

**Instructions for Completing and Submitting the WINL 300 Course Agreement. Please read carefully.**

1. This form is a contract between the student, their faculty supervisor, and the organization contact/supervisor. This form contains two parts: Part A, the course agreement and Part B, the One-Time Placement Agreement. Part A is completed in consultation with the faculty supervisor and Part B requires a signature from the organization.
2. Students must complete Parts A and B and save a copy of the form to their computer.
3. Part A requires three digital signatures. *For instructions on how to create a digital signature, see Appendix A.*
  - a. **Student:** The student signs Part A and then emails it to the Faculty Supervisor.
  - b. **Faculty Supervisor:** The faculty supervisor will digitally sign Part A and email it to the Department Chair. Once the form is signed by the faculty supervisor, it cannot be changed by the Chair.
  - d. **Department Chair:** The Chair is the final signature to Part A. Once signed, the Chair submits Part A to [ASIndependentStudy@macewan.ca](mailto:ASIndependentStudy@macewan.ca).
4. A notification will be sent to the students mymacewan email account once they have been enrolled in the course.
5. Students will submit Part B to the Organization Contact/Supervisor along with a copy of Part A.

**Note concerning Independent Course Work**

Students can use a maximum of 15 credits of independent course work towards their degree. This includes all courses that are 398 and 498 as well as WINL 300, COSL 300, CMPT 496, SOCI 496, and SOCI 497. This does not include an Honours Thesis.

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**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_

**Enrolment Term and Year:** \_\_\_\_\_

**Placement Start Date:** \_\_\_\_\_

**Placement End Date:** \_\_\_\_\_

**Course Topic:** \_\_\_\_\_

[Course topic should be filled in as it will appear on the student's transcript, using a maximum of 65 characters, including spaces]

**Faculty Supervisor:** \_\_\_\_\_

**Faculty Supervisor Email:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Organization Contact/Supervisor:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Academic Project Description:**

Using three to four sentences, describe your proposed project.

**Learning Outcomes**

List your learning outcomes for this academic project (i.e. indicate what you hope to achieve).

**Relevant Background**

List the courses that are relevant to the proposed research that are in progress or that you have completed.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **Guidelines for Evaluation**

With the assistance of the faculty supervisor and the organization contact, prepare a proposal with clear learning objectives for:

- The work experience – 10-20%
- Assessment from the faculty supervisor and organization contact of the work achieved – 30-40%
- Reflection on the work using one or more of the following forms – 10-20%
  - Short essays
  - Journal entries
  - Blogs
  - Online discussion
  - Public presentation
- Final assignment submitted upon completion constitutes – 30-40%

### **Course Information, Evaluation, and Feedback**

Course evaluation and feedback must include assignment values, due dates, any other feedback strategies, and the frequency with which the student, project supervisor, and/or organization contact will meet. The student must receive some feedback prior to the term's withdrawal deadline. Please see the Guidelines for Evaluation (below) for more information.

**Signatures**

This document can be completed with an electronic signature. If you do not have an electronic signature you will need to create one. Instructions on how to create a digital signature start on page 6.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



WORK INTEGRATED LEARNING (WINL 300)
PART B: ONE-TIME PLACEMENT AGREEMENT
Faculty of Arts and Science

Section 1: To be completed by the student

Date: \_\_\_\_\_

Host Organization: \_\_\_\_\_ (the "Host Organization")

Primary Contact: \_\_\_\_\_

Re: Work Integrated Learning Agreement between the Board of Governors of Grant MacEwan University ("MacEwan University") and the Host Organization

Student Information:

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

MacEwan University Supervisor: \_\_\_\_\_

Course Name and Number: WINL 300

Placement Information:

Organization Contact: \_\_\_\_\_

Placement Start Date: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Placement End Date: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please refer to Part A for the Applicable Course Learning Outcomes and Supervision and Evaluation Requirements.

Section 2: To be completed by the Host Organization and Representative from Grant MacEwan University.

The Host Organization agrees to provide a Work Integrated Learning placement in accordance with the following:

The Host Organization will provide any specific policies or procedures which apply to the Student as part of the Work Integrated Learning placement, to MacEwan University in advance so MacEwan University can properly advise the Student. At all times, the Student is required to abide by all MacEwan University policies with respect to the Work Integrated Learning placement. During the placement, the Student remains a student of MacEwan University, regardless of whether he or she is an employee of the Host Organization.

