

Work- Integrated Learning

■ [ROYALROADS.CA/WIL](https://royalroads.ca/wil)



Royal Roads
UNIVERSITY



What is work-integrated learning?

Work-integrated learning (WIL) provides students the opportunity to incorporate real-world experience and academic studies in a professional environment. WIL is acknowledged by industry, education, and government as fundamental to providing experiences to produce work-ready graduates.

The demand for structured and formalized WIL programming is recognized by Co-operative Education and Work-Integrated Learning Canada ([CEWIL Canada](#)) and the Association for Co-operative Education and Work-Integrated Learning BC/Yukon ([ACE-WIL](#)). The mission and mandate of these two associations is to provide a national and provincial framework and common practices for work-integrated learning.



What is work-integrated learning **at Royal Roads?**

Royal Roads' Career Learning and Development team engages industry and community partners to develop challenging, impactful, and skill-based opportunities for students. Forms of work-integrated learning offered at Royal Roads:

- Internship: Hire a master-level student into a three-to-five-month career opportunity, where the student will apply their theoretical learning and previous career experiences to specific projects, tasks, and assignments.
- Co-op: Hire a student as an employee within your organization for a three-to-four-month (minimum 420 hours) work term to support your staffing needs.
- Field Practice: On-board a student into a 75-to-100-hour opportunity that supports an important initiative or project within your organization.



What are the benefits of hosting a Royal Roads student?

- **Talent:** Students come to Royal Roads with diverse backgrounds and career experience; they bring industry expertise coupled with knowledge from their studies that are relevant to your business needs.
- **Recruiting tool:** Many students are professionals seeking career-transitioning opportunities, and are ready to learn, grow and make impactful change.
- **Staffing:** Students can tackle those extra projects, fill skills gaps, provide support during peak times, or meet the demand for a skill niche.
- **Profile-raising:** Supporting students is an opportunity for employers to bring awareness of their organization to the emerging labour market, promote job opportunities, and engage with student and industry communities.

Did you know Royal Roads University is **Canada's University for Changemakers?**

RRU's role as a leader for change and social innovation has been recognized with its designation as an Ashoka U Changemaker Campus. We are part of a dynamic, global community of more than 40 universities and colleges, social entrepreneurs and changemakers. Changemaking extends through our culture of mentorship and collaboration. We create opportunities for all students and organizations to learn, and to contribute with purpose and impact.



DESIGNATED
**ASHOKA
CHANGEMAKER
CAMPUS**



What are the expectations for hosting a student?

Hosts are expected to provide mentorship in an environment of learning, clear communication lines, and to treat students as integrated team members. To deepen the work-term experience for both the host and the student, hosts are encouraged to include students where appropriate in initiatives, events, focus groups, and projects.

PRIMARY COMMITMENTS:

- Review and sign the Royal Roads internship/co-op/field practice contract
- Provide the student with a job description or project outline and deliverables
- Give a first-day orientation of the office/work setting and introductions to team members
- Work collaboratively with a Royal Roads career advisor and/or the academic instructor regarding student success
- Mentor the student to contribute to a successful outcome of the work term
- Complete both the midterm and end-of-term evaluations with the student
- Support the student in developing specific work or professional learning outcomes
- Immediately communicate with a Royal Roads career advisor and/or the academic instructor if there are any conduct concerns or worksite injuries
- Follow Federal labour standards and Provincial employment standards

What are students paid?

Just as in careers, **internships** and **co-ops** come in a range of pay scales. Employers are requested to review their budget and offer students fair compensation that is equivalent to employees in a similar role. Students and hosts are expected to negotiate the salary before agreeing to the work term.

Royal Roads recognizes robust legitimate opportunities may come with only a stipend or as an unpaid opportunity. In these cases, the employer must show that the position aligns with legal parameters of an unpaid work term under both Federal labour standards and Provincial employment standards.

Field practice opportunities are short, project-based commitments that, due to the academic-to-work balance, are primarily unpaid. Students and hosts are encouraged to develop a robust and challenging field practice that will highlight skills and learning experiences.

What about insurance?

INTERNSHIP AND CO-OP

All students on academically recognized paid work terms within Canada are legally considered paid employees and must be included under the host's provincially bound worksite insurance policy. Students hosted in an unpaid internship or co-op within British Columbia are considered an Employee of the Crown with the Ministry of Advanced Education and Future Skills and qualify for WorkSafeBC insurance. Students who are conducting unpaid work terms outside of British Columbia are not qualified for insurance under the Ministry, the student and host are responsible for ensuring adequate workplace insurance.

FIELD PRACTICE

Field practice students hosted within British Columbia are considered an employee of the Crown with the Ministry of Advanced Education and Future Skills and qualify for WorkSafeBC insurance. Students who are conducting field practice experience outside of British Columbia are covered by Royal Roads private insurance policy, specific for students who are engaged in a field practice academic course.

How do I develop and post a work term opportunity?

Royal Roads provides free employer services to help develop and post internship, co-op, field practice, volunteer, and career opportunities for our students and alumni. Employers may post directly on Career Roads by developing an employer profile and uploading jobs to careerroads.royalroads.ca or by sending the posting to careerservices@royalroads.ca

Work-integrated learning calendar



SCHOOL AND PROGRAM	WORK TERM	DURATION	AVAILABILITY
TOURISM AND HOSPITALITY MANAGEMENT			
Bachelor of Arts in International Hotel Management	Co-op	3-4 months ≥ 420 hours	April-September (Second Year students return to the classroom after Labour Day)
Bachelor of Arts in Global Tourism Management			
Master of Arts in Tourism Management			
BUSINESS			
Master in Global Management	Internship	3-5 months and ≥ 420 hours	March-August June-December October-April
Bachelor of Business Administration	Co-op	3-4 months ≥ 420 hours	January-April
HUMANITARIAN STUDIES			
Bachelor of Arts in Justice Studies	Field Practice	75-100 hours	March-August
Master of Arts in Human Security and Peacebuilding	Internship	3-5 months and ≥ 420 hours	May-September
Master of Arts in Disaster and Emergency Management			
Master of Arts in Conflict Analysis and Management			
Master of Arts in Justice Studies			
COMMUNICATION AND CULTURE			
Bachelor of Arts in Professional Communication	Field Practice	75-100 hours	June-December
LEADERSHIP			
Master of Arts in Global Leadership	Internship	3-5 months and ≥ 420 hours	May-October
ENVIRONMENT AND SUSTAINABILITY			
Bachelor of Arts/Bachelor of Science in Environmental Practice	Field Practice	75-100 hours	January-July
Master of Arts /Master of Science in Environmental Practice			February-August
Master of Arts in Climate Action Leadership	Internship	3-4 months and ≥ 420 hours	May-September
Indigenous Environmental Leadership Pathways	Field Practice	75-100 hours	September-December
Graduate Certificate in Science and Policy of Climate Change	Field Practice	75-100 hours	June-November
INTERDISCIPLINARY STUDIES			
Bachelor of Arts in Interdisciplinary Studies	Internship	3-5 months and ≥ 420 hours	Flexible Start

Contact **Career Learning and Development** today for a needs assessment and to determine what opportunities and programs might be the best fit for your organization

Email: careerservices@royalroads.ca
 Web: royalroads.ca/wil
 Post a Job: careerroads.royalroads.ca
 LinkedIn: <https://www.linkedin.com/company/rro-career-learning-and-development>