

FIELD PRACTICE PROGRAM OVERVIEW



Royal Roads University's academic Field Practice is a short-term (75-100 hr) educational experience that allows students to integrate classroom studies and theory with relevant project-based work experience. To ensure the most successful outcomes and that the project requirements are delivered, students are expected to work alongside their host and for the host to mentor the student throughout the duration of the Field Practice. The model is based on the principle that an academic program combined with work-based learning prepares students to become effective employees.

PROGRAM BENEFITS

For employers:

- Access trained staff for peak periods, for special projects or to meet a specific skill demand
- "Test drive" educated and enthusiastic future employees
- Mentor upcoming talent to fill unique skill niches
- Contribute to community by connecting the university to industry
- Support labour force demands by providing opportunities for emerging employees

For students:

- Gain unique learning experiences by applying classroom learning and theory to industry
- Explore career paths and develop professional goals and experience
- Develop industry contacts and professional networks
- Gain better business sector, cultural and interpersonal understanding
- Benefit from feedback from industry leaders

EXPECTATIONS OF THE HOST

- Offer a minimum 75-100 hour experience over the duration of the project and within the academic course dates. Students may be completing coursework concurrently to the field practice. Schedules and availability will vary and should be established with the student;
- A challenging opportunity that encourages the integration of academic studies and project-based experience;
- Hands-on, productive work rather than observational or exclusively entry-level tasks;
- Clear communication channels for the student to ask questions and receive feedback;
- Advise the university of any concerns about the student's work assignment or impact on the work environment;
- Accommodate site visits and other types of collaboration or communication with the University such as completion of a mid-term and final feedback form.

EXPECTATIONS OF THE STUDENT

- Submit the completed and signed RRU Field Practice Contract and all other required documents before beginning the Field Practice;
- Conform to all conditions, rules and confidentiality that apply to employees in the host organization;
- Work with their on-site supervisor academic instructor to establish the parameters, goals and objectives of the Field Practice project;
- Focus on enhancing academic, professional, industry and interpersonal skills;
- Complete all required academic assignments; and
- Advise the host and academic instructor of any concerns or problems with the Field Practice project or environment.

EXPECTATIONS OF ROYAL ROADS UNIVERSITY

- Facilitate connections between students and Field Practice hosts;
- Assist students and hosts through all aspects of the Field Practice process;
- Help students develop project learning objectives and goals;
- Support the development of meaningful project descriptions;
- Assess and evaluate all academic assignments produced by the student;
- Conduct site visits and/or Field Practice evaluations with the student and the employer;
- Support both the student and host through any concerns that could arise.

INSURANCE/WCB

Students who are enrolled in an academic Field Practice course and conducting their Field Practice within BC have coverage through the Ministry of Advanced Education, Skills & Training, under WCB Firm Number 4002. The filing, processing, and management of any WCB claim associated with an academic Field Practice is administered by the University's Payroll Office.

Outside of BC, workplace insurance is the responsibility of the host and student.

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