

Royal Roads University

Experiential Learning Activities - Planning Guidelines

Credential Programs

Overview

Background

Royal Roads University (RRU) commits to integrated experiential learning opportunities in its curricula and programs and as such seeks to reduce barriers to these opportunities occurring. The RRU Learning, Teaching and Research model necessarily includes experiential learning as a core element of the student experience. With the overarching objective of maintaining high quality learning experiences, faculty and staff have developed a set of guidelines related to facilitating the increased utilization of experiential learning activities as they pertain to the LTRM. As the growth and complexities of programs continue, these guidelines and an inventory of activities will be maintained and reviewed regularly.

Overview

In order to consider the broad range of factors that contribute to creating high quality experiential learning activities and to support academic planning, definitions and guidelines have been developed for each type of experiential learning activity. In part, the purpose of these guidelines is to vet proposals for alignment before they are presented to Curriculum Committee as required for mandatory curricular activities.

Each type of experiential learning activity includes a definition, in alignment with Co-operative Education and Work Integrated Learning Canada (CEWIL Canada) where applicable, and guiding principles to help frame the design and development of the activity as part of new or revised program proposals. These are not intended to limit the activities and learning opportunities on campus or any other sites. Also included in the documentation are references to any applicable Academic Regulations, policies and procedures to support the development process. Areas that are impacted by the implementation of the activity are noted along with the fees that should be assessed.

Included in the current inventory:

- Applied Research Project*
- Co-operative Education*
- Field Practice*
- Field School
- Field Trip (Minor)
- Field Trip (Major)
- Internship*
- Practicum*
- Service Learning*

* *CEWIL Canada terminology and definitions*

Royal Roads University
Experiential Learning Activities - Planning Guidelines
Credential Programs

Inventory - Summary

L E G E N D	Y	<i>Yes - required and/or applicable in all instances</i>
	N	<i>No - not required or applicable in any instances</i>
	M	<i>Maybe - not required but applicable in some instances</i>
	N/A	<i>Not Applicable</i>

Experiential Learning Activities Classification Factors	Definition for Royal Roads University	Active at RRU	Specified in Course Outline	Additional SS Support	Student Services Fee	Additional Experiential Cost - student	Additional Experiential Cost - Program <i>e.g. Travel, Facilities, Meals</i>	Additional Curriculum Costs	Additional Cost for Safety	Other Fee Charged to Student
Applied Research Project	Applied Research Project students are engaged in research that occurs primarily in a practical context. This includes consulting projects, and design projects, community-based research projects.	Y	Y	M	M	N	N	N	N	N
Co-operative Education	Co-operative education refers to work terms that provide experience in a workplace setting related to the student's field of study. The number of required work terms varies by program; however, the time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length.	Y	Y	Y	Y	N	N	N	N	N
Field Practice	A Field Practice is an intensive, part-time/short term, hands-on practical experience in a setting relevant to a student's subject or field of study. A Field Practice experience requires the oversight of a site supervisor or mentor, but may not require the supervision of a registered or licensed professional; the completed work experience hours are not required for professional certification. A Field Practice is generally 75-100 hours of on-site experience as well as academic deliverables that are linked to specific learning outcomes (combining an appropriate level of reflection, critical thinking, research and problem solving).	Y	Y	Y	Y	N	N	N	N	N

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Field School	A Field School refers to the off-campus delivery of a complete RRU course(s) which involve a combination of coursework, assignments and field studies intended to integrate learning with people and place often in partnership with local community.	Y	Y	N	N	Y	Y	M	Y	Y
Field Trip - Minor <i>(Normally occurs during regular class hours and does not involve overnight stay)</i>	A Minor Field Trip is normally a planned short-term off-campus learning activity that is part of a course delivery that contributes to the learning outcomes of the course and involves engagement in learning experiences that are outside of the classroom.	Y	N	N	N	N	N	N	M	N
Field Trip - Major <i>(Occurs beyond regular class hours and over multiple days)</i>	A Major Field Trip is a multi-day, short-term, off-site learning activity that is a component of course delivery that provides the opportunity to engage in learning experiences that are outside of classroom learning.	Y	Y	N	N	Y	Y	N	M	Y
Internship	An Internship is a for-credit experience of a minimum of 420 hours of practical work over a minimum of 12 weeks to a maximum of 6 months, combined with academic work (number of hours depend on the number of credit value). Students receive on-site mentorship from an internship supervisor, and academic coaching and evaluation from a faculty instructor. Academic deliverables are linked to specific learning outcomes (combining an appropriate level of reflection, critical thinking, research and problem solving).	Y	Y	Y	Y	N	N	N	N	N

