

## EXPERIENTIAL LEARNING RISK MANAGEMENT CHART for undergraduate and graduate programs

Name	Description	Formal Agreement	WSIB Form	Ryerson Liability Insurance	Student Liability Waiver	Risk Management Checklist	PRC Police Records Check	
<b>TYPE 1</b>	<b>Practice placement</b>	Learners focus on the syntheses and application of advanced practice knowledge within a practice setting related to their field of study. Students complete unpaid training (e.g. in a hospital or medical clinic setting) required for academic credit as part of Ryerson curriculum. A student learner is placed in an organization to work directly with children, patients or individuals in a medical, social service or educational setting under formal professional supervision. Descriptors: practicum, practice placement, clinical placement	<b>REQUIRED</b> between Ryerson and the organization setting out obligations and mutual indemnity and insurance clauses	<b>REQUIRED</b> See Further Information Section II (c) for forms  For exceptions see Further Information Section II (b)	<b>COVERAGE PROVIDED</b> when approved by insurance@ryerson.ca	<b>NOT REQUIRED</b>	<b>REQUIRED</b> (Go to Blackboard Placement / Practicum Reports)	As determined by the organization
<b>TYPE 2</b>	<b>Internship</b>	(a) An <b>unpaid</b> internship is a program-approved opportunity to integrate career-related experience into a student's education by participating in planned, supervised work. A formal internship often follows the model whereby students who have completed three years of their academic program gain discipline-related work experience for 12 to 16 months before returning to university for their fourth and final year. Other models include summer internships, post-degree internships, short-term internships during the academic semester, etc. (b) A <b>paid</b> internship can be described as above although may differ in risk management requirements.	(a) and (b) <b>NOT REQUIRED</b>	(a) <b>REQUIRED</b> for unpaid internships; See Further Information Section II (c) for forms  (b) <b>SPECIAL FORM REQUIRED</b> to be completed for paid internships; see Section II (f) in Further Information	(a) <b>COVERAGE PROVIDED</b> No documentation from program required; if organization requires certificate contact insurance@ryerson.ca  (b) <b>NO RYERSON COVERAGE</b> See Section II (f) in Further Information for specific requirement	(a) <b>NOT REQUIRED</b>  (b) <b>NO RYERSON COVERAGE</b> See Section II (f) in Further Information for specific requirement	(a) and (b) <b>NOT REQUIRED</b>	(a) and (b) <b>NOT REQUIRED</b> (Unless required by the organization)
<b>TYPE 3</b>	<b>Field education</b>	Field education provides program-approved opportunities for students to apply theory learned in their classroom courses within authentic workplace settings. Field education clearly links theory and practice and can have a varying time span, depending on the course/program. Descriptors: field camp, field placement, field study, field trip, field work	<b>NOT REQUIRED</b>	<b>REQUIRED</b> See Further Information Section II (c) for forms  Exception: field trip  For other exceptions see Section II (b) in Further Information	<b>COVERAGE PROVIDED</b> No documentation from program required  Exception: for exceptional circumstances and for field trips which are <u>not</u> program approved e.g. student club field trip contact insurance@ryerson.ca	<b>NOT REQUIRED</b>  Exception: waiver required for voluntary field trips which are <u>not</u> program approved e.g. student club field trip	<b>NOT REQUIRED</b>	<b>NOT REQUIRED</b> (Unless required by the organization)

Note: "Program- approved" refers to experiential learning activities that are part of the program's curriculum

