

WORK-INTEGRATED LEARNING APPROVAL FORM

Please read this form carefully and refer to the **checklist** before completing and submitting your Work-Integrated Learning (WIL) Approval Form. Note that this form is to be completed by the student, not the host employer.

Failure to fill out the WIL Approval Form according to instructions may result in a further delay in starting your field experience. Students may not begin their field experience until they have received confirmation of approval. **Formal approval is required prior to accumulating hours for academic credit** - any hours completed prior to approval will not be considered.

Please expect 3-5 business days for submissions to be reviewed and to receive a response - submitting this form does not mean automatic approval. Upon approval, the WIL Department will confirm the experience with the host employer and request their signature. Your supervisor should not be signing your form prior to your submission for approval.

Student Information

Name: Program: Humber N#:
 Email: Phone:
 Address (local):

Domestic Student? YES NO

How did you find this job posting?

- Faculty or Alumni Referral:
- Career Centre/Humber CareerConnect Portal
- Student direct job search/networking
- Student works for company (or has in the past)
- Other (please specify):

Host Employer Information

Company Name: Department:
 Employer Address:
 City, Province: Postal Code:
 Employer Website:

Supervisor Name: Job Title:
 Phone Number: Email Address:
 LinkedIn Profile:

Company Description:

*Note: Student requires a supervisor with relevant qualifications. Supervisors cannot be a student's family/relative, faculty, a current Humber student, or Humber alumni who has graduated within the last 3 years.

Employment Terms

Student Job Title:

Hours per week:

(Anticipated) Start Date:

(Anticipated) End Date:

***Note:** End date should correspond with the completion of your required hours **and** should not exceed the semester end date.

Where will you be working? IN-OFFICE HYBRID REMOTE

Remuneration: PAID UNPAID *If paid, what is your hourly wage?

If the experience is unpaid, will you receive any other form of compensation? (e.g., transportation, honorarium, etc.) YES NO

*If YES, explain:

Will your work require travel outside of the province of **Ontario**? YES NO

*If YES, explain **and** contact *Manager, International Initiatives*:

*See **Contact Details** on Blackboard

Will you need to provide your own hardware/software or other tools? YES NO

*If YES, explain:

Proposed Job Duties

Job Duties/Responsibilities:

Qualifications Required of Student:

***Note:** Please attach a copy of the formal job description.

Student Agreement

I understand and agree that should I accept employment with this organization, I will honour my commitment to this employer regardless of subsequent job offers, and I agree to follow all practices, policies, and procedures of my employer. I agree that my employer may release information to the Faculty related to my work term and performance.

Student Signature:

Date:

For WIL Office Use Only

This field experience has been reviewed and evaluated as a suitable learning opportunity and meets the necessary Program Learning Outcomes for the student.

Administrator Signature:

Date:

Host Employer Agreement

Upon hiring the above student, I agree to provide the student with: duties related to their program of study as much as business conditions allow and/or an opportunity for the student to learn and build skills for career success in their field of study; an orientation to their duties (including all applicable/required health and safety practices and training); guidance and supervision; Further, I agree to provide feedback on the student's performance to the Faculty during the work term and at the end of the work experience.

Employer Signature:

Date: