

# Experiential Learning Risk Management Chart



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## Off-Campus Experiential Learning

**Question 1:** Is there an increased risk with this opportunity? (Will the student be in a vulnerable position and/or will others be in vulnerable positions with the student) **Yes or No?**  
 If **Yes**, [proceed to Chart A](#). If **No**, [proceed to Chart B](#).

### Chart A (Off-Campus Experiential Learning: Increased Risk)



For clarification of terminology used in this chart, please refer to [Relevant Additional Information](#)

Considerations			 <b>Required Documentation</b>	 <b>MCU Coverage</b> Required: <a href="#">Letter to Placement employers</a> & <a href="#">Student Declaration</a>
<b>Question 2:</b> Will students have access to confidential information of others and/or will there be Intellectual property concerns?	<b>Question 3:</b> Is the opportunity paid?	<b>Question 4:</b> Is this opportunity with an external partner?		
<b>Yes</b>	<b>Yes</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>Employer Contract</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>No</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>Host agreement (i.e., Non-Disclosure agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b>
	<b>No</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>Host agreement (i.e. Placement agreement, Non-Disclosure agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>Yes</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>Host agreement (i.e. Non-Disclosure agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b> <i>**This opportunity may be covered under alternative Toronto Metropolitan insurance coverage</i>
<b>No</b>	<b>Yes</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>Employer Contract</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>No</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>Host agreement (i.e. One/Two-way letter of confirmation, Capstone agreement)</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b>
	<b>No</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>Host agreement (i.e. Placement agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>Yes</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>Host agreement (i.e., One/Two-way letter of confirmation, Capstone agreement)</li> <li>Health &amp; Safety Pre-Placement Risk Assessment</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b> <i>**This opportunity may be covered under alternative Toronto Metropolitan insurance coverage</i>

Accessibility consultation for this chart is available by contacting the EL Hub at [experiential@torontomu.ca](mailto:experiential@torontomu.ca).

Chart B (Off-Campus Experiential Learning: No Increased Risk)

For clarification of terminology used in this chart, please refer to [Relevant Additional Information](#)

Considerations			 <b>Required Documentation</b>	 <b>MCU Coverage</b> Required: <a href="#">Letter to Placement employers</a> & <a href="#">Student Declaration</a>
<b>Question 2:</b> Will students have access to confidential information of others and/or will there be Intellectual property concerns?	<b>Question 3:</b> Is the opportunity paid?	<b>Question 4:</b> Is this opportunity with an external partner?		
<b>Yes</b>	<b>Yes</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>• Employer Contract</li> <li>• Health &amp; Safety Pre-Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>No</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>• Employer Contract</li> <li>• Health &amp; Safety Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b>
	<b>No</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>• Host agreement (i.e. Placement agreement, Non-Disclosure agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>• Health &amp; Safety Pre-Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>Yes</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>• Field studies risk assessment</li> <li>• EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b> **This opportunity may be covered under alternative Toronto Metropolitan insurance coverage
<b>No</b>	<b>Yes</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>• Employer Contract</li> <li>• Health &amp; Safety Pre-Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>No</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>• Employer Contract</li> <li>• Health &amp; Safety Pre-Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b>
	<b>No</b>	<b>Yes</b> →	<ul style="list-style-type: none"> <li>• Host agreement (i.e. Placement agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>• Health &amp; Safety Pre-Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	<b>Yes</b>
		<b>No</b> →	<ul style="list-style-type: none"> <li>• Health &amp; Safety Pre-Placement Risk Assessment</li> <li>• EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	<b>No</b> **This opportunity may be covered under alternative Toronto Metropolitan insurance coverage



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## On-campus Experiential Learning

**Question 1:** Is there an increased risk with this opportunity? (Will the student be in a vulnerable position and/or will others be in vulnerable positions with the student) **Yes or No?** \_\_\_\_\_  
 If **Yes**, [proceed to Chart C](#). If **No**, [proceed to Chart D](#)

### Chart C (On-Campus Experiential Learning: Increased Risk)



For clarification of terminology used in this chart, please refer to [Relevant Additional Information](#)

