

AURORA COLLEGE

POLICY

Aurora College supports the inclusion of practicums/internships in certificate, diploma, and degree programs, and the placement of eligible students where they can gain supervised practical experience as part of their program requirements. Practicums/internships include but are not limited to the following: practicums, internships, practices, preceptorships, co-op placements, and work placements.

PRINCIPLE

1. The College recognizes that practicums/internships provide an opportunity for the learner to apply theories and skills in a workplace relevant to his/her chosen career, and meet both individual and program objectives.
2. The College supports the inclusion of practicums/internships for all programs, where this would be of benefit to the student.
3. The College recognizes that students participating in a practicum/internship must abide by the Code of Ethics and any governing acts, policies, guidelines, etc. appropriate to the particular work situation/environment.
4. The College recognizes that a student may have problems of a non-academic nature that may hinder his/her ability to take part in a practicum/internship.
5. The College recognizes that practicums/internships provide links between the College and its communities.
6. The College recognizes that it has a responsibility to the well-being and safety of the student and the general public whenever students are placed in practicums/internships.

PROCEDURES

1. The number and duration of practicums/internships shall be stated in the approved Aurora College program outline.
2. The program manager (or designate), in consultation with the student and participating agency, shall assign a practicum/internship in a learning/work environment appropriate to the professional skill level of the student and his/her field of study, and in accordance with policy and program objectives and guidelines.

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3. The program manager (or designate), in consultation with the practicum/internship agency where appropriate, shall establish the duties, expectations, and process for evaluation of the student while in a practicum/internship in accordance with Aurora College policy.

The student shall be informed of the duties, expectations and process for evaluation of the student.

The student, the program manager (or designate), and the practicum/internship agency must agree to the duties, expectations, and evaluation process prior to the student starting the practicum/internship.

4. A student may be removed or dismissed from a practicum/internship.

If the practicum/internship workplace proves to be unsuitable (e.g. student is not being supervised, not given any work or the student's well being is affected), then the instructor in consultation with the program manager may remove the student from the practicum/internship.

The performance of a student in a practicum/internship may be reviewed at any time (Policy C.28), and if the student is failing to meet the prescribed level of performance, the student may be dismissed from the practicum/internship in accordance with Policy C.14.

5. If a student is removed from an unsuitable practicum/internship, the program manager (or designate) shall make arrangements for the student to be placed in another practicum/internship as soon as possible.

A student who is dismissed from a practicum/internship may be given the opportunity to participate in a practicum/internship on a probationary status in a subsequent term at the discretion of the program manager (or designate).

6. The student is responsible for paying all fees, tuition and/or any additional expenses incurred during the practicum/internship period.
7. A student shall not receive wages during the practicum/internship, unless otherwise indicated in the approved program outline. In some cases, students may receive a training allowance.
8. A student must complete his/her practicum/internship in a satisfactory manner in order to complete his/her program successfully.

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9. The student must meet both academic and non-academic requirements for placement in practicums/internships;

ACADEMIC – As per program/course outline

NON-ACADEMIC

- i) Criminal Record:

Some programs require students to undergo a criminal record check prior to participating in a practicum/internship (see Program Outline). Programs that require a criminal record check should have guidelines outlining the ethical standards of that profession.

- a. To complete a criminal record check, the student must complete the procedures as listed in Appendix A.
- b. If a criminal record is revealed, and depending on the nature of the offence, the Registrar (Aurora and Thebacha Campuses) or Manager of Student Services (Yellowknife Campus) will notify the program manager of the situation. The program manager will assess the situation and:
 - May grant a conditional acceptance in which the College
 - May recommend or require the student to seek professional help (e.g. anger management counselling, alcohol/drug addictions counselling); and/or
 - May delay participation in a practicum/internship;
 - May deny participation in a practicum/internship and may not allow the student to continue in the program; and/or
 - May counsel the student to seek alternate training.

Prior to placing a student with a criminal record in a practicum/internship, the program manager (or designate) shall obtain written consent from the student to divulge this information and then inform the organization offering the practicum/internship of the nature of the offence. The organization has the right to refuse a practicum/internship to a student with a criminal record. All such information shall be kept strictly confidential.

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ii) Psychological/Physical/Mental Illness:

In some programs or courses, a psychological, physical, or mental illness on the part of a student may jeopardize the safety and well-being of the student, other students, staff or faculty, or the general public.

a. Where a student has self disclosed a psychological, physical, or mental illness to the Registrar (Aurora and Thebacha Campuses) or the Manager of Student Services (Yellowknife Campus), the Registrar or Manger of Student Services will notify the program manager of the situation. The Program Manager will assess the situation and:

- May grant a conditional acceptance in which the College:
 - May recommend or require the student to seek professional help to deal with the problem; and/or
 - May delay participation in a practicum/internship;
- May deny participation in a practicum/internship and may not allow the student to continue in the program; and/or
- May counsel the student to seek alternate training.

