



480 - Experiential Learning and WSI Reporting Operational Procedure

Purpose:

To establish a clear process for identifying Bismarck State College (BSC) courses that require Experiential Learning and to ensure that unpaid student experiences — particularly those involving high-risk activities — are reported for inclusion in the Workforce Safety & Insurance (WSI) coverage.

This procedure applies to all academic divisions, faculty, and staff responsible for the administration of courses with a required Experiential Learning.

Definitions

Experiential Learning: For the purpose of this procedure, the term “Experiential Learning” refers collectively to internships, practicums, cooperative work experiences, clinical placements, field studies, and related activities.

High-Risk Experience: Experiential Learning is considered “high-risk” if it places students in environments where they may be exposed to:

- Physical hazards (e.g., heavy equipment operation, construction, manufacturing, laboratory work with chemicals/biologicals, utility or fieldwork).
- Healthcare or patient-care environments (e.g., hospitals, nursing facilities, direct patient interaction, handling of medical waste).
- Environmental conditions (e.g., outdoor work, extreme weather, remote field sites).
- Other safety-sensitive contexts where accidents or occupational injuries are more likely, as determined by the Division Dean in consultation with Academic Affairs and Human Resources.

Procedure:

1. Course Identification and Student Tracking

- a. At the start of each semester, the Assistant Dean, in collaboration with faculty, will generate a report of students enrolled in High-Risk experiential learning-required courses. This report will be produced within 3 days following the last day to add/start date of the class. Any late start classes must follow the same reporting process and be submitted promptly to ensure accuracy and compliance.
- b. The report will be submitted to the Division Dean for review and approval.



2. Placement Information

- a. The Assistant Dean and/or faculty member will collect placement details for each student, including:
 - Site/organization
 - Site supervisor name and contact information
 - Start and end dates
 - Paid or unpaid status
- b. Placement forms will be maintained in the division office within the first two weeks of the semester or upon placement confirmation.

3. Unpaid Experiential Learning Reporting

- a. The Division Dean and Assistant Dean will review placement forms and flag any unpaid experiential learning experiences.
- b. A consolidated list of unpaid interns will be submitted to the Chief of Police no later than three weeks after the semester start date.
- c. Updates for late placements or status changes (e.g., from paid to unpaid) must be reported within five business days of notification.
- d. All unpaid experiential learning experiences identified as **high-risk** must be given priority in reporting to ensure timely WSI coverage.
- e. For late start classes, unpaid placements must be reviewed and submitted within five business days of the student's enrollment and placement confirmation, following the same reporting requirements as standard semester enrollments.

4. WSI Submission

- a. The BSC Campus Police Chief will compile high-risk unpaid experiential learning data and submit the required report to WSI each semester on an as-needed basis. Confirmation of submission will be forwarded to Academic Affairs.

History of This Procedure:

First procedure: October 1, 2025

Approved by Interim VP of Academic Affairs, Alicia Uhde on October 1, 2025