

**Seneca Polytechnic
Paralegal Field Placement
FPL 491/492
Student Checklist**

NOTICES

Insurance Declaration Form – Action Required
Seneca requires all field placement students to complete the Insurance Declaration Form (Available on the field placement website). Please fill out only the Student Declaration section. You will be asked at the end of the application to attach this document.

Law Society of Ontario Field Placement Requirements
Currently, the Law Society of Ontario requires students to complete 240 hours of work within the paralegal scope of practice under the direct or indirect supervision of a licensee in good standing with the Law Society of Ontario (or a Regulated Canadian Immigration Consultant with active status with the College of Immigration and Citizenship Consultants).

If you started your program prior to September 1, 2024, you are only required to complete 120 hours of placement.

IMPORTANT DATES

Important Dates	Action Required
Monday, May 11 at 10:45-1:25 in Room K2100A (Newnham Campus)	Attend Mandatory Orientation Session
Tuesday, May 19 BY NOON	Submit Field Placement Application package to Coordinator (described below)
Monday, May 25, 11:30-1:30 pm	Attend Mandatory Online Training Session by the Law Society's Discrimination and Harassment Counsel. Meeting Link will be posted on Blackboard
May-August	Be available for interviews
August 17, 2026 (Monday) - October 9, 2026 (Friday) (Full-time)	Field Placement Period <ul style="list-style-type: none"> • Minimum 240 hours required • *Subject to host availability – some assignments may start later or earlier • Must complete hours and submit the evaluation forms no later than <u>Wednesday, October 14</u>
Within 2 business days of completion of placement	Submit to FPL Coordinator: <ul style="list-style-type: none"> • Form 2 – Attendance (signed by licensee) • Form 3 – Student Evaluation • Form 4 – Evaluation by Host (<i>sent directly from licensee's email</i>)

APPLICATION PACKAGE

All field placement forms are available on the field placement website:

<https://students.senecapolytechnic.ca/spaces/25/school-of-legal-public-office-administration/wiki/view/15397/paralegal-students-summer-2026?language=en-US>

	Document Required	Details
1	Field Placement Application Form (includes Requests, Release and Acknowledgement)	<ul style="list-style-type: none"> • Complete electronically – sign your name electronically: Paralegal Field Placement Application Form - 2026 – Fill out form
2	Error-free Résumé	<ul style="list-style-type: none"> • 1 electronic copy • Must follow template from PLY 354 • PDF Format • Attach to online application form
3	Interim Unofficial Transcript	<ul style="list-style-type: none"> • PDF Format (go to Student Home via MySeneca and follow the Instructions) • Attach to online application form
4	Insurance Declaration Form	<ul style="list-style-type: none"> • Complete Insurance Declaration Form (Download from the field placement website) • Fill out only the Student Declaration section • Attach to online application form

AFTER YOU SUBMIT YOUR APPLICATION

- Ensure professional voicemail greeting set
- Check your voicemail regularly (i.e. several times a day)
- Check your Seneca and personal non-Seneca email regularly (i.e. several times a day)
- Be available for interviews (May/June/July/August)
- If your contact information changes (phone, address, email), advise FP Coordinator and submit an updated [Field Placement Application Form](#)

BEFORE YOUR FIELD PLACEMENT COMMENCES

- Read the Field Placement Student Manual (posted to the field placement website)

DURING YOUR FIELD PLACEMENT

- Track attendance daily using Form 2, *Attendance*
- Provide your licensee/host with Form 4, *Host Evaluation*
- **Note:** You must only track time allocated to work completed *within the paralegal scope of practice; lunch hour and breaks do not count.*

POST PLACEMENT – FINAL PACKAGE

You must submit the following signed documents *within* two (2) business days of completing your placement via email to camille.bayarc@senecapolytechnic.ca

	Document	Details
1	Form 2 - Attendance	<ul style="list-style-type: none"> • Sign and submit • Have the licensee sign attendance sheet at the end of placement • Keep a copy for yourself – needed for the Law Society of Ontario
2	Form 3 – Evaluation by Student	Sign and submit
3	Remind licensee host to complete Form 4 Evaluation by Host	<p>Host to complete, sign and email it to field placement coordinator and assistant</p> <p>**Note: <u>This form must be sent directly to us from the host's email account.</u></p>

PROCEDURES RE GRADUATION

1. After your field placement forms have been approved by us, it will take approximately one week for the Registrar's Office to change the field placement grade to a SAT on your transcript.

You should continue to monitor your transcript, which can be found on the Student Centre. When you see the message below on your transcript you will be officially graduated.

Credentials Awarded by Seneca Polytechnic

Credential: Ontario College Diploma
Program: Paralegal
Graduating GPA:
Completion: DATE
Conferral: DATE

At that time, you can proceed with the following:

2. Request and pay for an official transcript to be sent to the **Law Society of Ontario**.

Instructions to request an official transcript can be found on the Seneca website:

<https://students.senecapolytechnic.ca/spaces/134/forms/wiki/view/2122/transcripts>.

There is a section about sending transcripts to the LSO near the bottom of the page.

CONTACTS

PARALEGAL FIELD PLACEMENT COORDINATOR

Professor Andrea Waltman

andrea.waltman@senecapolytechnic.ca

FIELD PLACEMENT ASSISTANT

Camille Bayarcal

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