

GENERAL

- 1.00 Off-campus placements providing students with specialized training under professional supervision in selected institutional and community settings are an important component of a number of academic programs at Western. The University relies on the placement facility to provide the resources necessary to meet the academic/clinical objectives of the particular course and often on facility personnel to provide both specialized training and appropriate supervision during the placement.

POLICY

- 2.00 It is the responsibility of the Department or Faculty to ensure that the off-campus facility agrees to provide the necessary resources, including qualified teaching staff where appropriate, to meet the requirements of the particular course or program, and that the facility agrees to provide adequate supervision where required.
- 3.00 There must be a written agreement between an off-campus facility and the University prior to the commencement of the placement. The agreement will set out the primary responsibilities of the parties (i.e., the corporate University and the off-campus facility) including a requirement that the facility will provide the necessary resources, including qualified teaching staff where appropriate, to meet the requirements of a particular course or program, and that the facility agrees to provide adequate supervision where required. It will also require the facility to maintain adequate insurance coverage.
 - 3.01 Generally, there will be only one agreement in place between the University and an off-campus facility which will cover students from any Faculty of the University who are sent to that facility. The details of individual student placements will be negotiated later (see 4.00 below).
 - 3.02 The agreement between the placement facility and the University must be

POLICY 1.8 – Off Campus Student Placements

- 4.00 Once an educational placement agreement is in place, details of a placement may be negotiated directly between the facility and the relevant Department or Faculty without the necessity of a further written agreement provided that the details do not vary the terms of the educational placement agreement.

ADMINISTRATIVE PROCEDURE

- 5.00 Unless the Vice-President (Operations & Finance) has approved an exemption from this