Prior to placing a student who has disclosed a psychological, physical, or mental illness in a practicum/internship, the program manager (or designate) shall obtain written consent from the student to divulge this information and then inform the organization offering the practicum/internship of the nature of the illness. The organization has the right to refuse a practicum/internship to a student with a psychological, physical, or mental illness. All such information shall be kept strictly confidential.

b. If, after acceptance into a program, a student exhibits unacceptable behaviour (see D.17), the Instructor shall notify the program manger of the situation. The program manager will assess the situation and:

- May recommend the student seek professional help to deal with the problem;
- May delay participation in a practicum/internship;
- May deny participation in a practicum/internship; or
- May counsel the applicant to seek alternate training.

10. Student preferences, while not guaranteed, will be considered in arranging practicums/internships.

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11. The program manager will ensure that all practicums/internships will be as cost-effective as possible. Where the placement of a student in a practicum/internship necessitates expenditure of College funds, a detailed budget for costs will be submitted to the program manager for approval in advance of the practicum/internship being finalized.
12. On the approval of the President (or designate), practicums/internships may be conducted outside of the Northwest Territories.

RELATED POLICIES

- C.02 Course Attendance**
- C.13 Course Extension**
- C.14 Course Dismissal**
- C.24 Course Grade Determination**
- C.25 Grading of Courses**
- C.26 Syllabus**
- C.28 Student Academic Evaluation – Course and/or Program**
- C.30 Student Withdrawal**
- C.35 Student Final Course Evaluation**
- D.17 Student Conduct – Student Rights and Responsibilities**

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APPENDIX A

AURORA COLLEGE PROCEDURES FOR CRIMINAL RECORD CHECK FOR APPLICANTS

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PROCEDURES FOR CRIMINAL RECORD CHECK FOR APPLICANTS

1. An applicant who is applying for a program which requires a criminal record check (see Program Outline) must complete a “Consent for Disclosure of Criminal Record Information” form, or equivalent, giving permission to the RCMP, or other appropriate organization, to do a criminal record search. Applicants who will be working with children or vulnerable persons must also complete a “Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon Has Been Granted or Issued” form.
2. The applicant must submit the completed form(s) to the RCMP, or other appropriate organization. The applicant must also present one piece of government issued identification (driver’s licence or passport are best) and pay the required fee (cash, money order, or certified cheque).
3. Search results are picked up from the RCMP, or other appropriate organization, by the applicant (or designate). Note: When the applicant drops off the completed form(s), he/she must tell the RCMP, or other appropriate organization, who will be picking up the results if it is going to be somebody other than the applicant.
4. Search results may show that there is a possible criminal record. To confirm the identification of the applicant, he/she may be required to provide further proof of identification.
5. The applicant who is applying for the program must forward the criminal record check to the Registrar (Aurora and Thebacha Campuses) or the Manager of Student Services (Yellowknife Campus). A record of certain offences may prevent the applicant from participating in a practicum/internship.



Royal Canadian Mounted Police Gendarmerie royale du Canada

CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Surname		Given name (1)		Given name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Tel. no. (incl. area code)
Address (no., street, apt.)		City		Province		Postal code	
Date of birth (yyyy-mm-d)		Place of birth		Northwest Territories		XOE 0P0	
Previous address if less than 5 years at current address		Driver's licence no.		Usual first name or alias		Maiden name/Any other Surname	
Address (no., street, apt.)		City		Province		Postal code	

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name	Title	Name of organization
Address (no., street, apt.)	City	Province
		Postal code

PART 3

WAIVER AND RELEASE:

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ 2007 Signature of applicant _____

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **** A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
 1200 Vanier Parkway
 OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC, PROS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS, CPIC, PROS, PRIME and LEIP. In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date
_____	_____	Fort Smith Detachment	_____



Royal Canadian
Mounted Police
Canadian Police
Information Centre

Gendarmerie royale
du Canada
Centre d'information de la
Police canadienne

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Identification of the Applicant

Surname		Given Name(s)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (Y-M-D)	Place of Birth	Current Address	
Previous addresses, if any, within the last 5 years			

Reason for the Consent

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position	Name of the person or organization
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Details regarding the children or vulnerable person(s)

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety and Emergency Preparedness Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature of Applicant	Date (Y-M-D)
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A National Police Service of the
Royal Canadian Mounted Police