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Practicum	A Practicum is a for-credit experience that combines either on-site work experience or exposure to a regulated professional practice setting (generally 75 hours) with academic work. Students receive on-site mentorship from a practicum supervisor, and academic coaching and evaluation from a faculty instructor. Academic deliverables are linked to specific learning outcomes (combining an appropriate level of reflection, critical thinking, research and problem solving) and skills related to professional competencies).	N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service Learning	Service Learning is a volunteer experience which integrates meaningful community service with instruction, reflection and critical thinking. Service Learning activities support students to engage in project work on a volunteer basis that contributes to the community and to their individual learning.	Y	M	Y	N	M	N	N	N	N

Royal Roads University
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Inventory - Detail

Type:	Applied Research Project																	
Description:	Applied Research Project students are engaged in research that occurs primarily in a practical context. This includes consulting projects, and design projects, community-based research projects.																	
Guiding Principle(s):	Addition or removal of this experiential learning activity requires Curriculum Committee review and approval. Delivery will follow the models and standards established through the Graduate Research office. Compensation will align to the Guide for Workload Planning for Faculty and the Associate Faculty Contract Rates for Associate Faculty.																	
Related Academic Regulations:	Graduate Program Research Requirements <i>Link:</i> http://policies.royalroads.ca/academic-regulations/section-1-credit-and-registration#toc8																	
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Description:	Co-operative education refers to work terms that provide experience in a workplace setting related to the student's field of study. The number of required work terms varies by program; however, the time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length.																		
Guiding Principle(s):	<p>Addition or removal of this experiential learning activity requires Curriculum Committee review and approval.</p> <p>Delivery will follow the models and standards established through the RRU Career and Learning Development office, which are based on standards developed by CEWIL Canada.</p> <p>Addition of a Work Integrated Learning component within the curriculum will also include a preparatory course prior to the start of the work term.</p> <p>Compensation will align to the Guide for Workload Planning for Faculty and the Associate Faculty Contract Rates for Associate Faculty.</p>																		
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	Link:																		
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Inventory - Detail

Type: Field School

Description: A Field School refers to the off-campus delivery of a complete RRU course(s) which involve a combination of coursework, assignments and field studies intended to integrate learning with people and place often in partnership with local community.

Guiding Principle(s):

All field schools will be subject to a fee charged to all students participating in the field school in addition to the tuition to cover the operational costs of the field school.

Field schools will normally include a RRU designate at a minimum ratio of 10:1 (students to designate). Risk assessment documentation prior to course delivery will identify rationale for any exceptions.

All field schools where delivery is sub-contracted to another institution or organization will ensure to have a partnership agreement in place and fully executed a minimum of 6 months prior to the start date of the field school.

RRU will organize/manage/expense the field school portion only. Students will be responsible to get themselves to and from the location.

All programs that incorporate a field school as **an elective option** will set minimum and maximum enrolment numbers to ensure the viability of the field school as well as the delivery of other elective courses.

Related Academic Regulations: Not applicable

Link:

Related Policies and/or procedures: Accessibility Policy

Link: <http://policies.royalroads.ca/policies/accessibility-policy-students-disability>

For employees and Associate Faculty - RRU Business Travel Expense Policy

Link: <..\\..\\..\\..\\finance\\public\\Travel>

Other Areas Impacted:	X	Institutional Risk <i>Student Services / Finance</i>	X	Accessibility <i>Student Services - Student Success</i>
		Workplace Integrated Learning <i>Student Services - Career and Learning Development</i>	X	Fees <i>Finance - Student Accounts</i>
		Graduate Research Office <i>Theses and Dissertation Coordinator</i>	X	Curriculum Management <i>Registrar's Office</i>
	As Applicable	Indigenous Relations <i>c/o Office of VP Communications and Advancement</i>		OTHER

Fee: Not Applicable - covered through tuition

Fixed

Details:

X Variable

Details: Field schools fees are set based upon the costs associated with the respective field school as determined through the analysis during the proposal stage.