Considerations			 <b>Required Documentation</b>	 <b>MCU Coverage</b> Required: <a href="#">Letter to Placement employers</a> & <a href="#">Student Declaration</a>
Question 2: Will students have access to confidential information of others and/or will there be Intellectual property concerns?	Question 3: Are students receiving financial compensation for participating in this EL opportunity?	Question 4: Is this opportunity with an external partner?		
Yes	Yes	Yes →	<ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	No
		No →	<b>This is covered as a Toronto Metropolitan employee:</b> <ul style="list-style-type: none"> <li>Toronto Metropolitan Employer Contract</li> </ul> <b>At Toronto Metropolitan but not under employee contract:</b> <ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No
	No	Yes →	<ul style="list-style-type: none"> <li>Host agreement (i.e. Placement agreement, Non-Disclosure agreement, One/Two-way letter of confirmation, )</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	Yes
		No →	<ul style="list-style-type: none"> <li>Non-Disclosure Agreement or Capstone Agreement</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No **This opportunity may be covered under alternative Toronto Metropolitan insurance coverage
No	Yes	Yes →	<ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	No
		No →	<b>This is covered as a Toronto Metropolitan employee:</b> <ul style="list-style-type: none"> <li>Toronto Metropolitan Employer Contract</li> </ul> <b>At Toronto Metropolitan but not under employee contract:</b> <ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No
	No	Yes →	<ul style="list-style-type: none"> <li>Host agreement (i.e. One/Two-way letter of confirmation, Capstone agreement)</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	Yes
		No →	<ul style="list-style-type: none"> <li>Capstone Agreement</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No **This opportunity may be covered under alternative Toronto Metropolitan insurance coverage

Accessibility consultation for this chart is available by contacting the EL Hub at [experiential@torontomu.ca](mailto:experiential@torontomu.ca).

Chart D (On-Campus Experiential Learning: No Increased Risk)


For clarification of terminology used in this chart, please refer to [Relevant Additional Information](#)

Considerations			 <b>Required Documentation</b>	 <b>MCU Coverage</b> Required: <a href="#">Letter to Placement employers</a> & <a href="#">Student Declaration</a>
Question 2: Will students have access to confidential information of others and/or will there be Intellectual property concerns?	Question 3: Are students receiving financial compensation for participating in this EL opportunity?	Question 4: Is this opportunity with an external partner?		
Yes	Yes	Yes →	<ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	No
		No →	<p><b>This is covered as a Toronto Metropolitan employee:</b></p> <ul style="list-style-type: none"> <li>Toronto Metropolitan Employer Contract</li> </ul> <p><b>At Toronto Metropolitan but not under employee contract:</b></p> <ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No
	No	Yes →	<ul style="list-style-type: none"> <li>Host agreement (i.e. Non-Disclosure agreement, One/Two-way letter of confirmation, Capstone agreement)</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	Yes
		No →	<ul style="list-style-type: none"> <li>Non-Disclosure Agreement or Capstone Agreement</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No **This opportunity may be covered under alternative Toronto Metropolitan insurance coverage
No	Yes	Yes →	<ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	No
		No →	<p><b>This is covered as a Toronto Metropolitan employee:</b></p> <ul style="list-style-type: none"> <li>Toronto Metropolitan Employer/ Contract</li> </ul> <p><b>At Toronto Metropolitan but not under employee contract:</b></p> <ul style="list-style-type: none"> <li>Employer/ Funding Contract</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No
	No	Yes →	<ul style="list-style-type: none"> <li>Host agreement (i.e. One/Two-way letter of confirmation, Capstone agreement)</li> <li>EHS Safety Orientation Checklist for TMU Students Trainees Working at External Placement Employers</li> </ul>	Yes
		No →	<ul style="list-style-type: none"> <li>Capstone Agreement</li> <li>EHS Safety Orientation Checklist for Student Trainees and Learners Working at Toronto Metropolitan University</li> </ul>	No **This opportunity may be covered under alternative Toronto Metropolitan insurance coverage

Accessibility consultation for this chart is available by contacting the EL Hub at [experiential@torontomu.ca](mailto:experiential@torontomu.ca).

## International Experiential Learning

For clarification of terminology used in this chart, please refer to [Relevant Additional Information](#)

Considerations					 <b>Required Documentation</b>
Question 1: Where is this opportunity taking place? (where is the student physically situated?)	Question 2: Is there an increased risk with this opportunity? (Will the student be in a vulnerable position and/or will others be in vulnerable positions with the student)	Question 3: Will students have access to confidential information of others and/or will there be Intellectual property concerns?	Question 4: Is the opportunity paid?	Question 5: Is this opportunity with an external partner?	
<b>In-Person International</b>	Yes	Yes	Yes	Yes	
	No	No	No	No	

Accessibility consultation for this chart is available by contacting the EL Hub at [experiential@torontomu.ca](mailto:experiential@torontomu.ca).

