

Glenn College	Institution Number:
	4356

Work Experience Policy	June 2, 2025
Name of Policy	Date amended

Name of Program	
[Cooperative / Practicum]	
Type of Work Experience	Duration in Hours

The work experience is a required part of the Hospitality Foundation 100 program, the Hospitality Fundamentals 200 program, the Hospitality Management Diploma program, the Digital Marketing Fundamentals 200 program, and the Digital Marketing 400 program, in which the student obtains practical skills relevant to the learning objectives of the program.

- The process by which the student will be placed in a work experience is as follows:
 1. Students must complete all the courses within their programs, which include successful evaluation of assignments and exams, before the beginning of their work terms.
 2. Students must attend the work experience information workshop and submit the completed work experience Application Form before the beginning of their work terms. Copies of the documents will be saved in students' files.
 3. Glenn College will ensure to arrange host sites and organize placement interviews. Students can assist if they wish in the job search and must be responsible for the acceptance of any jobs.
 4. Students complete job interview(s) with the prospective company(ies). Students must inform Glenn College of the result of the interview(s).
 5. If the student successfully passes an interview, students must inform Glenn College with detailed information about the workplace and the accepted position as requested and receive a confirmation from the Senior Educational Administrator **[SEA - Allan Scafe]** on the acceptance of the position.
 6. Glenn College will prepare a Work experience Agreement and applicable full policy related to the program of study. Students must sign the document, have their co-op host

company sign the Agreement, and return it to Allan Scafe [SEA] so that it can be signed. Copies of the documents will be saved in the students' files.

7. At the end of the work experience placement the student will complete the Glenn College work experience Student Feedback Evaluation form and have the Supervisor from their work experience host company conduct an assessment of the student's performance, using the Glenn College "Work Experience- Employer Evaluation". The copies of the forms will be placed in the student's files.

Throughout the work experience process students are responsible for the following:

- Students must ensure that they provide the college with accurate and updated contact information, which includes a telephone number as well as current home and email addresses.
- Students must have valid Study and Work Permits throughout their programs.
- Students must follow the terms and conditions of the work experience Application Form.
- Our Senior Educational Administrator [SEA], Allan Scafe, (email:info@glenncollege.com) must be notified at least 24 hours in advance if a change in the time or day is needed for the student to attend an interview.
- Students who fail to attend a scheduled interview without providing advance notice may receive a formal warning. Continued disregard of interview commitments may lead to further disciplinary action, including suspension from the work experience component.
- Students must be suitably prepared for the interview; this includes both appropriate clothing as well as having conducted research on the related work experience host company and position.
- Students must ensure that the information that they provide to Glenn College and to the prospective work experience host company is truthful and accurate; the college is not responsible for consequences such as job loss if the student has lied on an application or to a work experience host company.
- Students must confirm in writing that they accept a particular work experience placement; however, a verbal agreement will also be considered binding. This acceptance must be received within 24 hours of work experience placement being made.
- Students must honor the contract that they sign with the work experience host employer and must complete the contract dates as they have been agreed upon.

- As stated in point 6 above, we would like to reiterate that Glenn College, the student and the host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
- The process by which the student will be evaluated in relation to the work experience component is as follows:

Students will be evaluated by their evaluator/supervisor who will pass on their evaluation to the SEA, Allan Scafe. They will be evaluated based on the 10 following points:

1. Attendance
2. Presentation
3. How well they work with others
4. Communication and interpersonal skills
5. Time management
6. Attitude and motivation
7. Ability to follow instructions and use initiative
8. Ability to learn new skills
9. Positive self-attitude
10. Quality of work

Students will be graded on a scale out of 5. Please refer to our "Work Experience - Employer Evaluation" form for more detailed information.

- The student will be provided with at least one written evaluation in relation to the work experience component.
- Glenn College will monitor the student during the work experience by reviewing:
 - each **day** whether the student is attending the work experience; and
 - each **week** whether the student is meeting the learning objectives of their work experience program by contacting their evaluator