Royal Roads University
Experiential Learning Activities - Planning Guidelines
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Inventory - Detail

Type: Field Trip - Minor

Description: A Minor Field Trip is normally a planned short-term off-campus learning activity that is part of a course delivery that contributes to the learning outcomes of the course and involves engagement in learning experiences that are outside of the classroom.

Guiding Principle(s):

Normally, a minor field trip occurs during normal class hours and does not involve overnight stay.

In regards to travel off campus, the program will consult with Finance and Student Services to ensure risks and accessibility limitations are assessed and appropriate insurance and mitigation strategies are in place. Waivers for off-campus minor field trips are always required and notification to the program head.

Transportation for trips off campus will be provided by drivers appropriately licensed and insured (minimum of \$2M liability). Proof of licensing and insurance is required and copies maintained on file.

Any costs related to the field trip are in regards to transportation costs and minor field trip costs (e.g. \$25 or less per person) for things such as venue entrance fees. Any meal costs incorporated to the field trip activity would be covered by the individual and/or through the events budget.

Related Academic Regulations:

Link:

Related Policies and/or procedures:

Accessibility Policy
 Link: <http://policies.royalroads.ca/policies/accessibility-policy-students-disability>

For employees and Associate Faculty - RRU Business Travel Expense Policy
 Link: <..\..\..\..\..\finance\public\Travel>

Other Areas Impacted:	X	Institutional Risk <i>Student Services / Finance</i>	X	Accessibility <i>Student Services - Student Success</i>
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	As Applicable	Indigenous Relations <i>c/o Office of VP Communications and Advancement</i>		OTHER

Fee:

X Not Applicable - covered through tuition

Fixed
 Details:

Variable
 Details:

Royal Roads University
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Type: Field Trip - Major

Description: A Major Field Trip is a multi-day, short-term, off-site learning activity that is a component of course delivery that provides the opportunity to engage in learning experiences that are outside of classroom learning.

Guiding Principle(s):

A major field trip occurs beyond normal class hours and over multiple days.

In regards to travel off campus, the program will consult with Finance and Student Services to ensure risks and accessibility limitations are assessed and appropriate insurance and mitigation strategies are in place. Waivers for off-campus major field trips are always required and notification to the program head.

Transportation for trips off campus will be provided by drivers appropriately licensed and insured (minimum of \$2M liability). Proof of licensing and insurance is required and copies maintained on file.

All major field trips will be subject to a mandatory fee charged to all students in addition to the tuition to cover the operational costs of the field trip.

Related Academic Regulations:

Link:

Related Policies and/or procedures: Accessibility Policy

Link: <http://policies.royalroads.ca/policies/accessibility-policy-students-disability>

For employees and Associate Faculty - RRU Business Travel Expense Policy

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Other Areas Impacted:	X	Institutional Risk <i>Student Services / Finance</i>	X	Accessibility <i>Student Services - Student Success</i>
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	As Applicable	Indigenous Relations <i>c/o Office of VP Communications and Advancement</i>		OTHER

Fee: Not Applicable - covered through tuition

Fixed

Details:

Variable

Details: Field trip fees are set based upon the costs associated with the respective field trip as determined through the analysis during the proposal stage.

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Type: Internship

Description: An Internship is a for-credit experience of a minimum of 420 hours of practical work over a minimum of 12 weeks to a maximum of 6 months, combined with academic work (number of hours depend on the number of credit value). Students receive on-site mentorship from an internship supervisor, and academic coaching and evaluation from a faculty instructor. Academic deliverables are linked to specific learning outcomes (combining an appropriate level of reflection, critical thinking, research and problem solving).

Guiding Principle(s):

Addition or removal of this experiential learning activity requires Curriculum Committee review and approval.

Delivery will follow the models and standards established through the RRU Career and Learning Development office, which are based on standards developed by CEWIL Canada.

Addition of a Work Integrated Learning component within the curriculum will also include a preparatory course prior to the start of the work term.

