

A photograph of a Ryerson University building with a large 'RU' logo on its facade, partially obscured by trees with bright yellow autumn leaves. The scene is captured from a low angle, looking up at the building and the canopy of trees. The sun is visible through the branches, creating a bright, hazy effect.

# School of Nutrition Experiential Learning Placement Policies and Procedures

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## 1. ACADEMIC AND NON-ACADEMIC CODES OF CONDUCT

### *Policy:*

During placements, students are required to adhere to the Ryerson University Student Codes of Academic and Non-Academic Conduct (Policies #60 and #61) available at:

[www.ryerson.ca/senate/policies/](http://www.ryerson.ca/senate/policies/)

### *Procedure:*

Students are responsible for reading and familiarizing themselves with applicable policies.

## 2. ACCEPTANCE AND OFFERING OF GIFTS

### *Policy:*

To avoid a conflict of interest or the appearance of a conflict of interest, at no time should a student *solicit or accept* gifts from a client/patient, or a potential client/patient. Gifts which are promotional items without significant value, and which are distributed routinely by the client, are also acceptable.

To avoid a conflict of interest or the appearance of a conflict of interest, at no time should a student *offer* gifts to Placement Supervisors, Faculty Supervisors, or other assessors and/or decision makers within the program and/or placement. Ordinary business courtesies or gifts, such as thank you notes or symbolic items without significant value are acceptable.

### *Procedure:*

Gratuities or gifts of money to or from the student cannot be accepted at any time and should be returned immediately to the donor. The student is to make his/her Faculty Supervisor aware of any concerns pertaining to the offering of gifts by clients/patients.

## 3. ACCOMMODATIONS FOR DISABILITY

### *Policy:*

Ryerson University provides academic accommodations for students with disabilities in accordance with the terms of the Code and the Accessibility for Ontarians with Disabilities Act. Senate policy #159 describes Ryerson University's academic accommodation of students with disabilities: [www.ryerson.ca/senate/policies/](http://www.ryerson.ca/senate/policies/)

### *Procedure:*

Students must present documentation to the instructor as per Access Centre policies ([www.ryerson.ca/student-services/accesscentre](http://www.ryerson.ca/student-services/accesscentre)). The Faculty Supervisor will notify the placement supervisor if accommodations are required

## 4. SEMESTER REVIEW OF PLACEMENT PROGRAM AND PLACEMENT SITES

### *Policy:*

All aspects of the placement program will be reviewed at the end of each semester.

### *Procedure:*

At the end of each semester, placement supervisors and students are asked to complete an evaluation form of what worked well and what they would like to improve going forward. This information will be analyzed and used for ongoing program and placement improvements.

## 5. ARRANGEMENT OF EXPERIENTIAL LEARNING PLACEMENTS

### *Policy:*

Students are assigned to placements by the Faculty Supervisor. Students may not arrange their own placement. Students cannot complete their placement in (an) organization(s) in which they are currently an employee, or on leave of absence from. Students cannot be placed within an organization where first-degree relatives are in positions of decision-making power, nor, where they could have any influence on the type of activities (evaluation or otherwise) carried out in placement; this would be a conflict of interest.

### *Procedure:*

In assigning a placement, consideration is given to, among other factors, the learning needs, skills and interests of the student, the needs of the organization and position availability. Students are expected to declare any Conflict of Interest where they have been placed to the Faculty Supervisor within 3 working days of the receipt of their placement assignment.

## 6. ATTENDANCE/ABSENTEEISM

### *Policy:*

#### *Accommodations for absence due to Religious Observance:*

Students must file forms for accommodation of religious observance at the beginning of the term. See Policy 150 Accommodation of Student Religious Observance Obligations and related form at: [www.ryerson.ca/content/dam/senate/policies/pol150.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol150.pdf) and [www.ryerson.ca/senate/forms/reobservforminstr.pdf](http://www.ryerson.ca/senate/forms/reobservforminstr.pdf).

#### *Accommodations for absence due to Medical or Compassionate reasons:*

Students shall inform their Faculty Supervisor and Placement Supervisor as soon as reasonably possible, when they are unable to attend class or be at the placement site for medical or compassionate reasons. In the case of illness, a student who misses **5 or more non-consecutive days over a semester** must present a Ryerson Medical Certificate, or a letter on letterhead from a physician with the student declaration portion of the Ryerson Medical Certificate attached, they will also be required to make up the time missed.

