

 <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Work Integrated Learning Policy
Document Type	Policy
Administering Entity	Vice President – Academic, Course Directors /Deputy Directors (Deans/ Assistant Deans), Deputy Directors (Internship), Academic Staff, Vice President – Administration, Registrar, Course Managers
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**Updated on August 25, 2021 for references to Threshold Standards 2021*

1. Purpose

- a. This policy provides the broad policy and framework for work integrated learning for courses at S P Jain School of Global Management (S P Jain). S P Jain recognises the importance of authentic and relevant work experience for students as a formal part of the curriculum.
- b. As such, S P Jain recognises the need to monitor and quality assure the provision of academic experiences through an external arrangement as part of an S P Jain course.
- c. This policy sets out the procedures that S P Jain follows to ensure the quality of all work integrated learning taken by students as part of an S P Jain qualification.

2. Scope of the Policy

- a. This policy applies to all work-related student experiences where:
 - a student is domiciled at the professional workplace (offsite from the School location, subject to exceptions)
 - and where WIL placement is an integral course component, attracts credit and/or is compulsory requirement for course completion.
- b. The policy does not apply to optional work opportunities undertaken by students (for example but not limited to summer placement, part-time employment and company internships) which are not a part of the course requirements.

3. Definitions

- a. Work-integrated learning (WIL) is an intentional, organised, supervised and assessed educational activity that integrates theoretical learning with its applications in the professional/industry workplace.
- b. In the context of the Higher Education Standards Framework (Threshold Standards) 2021, WIL encompasses any arrangement where a student undertakes learning in an environment or workplace outside of their higher education provider as a part of their course of study.
- c. WIL arrangements may include:
 - i. Internships
 - ii. Projects where a student is domiciled at the professional/industry workplace;
or
 - iii. professional placement
- d. Corporate Mentor is the assigned staff supervisor of the organisation that agrees to host the student for WIL.

4. Procedures

- a. WIL will be included as a part of the course curriculum after due consideration for the rationale, contribution to the course learning outcomes, and practicality of effective and uniform implementation across applicable campuses, and adequate staff resourcing.
- b. All WIL placements are subject to accreditation processes as part of the course design and approval processes.
- c. All WIL placements will have processes in place for the monitoring, supervision and performance assessment of students on the WIL placement.
- d. While it will be the final responsibility of the student to obtain the WIL, the School will endeavour (in courses with compulsory placement requirements) to arrange for the availability of WIL placements for students through the Corporate Relations team.
- e. The Corporate Relations / Deputy Director (Internship) team will assure workplace safety for the host companies through various methods such as company site visit, past Internship and final placement student experience, etc.
- f. The School may arrange WIL placements with host companies directly, or with an entity representing a group of host companies.
- g. WIL opportunities sourced by students will need to be approved by the Director/Deputy Director (Dean/Assistant Dean)/Deputy Director(Internship) for the course.
- h. Each WIL placement will have:
 - i. an Academic Mentor appointed to coach and make an academic assessment based on the student's performance; and

- ii. Corporate mentor who will oversee the WIL at workplace and provide ongoing regular feedback to the student, formal mid-term review and final WIL feedback to the School.
- i. To ensure that the WIL placement meets the course requirements, the role/objectives/ tasks for the WIL will be detailed by the Corporate Mentor subject to the review of the Academic Mentor.
- j. There will be a written partner agreement between the student, the corporate/ company representative and the School representative for the WIL placement. The agreement will detail the expectations from all the parties and the outcomes sought for students.
- k. While stipends may or may not be awarded, a certification of completion of the WIL placement will be required from the host company for successful completion of the WIL placement.
- l. Student feedback will be sought for the work placement with the purpose of using them to improve the WIL experience and outcomes.
- m. Students who do not successfully complete the WIL placement requirements may request a further WIL placement from the Course Director (Dean) for his/her consideration and approval.
- n. Students may lodge any grievances associated with WIL with the School or any of the staff as detailed in the School's Student Grievance and Mediation Policy and Procedures.
- o. For each specific course where WIL placement is a part of the course completion requirements, detailed guidelines and procedures will be developed for WIL placement.

5. Roles and Duties

- a. S P Jain Academic Mentors will:
 - i. review the WIL offer/objectives to ensure that they meet the WIL requirements for the course;
 - ii. be the S P Jain point of contact with the corporate mentor and host company during the course of the internship;
 - iii. periodically review the student progress, WIL corporate mentor/host company feedback, complete the ongoing, mid and final assessments as required by the WIL guidelines for the course;
 - iv. update the student on corporate mentor/their own ongoing feedback and provide guidance and mentorship to the students during the course of the WIL, and
 - v. bring to the notice of the Course Director/Deputy Director (Dean/Assistant Dean) any students who they may consider to be at risk.
- b. Corporate Mentors will:
 - i. offer the student a work experience placement in line with the School's requirements and aligned to the learning outcomes of the curriculum;
 - ii. ensure that appropriate provisions are made for the student/s while on WIL placement in line with the written partner agreement with the School;

- iii. provide formal feedback to S P Jain through the assigned Academic Mentor about the student's conduct and performance during and upon completion of the experience; and
 - iv. provide formal certification upon completion of the experience.
- c. Students will:
- i. ensure that all information submitted to an employer, is accurate;
 - ii. for WIL placement opportunities arranged by the School, only interview when genuinely interested in the positions for which the employer is interviewing;
 - iii. ensure that for all interviews they wear professional attire unless otherwise permitted by the employer;
 - iv. in instances where they receive multiple WIL offers, acknowledge all offers, whether they accept or reject the offer;
 - v. only accept one offer and that the acceptance of an offer by a student is defined as verbal or written affirmation of an offer of employment; and
 - vi. during the course of the internship abide by the host company guidelines and norms, meet the agreed internship deliverables and timelines, and follow the School's code of conduct, upholding the values of S P Jain.

6. Related Documents

- a. Rules of Progression and Course Completion for various courses
- b. Course Internship(WIL) Guidelines
- c. Student Grievance and Mediation Policy and Procedures
- d. Student Progression, Exclusion and Course Completion Policy