

			Experiential Learning Considerations				
			Is an unpaid student placement agreement required?	Are students provided with workplace insurance coverage through the University or the Ministry of Colleges and Universities?	Are students covered by the University's general liability coverage?	Is the opportunity paid (salary or hourly wage)?	Is an employment contract required?
Community Engagement	Curricular Community-Engaged Learning	A structured learning experience, embedded in a course, in partnership with community for the purpose of supporting priorities identified by the community, enhancing students' disciplinary knowledge, and sense of social and civic responsibility. It occurs in non-profit, community and/or public organizations. Does not involve engagement in research.	Yes, if a student is working on-site at an external organization in an unpaid position.	Yes, if a student is working on-site at an external organization in an unpaid position.	If the student is earning course credit, they are covered.	No.	No.
	Co-Curricular Community-Engaged Learning	A structured learning experience that takes place outside of a course, in partnership with community for the purpose of supporting priorities identified by the community, enhancing students' disciplinary knowledge, and sense of social and civic responsibility. It occurs in non-profit, community and/or public organizations. Does not involve engagement in research.	No.	No.	This depends on the circumstances of the experience, instructors or program. Coordinators should contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	No.	No.
	Community-Engaged Research	A structured research experience that equitably involves active engagement with community in the research process for the purpose of supporting priorities identified by the community.	No, unless the student is working on-site at an external organization in an unpaid position.	No, unless the student is working on-site at an external organization in an unpaid position.	If the student is earning course credit, they are covered.	No.	No.
Professional Practice	Professional Practicum	A practice-based experience where students observe or assist a licensed or registered professional through the hands-on application of disciplinary concepts in a professional setting, typically off-campus. This type of experience is primarily intended to support professional and discipline-based competency development. Students do not have an independent workload while on placement.	Yes.	Yes.	If there are agreements in place, liability would be determined based on the agreements. Where there are no agreements, instructors or program coordinators would need to contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	No.	No.
	Field Experience	A practice-based experience where students participate in components of a discipline or profession through the hands-on application of disciplinary concepts. Field experiences typically occur under the direction or supervision of a faculty member or a non-licensed professional. This type of experience is primarily intended to support professional and discipline-based competency development, but is not required for professional licensure or accreditation. Experiences where students are only observing professional activities (e.g., field trips) are not considered field experiences in this context.	No.	No.	If there are agreements in place, liability would be determined based on the agreements. Where there are no agreements, instructors or program coordinators would need to contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	No.	No.
Work Term	Co-op	There are two types of accredited co-operative education programs, co-op and co-op internship. Co-op involves alternating academic and paid work terms for students. Co-op internship involves a single 12 to 16 month work term. Co-op programs follow the academic calendar and allow students to explore professional environments within a specific industry or field.	No, unless the co-op is unpaid.	No.	No.	Yes.	Yes.
	Academic Internship	A work experience that integrates academic learning with its application in a workplace. This type of experience is primarily intended to support the development of professional or industry-specific skills and competencies and enhance students' employability. Students have an independent workload while on internship. Academic internships are directly connected to a course or program of study.	Yes, if the placement is offering course-credit and is unpaid. No, if the placement is paid.	Yes, if the placement is offering course-credit and is unpaid. No, if the placement is paid.	Yes, if the placement is offering course-credit and is unpaid. No, if the placement is paid.	Can be either paid or unpaid.	No, if the placement is offering course-credit and is unpaid. Yes, if the placement is paid.

Experiential Learning Risk Management Matrix

Organization Partnerships	Organization-Partnered Project	Project-based research, design, or consultancy work supervised by an instructor or staff member from the University. Students liaise with an external partner organization and engage in processes authentic to professional practice in their field. This includes the exchange of ideas and consultation/critique from the partner.	This depends on the circumstances of the experience. Check with your Divisional office or email the Student Placements Office: placements@utoronto.ca.	This depends on the circumstances of the experience. Check with your Divisional office or email the Student Placements Office: placements@utoronto.ca.	This depends on the circumstances of the experience, instructors or program. Coordinators should contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	Typically, no.	Typically, no.
	Organization-Partnered Research	A structured learning experience working with an external partner organization on a research project sponsored or initiated by the partner. The research project addresses specific questions set with the partner and produces new knowledge relevant to the student's field of study.	This depends on the circumstances of the experience. Check with your Divisional office or email the Student Placements Office: placements@utoronto.ca.	This depends on the circumstances of the experience. Check with your Divisional office or email the Student Placements Office: placements@utoronto.ca.	This depends on the circumstances of the experience, instructors or program. Coordinators should contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	Typically, no.	Typically, no.
	Simulated Work Experience	Students practice authentic learning activities that present most of the cognitive demands the student would encounter in the "real world". The experiences occur within environmental circumstances and surroundings that mimic those present while engaged in the activities outside of the university. Common forms of simulated work experiences include hackathons, boot-camps, and job shadowing placements that incorporate a simulated hands-on experience. These opportunities can be curricular or co-curricular.	No.	No.	Students (and alumni who are within two years of graduation) are covered when participating in job shadowing programs organized by the tri-campus career centres. Otherwise, instructors or program coordinators should contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	No.	No.
	Entrepreneurship	Students create, organize, and manage a product development or business venture for the purpose of fostering innovation, social impact, and/or contribution to the local and global marketplace. This may take the form of partnership with a start-up or offering students the opportunity to work on the development of their own business idea. These opportunities can be curricular or co-curricular.	This depends on the circumstances of the experience. Check with your Divisional office or email the Student Placements Office: placements@utoronto.ca.	This depends on the circumstances of the experience. Check with your Divisional office or email the Student Placements Office: placements@utoronto.ca.	Typically, no.	Typically, no.	Typically, no.
On-campus Work	Faculty-Led Research	Students work directly with faculty on research. These opportunities may be funded or supported in various ways. Course-based research is not included in this context.	No.	If a student is being paid as an employee of the university, then they are covered.	If a student is being paid as an employee of the university, then they are covered. If not, instructors or program coordinators should contact the Risk Management and Insurance Department: http://www.insurance-risk-mgmt.utoronto.ca/about.htm .	Typically, yes.	Typically, yes.
	Work Study	Faculty and staff to hire students into on-campus Work Study positions that provide students with an opportunity to gain practical work experience.	No.	As employees of the University, students are covered.	Yes.	Yes.	Yes.

* Please also consider Non-Disclosure Agreements and Intellectual Property Policies when you engage in experiential learning opportunities.