

Law Clerk and Law Clerk Accelerated Programs Host Supervisor Questionnaire (2022-23)

IMPORTANT INFORMATION:

Any element of in-person activities requires students to comply with [Seneca's Vaccination Policy](#).

Stream	Placement Period	Number of students you can accommodate
Stream 1	<ul style="list-style-type: none"> One Day a Week: This will commence once a week after Thanksgiving (October 10 – November 28). Please note that the student will work 3 days during Study Week (Week of October 24th). This will result in 10 placement days in the fall. Placement starts again on January 9, 2023 and finishes during the week of February 27. This final week takes place over Study Week and the students will again work 3 days during this final week for a total of 20 days of placement over the fall and winter. 	
Stream 2	One Month Block: Monday, April 24th – Friday, May 19th 2023 for a total of 20 days of placement	
Stream 3	One Month Block: Monday, August 21st – Friday, September 15th 2023 for a total of 20 days of placement	

HOST INFORMATION

Title **Telephone** Ext.

First Name **Email**

Last Name **Fax**

Position

FIRM CONTACT *(If different than host)*

Title **Telephone** Ext.

First Name **Email**

Last Name **Fax**

Position

ORGANIZATION

Firm Name

Full Address

How many people work in your organization?

Has a Seneca College student been placed with your firm before?

Closest Intersection

Where will the student complete the hours? If different than your office address, please specify location:

Work-Related Accident Insurance Coverage WSIB Private None/Exempt

Do you have Commercial General Liability (CGL) Insurance? Yes No

Home-Based Organization: Yes No (If yes, please also complete the checklist in [Appendix A](#))

Are you in good standing with the Law Society? Yes No

ORGANIZATION DETAILS

Office Type	Law Firm	Paralegal Firm	Government	Court	Tribunal	Legal Clinic
Areas of Practice	Administrative	Criminal	Landlord/Tenant	Small Claims		
	Business/Corporate	Employment	Personal Injury	Wills and Estates		
	Civil Litigation	Family	Provincial Offences			
	Contracts	Immigration	Real Estate			

SECOND LANGUAGES

Arabic	Korean	Punjabi
Cantonese	Mandarin	Russian
Farsi	Polish	Spanish
French	Portuguese	
Other Languages:		

TRANSPORTATION***Your office is easily accessible by:******Do you require students to:***

Subway
Other TTC Vehicles
GO Transit
VIVA
Other Transit

Drive?
Have a car available?

OTHER SKILLS & INFORMATION

COMPLIANCE

I confirm that I understand the conditions and objectives of field placement and certify that I will adhere to the following terms of placement and work arrangements:

- Lunch break is not included as time worked in the accumulation of field placement hours
- Evaluate the student(s)' performance by signing an attendance and evaluation form (provided by the student) upon completion of the placement
- Inform Seneca College if your status changes (for licensees with the LSO or ICCRC)
- I understand and agree it is the responsibility and obligation of the field placement host to comply with the Occupational Health and Safety Act and other applicable provincial and federal standards (including orders under the Emergency Management and Civil Protection Act related to COVID-19), as amended from time to time.
- I am aware of and abide by the [Ontario Human Rights Code](#), [Employment Standards Act](#), [Occupational Health & Safety Act](#), and [Seneca's Discrimination and Harassment Policies and Procedures](#).
- I understand and agree that confidential information (such as student personal information) shall only be used for legitimate purposes related to the field placement program and shall be protected using appropriate safeguards.

HOST SUPERVISOR SIGNATURE

RETURNING THE FORM

By email

Derek Kan

derek.kan@senecacollege.ca

We welcome your comments or questions. You can contact the Field Placement Coordinator, Amreen Omar directly by email:

amreen.omar@senecacollege.ca

Appendix A

Checklist for Home-Base Positions

These positions are situated in residential properties (typically in houses and increasingly in high-rise condominium apartments).

The following are common questions or issues encountered in these kinds of working arrangements. Please check all of the items, which apply to your organization's workspace.

Location of the workspace	Main Floor	Upper Floor	Basement	Floor No.
Smoke and CO detectors, fire extinguishers, etc.				
Fire/Emergency escape plan				
Other security measures in place (such as alarms, video doorbells, pass key, etc.)				
First Aid kit and current First Aid rating				
Is there full-time supervision during typical working hours?				
Are there shared amenities such as bathrooms and kitchen/eating area?				
Are pets present? If so, what measures are in-place to control allergens?				
Are children present in the workspace?				
Are any dangerous substances or high-risk materials present at or near the workspace?				
Is the workspace separate from regular living spaces?				
Are proper ergonomic workstations in place?				
Is appropriate equipment provided, such as computers, monitors, phones, proper lighting, etc.				
What COVID-19 infection control measures are in place? (Please refer to Ontario Sector-Specific Guidelines).				