## Relevant Additional Information

### Considerations Defined

- A. **Off-campus** - students are completing their experiential learning opportunity with an EL provider (both in-person and virtually) external to Toronto Metropolitan 's campus
- B. **On-campus** - students are completing their experiential learning opportunity at Toronto Metropolitan (both in-person and virtually), either as a paid employee or unpaid learner..
- C. **Increased Risk** - Includes EL opportunities where the student will be in a position of danger or vulnerability, working with persons in danger or in vulnerable states, or in various states of danger or vulnerability based on changes in exposure.
- D. **Confidential Information** - means private, proprietary, or secret information of an organization, including personal information of individuals, that is otherwise not generally known or available to the public. The information may be written or disclosed orally and would include documents, legal documents and agreements, prototypes, samples, intellectual property, client identities, materials, records, memoranda, and data and results.
- E. **Intellectual Property** - refers to information, computer software, data, material, sketches, plans, designs, notes, documents, memoranda, specifications or other paper writing gathered, assembled, received or prepared by a student during an experiential learning opportunity that is the sole property of the EL provider, including any copyright and other intellectual property rights with respect to such material.
- F. **Paid Opportunities** - any experiential learning opportunity in which the student receives compensation for hours work that has been agreed upon. This does not include training allowances, honoraria, reimbursement of expenses or stipends.
- G. **External Partners** - accounts for any experiential learning opportunity provider outside of Toronto Metropolitan University.

## Required Documentation

Documentation will differ based on the type of experiential learning and the risk associated with the opportunity.

- A. Host agreements can include employment contracts, placement agreements, non-standard agreements, memorandums of understanding, capstone agreements and formal agreements developed in conjunction with the Office of the General Counsel and Board Secretariat (GCBS).
- B. In addition to the documents listed above, some opportunities may require an additional non-disclosure or confidentiality agreement. For more information on when or if an additional non-disclosure or confidentiality agreement should be signed, please contact the Office of the General Counsel and Board Secretariat (GCBS).
- C. [One-way letters of confirmation](#) should be reviewed by the Office of the General Counsel and Board Secretariat (GCBS) before using.
- D. Health & Safety Risk Assessment - Provide Toronto Metropolitan's Environmental Health and Safety office (EHS), Health & Safety [Pre-Placement Risk Assessment Checklist](#) to the EL provider for completion. The information provided by the EL provider will assure Toronto Metropolitan that the provider has assessed the risk of the student's workplace/work activity and has implemented relevant control measures for the protection of Toronto Metropolitan's student learners. The EL provider can complete one checklist for students that are performing academic activities within a specific set of work environments and tasks with similar workplace hazards and risks. For example, only one checklist is required for all social work students performing home visits but a separate checklist is required for social work students performing research work in an office environment. The frequency for administering this checklist can be adjusted based on the opportunity. For example, if this is a repetitive program offered by the same EL provider, the checklist may only need to be completed once a year.
- E. EHS' [Letter to Placement Employers](#) should be shared with EL providers offering unpaid opportunities. This letter states that EL providers will provide appropriate health and safety training as well as report to the University any workplace injury or disease involving a student.
- F. EHS' [Student Declaration of Understanding](#) should be shared with students prior to the start of their unpaid EL opportunity. This document outlines insurance coverage for students participating in unpaid opportunities.
- G. EHS' [safety orientation checklist for student trainees and learners working at Toronto Metropolitan University](#) should be completed by Toronto Metropolitan EL provider to document health and safety orientation provided to a student trainee prior to exposure to any hazards in the workplace.
- H. EHS' [safety orientation checklist for TMU student trainees working at external placement employers](#) can be used by external EL providers, if they do not have one of their own, to document health and safety orientation prior to exposure to any hazards in the workplace.
- I. [Field Studies Risk Assessment forms](#) can be found on the Environmental Health and Safety (EHS) website. Review [additional details about field studies on the Environmental Health and Safety website](#).
- J. Student Liability Waiver
  - a. Student Liability Waivers are not required for program-approved experiential learning activities that are part of the curriculum. Note that certain field trips and off-campus activities not tied to a program's course may require a waiver. For information on liability waivers contact Toronto Metropolitan's Risk and Insurance Officer, [philani.moyo@torontomu.ca](mailto:philani.moyo@torontomu.ca).
  - b. Student Liability Waivers are required for experiential learning activities, both on-campus and off-campus, which are not linked to a program's course e.g. student club field trip.
  - c. If students are required to sign a waiver by any off-campus organization it should be reviewed by Toronto Metropolitan's Risk and Insurance Officer, [philani.moyo@torontomu.ca](mailto:philani.moyo@torontomu.ca) prior to signing.
  - d. Student Liability Waivers are required for all international EL activities. Contact Toronto Metropolitan's Global Learning at [global.learning@torontomu.ca](mailto:global.learning@torontomu.ca).
- K. If the student is being hired by Toronto Metropolitan, and they will be receiving an Toronto Metropolitan employee contract - details of required documentation will come from Toronto Metropolitan's Human Resources.
- L. Formal agreements for international activity are developed through TMU's Global Learning, Office of the Vice President Research and Innovation. For information, see [TMU Global Learning Faculty and Staff resources](#).

