

AA50

Experiential and Work-Integrated Learning

Classification:	Academic Affairs
Responsible Authority:	Director, Experiential Learning & Entrepreneurship
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
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PURPOSE

This policy ensures that wherever possible, graduating students will have meaningful Experiential or Work-Integrated Learning opportunities. This affirms Algonquin's commitment to connecting theory with practice through consistent, quality experiences that meet the needs of its learners, as well as industry and community partners. This policy is further supported by the Ministry's commitment to ensuring graduating students have hands-on learning opportunities that support their transition to the workforce.

SCOPE

This policy applies to all post-secondary programs offered at Algonquin College.

DEFINITIONS

Word/Term	Definition
Annual Curriculum Review	Annual Curriculum Review (ACR) is an activity designed to ensure programs remain relevant and current. ACR allows for Program of Study (POS) changes and Program Narrative changes within the SIS for the upcoming academic year and includes retroactive changes to the Program of Study in two, three and four year program versions.
Co-operative Education and Work Integrated Learning Canada	Co-operative Education and Work Integrated Learning Canada is the lead organization for work-integrated learning in Canada. CEWIL partners with post-secondary institutions, community members, employers, government, and students to champion work-integrated learning (WIL).
Course Outline Mapping and Management System	The Course Outline Mapping and Management System (COMMS) is a web-based application that allows faculty and staff to create, edit, approve, and store course outlines. The application also enables users to map curriculum to course learning requirements and program outcomes (vocational and essential employability as applicable), store weekly schedules, and provides reports in the form of curriculum maps.

Experiential Learning	An educational activity facilitated and supported by the College, through which students learn by participating in workplaces or simulated workplace experiences, where they are exposed to authentic demands and expectations, with the goal to improve their employability, interpersonal skills, and transition to the workforce.
Program Advisory Committee	Committees for each program or cluster of programs that provide program-level guidance. Program advisory committees consist of at least eight members that have knowledge, skills and experience related to the profession.
Program Modification	Program Modification is a process for managing significant changes to program curriculum.
Program Quality Review	The Program Quality Review (PQR) is a cyclical comprehensive review process, conducted every five to seven years for all programs which lead to an Ontario College credential, bachelor's degree, or apprenticeship qualification. Programs engage in a supported self-study, seeking feedback from stakeholders and analysing program data. Alignment with established quality criteria set by OCQAS or PEQAB, College policies, and external requirements are also verified. Analysis, feedback, and meaningful actions to support the continued success of the program are documented in a PQR report. Accountability for completing PQR actions and reporting on progress rests with Academic Administrators.
Work-Integrated Learning	Work-Integrated Learning is a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies with a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning outcomes related to employability, personal agency, and life-long learning.

POLICY

1. Experiential and Work-integrated Learning Typology

Algonquin College recognizes different types of experiential learning and defines the characteristics of each to ensure reliable, meaningful experiences for learners, employers and community partners. These various forms of experiential learning are integral components of programming, and as such, they are part of the curriculum design, development, and review processes. See Experiential and Work-integrated Learning Typology for descriptions (Appendix 1

2. EL Commitment

Algonquin is committed to ensuring that each post-secondary student has at least one experiential learning opportunity within their program of study.

2.1 The EL experience is a requirement of the program of study in post-secondary programs. Academic upgrading and contract training are exempt.

2.2 Students may need to be in good academic standing to be eligible to enroll in the EL experience. The EL experience will provide an opportunity to participate in a workplace, simulated workplace, or place-based activity.

2.3 Where the EL experience encompasses WIL, the experience must involve an industry or community partner.

3. EL and WIL Quality

To create and maintain consistent and high-quality EL and WIL experiences, the College will:

- 3.1 Ensure that there are clear definitions of EL and WIL;
- 3.2 Monitor Strategic Mandate Agreement and other targets related to EL;
- 3.3 Establish quality standards for EL/WIL learner and organization experiences;
- 3.4 Monitor and continuously improve quality of EL/WIL learner and organization experiences;
- 3.5 Support compliance with accreditation standards, including CEWIL Canada accreditation and quality standards;
- 3.6 Monitor and enhance Algonquin's relationships with employers and host organizations through the delivery of EL/ WIL experiences; and
- 3.7 Monitor and enhance the service and support provided to students participating in EL/ WIL.

4. Curriculum Updates and Impacts to EL

Academic Administrators are responsible for ensuring that curriculum updates that happen through program lifecycle processes including program modification and Course Outline updates, do not involve the removal of EL /WIL from the program or modify the EL/WIL type without seeking the appropriate approval by the Dean of the program and the Director, Experiential Learning.