Either party may cancel this Agreement by giving 30 days' written notice to the other party. If the Host Organization determines that the Student has acted in a way that compromises the safety or security of its staff, patients or members of the public, this Agreement may be cancelled immediately upon notice (including the reasons for termination) to MacEwan University. MacEwan University reserves the right to remove the Student from the placement at any given time without notice.

MacEwan University is responsible for any negligent acts or omissions by its students or instructors; the Host Organization is responsible for any negligent acts or omissions by its employees, contractors, or representatives. MacEwan University students attending placements within Alberta are covered by the Workers Compensation Act. All information provided by one party to the other pursuant to this Agreement is subject to the Freedom of Information and Protection of Privacy Act (Alberta).

The Host Organization understands the Work Integrated Learning placement is a learning opportunity for the Student and will support the Applicable Course Learning Outcomes listed above. In addition, the Host Organization agrees to provide the Supervision and Evaluation Requirements listed above.

This Agreement is effective as of the date specified above, and is executed by persons duly authorized to enter into such agreements.

THE BOARD OF GOVERNORS OF GRANT
MACEWAN UNIVERSITY

HOST ORGANIZATION

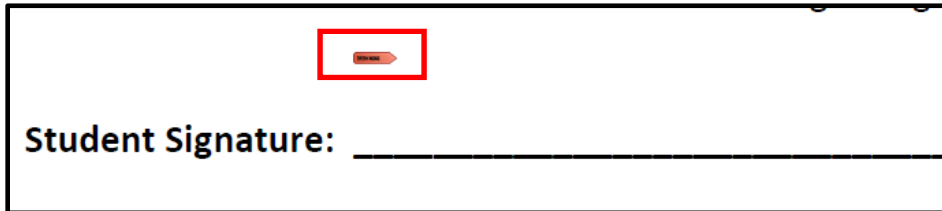
Name:
Title:

Name:
Title: PLEASE SIGN

## How to Create a Digital Signature

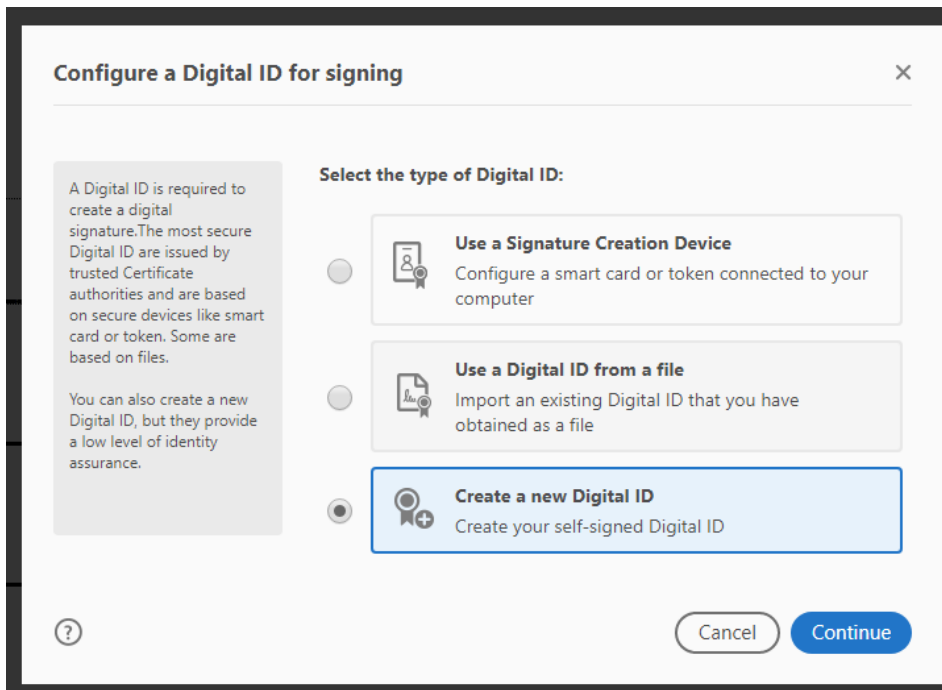
A digital signature is easy to create, and it can be saved to your computer for future signature requirements in Adobe Acrobat. Documents that require a digital signature will have a little red tab by the signature line (see the red box in Figure 1). Click on the red tab to start the process of creating a digital signature.

Figure 1



Once you click on the red tab, the following box will appear (Figure 2). Select “Create a new Digital ID” if you do not already have one. If you have previously created a signature, select “Use a Digital ID from a file”.

Figure 2



Once you select “Create a new Digital ID,” you will be asked if you wish to save the ID to your computer (Figure 3) and then to provide a bit of personal information (name, organizational unit, and email address) outlined in Figure 4.

