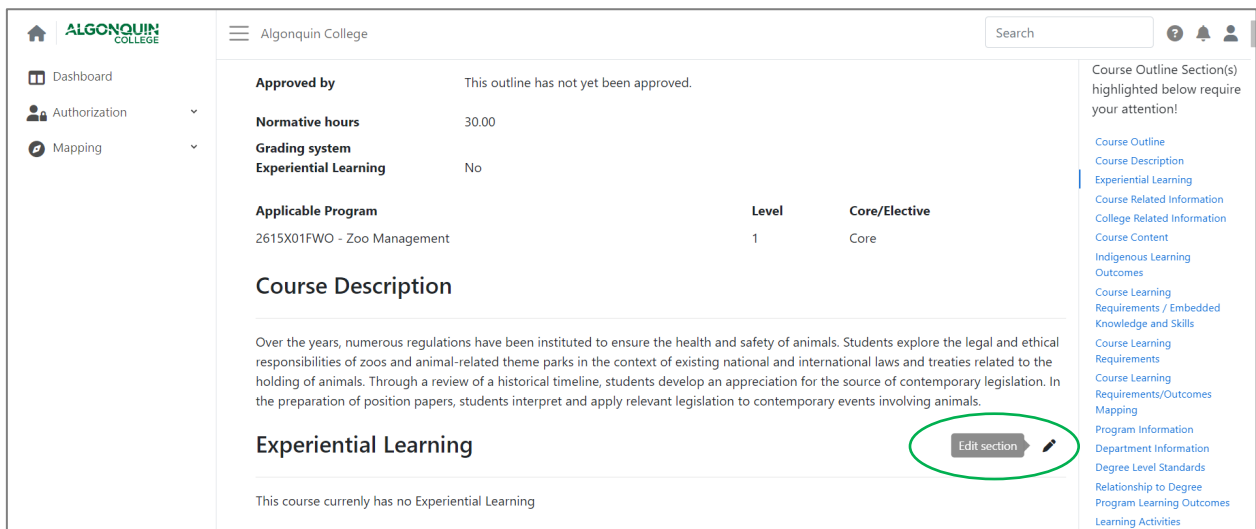# COMMS – COURSE OUTLINE WRITER:
ADDING EXPERIENTIAL LEARNING TO A COURSE OUTLINE

The **Experiential Learning** (EL) section of the Course Outline may be edited upon request. If the Course Outline Writer/Owner believes the course does include Experiential Learning based on the below definitions, they can reach out to the Program Coordinator for guidance, who in turn will request that the COMMS team 'unlock' this section for edit.

Once the section is available for edit, it will appear in both the navigation menu on the right side of the page and in the Course Outline body.
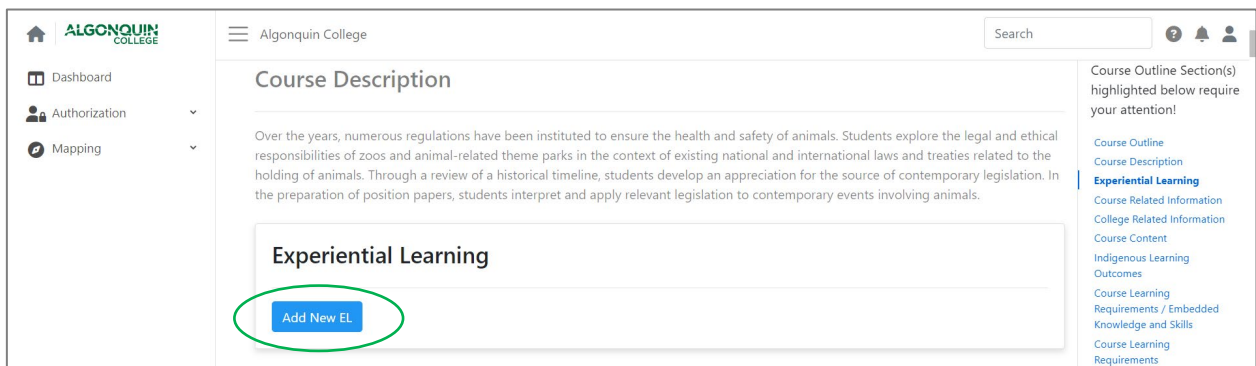
To Edit Experiential Learning:

- Click the **pencil icon** to open the Experiential Learning section.

