

**Policy no. 06  
INTERNSHIP Policy<sup>1</sup>**

**Adopted October 30, 2012**  
BG-12-010-042

---

<sup>1</sup> Through a previous partnership, TAV College applied Cégep Marie-Victorin's Internship Policy. With the Cégep's permission, TAV has translated, adapted and partially rewritten the Cégep's policy for its specific needs. TAV College wishes to thank Cégep Marie-Victorin for its contribution.

## Contents

<b>FOREWORD.....</b>	<b>3</b>
<b>ARTICLE 1 – Objectives .....</b>	<b>3</b>
<b>ARTICLE 2 – College Responsibilities.....</b>	<b>3</b>
<b>ARTICLE 3 – Roles and Responsibilities .....</b>	<b>4</b>
<b>3.1 The responsibility of the College.....</b>	<b>4</b>
<b>3.2 The Dean of Studies.....</b>	<b>4</b>
<b>3.3 The Internship Coordinator .....</b>	<b>4</b>
<b>3.4 The Internship Supervisor.....</b>	<b>5</b>
<b>3.5 The Internship Attendant .....</b>	<b>6</b>
<b>3.6 The Intern .....</b>	<b>6</b>
<b>ARTICLE 4 – Admissibility criteria .....</b>	<b>7</b>
<b>4.1 The place of the internship in the student’s progression.....</b>	<b>7</b>
<b>4.2 Professional Conduct.....</b>	<b>7</b>
<b>ARTICLE 5 – Inappropriate Behavior.....</b>	<b>8</b>
<b>ARTICLE 6 – Internship Contracts and Insurance.....</b>	<b>9</b>
<b>ARTICLE 7 – Fees linked to internships .....</b>	<b>9</b>
<b>ARTICLE 8 – Vaccination .....</b>	<b>9</b>
<b>ARTICLE 9 – Paid Internships .....</b>	<b>9</b>
<b>ARTICLE 10 – Internships Abroad .....</b>	<b>10</b>
<b>ARTICLE 11 – Implementation and Revision of the Policy.....</b>	<b>10</b>
<b>ARTICLE 12 – Final Dispositions .....</b>	<b>10</b>

## **FOREWORD**

Through its previous partnership with Cégep Marie-Victorin, TAV College applied the cegep's Internship policy as early as 2006. The College has chosen to pursue the implementation of this policy and has adapted it to suit its needs.

Through this policy, TAV College wishes to define the objectives and principles that will guide its decisions regarding internships. This policy regulates the Internship practices at TAV College.

This policy formalizes existing practices in the College's various programs. The policy outlines the orientations that support 1) the eligibility criteria for internships, 2) the organization and evaluation of training, 3) the roles and responsibilities of stakeholders and 4) the professional conduct expected of trainees.

This policy applies to all credited courses offered at TAV College.

## **ARTICLE 1 – Objectives**

Through this policy, the College wishes to:

- 1.1 Define the guidelines for the management of internships at TAV College.
- 1.2 Establish and make known the roles and responsibilities of all stakeholders involved in the implementation of training under the authority of the College.
- 1.3 Define the eligibility criteria for internships and indicate what professional attitudes and behaviors are expected of students.
- 1.4 Oversee the organization of internships and the work of persons involved.
- 1.5 Ensure equity in the supervision and evaluation of students.

## **ARTICLE 2 – College Responsibilities**

The internship is a process related to training and learning in the context of a supervised activity in the professional work place with respect to the learning targets of the course and program.

Internships allow students to:

- accomplish tasks that are related to their profession;
- live the reality of the labor market;
- develop professional conduct;
- interact with professionals in the field;
- receive feedback;
- apply their training to actual practice;
- give meaning to their theoretical training;
- live an experience that helps them to better integrate learning.

Students in internships (here called *interns*) should be considered students who need to achieve learning targets. Work places are considered key partners in training. The College promotes dialogue between all stakeholders. In this sense, it wants its relationships with these partners to be meaningful and lasting.

## **ARTICLE 3 – Roles and Responsibilities**

### **3.1 The responsibility of the College**

The College is responsible for:

- Defining, the guidelines for the internships and the duties of all stakeholders.
- Searching for work places that accept:
  - to share the responsibility for the practical training of students;
  - to collaborate in the evaluation of the intern;
  - to provide a supervisor who:
    - ✓ Has the skills and experience required;
    - ✓ Has the professional and interpersonal skills enabling him to give the necessary feedback to the intern and who agrees to provide the professional guidance necessary for the training of the student;
    - ✓ Offers the necessary support to the work place supervisors by ensuring, when appropriate, training and rigorous supervision;
    - ✓ Collaborates with stakeholders toward the regular assessment of internship methods and their application.
    - ✓ Meets the needs expressed by the work place.

### **3.2 The Dean of Studies**

The Dean of Studies is responsible for the implementation and application of this policy.

- He ensures that the application of the policy is in accordance with existing laws, policies and regulations in force at TAV College;
- Supports internship coordinators and support staff for the production of the documents needed (training guide, etc.).
- Ensures the dissemination of this policy.

