

Work Integrated Learning Forms

	Form	Purpose	Completed By:			
			Employer	Student	Faculty	A/C
Preparing for Work Experience	Intent to Complete International Work Experience	Students completing work experience outside of Canada		X	X	X
	Mandatory Co-op Registration Form	Mandatory Co-op Programs: Hotel and Restaurant Management Tourism Management / Culinary Management		X	X	
	Eligible Co-op Registration Form	Optional Co-op programs		X		X
	Work Integrated Learning Agreement	Field Experience, Co-op, Internship, Professional Practice, Sea Time	X	X	X	
During Work Experience	Form	Purpose	Completed By:			
			Employer	Student	Faculty	A/C
	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 in the event of an accident or incident occurring during the work experience placement for all WIL types	X	X	X	X
	Work Experience Check-In Form	To be completed during work experience for check-ins with faculty and employer	X		X	
Following Work Experience	Form	Purpose	Completed By:			
			Employer	Student	Faculty	A/C
	Employer Feedback on Student	Employer Feedback evaluates student's performance and is completed at the end of the work experience	X			
	Student Feedback on Work Experience & Employer	Student Feedback is used to reflect on the overall evaluation of the work experience		X		