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<b>TYPE 4</b>	<b>External project</b>	Involvement of students in external organizations in order to complete course projects/research related to the discipline. Descriptors: field project; field assignment; may include capstone course, case study, competition, independent study, research project, thesis	<b>NOT REQUIRED</b>	<b>NOT REQUIRED</b> See Section II (a & b) in Further Information	<b>COVERAGE PROVIDED</b> No documentation from program required	<b>NOT REQUIRED</b>	<b>NOT REQUIRED</b>	<b>NOT REQUIRED</b>
<b>TYPE 5</b>	<b>Service learning</b>	(a) Service-learning ( <b>curricular</b> ) is a type of program-approved experiential learning that engages students in unpaid service within the community as an integrated aspect of a course. The service is linked to both community identified needs and to course objectives. (b) Service-learning ( <b>co-curricular</b> ) involves students in program-organized activities, both on and off campus, that are not part of a program's curriculum	(a) and (b) <b>REQUIRED only</b> when there are children, patients or other vulnerable populations involved	(a) <b>REQUIRED</b> See Further Information Section II (c) for forms  (b) <b>NOT APPLICABLE</b> See Section II (g) in Further Information	(a) AND (b) <b>COVERAGE PROVIDED</b> <u>After approval</u> by insurance@ryerson.ca when there are children, patients or other vulnerable populations involved  <b>COVERAGE PROVIDED</b> with no documentation from program required when children, patients or other vulnerable populations are <u>not</u> involved	(a) <b>NOT REQUIRED</b>  (b) A waiver may be <b>REQUIRED</b> depending on the activity. Contact insurance@ryerson.ca	(a) and (b) <b>REQUIRED</b> (Go to Blackboard Placement / Practicum Reports)	As determined by the organization
<b>TYPE 6</b>	<b>Co-operative education</b>	Co-operative education alternates periods of academic study with periods of full-time paid work experience in discipline-related jobs in business, industry, government, social services and the professions. Each work situation is developed and/or approved by the Office of Co-operative Education. The student is engaged in productive work, the student's performance on the job is supervised and evaluated by the employer; and students are required to complete a work term report.	<b>NOT REQUIRED</b>	<b>SPECIAL FORM REQUIRED</b> to be completed for paid co-ops; see Section II (f) in Further Information	<b>NO RYERSON COVERAGE</b>	<b>NO RYERSON COVERAGE</b>	<b>NOT REQUIRED</b>	Only if requested and organized by the employer
<b>TYPE 7</b>	<b>Volunteer / extra-curricular activity</b>	(a) Involvement of students in student-run activities, both on and off campus, that are not part of a program's curriculum. Descriptors: field trip, conference, field work, competition  (b) Involvement of students in program-run activities, both on and off campus, that are not part of a program's curriculum. Note that faculty members are expected to coordinate activities with their academic unit when organizing volunteer/extra-curricular activities.	(a) and (b) <b>NOT REQUIRED</b>	(a) and (b) <b>NOT APPLICABLE</b> See Section II (b) in Further Information	(a) <b>COVERAGE PROVIDED</b> Note: for exceptional circumstances and for activities which are not program approved (e.g. student club field trip) contact insurance@ryerson.ca  (b) <b>COVERAGE PROVIDED</b> No documentation from program required	(a) and (b) A waiver may be <b>REQUIRED</b> depending on the activity. Contact insurance@ryerson.ca	(a) and (b) <b>REQUIRED</b> go to <a href="http://www.ryerson.ca/cehsm/riskmgmt/nonacademichtml">http://www.ryerson.ca/cehsm/riskmgmt/nonacademichtml</a>	As determined by the organization

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<b>TYPE 8</b>	<b>International activity</b>	International program-approved experiential learning opportunities at organizations and universities around the world help students broaden their cultural and professional outlook and knowledge. Descriptors: (a) int'l internship, int'l practice placement, int'l service learning (b) student exchange, int'l course, int'l co-op, int'l research	<b>CONSULT</b> with Ryerson International <a href="http://www.ryerson.ca/ri">www.ryerson.ca/ri</a> ; see Section VII in Further Information	(a) <b>REQUIRED</b> See Further Information Section II (c) for forms  (b) <b>NOT REQUIRED</b> See Section II in Further Information	<b>COVERAGE PROVIDED</b> Note: student personal health insurance is mandatory	<b>REQUIRED</b> go to <a href="http://www.ryerson.ca/ri/download/StudentLiabilityWaiver_Feb2010.pdf">http://www.ryerson.ca/ri/download/StudentLiabilityWaiver_Feb2010.pdf</a>	<b>CONSULT</b> with Ryerson International <a href="http://www.ryerson.ca/ri">www.ryerson.ca/ri</a> ; see Section V in Further Information	<b>NOT REQUIRED</b> (Unless requested by the organization)

**Further Information:****Section I FORMAL AGREEMENT**

(a) Formal agreements are developed through the Director of Academic Initiatives, Office of the Provost and Vice President Academic.

**Section II WSIB Workplace Safety and Insurance Board - Ontario Contact [insurance@ryerson.ca](mailto:insurance@ryerson.ca)**

(a) WSIB coverage is provided for students who are placed with an employer to obtain work skills and experience, but are not paid\*\* by the employer. These students are called Learners and the following conditions must be met:

1. the placement is authorized by Ryerson
3. the experiential learning activity is a requirement of the course or program but does not have to involve all students in the course or program
2. the Learner participates, however minimally, in the activities of the workplace, including job shadowing

If the employer is not registered with the WSIB, coverage is provided through private insurance. The premiums for WSIB or private insurance are paid by the MCTU (Ministry of Training, Colleges and Universities), not the employer.

Learners can receive training allowances, honoraria, reimbursement of expenses or stipends and still qualify as a Learner.\*\*

(b) Any unpaid, program-approved experiential learning activities classified as Type 1, 2, 3, 5 (domestic or international) would qualify the student as a Learner and would be covered in the event of a workplace accident through either WSIB or private insurance. Exclusions from WSIB forms are field trips, any unpaid experiential learning activities that occur at Ryerson (e.g. placement in the Ryerson daycare centre), assignments that are voluntary and not required within the curriculum, individuals on the organization's premises solely for the purpose of observation or visting; individuals performing research for Ryerson. This is not an exhaustive list.

