Logistical Planning Chart

Use this chart to help scope the feasibility and resources required for new or evolving experiential learning programs and courses, including:

* alignment of learning outcomes with a specific form of experiential learning
* options related to administration of the program, including risk management considerations
* information to assess the viability of the program based on both student and employer interest and capacity

Some of the points may require further consultation with risk management experts on campus to determine next steps. The EL Hub will review the information provided in this chart and, if needed, send you and those experts an EL Referral Form, summarizing pertinent information related to your EL activity.

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| **Question** | **Response** |
| Strategic Alignment |
| For what strategic objectives is the Faculty/School or Department interested in this program (e.g. recruitment, retention, graduate outcomes, quality of the student learning experience, improve employment outcomes)? |  |
| Form of EL |
| What form of EL best supports learning and overall program objectives (internship, practicum, experiential learning project, etc.)?* Do the course/program learning outcomes require that students secure individualized opportunities with host organizations?
* Are group projects or multiple students working with one host organization a viable option?
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| For credit or non-credit?* If for credit, is there a course available or will it need to be created?
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| What is the length of the EL activity? |  |
| What is the year and term of the EL activity during the academic program? |  |
| Will the EL activity be embedded into the program or will it add to the program’s length? |  |
| Will the EL activity be required or optional? |  |
| Will there be an application/interview process for students wishing to enrol in the course/program?* What qualities will you be looking for?
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| Student Supports |
| If required, who is responsible for ensuring a position is obtained?If students,* How far in advance of the course/program start date does a student need to start searching for a position?
* How will the position be vetted?
* When does the position need to be confirmed?
* What instructions will students receive?

If staff or faculty member?* How far in advance of the course/program start date will outreach begin?
* What tools/resources are required?
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| Are there internal partnerships (e.g. Career Services) available to students to support them in finding a suitable EL opportunity? Have you communicated with the host organization? |  |
| What happens if a student plans to enrol in this course, but is unable to secure a position?* How does this impact their degree and course planning?
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| What types of pre-experience activities or training will be provided?* Will it be in class or out?
* What topics will be covered?
* Who will provide/facilitate the activities or trainings?
* Are there workshops the EL Hub can facilitate (e.g. Professionalism in the Workplace; Completing an EL Learning Plan; Mid-Experience Reflection; Post-Experience Debrief)?
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| For online courses:* What additional supports might be required to support students searching for placements (i.e. OnQ course page created before course start date to facilitate document sharing, pre-departure training etc.)?
* Will opportunities for EL be the same for students in international locations?
* Are EL requirements for hours and placement locations flexible enough to accommodate full-time work schedules?
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| What procedures and communications need to be created regarding inclusivity/accessibility?* Any other accessibility considerations?
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| How will requirements for hours spent at a host organization or working on a project be tracked and verified? |  |
| Assessment and Evaluation of Student Performance |
| What tools and mechanisms will be used for evaluating student performance?Will the student/s be assessed by a supervisor at the host organization?* If yes, does the Faculty/Department have a policy for the assessment and evaluation of experiential learning activities that take place under the supervision of a host organization?
* If no, have you reviewed the EL Hub resource “EL Assessment Recommendations – Host Organization Supervision”
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| Targets |
| What is the target for the number of students in the course or program? |  |
| What is the target for the number of students to secure an EL activity each year? |  |
| Employers and/or Host Organizations (if applicable) |
| What types of host organizations might offer relevant opportunities?* What assessment of availability of opportunities has been done?
* Are there existing relationships with these organizations, or will new relationships be created?
* Are there colleagues on campus that are operating similar programs or working with similar host organizations? Have you reached out to collaborate your approach to host organization outreach?
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| What criteria will you use to assess and select a host organization?* What procedures and personnel will be in place to deal with problems or issues with host organizations?
* How are you ensuring host organizations are clear about their role, including nature of work given to student, amount of time in workplace, supervision and assessment of student performance, and any formal documentation they need to submit?
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| Will the EL activity be paid?* If so, will the host organization be paying the student directly?
* Is there funding or wage subsidy being offered to employers or host organizations?
* Who will be distributing the funds and/or subsidy?
* Have you investigated funding rules and regulations?
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| **Host Agreements**PARTNER RESPONSIBLE: University Secretariat and Legal Counsel, usec.contracts@queensu.ca |
| What agreements will you provide to the host organization and student (e.g. training contract, affiliation agreement, etc.)?* Are you using an existing agreement, or do you need to write a new one?
* Does the agreement include reference to specific learning outcomes shared by the University, student and host?
* Who will sign the agreements?
* How are these agreements being recorded and maintained?
* How will you ensure that students are engaged in meaningful, industry-specific and challenging work that compels them to apply classroom theory to solve real-world problems?
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| How will you ensure that placement agreements and other personal or confidential information collected by Queen’s is kept private and confidential? |  |
| **Risk Management**PARTNERS RESPONSIBLE: Department of Environmental Health and Safety, ehssa@queensu.caOffice of Insurance and Risk Management, insurance@queensu.ca |
| Is the EL host organization off-campus (local/national/international)?* Will the EL activity take place on campus, off-campus or both?
* If there is an off-campus component to the EL activity where the host organization is located?
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| What risks to student safety are inherent in the EL activity?* If there is a host organization involved, who will liaise with the host organization to ensure a safe and equitable workplace?
* Are there transportation requirements to/from and as part of the day to day specifics of the EL activity?
* Does the location present any specific risks?
* Does the EL activity involve any special/vulnerable populations?
* Are there any known risks/concerns with the community partner?
* Does the EL activity involve any harmful substances/property requiring proper training? If so, who is providing the training?
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| Have you addressed all relevant risk management considerations (health & safety, insurance coverage, formalized agreement, OCASP)?* If the EL activity includes a host organization, is the host aware of their responsibilities?
* Who within the University will coordinate with the student and host in case of an emergency or issue?
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| **Research**PARTNER RESPONSIBLE: Research Contracts Unit, Vice-Principal Research, researchcontracts@queensu.ca |
| Is the EL activity research? Will the results be publicly disseminated in the form of a thesis, academic publication, public presentation or other public disclosures?* If so, have you connected with the Research Contracts Unit (Vice-Principal Research) about any agreements that might be required?
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| How will intellectual property, ethics review, and non-disclosure issues be addressed (especially for research-related positions)?* Have you had discussions with the host organization about who will own or have intellectual property rights to the student’s work output from the EL activity?
* Does the EL activity involve research of human participants/data/biologics? If so, have you connected with the Research Ethics Office about an ethics review?
* Is the student expected to be able to publish or otherwise use the results of their work from the EL activity?
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