- Click "**Add New EL**" to add a new Experiential Learning item.

- Select an EL type from the drop-down menu. (For more information on EL types, see Types of Experiential Learning on pages 4-5 of this document.)

- Selecting an EL type will auto-populate a description.
- Next, enter the number of EL hours, and any comments.

- Once complete, click "**Add**."

- If you would like to add additional EL items, click "**Add New EL**."

- If you need to revise an item, click the **pencil icon**.
- If you need to delete an item, click the **trash icon**.
- Once this section is complete, click "**Save**."

- Once selected and saved, the course outline will show EL in the basic course information.

Types of Experiential Learning

Co-op

A Cooperative Education program formally integrates a student's academic studies with scheduled hours of work experience. Usually, the student alternates classroom learning with periods of experience in career-related fields.

- **Remuneration:** Yes
- **Evaluation Responsibility:** Employers and faculty
- **AC Employee Role:** Co-op office validates and approves opportunities and monitors student progress
- **Commitment:** full-time commitment lasting at least four months.
- **Necessary for Program Completion?:** If mandatory, yes; if optional, no
- **MTCU Instructional Setting:** Co-operative education work placement

Clinical Placement

Scheduled hours of activities intended to give students hands-on experience in a hospital or health care setting.

- **Remuneration:** No
- **Evaluation Responsibility:** College faculty, workplace supervisors or a combination
- **AC Employee Role**: Students are continually supervised directly by college employees or individuals working on behalf of the college.
- **Commitment:** Minimum time commitment is predetermined by regulating body
- **Necessary for Program Completion?:** Yes
- **MTCU Instructional Setting:** Clinical

Field Placements

Scheduled hours of activities that take place at a workplace and are intended to give student hands-on experience. Students are monitored by a workplace supervisor.

- **Remuneration:** No
- **Evaluation Responsibility:** College faculty, workplace supervisors or a combination
- **AC Employee Role:** College employees provide support by validating opportunities, assisting with problem solving and monitoring student progress
- **Commitment:** Provincial Average: 250 Hours
- **Necessary for Program Completion?:** If mandatory, yes; if optional, no
- **MTCU Instructional Setting:** Field placement/work placement

Field Projects

Scheduled or unscheduled hours of activities that may or may not take place within a workplace but allow students to work with employers in order to provide hands-on work experience.

- **Remuneration:** No
- **Evaluation Responsibility:** College faculty, workplace supervisors or a combination
- **AC Employee Role:** College employees validate opportunities, facilitate relationships, and support students and employers throughout the project.
- **Commitment:** Provincial Average: 162 Hours
- **Necessary for Program Completion?:** If mandatory, yes; if optional, no
- **MTCU Instructional Setting:** Laboratories/workshops/fieldwork

Applied Research Projects

Scheduled or unscheduled opportunities intended to enhance students' work and life skills by bringing them together with faculty, staff and community partners to tackle real world challenges.

- **Remuneration:** No
- **Evaluation Responsibility:** College faculty/applied research reps, workplace supervisors or a combination AC Employee Role: Applied Research representatives and faculty members validate opportunities, facilitate relationships, and support students and employers throughout the project.
- **Commitment:** Provincial Average: 162 Hours
- **Necessary for Program Completion?:** If mandatory, yes; if optional, no
- **MTCU Instructional Setting:** Laboratories/workshops/fieldwork

Community Service Learning

Scheduled or volunteer experiential learning opportunities intended to enhance students' work and personal development by bringing them together with community partners to address local public social issues and community needs.

- **Remuneration:** No
- **Evaluation Responsibility:** College faculty, workplace supervisors or a combination
- **AC Employee Role:** College employees provide support by validating opportunities, assisting with problem solving and monitoring student progress.
- **Commitment:** Provincial Average: 180 Hours*
- **Necessary for Program Completion?:** If mandatory, yes; if optional, no MTCU Instructional Setting: Varies

Learning Enterprises

Learning enterprises combine real clients with simulated workplace environments that are created on an Algonquin campus or learning environment.

- **Remuneration:** No
- **Evaluation Responsibility:** College faculty
- **AC Employee Role:** College employees supervise students and assist with problem-solving and monitoring.
- Commitment: Varies
- **Necessary for Program Completion?** If mandatory, yes; if optional, no
- **MTCU Instructional Setting:** Laboratories/workshops/fieldwork