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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. |

|  |
| --- |
| 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*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* |