Figure 3

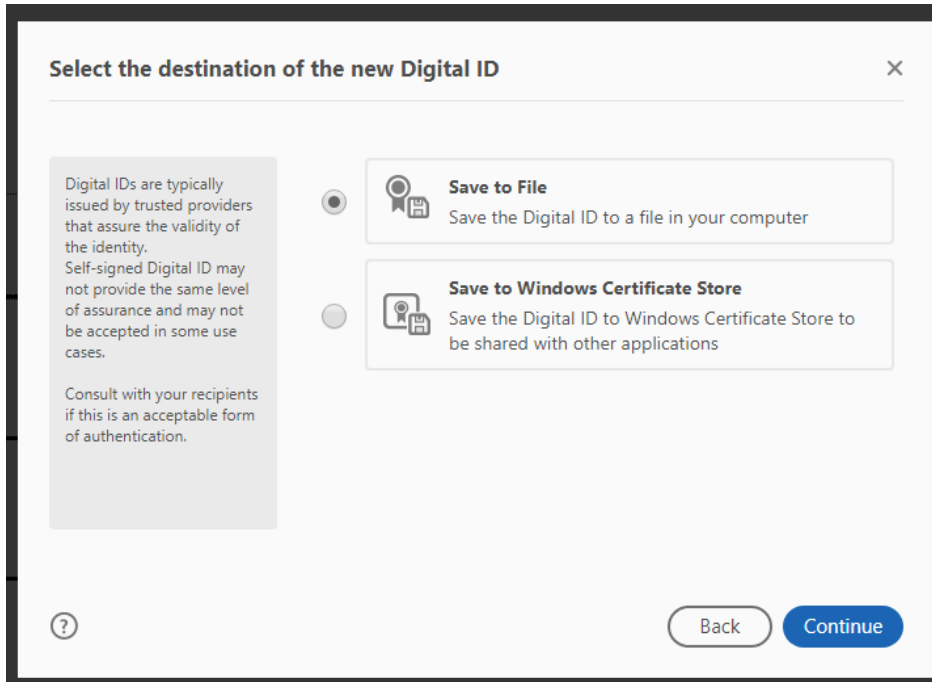
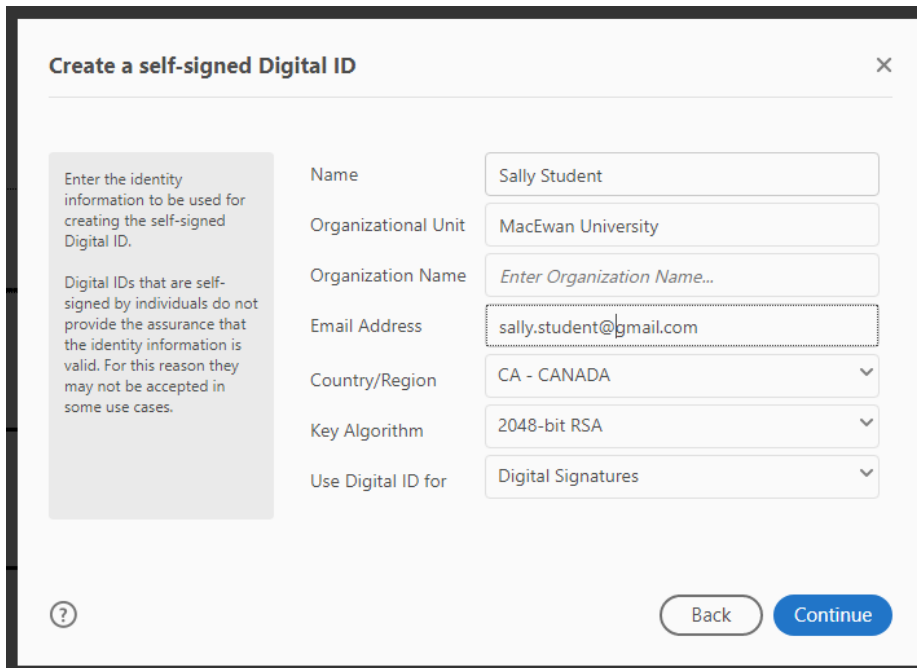
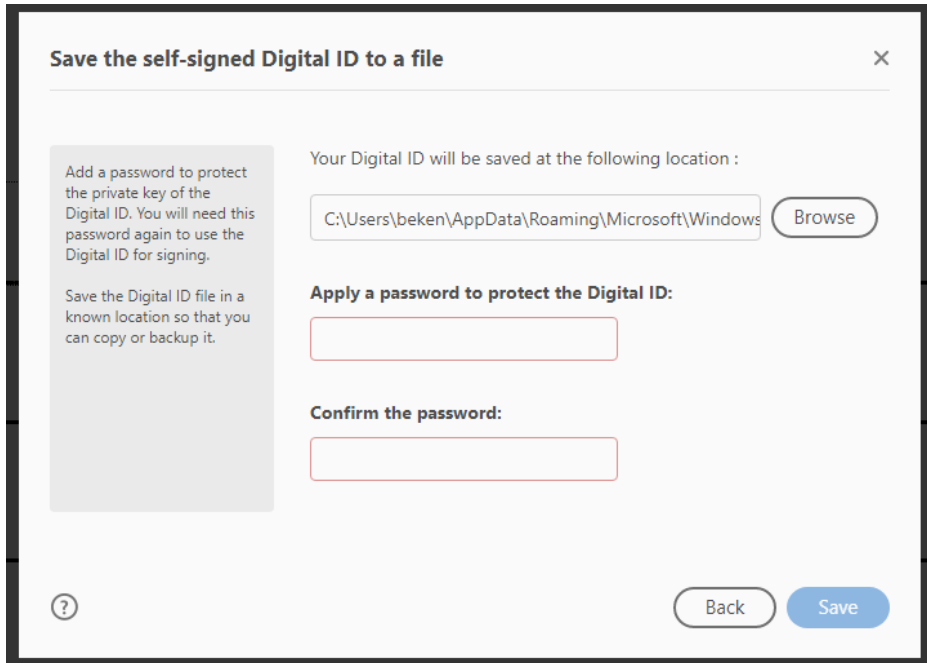