PROCEDURE

	Action	Responsibility
1.	Program Approvals	
1.1	Where a new program is being developed, it must contain a required EL experience.	Chair (Academic Development) Academic Administrator
1.2	The Program Review Committee (PRC) will review the proposed required EL activity to ensure it aligns with this policy when reviewing the program for approval.	Dean (Academic Development), Program Review Committee
2.0	Program Quality Reviews (PQRs)	
2.1	The required EL component of a program will be evaluated during the PQR process.	Team Lead, Faculty, Academic Administrator, Program

		Dean, Chair, Program Quality and Renewal
2.2	Modifications to EL suggested as part of the PQR process, accreditation requirements, Program Advisory Committee recommendations, and/or employer feedback will be evaluated to ensure they align with this policy.	Team Lead, Faculty, Academic Administrator, Program Dean, Chair, Program Quality and Renewal

SUPPORTING DOCUMENTATION

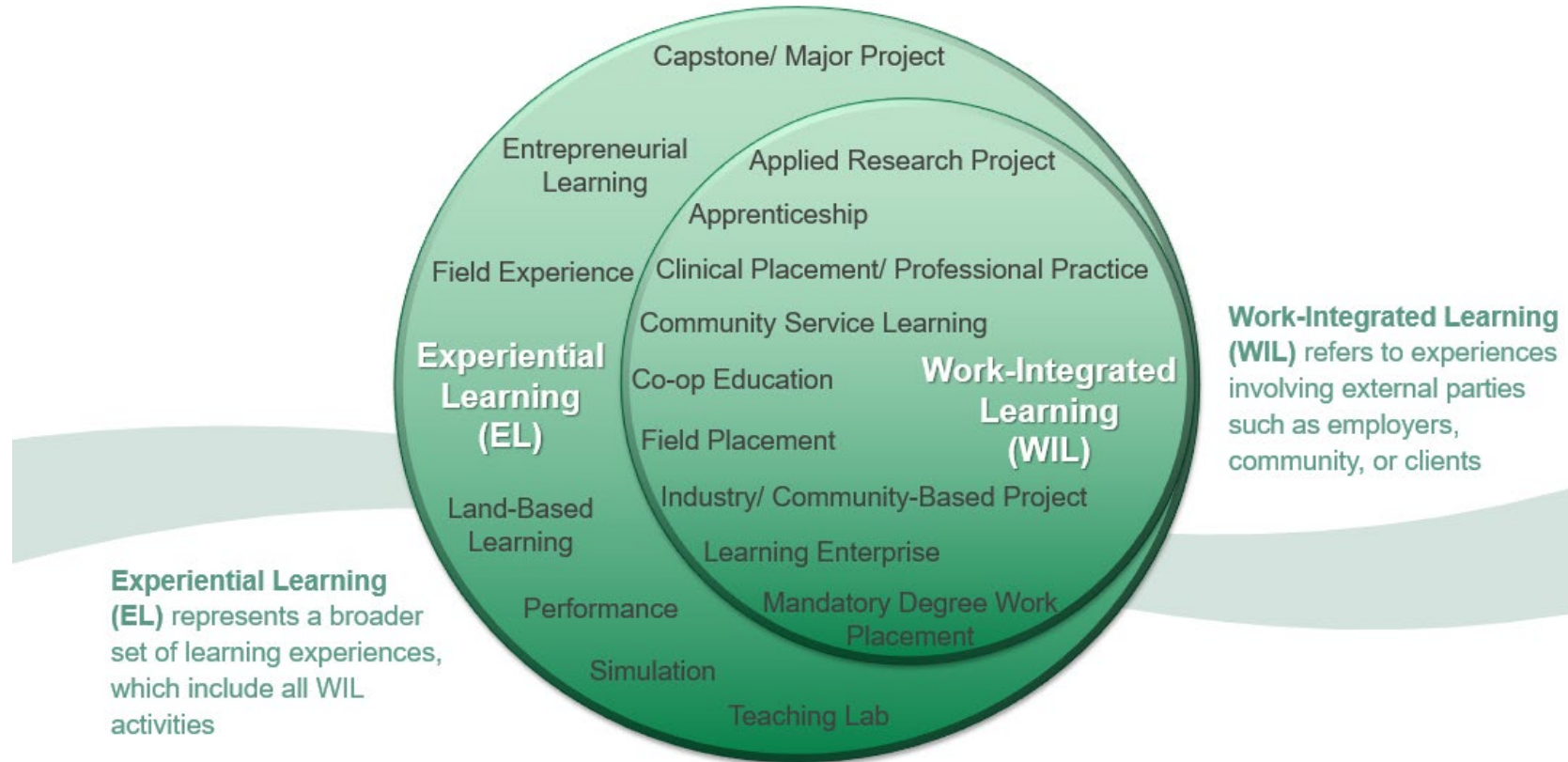
Appendix 1: Algonquin College Experiential and Work-Integrated Learning Typology