The Ryerson Medical Certificate can be found at:

<http://www.ryerson.ca/content/dam/senate/forms/medical.pdf>. This certificate is essential for an appeal based on Medical grounds. It is the student's responsibility to submit the Ryerson medical certificate; failure to do so may result in a finding that the student was negligent for being absent without notice or explanation.

### *Procedure:*

- Contact Placement Supervisor immediately to inform him/her of time that may be missed (if this occurs prior to commencement of placement day, leave a voicemail message and send an email message).
- Contact Faculty Supervisor immediately to inform her/him of time that may be missed (if this occurs prior to the on-campus class, leave a voicemail message and send an email message).

- Provide the Faculty Supervisor with medical or compassionate documents, consistent with Ryerson University policies (<http://www.ryerson.ca/content/dam/senate/forms/medical.pdf>).
- Discuss with the Placement Supervisor how/if the time missed will/can be made up and inform Faculty Supervisor. It is expected that the student makes up any missed time the following week, or over a series of days over subsequent weeks. It is also expected that the student use the Reading Week (in October or February, depending on the semester) to make up missed hours upon discussion with the placement supervisor.

## 7. COMMUNICATION/ESTABLISHMENT AND USE OF RYERSON EMAIL

### *Policy*

Students will maintain regular contact with the Faculty Supervisor and Placement Supervisor throughout the placement and notify all parties of significant issues and challenges in a timely manner.

Students will seek and welcome constructive feedback from the Placement Supervisor and Faculty Supervisor regarding assignments, work and progress towards learning outcomes.

All students are required to activate and maintain their Ryerson online identity to regularly access Ryerson's E-mail, RAMSS, my.ryerson.ca portal and learning system, and other systems by which they will receive official University communications. Detailed information about this policy is available at [www.ryerson.ca/content/dam/senate/policies/pol157.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol157.pdf) (Policy 157).

Students are required to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students may forward their Ryerson E-mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to their official Ryerson E-mail account is received and read. In addition, all online communication sent by the student should be sent from their Ryerson email account.

### *Procedure:*

Before the placement begins and as required during the placement, students will have bi-weekly class meetings with the Faculty Supervisor as defined in the course outline to seek guidance on projects and receive support and direction on academic assignments and experiential learning as applied to food and nutrition professionals. Additionally, students will schedule a brief meeting with the Placement Supervisor 1-2 weeks prior to the start of each placement. The purpose of this meeting is to communicate the student's learning goals and discuss any questions either student or Placement Supervisor may have i.e. work hours, dress code etc.

## 8. CONFIDENTIALITY

### *Policy*

Students who have access to client/patient, employee and/or agency/organizational information, will use it only in the context of their work and under conditions that will guarantee its confidentiality. Furthermore, students will adhere to institutional policy and procedure relevant legislation.

*Procedure*

Students are advised to research as well as consult their Placement Supervisor regarding information that should remain confidential. Students may have to sign a standard confidentiality agreement (supplied by the Placement Partner organization) the breach of which could result in the termination of the student from the placement. Any violation of confidentiality of client/patient/staff information will be dealt with as a disciplinary offence.

## 9. CRIMINAL BACKGROUND CHECK

*Policy:*

Completion of the Vulnerable Sector Police Reference Check is a requirement for *some* placements. This check is one way of protecting clients, especially those who may be vulnerable. Students may not refuse a placement on the grounds that a criminal record check is required. Students are responsible for the cost of this check. Students will be notified in advance if a Police Reference Check is required for their placement.

*Procedure:*

Students are required to have a police record check as per placement agency policies. Students will receive information on how to complete the police record check from their Faculty Supervisor. If a student has a record of offences, accommodation for placements may be required.

## 10. DISCRIMINATION/HARASSMENT

*Policy:*

Students in a placement have the same rights to freedom from discrimination or harassment as any other member of the Ryerson community; that is, the right “to equal treatment with respect to employment and receipt of education services and related services and facilities without discrimination or harassment on the basis of the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences (in employment only), marital status, family status, disability, and same-sex partnership status” (Ryerson’s Office of Discrimination and Harassment Prevention Services, 2005).

*Procedure:*

Students with concerns are encouraged to talk about their experiences with someone who can provide sound advice on the actions that are available to them (there are informal and formal courses of action available) so that harassment/discrimination can be addressed. This may be their Faculty Supervisor, the School of Nutrition Program Director or Ryerson’s Discrimination and Harassment Prevention Officer.

