

REMOTE WORK-INTEGRATED LEARNING REQUIREMENTS

Virtual or remote work-integrated learning opportunities can provide exceptional learning and professional development for students when there are appropriate levels of supervision and structure. Remote positions with established expectations and requirements have increased success, including productivity, engagement, and collaboration. To best ensure success, remote hosts will agree to and confirm their ability to meet the following Essential Requirements and consider their ability to offer the Preferred Requirements.

Work scope:

Essential Requirements

- Clearly define assignments and specific project deliverables with established deadlines; Specify daily tasks, responsibilities, reporting requirements; and
- Set schedules or expected “office” hours, where the hours are agreed upon in advance.

Student benefits:

Essential Requirements

- Mentorship from the host supervisor and other experienced team members; and Formal and informal feedback opportunities.

Preferred Requirements

- Skill-building opportunities and duties e.g., beyond initial job description.
- Opportunities to build upon their professional network and gain perspective into potential career pathways.
- References from supervisors or senior staff members.

Virtual environment:

Essential Requirements

- Prevalent telecommuting that allows open dialogue and ongoing communication.
- Establish digital communication platform(s).

Preferred Requirements

- Established practices for remote employees to communicate and remain connected.

Digital tools:

Essential Requirements

- Communication tools and platforms commonly used by other staff members will be provided.

Provincial Work Safe:

Essential Requirements

- Employer and student understand provincial legislation and guidelines for remote work i.e., ensuring a healthy and safe workspace at home.
- Employer and student are mutually responsible for ensuring adequate worksite insurance is available for remote work. The student is also responsible for contacting their designated Career Advisor to sign the appropriate acknowledgement of risk and responsibilities form.

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Supervisor Name

Supervisor Signature

Date

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Student Name

Student Signature

Date