

Work-Integrated Learning Forms

	Name of Form	When To Use	To be completed by			
			Employer	Student	Faculty	AC
Before Work Experience	Intent to Complete an International Work Experience	When students plan to complete their work experience outside of Canada		X	X	X
	Mandatory Co-op Registration Form	For programs with mandatory co-op Hotel and Restaurant Management , Tourism Management and Culinary Management		X	X	X
	Optional Co-op Registration Form	For programs with optional co-op		X	X	X
	Work-integrated Learning Agreement	Field Experience, Co-op, Internship, Professional Practice, Sea Time	X	X	X	
	Name of Form	When To Use	To be completed by			
			Employer	Student	Faculty	AC
During Work Experience	Orientation & Job Safety Review Form	To be completed on or before the first day of work experience for all WIL types	X	X		
	Accident/Incident Report Form (as needed)	To be completed if an accident or incident occurs during work experience for all WIL types	X	X	X	X
	Work Experience Check-In Form	To be completed during work experience for regular check-ins between faculty and employer	X		X	
	Name of Form	When To Use	To be completed by			
			Employer	Student	Faculty	AC
Following Work Experience	Employer Feedback on Student	To be completed once the work experience is complete, providing feedback on the student's performance.	X			
	Student Feedback on Work Experience & Employer	To be completed once the work experience is complete, providing feedback on the work experience and the employer.		X		

All forms in the above tables are hyperlinked. To access a form, simply click on its name.