Experience Learner doing if you were the supervisor.

We hope that you will find this an enjoyable and meaningful learning experience. If you have concerns about the safety of this work, or the suitability of the learning situation, please discuss this with your College representative prior to signing this Agreement form.