### **3.3 The Internship Coordinator**

The internship coordinator:

- ensures that the program objectives are respected;
- Ensures the consistent application of the internship policy;
- promotes the development of new cooperation avenues with work place partners (old and new);
- specifies how internships are organized and what obligations stakeholders have;
- provides support to the people involved.

More precisely, the Internship Coordinator:

- is a member of the College’s professional staff;
- is responsible for planning and organizing internships;
- ensures that internship documents for training are produced and handed out to each work place. He ensures that the documentation is updated;
- provides students with the internship guide that outlines the rules regarding the selection of a work place;
- ensures that all students have found a work place in compliance with the rules established by the college;
- ensures the smooth running of internships;
- intervenes in conflict situations;
- receives assessments of students and / or of supervisors on the proper functioning of internships;
- ensures that all stakeholders work in a coherent pedagogical approach;
- ensures that the terms of supervision, support and evaluation of the interns are given to all supervisors and to the Dean of Studies (these conditions promote the attainment of the learning targets and specify the nature, number and duration of the interventions between supervisors and interns);
- ensures the delivery of student grades to the College Registrar.

### 3.4 The Internship Supervisor

The internship supervisor is a teacher or a lecturer at TAV College.

Under the supervision of the Dean of studies, he oversees the planning and organization of training activities.

More specifically, the internship supervisor:

- establishes and maintains positive relationships with training partners;
- ensures that each student finds a work place in accordance with this policy;
- ensures that each internship is conducted in accordance with signed agreements;
- meets representatives from different work places to establish internship agreements with them;
- provides each student with the assistance and supervision required;
- Informs the student concerning the requirements outlined in the course plan and internship guide;
- Reminds the student that he must comply to regulations including the College IPESA, and that students participating in fraud or plagiarism will be sanctioned by the college;
- provides the student with the requirements regarding the respect of persons, the respect of internship agreements and contracts; the compliance with the organization's policies, standards, procedures and code of ethics if there is one in place, and confidentiality.

In addition, the supervisor:

- communicates to the student the learning targets and the methods used for supervising and evaluating;

- Meets the student to ensure that the internship runs smoothly and assists him through the internship process and in the attainment of program objectives;
- establishes formal contacts with the work place attendant;
- ensures that the necessary conditions for the realization of the internship are met;
- receives feedback from students and informs the Internship Coordinator;
- supports the student in the integration of learning;
- meets the student to assess him and keeps a copy of the evaluation in the student's internship file;
- meets the student and the attendant if significant problems arise during the internship. He informs the Internship Coordinator. If they deem it appropriate, the supervisor and the internship coordinator can propose various help measures to the student;
- can, with the approval of the internship coordinator, extend the internship, change the internship work place or stop the internship, after consulting the persons involved. If needed, the College will make arrangements to adjust training contracts and insurance accordingly.

### 3.5 The Internship Attendant

The onsite internship attendant is an employee provided by the work place. He has the responsibility to guide and assist the student in the internship learning activities.

The attendant :

- is the main resource for the student. He greets the student in the work place and facilitates his integration. He is responsible for the organization of the student's work. He allows the student to implement relevant activities aimed at achieving the learning targets of the internship;
- meets the student regularly, addresses his comments to him, provides his feedback on his activities in the work place, asks him questions and provides answers to his questions;
- actively takes part in the student's evaluation and completes the College's evaluation grid;
- refers to the College supervisor for any difficulties encountered during the internship.

### 3.6 The Intern

The intern is a student in training. He is the first person responsible for his internship. He contributes fully and actively to the success of this training activity. He respects the requirements established by the college for the placement, assumes full responsibility for finding and obtaining an internship. If he fails to find an internship, the supervisor can assign a work place to him.

Generally speaking, the intern :

- is committed to taking the steps needed to attain the learning targets;
- respects the signed agreements and rules for completing the internship. If he is late or absent, he notifies the attendant and supervisor and makes up for the internship hours, after agreement with them;
- Prepares himself properly and participates in meetings where his presence is required (planning, follow up and evaluation);

- actively participates in activities, performs tasks and assumes responsibilities that are given to him;
- Establishes good relationships with stakeholders. He cooperates effectively with them;
- adopts appropriate conduct and demonstrates good work ethics. He respects confidentiality and, if necessary, adheres to the work place's code of conduct.

An intern criticised for conducting himself in a way that is contrary to professional ethics, has the right to be heard following the procedures formulated under this policy.

## **ARTICLE 4 – Admissibility criteria**

To undertake an internship, the student must be registered at TAV College in a college program that involves an internship, satisfy the prerequisites for training and demonstrate that he has the attitudes and skills to act in a professional manner. In addition, he must comply with Article 6 of Regulation No. 1 promoting academic success.

Students must be informed in the first semester about the internship admission criteria and these must be presented in the Internship training guide prepared for this purpose.

### **4.1 The place of the internship in the student's progression**

The student must have completed or be about to complete the prerequisite courses to the internship.

### **4.2 Professional Conduct**

The student must demonstrate attitudes and behaviors that would normally be expected of a person working in a workplace related to the targeted profession.

If the coordinator has defined attitudes and professional behaviors as being part of admission requirements to an internship, he informs the students about this through the internship guide that is in force.