(c) For colour-coded WSIB (Work/Education Placement Agreement) forms contact Ryerson HR, Pension & Benefits. The pdf WSIB form available through the internet is also acceptable [http://www.ryerson.ca/hr/working/docs/work\\_education\\_placement\\_post\\_secondary\\_jan.pdf](http://www.ryerson.ca/hr/working/docs/work_education_placement_post_secondary_jan.pdf)

(d) The Work/Education Placement Agreement form must be completed and signed by the student, the employer and Ryerson. The Ryerson copy should be retained in the department for a minimum of one year following the end of the assignment.

(e) If the student qualifies as a Learner and the activity occurs at Ryerson, coverage for a workplace accident would be provided through Ryerson's liability insurance.

(f) Any paid, program-approved experiential learning activities would not qualify the student as a Learner and therefore coverage for workplace accidents is not provided through the MCTU. The employer should have either WSIB coverage and/or liability insurance. If neither of these is present, the student should sign a liability waiver which can be obtained by contacting [insurance@ryerson.ca](mailto:insurance@ryerson.ca). Proof of coverage must be provided to the program/department through completion of a special form letter which the student is responsible for providing to the employer. Contact [insurance@ryerson.ca](mailto:insurance@ryerson.ca) for a copy of the letter.

(g) If the student does not qualify as a Learner and the program-approved experiential learning activity is unpaid, coverage may be provided through Ryerson liability insurance. Contact [insurance@ryerson.ca](mailto:insurance@ryerson.ca).

(h) The Ryerson HR/Benefits website further describes the WSIB process for unpaid Learners: [www.ryerson.ca/hr/working/docs/students\\_on\\_unpaid\\_work\\_placements.pdf](http://www.ryerson.ca/hr/working/docs/students_on_unpaid_work_placements.pdf)

(i) Further information about individuals on unpaid training placements can be found at:

<http://www.wsib.on.ca/en/community/WSIB/OPMDetail?vgnextoid=dfa3fcea9bfc7210VgnVCM10000449c710aRCRD>

**Section III RYERSON LIABILITY INSURANCE      Contact [insurance@ryerson.ca](mailto:insurance@ryerson.ca)**

- (a) Only unpaid experiential learning activities that are program-approved are covered under Ryerson's liability insurance plan. This includes students receiving a training allowance, honoraria, reimbursement of expenses, or stipend.
- (b) If the student receives a salary paid by the placement/organization, the student would be covered under the placement's/organization's insurance.

**Section IV STUDENT LIABILITY WAIVER      Contact [insurance@ryerson.ca](mailto:insurance@ryerson.ca)**

- (a) Student Liability Waivers are not required for program-approved experiential learning activities that are part of the curriculum. Note that certain field trips and off-campus activities not tied to a program's course may require a waiver. For information on liability waivers contact [insurance@ryerson.ca](mailto:insurance@ryerson.ca).
- (b) Student Liability Waivers are required for experiential learning activities, both on-campus and off-campus, which are not linked to a program's course e.g. student club field trip.
- (c) If students are required to sign a waiver by any off-campus organization it should be reviewed by [insurance@ryerson.ca](mailto:insurance@ryerson.ca) prior to signing.
- (d) Student Liability Waivers are required for all international activities. Contact Ryerson International.

**Section V CHECKLIST FOR RISK MANAGEMENT for formal agreements**

- (a) If a Checklist for Risk Management is required, it can be found in Ryerson's Blackboard under Placement/Practicum. To access this site contact the Director of Academic Initiatives, Office of the Provost and Vice President Academic.
- (b) All students undertaking an activity outside Canada must complete the International Travel Risk Assessment form available at <http://www.ryerson.ca/cehsm/forms/index.html> and will be expected to attend a pre-departure session provided by Ryerson International (see [www.ryerson.ca/ri](http://www.ryerson.ca/ri)).

**Section VI POLICE RECORDS CHECK (PRC)**

- (a) Programs/Departments are responsible for providing information to students about the PRC process, if necessary.

**Section VII INTERNATIONAL AGREEMENTS      Contact Ryerson International ([www.ryerson.ca/ri](http://www.ryerson.ca/ri))**

- (a) For information see Ryerson International's E-Guide at [http://www.ryerson.ca/ri/download/RI\\_eguide.pdf](http://www.ryerson.ca/ri/download/RI_eguide.pdf).

**Section VIII INTELLECTUAL PROPERTY      Contact: Jennifer MacInnis, Director, Industry Liaison and Commercialization, Office of the VPRI - [jmacinnis@ryerson.ca](mailto:jmacinnis@ryerson.ca)**

- (a) Intellectual Property will be determined in accordance with applicable law, Ryerson policies, and/or agreement with placement agency.