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| --- | --- | --- |
| No. of Seneca Students You Can Place for a minimum of 20 Days | **Field Placement Periods 2019:** | |
| Every Wednesday from May 29 to August 7 and the full week of June 24 and a week starting August 19 for a total of 20 days. | # of students |
| August 26 – September 20 for 20 days | # of students |

## Contact Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Last Name | | First Name | |
| Position | | | | |
| Telephone | | Ext. | | Fax |
| Email | | Preferred method by: Email Telephone | | |

## Organization Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Firm/Organization’s Name | | | | |
| Address | | | | |
| City | | Province | | Postal Code |
| How many people work in your organization? | | | # of people | |
| What hours do you keep? | | | Hours | |
| Closest Intersection? | Click here to enter text. | | | |

## Office Details

|  |  |  |
| --- | --- | --- |
| Law Firm | Government Office | Corporate Office |
| Tribunal | Prosecutor’s Office | NGO |

## Area of Practice/Jurisdiction

|  |  |  |  |
| --- | --- | --- | --- |
| Administrative | Business/Corporate | Civil Litigation | Criminal |
| Employment | Family | Immigration | Landlord/Tenant |
| Personal Injury | Provincial Offences & Highway Traffic Act | Real Estate | Small Claims |
| Tribunals | Wills & Estates | Other: Specify Click here to enter text. | |

## Preferred Computer Skills

|  |  |  |
| --- | --- | --- |
| Microsoft Word | Microsoft PowerPoint | Microsoft Access |
| PCLaw | Microsoft Excel | Microsoft Outlook |
| Mac OS | Other: Click here to enter text. | |

## Second Language Preferred

|  |  |  |  |
| --- | --- | --- | --- |
| Arabic | French | Polish | Russian |
| Cantonese | Korean | Portuguese | Spanish |
| Farsi | Mandarin | Punjabi |  |
| Other: Click here to enter text. | | | |

## Transportation

|  |  |
| --- | --- |
| Is your office easily accessible by: | Subway?  Other TTC vehicles?  GO Transit?  VIVA?  Other public transit? |
| Are students required to: | Drive?  Have a car available? |

## Other Skills and Information

|  |
| --- |
| Are there other skills you would like your student to have or is there other information that you think we should know? |
| Click here to enter text. |

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| Returning the Form |
| Please return this form to the Field Placement Coordinator by e-mail to  **c/o Derek Kan, Field Placement Assistant:**  [*derek.kan@senecacollege.ca*](mailto:derek.kan@senecacollege.ca)  We welcome your comments or questions. You can contact the Field Placement Co-ordinator,  Barbara Paterson, School of Office Administration, directly by email or phone:  [*barbara.paterson@senecacollege.ca*](mailto:barbara.paterson@senecacollege.ca) | |