## 11. ENROLMENT STATUS

*Policy:*

Interprofessional and experiential learning placements are offered through Ryerson’s Nutrition and Food program, and the Interprofessional Placement (FNP 400) course. The course provides students with an opportunity to work with mentors on project-related activities in an interprofessional setting. The course uses reflective professional practice through journaling and relevant assignments describing: the placement organization and its clients/patient groups; interprofessional role clarification; team function; conflict resolution; and collaborative leadership as appropriate.

*Procedure:*

This placement experience is open to Ryerson University's Nutrition and Food students in 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> years and registration requires Faculty Supervisor approval. The course is graded on a pass/fail basis. Students must express interest in the course (i.e., through Course Intentions) or email the Faculty Supervisor in early spring (April/May/June) to be considered for FNP 400 in the Fall semester.

## 12. EXPENSES INCURRED

*Policy:*

All costs related to the interprofessional or experiential learning placements, including travel between placement sites/locations as necessary, are the sole responsibility of the student. The School of Nutrition will not reimburse students for any expenses incurred (including travel) related to the student placement. Students may be expected to obtain police checks, vaccinations and other workplace requirements at their own expense prior to starting a placement. Students may be required to provide placement locations with evidence documenting that such requirements have been met.

All transportation expenses are the sole responsibility of the student.

Expenses for workshops and other professional development activities are the student's responsibility.

Personal expenses will not be reimbursed (e.g., cell phone usage, photocopying for personal use, etc).

Costs associated with carrying out placement-related activities at the placement location may be reimbursed by the organization if approved in advance by the Placement Supervisor. Note that all expense claims must be made in accordance with the organization/agency policy. Some expenses may not be reimbursed. Students are advised to consult their Placement Supervisor prior to incurring any questionable or extraordinary costs.

## 13. HOURS OF WORK

*Policy:*

The expectation is that students are engaged in placement activities (on-site) for 8 hours/week for 12 weeks, not including travel time. The actual days and hours of work each week will be arranged with the Placement Supervisor. The student will arrive promptly and be ready to begin work on time.

*Procedure:*

Personal telephone calls, emails, texts or use of social media should occur outside of working hours, unless required and approved by the Placement Supervisor. The student will be given the same statutory holidays as the Placement Supervisor, in addition to those observed by Ryerson University. The student's schedule will take into consideration Ryerson's fall and winter reading weeks. If there are medical, compassionate or religious reasons preventing a student from attending their placement, it is expected that missed hours are made up the following week, during Reading Week, or on the last day of classes before exams begin.

If a student agrees to participate in placement activities for more than 8 hours in a given week (i.e.: “works overtime”) to support key placement activities (e.g.: a community project launch, new product launch, community/organization event, organization deadlines, etc) the student may attend placement for fewer hours the following week.

Students are not to book vacation during the academic semester. It is not expected that students attend placement during Reading Week in October, however they may choose to use this week to make up any missed hours. Students are to discuss this with their Placement Supervisor.

## 14. IN-CLASS PARTICIPATION

### *Policy:*

Students engaged in placements must participate in all scheduled bi-weekly seminar meetings associated with the FNP 400 Interprofessional Placement course in the School of Nutrition at Ryerson University as required by the Faculty Supervisor. .

### *Procedures:*

Students are expected to be present for all scheduled classes, as listed in the course outline. In-class interaction and experience sharing is part of the interprofessional and experiential learning opportunity.

## 15. INSURANCE: WORK RELATED INJURY/ILLNESS

### *Policy:*

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Students enrolled at an Ontario postsecondary institution are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements, either required or optional, that are part of an Approved Program

See <https://www.ryerson.ca/gcbs/what-we-do/legal-services/practicums/> for more details.

### *Procedures:*

### **Accident Reporting Process if you're a Student**

1. Report the accident to your Placement Supervisor at the placement.
2. Seek appropriate first aid or medical attention.
3. Report the incident to the Faculty Supervisor / Instructor in the School of Nutrition at Ryerson University.
4. Follow up with your Placement Supervisor and the Faculty Supervisor/Instructor in the School of Nutrition at Ryerson University if you will miss any time away from your placement.
5. Co-operate with any requests made by the Workplace Safety Insurance Board (WSIB) or Chubb Insurance such as providing additional medical information, functional abilities, returning to your placement if you missed time.