Figure 4



Once you fill in your personal information, select continue and then provide a password (Figure 5). Click the Save button. Please keep this password for future use.

Figure 5



Now your digital signature (or ID) is ready to be added to your PDF. Select your signature (Figure 6) and enter your password in the red box at the bottom (Figure 7).

Figure 6

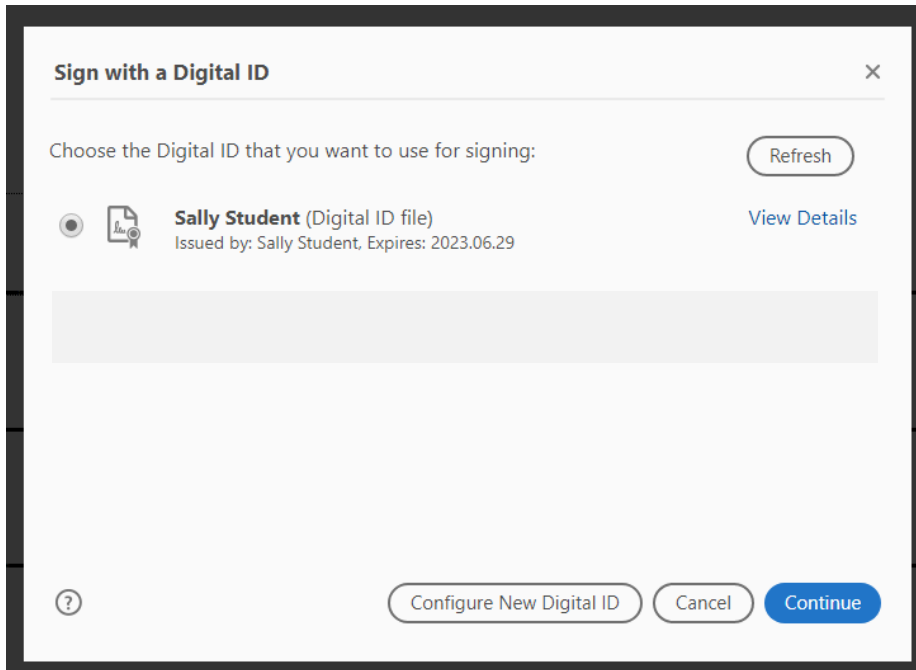
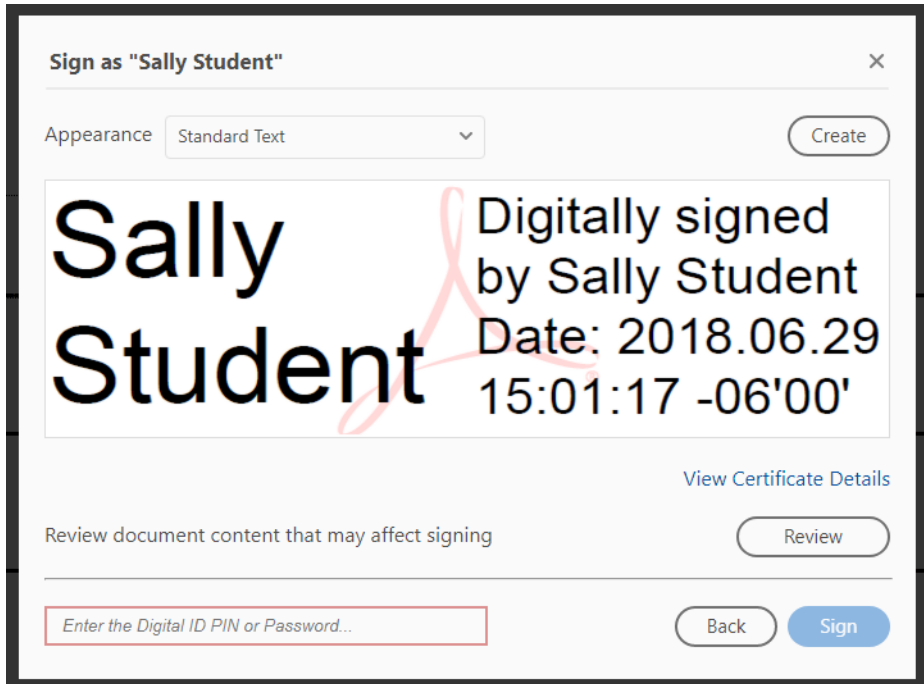


