

# CHECKLIST FOR WIL APPROVAL

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Please acknowledge and review that the following items are complete *before* submitting your Work-Integrated Learning (WIL) Approval Form. Note that you are required to submit a signed copy of this checklist alongside your WIL Approval Form.

- I have reviewed all the information on the blackboard site that pertains to my field experience.
- I have filled out my WIL Approval Form to the best of my ability.
- My supervisor has at least 3-4 years of experience in my related field with an appropriate position to supervise my work.
- My supervisor is not my family/relative, faculty, a current Humber student, or Humber alumni who has graduated within the last 3 years.
- The employer I'll be working for has been an established business for at least 3 years.
- The employer and supervisor can be verified by one of the following: e.g. LinkedIn, company website, etc. and I have included these links in my WIL Approval Form.
- This field experience is not being offered through my family or a relative's business.
- If I am an international student, I have acquired the necessary permit(s) to start my field experience.
- This field experience aligns with my Program Learning Outcomes. Please refer to your PLOs
- I have access to a formal job description for my field experience or I have asked for it to be created.
- I understand that when my WIL Approval Form has been approved, I will commit to this opportunity regardless of subsequent job offers.
- I am comfortable with the compensation for this field experience.
- I understand that if there is an incident at the workplace that relates to my health, safety or mental well-being, I must contact the WIL Department immediately.
- If my field experience is outside of Ontario, I have connected with the *Manager, International Initiatives* to begin completing additional requirements.

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

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