**Accident Reporting Process if you're a Placement Supervisor**

1. Ensure the student receives the appropriate medical attention.
2. If the accident results in the student requiring:
  - a. Health care by a medical practitioner (e.g. physician, chiropractor, hospital) and/or
  - b. Lost time from the work placement beyond the date of the accident and/or
  - c. Exposure to a communicable disease
3. Complete the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim shown below.  
[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/\\$File/13-1352E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/$File/13-1352E.pdf)
4. If you are an employer covered under the WSIA, complete the WSIB Employers' Report of Injury/Disease (Form 7) shown below. Please **do not** complete Section B of the WSIB Form 7. This section will be completed by Ryerson University.  
<http://www.wsib.on.ca/cs/groups/public/documents/staticfile/c2li/mdey/~edisp/wsib012386.pdf>
5. If you are an employer **not** covered under the WSIA, please contact Chubb Insurance at 1-877-772-7797 or email [claims.A H@chubb.com](mailto:claims.AH@chubb.com) for the appropriate reporting form
6. Complete the applicable sections of the Letter of Authorization to Represent Placement Employer (Appendix C).
7. Forward completed documents to the Ryerson Faculty Supervisor / Instructor within 48 hours of the accident.
8. Provide any additional information/assistance as required to assist with returning the student to the work placement.

**Accident Reporting Process if you're a Placement Supervisor or Faculty Supervisor**

1. If the accident required first aid only, record the incident in a log, in the event that a report to the WSIB is required in the future.
2. Review and complete the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, the WSIB Form 7 **or** the Chubb Insurance reporting form as applicable.

***The employer information provided in section B on the WSIB Form 7 is that of the Ministry of Training, Colleges and Universities, 900 Bay St., 7th Floor, Mowat Block, Toronto, ON M7A 1L2, Firm #825010.***

3. Complete the training agency's section of the Letter of Authorization to Represent Placement Employer.
4. Fax the following to both the WSIB (fax# 416-344-4684 attention Central Processing Unit) and to the Ministry of Training, Colleges and Universities (fax# 416-325-1959 attention Lilian Priess):
  - a. WSIB Form 7 **or** Chubb Insurance Reporting Form
  - b. Letter of Authorization to Represent Placement Employer
  - c. Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form
5. Arrange for the training participant to return to the training program with the appropriate accommodations if required.

**WSIB Process if you're a Placement Supervisor and the Student is covered by Ryerson's accident insurance plan**

These would be students that do not have coverage provided through MTCU for the following reasons:

1. The program is not covered through MTCU's operating grant
2. The placement is a Ryerson student doing their placement at Ryerson
3. The placement employer is located in Ontario but the work is being done outside Ontario

**16. LEARNING PLAN AND CONTRACT***Policy:*

A learning plan and contract will be in place to clearly define the expectations of both the student and Placement Supervisor.

*Procedure:*

The Placement Supervisor and student will develop a learning contract that identifies 2 specific goals and related activities for each goal that the student will complete within the timeframe of the course. Ideally, this contract will be developed within the first 2 weeks of placement.

## 17. ORIENTATION

### *Policy:*

Students are required to participate in all orientation activities scheduled by the Placement Supervisor.

### *Procedure:*

It is the Placement Supervisor's responsibility to provide the student with an orientation to the placement organization. During the first week of placement the student should be introduced to their work area and any staff members. Regular meetings between student and Placement Supervisor should be scheduled and any project work and expectations should be communicated.

## 18. PERFORMANCE EVALUATION

### *Policy:*

Students will be evaluated in both their course-based and placement-based activities.

### *Procedure:*

Please refer to the course outline for course evaluation components. The student and Placement Supervisor will independently complete a Feedback Evaluation form mid-semester and at the end of the semester.

## 19. PERSONAL APPEARANCE

### *Policy:*

Students will adhere to organizational policies regarding clothing and appearance, and the use of perfumed/scented personal care products.

### *Procedure:*

The student shall check with the Placement Supervisor before beginning a placement to confirm organizational policies regarding clothing and appearance, and the use of perfumed/scented personal care products.

## 20. PLAGIARISM

### *Policy:*

Plagiarism is a serious offence. The School of Nutrition has a zero tolerance policy on plagiarism and other forms of academic misconduct. Plagiarism and other forms of academic misconduct will be penalized as per Ryerson's Code of Student Conduct, available at [www.ryerson.ca/content/dam/senate/policies/pol60.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol60.pdf). The minimum penalty for plagiarism is a reduced grade on the assignment (which may include a grade of zero). Any student found guilty of academic misconduct will have a disciplinary notice (DN) noted on his/her academic record and will receive a minimum penalty of a grade of zero for the assignment. Two DNs will result in "Disciplinary Withdrawal" from the program.