RELATED POLICIES

AA26: Course Outlines and Course Section Information

AA38: Program Quality Assurance

Appendix 1: Algonquin College Experiential and Work-Integrated Learning Typology



EL Type	Description
Capstone / Major Project	Course or projects undertaken by learners, individually or in small groups, as a culminating activity within their program or a major part of a course. These projects do not directly involve industry or community partners.
Entrepreneurial Learning	Experiences that involve learning for entrepreneurship by simulating being or supporting an entrepreneur or through entrepreneurship by leveraging resources and/or mentorship to engage in the early-stage ideation

	and development of business start-ups, and/or to advance external ideas that address real-world needs. This may include hackathons/ pitch participation for course credit.
Field Experience	Structured practice-based learning opportunities outside of the classroom that are intended to help students apply knowledge and disciplinary concepts while developing skills and competencies related to their field of study or courses. This type of experience includes fieldwork and typically involves course credit. Learners are supervised by College staff.
Land Based Learning	Activities that are directly linked with Indigenous cultures and teachings. Normally outside of the classroom in an outdoor place of significance, this type of experience involves an environmentally focused approach to learning that recognizes the relationship and multi-faceted connection between people and the land.
Performance	Learners participate in or lead public performances or productions of audio, visual, and theatrical forms of performance, gaining end-to-end experience for course credit.
Simulation	Learners undertake an immersive learning experience at the College through activities that simulate a real-life work environment or situation. Learners demonstrate competencies acquired through courses in their field of study to solve problems, work through processes, or achieve a particular goal/outcome.
Teaching Labs	Typically affiliated to a specific technology, specialized equipment/tools, and/or facility, the teaching lab constitutes a distinct course component, separate from a lecture. Learners acquire, develop, and reinforce vocational skills in a specialized educational setting under the supervision of College staff.

WIL Type	Description
Applied Research Project	Activities that engage learners with employers or agencies in applied research. Applied research is the development of innovative solutions to real-world challenges. It tackles practical problems by applying the latest technology and knowledge to create new products, services, and processes or improve current products and practices. This type may include consulting projects, design projects, and community-based research projects. Learners are supervised by College staff.
Apprenticeship	Training through a combination of classroom instruction and on-the-job learning. Algonquin College is responsible for delivering the in-class curriculum.
Clinical Placement/ Mandatory Professional Practice	Scheduled hours of activities and work experience under the supervision of a registered or licensed professional in any discipline that requires practice-based work experience for licensure or certification. Normally unpaid, these scheduled hours of activities may involve hands-on experience in a hospital, healthcare, or other professional setting and can include intensive immersive simulations and practical.
Community Service Learning	Scheduled or volunteer experiential opportunities intended to enhance learners' work and personal development by bringing them together with community, not-for-profit or public organizations to address local public social issues and community needs. Learners apply their knowledge, skills and creativity, while considering how they can learn from and contribute to these organizations.
Co-operative Education	Learning that formally integrates a student's academic studies with no less than 420 scheduled hours of paid work experience. Usually, the student alternates academic terms with periods of experience in a

	workplace setting related to their field of study. Multiple co-op work terms can be back-to-back. Learners are supervised by the workplace partner.
Field Placement	Scheduled hours of activities that take place in-person or remotely with a workplace and are intended to give learners hands-on experience relevant to their subject of study. Learners are supervised by the workplace partner.
Industry or Community Based Project	Scheduled or unscheduled hours of activities that allow students to engage with employers in order to provide hands-on experience. Projects are a major course component and can be completed individually or in small groups. Learners are supervised by College staff.
Learning Enterprise	Experiences working in enterprises that bring real clients into simulated workplace environments created on an Algonquin campus or learning environment. This may include production facilities, retail and service outlets. Learners are supervised by College staff.
Mandatory Degree Work Placement	A mandatory degree work-integrated learning placement that is a co-operative education experience in all respects except that it is less than thirty percent of the time spent in academic study.