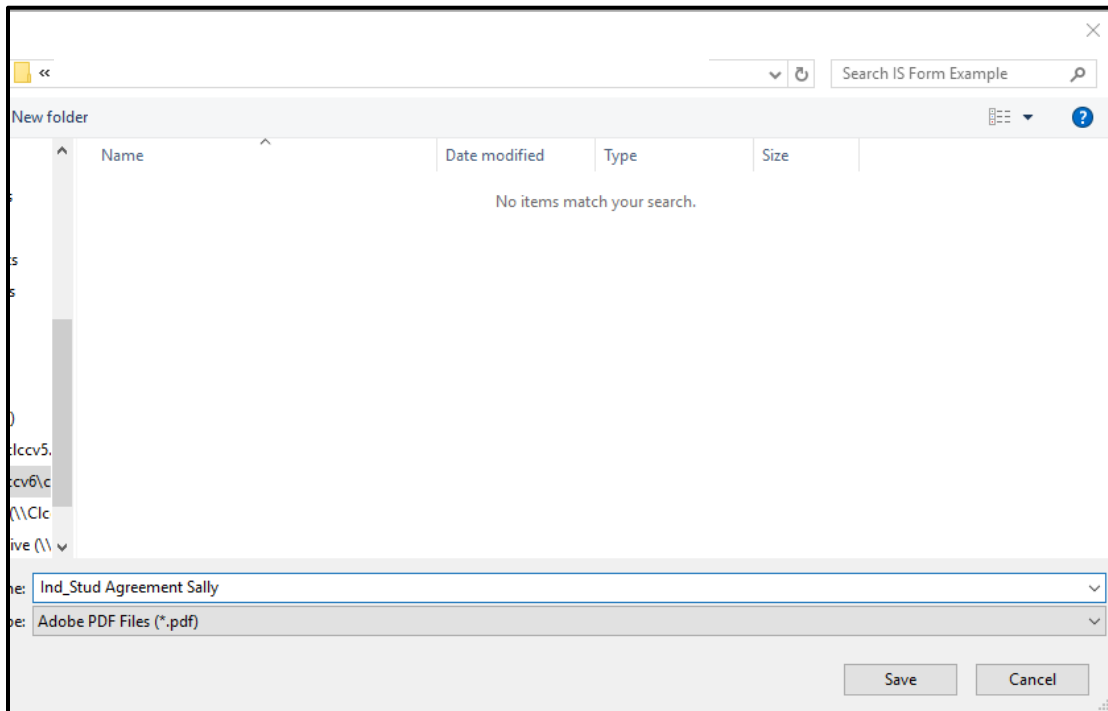


Figure 7



You will then be asked to save your document to your computer (Figure 8).

Figure 8



Your digital signature will appear as in Figure 9.

Figure 9

Signatures	
Student Signature:	<u>Sally Student</u> Digitally signed by Sally Student Date: 2018.06.29 15:03:42 -06'00'
Project Supervisor Signature:	_____
Department Chair Signature:	_____

Once your document has been signed, it is ready for submission. All you need to do is attach it to an email.