### *Procedure:*

Students are responsible to read and familiarize themselves with Ryerson's Code of Student Conduct [www.ryerson.ca/content/dam/senate/policies/pol60.pdf](http://www.ryerson.ca/content/dam/senate/policies/pol60.pdf)

as well as the “Intellectual Property Guidelines” available at the Graduate Studies website at [www.ryerson.ca/graduate/policies](http://www.ryerson.ca/graduate/policies) .

To detect suspected plagiarism, Faculty Supervisors have the right to submit students’ assignments to Turnitin (plagiarism detection service).

If plagiarism is suspected, the procedures outlined in the document titled “Dealing with suspicion of academic misconduct” available from Ryerson’s Academic Integrity Office (<http://www.ryerson.ca/academicintegrity/index.html> ) will be followed.

## 21. PLACEMENT TERMINATION

### *Policy:*

Termination of placement

As per Ryerson University’s Policy #156 ([www.ryerson.ca/senate/policies](http://www.ryerson.ca/senate/policies) ) of Academic Council: “Ryerson University reserves the right, any point during a program, to remove a student from a field placement/practicum/internship (placement), in a situation in which clients or others are placed at risk, or when the student engages in persistent or significant unprofessional behaviour. As per procedures outlined in the Student Code of Academic and Non-Academic Conduct, which shall be invoked, students may appeal the decision. In this case, however, a student may not remain in the placement during their appeal”.

Unacceptable performance and/or unacceptable conduct shall warrant termination of the student from his/her placement.

## 22. PROBLEM RESOLUTION

### Background:

The purpose of this policy is to facilitate decision making to resolve difficulties or concerns that have arisen within the placement that do not necessarily involve misconduct, as described in Policy 23. Concerns may be identified based on numerous criteria, which are not limited to the policies outlined herein. Students are advised to pay particular attention to the following policies which describe academic and professional standards that apply to their conduct while enrolled in the program:

- Policy 1: Academic and Non-academic Codes of Conduct
- Policy 23: Performance Evaluation
- Policy 25: Plagiarism
- Policy 31: Professional Standards

Taken together, Policy 28 (Problem Resolution), Policy 23 (Performance Evaluation), and Policy 26 (Practicum Termination) reflect a step-wise approach to problem resolution within practicum rotations and the graduate program.

### *Policy:*

Problems or concerns impacting the placement must be identified early and dealt with immediately via an appropriate process by the Placement Supervisor and the student in consultation with the Faculty Supervisor (as needed).

*Procedures:*

Problems or concerns in the placement are to be addressed according to the following methodology:

Step 1: Sharing of the concern by the student or Placement Supervisor with the other.

Step 2: The concern is documented and signed by both parties.

Step 3: The student and the Placement Supervisor discuss the concern.

3a. If the student and the Placement Supervisor agree on a strategy for resolving the concern, they will document and implement the plan to resolve the problem. They will schedule a follow up discussion to assess the success of the resolution strategy and determine whether or not further action is needed.

3b. The Faculty Supervisor should be contacted if:

1. Further guidance or action is needed;
2. The Placement Supervisor and the student do not agree on a means to resolve a problem;
3. The problem is not resolvable;
4. The problem recurs

Step 4: In the event that a concern cannot be mutually and collegially resolved by the student, Placement Supervisor and Faculty Supervisor, the School of Nutrition Program Director must be contacted and consulted.

Step 5: In the event that a concern cannot be resolved by the involved individuals and depending on the nature of the concern, the organization offering the placement and the program have the right to require the student to withdraw from the specific placement, and potentially, the course.. Please see Policy 26 for further information.

## 23. STUDENT SERVICES

Students have access to services to support their professional and personal development and are encouraged to access resources as needed.

- Student Learning Support: <http://www.ryerson.ca/studentlearningsupport/graduate-student-support/index.html>
- Centre for Student Development and Counselling: [http://www.ryerson.ca/content/ryerson/counselling/FOR\\_STUDENTS.html](http://www.ryerson.ca/content/ryerson/counselling/FOR_STUDENTS.html)
- Student Career Centre: <http://www.ryerson.ca/career/students/>
- Library Support: <http://library.ryerson.ca/guides/>
- Discrimination and Harassment Prevention Services: <http://www.ryerson.ca/equity/about/index.html>

## 24. WITHDRAWAL OF ORGANIZATION SERVICES

In the event of any disaster, labour/management dispute, or any other unexpected event that disrupts the student's placement schedule, the Faculty Supervisor will attempt to find an alternative arrangement for the student to complete course requirements, with the goal being to ensure as little time loss for the student as possible. However, if it is not possible to find a timely alternative, Ryerson University will not be liable for any damages or losses whatsoever suffered by the student.