

**School of Legal, Public and Office Administration
Law Clerk Field Placement**

Student Checklist

BEFORE YOUR APPLICATION: IMPORTANT DATES

Important Dates	Action Required
February 6 at 9am	Attend Info Session
February 13 by 9am	Submit Field Placement Application package
February/March/April	Be available for interviews
Field Placement Period (April 22 – May 17)	<ul style="list-style-type: none"> • Minimum 20 business days • *Subject to host availability, some assignments may start later or earlier
Within 2 business days of completing field placement	Submit to FPL Coordinator: <ul style="list-style-type: none"> • Form 2 – Attendance (signed by host supervisor) • Form 3 – Student Evaluation (e-form) • Form 4 – Evaluation by Host

APPLICATION PACKAGE

All field placement forms are available on the Blackboard.

	Document Required	Details	Completed
1	Field Placement Application Form (includes Requests, Release and Acknowledgement)	<ul style="list-style-type: none"> • Complete electronically – sign your name electronically: Field Placement Application Form 	
2	Error-free Résumé	<ul style="list-style-type: none"> • 1 electronic copy (attach to online application form) • Must follow template from LXP215 • PDF Format 	

3	Interim Unofficial Transcript	<ul style="list-style-type: none"> • PDF from Student Centre (Instructions): • Attach online to application form 	
4	Insurance Declaration Form	<ul style="list-style-type: none"> • Complete Insurance Declaration Form (found on FPL website) • Fill out only the Student Declaration section 	

AFTER YOU SUBMIT YOUR APPLICATION

- | |
|--|
| <ul style="list-style-type: none"> • Ensure professional voicemail greeting recorded on cellphone |
| <ul style="list-style-type: none"> • Check your Seneca <u>and</u> personal email regularly (e.g. several times per day) |
| <ul style="list-style-type: none"> • Be available for interviews in September/October |
| <ul style="list-style-type: none"> • If your contact information changes (phone, address, email), advise FP Coordinator and submit updated Field Placement Application Form |

DURING YOUR FIELD PLACEMENT

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

AFTER YOUR FIELD PLACEMENT – FINAL PACKAGE

You must submit via email the following signed documents within two (2) business days of completing your placement.

	Document	Details	Completed
1	Form 2, Attendance	<ul style="list-style-type: none"> Sign and submit Have Host Supervisor sign attendance sheet at end of placement Keep a copy for yourself 	
2	Form 3 – Evaluation by Student	<ul style="list-style-type: none"> Submit the e-form via Microsoft Forms 	
3	Remind host supervisor to complete Form 4 Evaluation by Host	<ul style="list-style-type: none"> Host to complete, sign, and email it to Field Placement Coordinator and Assistant 	

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.

CONTACTS

Amreen Omar	Field Placement Coordinator	amreen.omar@senecapolytechnic.ca
Derek Kan	Field Placement Assistant	derek.kan@senecapolytechnic.ca