## Ministry of Colleges and University (MCU) Coverage

- A. WSIB coverage is provided for students who are placed with an employer to obtain work skills and experience, but are not paid\* by the employer. These students are called Learners and the following conditions must be met:
  - i. the placement is authorized by Toronto Metropolitan
  - ii. the experiential learning activity is a requirement of the course or program but does not have to involve all students in the course or program

- iii. the Learner participates, however minimally, in the activities of the workplace, including job shadowing
- B. If the employer is not registered with the WSIB, then coverage is provided through private (Chubb) insurance. The premiums for WSIB or private insurance are paid by the MCU (Ministry of Colleges and Universities), not the employer.  
*\*Note Learners can receive training allowances, honoraria, reimbursement of expenses or stipends and still qualify as a Learner.*
- C. Any unpaid, program-approved experiential learning activities classified as practicum, placement, internships, field education, or service learning (domestic or international) would qualify the student as a Learner and would be covered in the event of a workplace accident through either WSIB or private insurance. The following activities are excluded from MCU's WSIB coverage; any unpaid experiential learning activities that occur at Toronto Metropolitan (e.g. placement in the Toronto Metropolitan daycare centre), assignments that are voluntary and not required within the curriculum, individuals on the organization's premises solely for the purpose of observation or visiting; individuals performing research for Toronto Metropolitan. This is not an exhaustive list.
- D. Visit the MCU website for [guidelines, FAQs, and claim forms](#).
- E. Prior to each placement, Toronto Metropolitan must provide information regarding student trainees as set out in [Section 7, paragraph 2 and 3 of the MCU Guidelines](#).
- F. Toronto Metropolitan students doing their unpaid Placement at Toronto Metropolitan are ineligible for the Ministry of Colleges & Universities (MCU) WSIB and private insurance coverage. Toronto Metropolitan students doing their unpaid Placement at Toronto Metropolitan are covered by Toronto Metropolitan's Accidental Injury, Death, and Dismemberment insurance policy.
- G. Any paid, program-approved experiential learning activities would not qualify the student as a Learner and therefore coverage for workplace accidents is not provided through the MCU. The employer should have either WSIB coverage and/or Employers' liability insurance. If neither of these is present, the student should sign a liability waiver which can be obtained by contacting [philani.moyo@torontomu.ca](mailto:philani.moyo@torontomu.ca). The employer must provide proof of coverage to the program/department.
- H. If the student does not qualify as a Learner and the program-approved experiential learning activity is unpaid (examples include field trips, conferences, field work, competition), the student may be required to sign a liability waiver or other documentation. Please contact Toronto Metropolitan's Risk and Insurance Officer, [philani.moyo@torontomu.ca](mailto:philani.moyo@torontomu.ca) or Office of the General Counsel and Board Secretariat (GCBS) for more direction.

### Alternative Toronto Metropolitan Insurance Coverage

- A. Only unpaid experiential learning activities that are through a program that is funded by MCU are covered under MCU's WSIB or private insurance. Unpaid experiential learning activities that are not offered through MCU funded programs (i.e. Bridging programs) may have coverage under Toronto Metropolitan's Accidental Injury Death and Dismemberment insurance.
- B. Paid placements, which are not covered by MCU, may have coverage under Toronto Metropolitan's Accidental Injury Death and Dismemberment insurance.
- C. For information on Toronto Metropolitan Liability Insurance contact Toronto Metropolitan's Risk and Insurance Officer, [philani.moyo@torontomu.ca](mailto:philani.moyo@torontomu.ca).

### Questions

If you have any questions with regards to the documentation charts information listed above, please contact the Experiential Learning Hub at [experiential@torontomu.ca](mailto:experiential@torontomu.ca)

Specific questions related to:	Contact:
Host agreements, including employment contracts, placement agreements, non-standard agreements, memorandums of understanding, capstone agreements, one-way letters of confirmation, non-disclosure agreements and formal agreements	<b>General Counsel and Board Secretariat (GCBS), Practicums</b> - <a href="mailto:practicum@torontomu.ca">practicum@torontomu.ca</a>
MCU and alternative Ryerson insurance coverage	<b>Risk and Insurance Officer</b> - <a href="mailto:philani.moyo@torontomu.ca">philani.moyo@torontomu.ca</a>
Health and safety checklists, forms and trainings	<b>Environmental Health and Safety</b> - <a href="mailto:ehs@torontomu.ca">ehs@torontomu.ca</a>
International EL Activities	<b>Toronto Metropolitan International</b> - <a href="mailto:global.learning@torontomu.ca">global.learning@torontomu.ca</a>
Any further information related to the charts above or Senate Policy 169	<b>Experiential Learning Hub</b> - <a href="mailto:experiential@torontomu.ca">experiential@torontomu.ca</a>