The internship coordinator:

- Identifies the attitudes and professional behaviors that are expected of the student. He informs the student in writing in the first semester;
- Identifies the attitudes and behaviors that are considered inappropriate;
- Establishes shared duties for the assessment of expected attitudes and behaviors;
- Notifies in writing students who demonstrate inappropriate behavior or attitudes and tells them which ones need to be modified;
- Can exclude from the internship any student who does not modify his behavior. He transmits his report to the Dean of Studies who follows up on the matter.

A legal impediment verification may exclude the student from the internship. If the legal impediment verification does not allow the integration of the student, the college will decide what it deems most appropriate:

- It can meet the student to explain the situation;
- It may postpone the internship;
- It may exclude the student from the internship;
- It may exclude the student from the program after consulting the Dean of Studies;
- It can provide the student with the opportunity to register in another program on a date determined by the College.

In consideration of his rights, the student can be heard by the college behind closed doors and be accompanied by a person of his choice. It is the responsibility of the Dean of Studies to inform the student in writing concerning the College's decision. The decision is final.

### **ARTICLE 5 – Inappropriate Behavior**

5.1 The student is required to behave in a respectful manner in the work place.

5.2 If the student's behavior is inappropriate, the internship attendant advises the supervisor. A meeting is then held between the attendant, the supervisor and the student. At this point, the student can be heard. The coordinator is informed of the intervention.

5.3 The supervisor and the coordinator can take steps to modify the behavior of the student. With the permission of the Dean of Studies, the College can:

- require a period of observation for the intern to make the needed adjustments;
- require an extension of the internship;
- require the temporary suspension of the internship;
- stop the internship;
- record a failure for the internship;
- require that the student redo the internship.

The persons involved in the internship are informed of the measures which have been taken by the college.

5.4 In the event that the supervisor and coordinator conclude that the student's behavior represents a serious breach of professional ethics, they then inform the Dean of Studies.

5.5 The Dean of Studies can, after consulting the persons involved, apply article 5.9 of the institutional policy on the evaluation of student achievement - the IPESA (policy no. 1) which provides for the exclusion of the student from the program.

5.6 If the supervisor and the coordinator do not agree on the seriousness of the breach or fail to agree on the measures to be taken, the Internship Coordinator may appeal to the decision committee in place.

The committee is made up of the following persons:

- The Dean of Studies;

- The associate director of studies;
- The Internship Coordinator;
- The internship supervisor;
- The program's academic advisor.

If the committee concludes that the breach is minor, the measures provided for in article 5.3 of this policy will apply. If the committee concludes that the breach is serious, the Dean of Studies may apply article 5.9 of the IPESA.

## **ARTICLE 6 – Internship Contracts and Insurance**

6.1 For each intern, an internship contract is signed between TAV College and the work place to formalize the agreement between the two parties.

6.2 All students are covered by a liability insurance policy. They are also covered by *the Commission de la santé et de la sécurité du travail du Québec (CSST)*. The Director General is responsible for these protections.

## **ARTICLE 7 – Fees linked to internships**

7.1 If the internship requires travelling for the student outside of the Montreal area, travel and accommodation arrangements must be agreed upon between the College, the student and the work place. The agreement must be placed in the student's file.

7.2 If paid training is required by the work place, the student's participation in this training must be approved through an agreement between the College and the work place. The College may refuse any invoice resulting from an unauthorized activity.

## **ARTICLE 8 – Vaccination**

8.1 A student who is doing an internship in a health care facility must have received prescribed vaccinations.

8.2 The College has the responsibility to ensure that students are vaccinated.

8.3 A health care institution can refuse to accept a student who is not vaccinated.

8.4 The vaccinations that are not offered by the Department of Health and Social Services will be paid by the student.

## **ARTICLE 9 – Paid Internships**

Generally speaking, the intern is not paid during an internship that represents a form of training activity within a program. However, it is possible that an internship be paid. In this case, the College will determine the conditions that govern this practice. It informs students and work places. An agreement is signed between the College and the work place with respect to the training objectives and the transfer of liability insurance to the work place. The Dean of Studies signs these agreements for the College.

## **ARTICLE 10 – Internships Abroad**

10.1 The College can authorize an internship outside of Quebec. This request must specify the specific objectives of the internship and its outstanding contribution to the training of students.

10.2 For internships outside Quebec, the usual requirements of the internship are maintained.

10.3 The College specifies the rules governing support and supervision of interns through the internship guidebook prepared for these special projects.

10.4 internships abroad are subject to the policies in force at TAV College.

## **ARTICLE 11 – Implementation and Revision of the Policy**

The internship policy comes into force after its adoption by the College Board of Governors. Four years after its adoption, it will be submitted to a review process to ensure that it is updated.

The College can, by resolution, postpone or advance the review and / or evaluation of the application of this policy.

## **ARTICLE 12 – Final Dispositions**

12.1 The foreword is part of this policy.

12.2 The Dean of Studies is responsible for the implementation and enforcement of this policy.

12.3 This policy was adopted by the Board of Governors on October 30, 2012.

12.4 This policy repeals any other document or text previously used or adopted.