



# FIELD PLACEMENT POLICY

## 1. Policy

Hanson International Academy (hereinafter called “Hanson”) provides field placements for students whose GPA is equal to or higher than 2.0 in their semesters of study of the Tourism program. Hanson ensures that field placements provide an opportunity for its students to enhance the skills learned throughout completion of the Tourism program. For this reason, the college seeks field placement placements for its students with employers who are committed to introducing students to work in the field of travel and tourism. Hanson collaborates with field placement hosts to evaluate the student’s performance during a field placement.

## 2. Learning Objectives for Students/Opportunities Offered by Host:

- 2.1. Ensure customer satisfaction by providing tourism services in a professional manner, both individually and as part of a team.
- 2.2. Sell and promote tourism products and services proactively.
- 2.3. Apply knowledge of the various tourism industry sectors and their necessary interaction, both with each other and with government and other regulating bodies, in the provision of tourism products and services.
- 2.4. Effectively perform reservation and booking duties, both individually and as part of a team, in a tourism organization.
- 2.5. Accurately prepare and issue routine tickets and other travel documentation to clients.
- 2.6. Access and appropriately disseminate accurate and detailed product knowledge and destination information.
- 2.7. Apply clerical and organizational skills to facilitate the completion of administrative tasks.
- 2.8. Apply bookkeeping and basic financial knowledge and skills, including cost control techniques, to the operation of a tourism organization.
- 2.9. Develop ongoing personal professional development strategies and plans to enhance industry knowledge and leadership skills for tourism industry.

## 3. Procedure

- 3.1. Field placement placements are sought through networking and direct contact between the Placement Coordinator and the prospective field placement hosts.
- 3.2. When a possible field placement training site is identified, the Placement Coordinator contacts the proposed site to assess the commitment of the training place host to enhancing student learning. The Placement Coordinator explains the school’s expectations with respect to joint evaluation of student performance.
- 3.3. If the field placement host is approved to accept field placement students, the host’s name and contact information are entered on the school’s roster of field placement sites.

- 3.4. The Placement Coordinator provides the student with the host contact information. The student contacts the host organization with an introduction, resume, and arranges any necessary interviews.
- 3.5. Before a student may begin their field placement, they must submit a valid co-op work permit obtained from Immigration Refugees and Citizenship Canada (IRCC) to the Placement Coordinator.
  - 3.5.1. The co-op work permit must be submitted to the Placement Coordinator at least three (3) weeks prior to the beginning of the field placement date.
  - 3.5.2. Once the co-op work permit is submitted, the Placement Coordinator will provide it to the field placement host on behalf of the student, to ensure legal work practice.
  - 3.5.3. If a student is unable to produce a valid co-op permit before the commencement of the field placement, the student will not be placed and will have to complete the placement next semester.
  - 3.5.4. If a student applied three (3) months prior for a co-op work permit and it is unavailable or delayed, IRCC co-op work permit application confirmation is acceptable (until the co-op work permit is received).
  - 3.5.5. It is entirely the student's responsibility to apply and obtain a co-op work permit before the deadline.
  - 3.5.6. The Placement Coordinator will provide students a IRCC co-op visa request letter during their third semester in the Tourism program, to avoid application processing delay.
- 3.6. The Placement Coordinator prepares the Field Placement Work Agreement and meets with the student to sign these documents. Copies of the documents are placed in the student's file and the student is given the original documents to deliver to the training place host.
- 3.7. The Placement Coordinator notes the placement dates and plans a contact schedule, which includes no less than bi-weekly phone calls to the field placement site host and two site visits within the period of the placement. The Placement Coordinator will provide valuable feedback to the student.
- 3.8. At the end of the field placement, the Placement Coordinator meets with the field placement host and the student to conduct an assessment of the student's performance throughout the field placement.
  - 3.8.1. The assessment is designed to include the student's performance of the skills learned during completion of the program of study.
  - 3.8.2. The completed assessment is signed by the Placement Coordinator, the training place host and the student.
  - 3.8.3. A copy of the assessment is given to the training place host and the student. The original assessment is placed in the student's file.
- 3.9. In order to successfully complete the field placement component of the Tourism program, students must be evaluated by the host organization, instructor and complete a self-evaluation.
- 3.10. Students must complete and pass all evaluation components to successfully pass the field placement.



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- 3.11.** All field placement documents are to be placed in the student file and the student file check list completed.

#### **4. Disclaimer**

The purpose of the field placement is to enable the student to apply and develop the skills and knowledge learned throughout the study of Tourism program in a real work environment. Hanson cannot accept any field placement hosts who fail to provide the student with exposure to areas in the field of travel and tourism or who requires the student to perform tasks that are not within the scope of student's training and abilities. Pending upon investigation, if Hanson is to find that the field placement host was not providing the agreed upon learning experience or scope of work, it is the responsibility of the Placement Coordinator to arrange for alternative arrangement for the student. The student is not to be penalized or disadvantaged in the event of such occurrence.

It is Hanson's responsibility to provide the student with one field placement position. If the student agrees to the placement, but subsequently withdraws or is rejected by the site host for any unprofessional or inappropriate behavior as per Hanson's Student Misconduct Procedure Guide, it is the student's responsibility to source another appropriate host site and have it approved by the Placement Coordinator. If a student fails to source another host site, providing a second site host is at the discretion of the Placement Coordinator, and if an alternative site host is unavailable, the student must repeat the course in order to fulfill graduation requirements.