Compensation will align to the Guide for Workload Planning for Faculty and the Associate Faculty Contract Rates for Associate Faculty.

Related Academic Regulations:

Link:

Related Policies and/or procedures:

Accessibility Policy
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Royal Roads Career Learning and Development office
 Link: <http://www.royalroads.ca/career-development>

Co-operative education and work integrated learning (CEWIL) Canada
 Link: https://www.cewilcanada.ca/What_is_WIL_.html

Guide to RRU Faculty Workload Planning
 Link: <https://humanresources.royalroads.ca/performance-development-planning>

Associate Faculty Contract Rates
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Other Areas Impacted:	X	Institutional Risk <i>Student Services / Finance</i>		Accessibility <i>Student Services - Student Success</i>
	X	Workplace Integrated Learning <i>Student Services - Career and Learning Development</i>	X	Fees <i>Finance - Student Accounts</i>
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Fee:

Not Applicable - covered through tuition

X Fixed
 Details: Work Integrated Learning Fee - charged per integrated learning component. Check Ancillary fees for current rates.

Variable
 Details:

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Type: Practicum

Description: A Practicum is a for-credit experience that combines either on-site work experience or exposure to a regulated professional practice setting (generally 75 hours) with academic work. Students receive on-site mentorship from a practicum supervisor, and academic coaching and evaluation from a faculty instructor. Academic deliverables are linked to specific learning outcomes (combining an appropriate level of reflection, critical thinking, research and problem solving) and skills related to professional competencies).

Guiding Principle(s):

Not currently active at RRU due to the connection to a regulated professional practice setting - none of our programs currently have this requirement.

Addition or removal of this experiential learning activity requires Curriculum Committee review and approval.

Delivery will follow the models and standards established through the RRU Career and Learning Development office, which are based on standards developed by CEWIL Canada.

Addition of a Work Integrated Learning component within the curriculum will also include a preparatory course prior to the start of the work term.

Compensation will align to the Guide for Workload Planning for Faculty and the Associate Faculty Contract Rates for Associate Faculty.

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 Link: <https://staff.myrru.royalroads.ca/services/vpap/Associate%20Faculty%20in%20formation/Forms/AllItems.aspx>

Other Areas Impacted:	X	Institutional Risk <i>Student Services / Finance</i>		Accessibility <i>Student Services - Student Success</i>
	X	Workplace Integrated Learning <i>Student Services - Career and Learning Development</i>	X	Fees <i>Finance - Student Accounts</i>
		Graduate Research Office <i>Theses and Dissertation Coordinator</i>	X	Curriculum Management <i>Registrar's Office</i>
	As Applicable	Indigenous Relations <i>c/o Office of VP Communications and Advancement</i>		OTHER

Fee:

Not Applicable - covered through tuition

X Fixed
 Details: Work Integrated Learning Fee - charged per integrated learning component. Check Ancillary fees for current rates.

Variable
 Details:

Royal Roads University
Experiential Learning Activities - Planning Guidelines
Credential Programs

Inventory - Detail

Type:	Service Learning																	
Description:	Service Learning is a volunteer experience which integrates meaningful community service with instruction, reflection and critical thinking. Service Learning activities support students to engage in project work on a volunteer basis that contributes to the community and to their individual learning.																	
Guiding Principle(s):	<p>Delivery will follow the models and standards established through the RRU Career and Learning Development office, which are based on standards developed by CEWIL Canada.</p> <p>Service learning may create an additional cost to the student (e.g. travel to and from site) and in most situations that cost should be absorbed by the student. On some occasions, external funding has been provided to the university to support these initiatives and can be accessed to offset costs. The management of these funds is through the RRU Career Learning and Development office.</p>																	
Related Academic Regulations:																		
Related Policies and/or procedures:	<p>Accessibility Policy <i>Link:</i> http://policies.royalroads.ca/policies/accessibility-policy-students-disability</p> <p>Royal Roads Career Learning and Development office <i>Link:</i> http://www.royalroads.ca/career-development</p> <p>Co-operative education and work integrated learning (CEWIL) Canada <i>Link:</i> https://www.cewilcanada.ca/What_is_WIL_.html</p>																	
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