



BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY

Workplace Practicum Forms

**Airport Operations Diploma Program, Term 2 (AVAO 2300)
Student Package**



Workplace Practicum Checklist

This package contains all of the forms you will need for your Term 2 practicum:

- | | |
|---|-----------------|
| <input type="checkbox"/> Notification of Practicum | Due Date: _____ |
| <input type="checkbox"/> Limitation of Liability Form | Due Date: _____ |
| <input type="checkbox"/> Punctuality/Attendance Sheet | Due Date: _____ |
| <input type="checkbox"/> Work Practicum Journal | Due Date: _____ |
| <input type="checkbox"/> Thank you letter | Due Date: _____ |
| <input type="checkbox"/> Field Report | Due Date: _____ |
| <input type="checkbox"/> Employer/Host Evaluation | Due Date: _____ |



Workplace Practicum Notification

Student Name: _____

Student Number: _____

Host Company/Department _____

Practicum Location _____

Practicum Key Contact _____

Practicum Contact Number _____

Start Date _____

End Date _____

Special Instructions:

*** Please complete and submit to the Chief Instructor on the Friday prior to your practicum start date.**



Workplace Experience Journal

Student Name: _____

Student Number: _____

Daily duties/assignments:

Special instructions (if any):

Comments of the day's activities (list the relevant BCIT courses and knowledge that you used/applied):

Today's most significant experience:



Limitation of Liability Form



INDUSTRY PRACTICUM PROJECT APPROVAL AND LIABILITY INSURANCE COVERAGE FOR STUDENTS

PART A Practicum Project Description

The practicum project is an integral part of BCIT's curriculum required for course and program completion and graduation.

Student Name		Student No.	Date
Course Name		Course No.	Practicum Dates From To
School and Program	Instructor Name		Instructor Phone No.
Practicum Project Industry Name and Address			
Project Description			

PART B Insurance Coverage and Practicum Project Approval

BCIT students, while engaged in the above approved and supervised activity at the industry premises, will be covered under:

- i. BCIT's public liability coverage
- ii. Worker's Compensation (only applicable when the Practicum is performed in the Province of BC)

BCIT students are covered under the B.C. College/Institutes Student Accident Insurance Program while travelling directly to or from a BCIT approved or organized activity. Detailed information about insurance coverage may be found on BCIT's public website.

I understand the insurance and liability coverage for this industry project practicum as outlined above. I agree to abide by BCIT's policies and procedures and industry work site rules during the practicum.

Note: Out-of-province Worker's Compensation is not covered unless a separate agreement is developed.

Student signature	Date
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School/Program Project Approvals

Instructor	Date
Associate Dean (where required)	Date

PART C Industry Acknowledgement

Name of person supervising student	Position
Manager	Department

I agree to allow the student to perform the activity outlined above on the understanding that the student is covered for public liability and Worker's Compensation as indicated.

Name	Position	Date
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BCIT Directory of Records Classification 7030-15. Retain in BCIT location and for time period specified in Directory.



Host Evaluation of Practicum Student

Student Name: _____

Student Number: _____

Host Company/Department: _____

Manager completing this evaluation: _____

Contact Phone Number: _____

Date: _____

The purpose of this evaluation is threefold. First, BCIT wishes to know how the student performed to your expectations. Second, the students can enhance their work experience by receiving honest feedback from their host companies/departments. Third, BCIT can incorporate your comments and suggestions into future programs.

Please answer the following questions as honestly as possible. The rating scale being used is:

(1) = lowest rating to (3) = highest rating

Circle the most appropriate rating for each question below:

1. The student's attendance and punctuality was:

(1) poor (2) acceptable (3) very good

2. The student's overall appearance was:

(1) poor (2) acceptable (3) very good

3. The student's workplace attitude was:

(1) poor (2) acceptable (3) very good

4. The student's ability to follow direction was:

(1) poor (2) acceptable (3) very good

5. The student's ability to learn new tasks or techniques was:

(1) poor (2) acceptable (3) very good

6. The student's level of effort in completing any assigned tasks/duties was:

(1) poor (2) acceptable (3) very good



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