

WORK EXPERIENCE

Overview

The Work Experience (WEX) program provides an opportunity for all students in a WEX approved program to receive preparation and support to participate in one work experience during their degree program. The WEX option provides students with meaningful work experience during their studies.

The Work Experience term is typically paid and full-time, lasting a minimum of 10 weeks and completing at least 350 hours. Students who find unpaid/underpaid opportunities through a personal network job search and/or require reduced/flexible hours can request approval through the Experiential Learning (EL) Hub. The EL Hub will only provide suitable paid WEX roles on Experience Guelph and will support students through the application, interview and offer process.

The WEX employment process is competitive and while the EL Hub makes every effort to assist students in gaining employment, there is no guarantee that every student will become employed through the employment process.

For more information, please visit the WEX program website (<https://www.uoguelph.ca/experiential-learning/current-students/wex/>).

Admissions and Eligibility

To receive WEX certification, students must complete and pass the WEX Experience Preparation and WEX Experience Employment Process courses sequentially, as the prerequisites for the Work Experience term. Undergraduate students must complete 4.00 credits before enrolling in the WEX Experience Preparation course. Students must meet the minimum academic requirements as listed by their degree program to participate in the WEX program. Students must abide by the Agreement for Student Involvement in WEX, reviewed during the Work Experience Preparation course.

Schedule of Studies

To complete the Work Experience Program and receive WEX certification, students must complete the following courses:

Code	Title	Credits
WEX*2100	Work Experience Preparation	0.00
WEX*2110	Work Experience Employment Process	0.00
WEX*3000	Work Experience	0.50

Each program will outline the typical semesters when students are encouraged to enrol in the WEX courses. Students can speak to an Academic Advisor for information related to scheduling the WEX courses within their program.

Work Experience Requirements

Students in a Work Experience create learning outcomes related to their employment experience. At the end of the Work Experience, students must submit an academic Work Experience Report. Work Experience Reports must be submitted to the WEX faculty advisor assigned by their academic program according to the deadline indicated on the WEX Important Dates website. The WEX faculty advisor is responsible for grading the WEX work report. Students will also receive a WEX Work Performance Evaluation (WEX WPE) grade from their employer. Students must obtain a passing Work Experience Report evaluation from the

faculty advisor and a passing WEX WPE evaluation from their employer to complete the Work Experience and meet WEX Certification requirements. A grade of pass or fail will appear on the student's Academic Record for the Work Experience.

A student who does not submit a Work Experience Report will not receive credit for the Work Experience. In such instances, a fail will appear on the student's Academic Record and the student will not be eligible to receive WEX Certification.

WEX Fees

Students will pay a WEX fee each time they enrol in a WEX course and the WEX fees will be billed to the student's financial account. WEX fees are non-refundable.

Appeals (see Academic Consideration for Appeals Process)

Appeal Process

Work Experience Preparation Course Appeals

If a student did not complete or did not receive a passing grade for the Work Experience Preparation course, an appeal must be submitted to the Experiential Learning Hub Appeals Committee using the WEX Appeals Form. The form can be obtained from the EL Hub. The student must appeal the decision no later than the fifteenth-class day after notification. The decision of the Experiential Learning Hub Appeals Committee is final.

Work Experience Employment Process Course Appeals

If a student did not complete or did not receive a passing grade for the Work Experience Employment Process course an appeal must be submitted to the Experiential Learning Hub Appeals Committee using the WEX Appeals Form. The form can be obtained from the EL Hub. The student must appeal the decision no later than the fifteenth-class day after notification. The decision of the Experiential Learning Hub Appeals Committee is final.

Work Experience Appeals

A student who fails the Work Experience for the following reasons has the option to appeal to the Experiential Learning Hub Appeals Committee no later than the fifteenth-class day after notification:

1. The student is dismissed from the Work Experience
2. The student receives a grade of 'fail' on the WEX WPE graded by the employer
3. The student leaves the employer without approval from the EL Hub after acceptance of or during the work experience term.

The decision of the Experiential Learning Hub Appeals Committee is final.

Work Experience Report Academic Appeals

If the student wishes to appeal a Work Experience Report not submitted, the appeal must be submitted to the Academic Review Sub-Committee of the academic program in which the student is registered (consult with an Academic Advisor). If a student wishes to appeal a fail grade for a Work Experience Report, the appeal must be submitted to the Department Chair/School Director of their Academic Program according to the regulations outlined in Section VIII of the Undergraduate Academic Calendar under Grade Reassessment (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/grade-reassessment/>).

Please visit this website (<https://uoguelphca.sharepoint.com/sites/ExperientialLearningHub/SitePages/WEX-Appeals.aspx>) for further information on appeals.

Release of Academic Information

Students grant permission to the Office of Registrarial Services to release to the Experiential Learning Hub (EL Hub) their University of Guelph transcript and any transcript from other post-secondary institutions that may be part of the academic record held by the Office of Registrarial Services. Students also grant permission to the EL Hub to release their resumes, cover letters and any transcripts released by the Office of Registrarial Services to prospective employers to whom the students are applying. Students also grant permission for employment information to be released for use in statistical analysis at the University of Guelph.