

**Seneca Polytechnic
School of Legal, Public and Office Administration
Paralegal Field Placement – FPL 491**

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 120 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).

IMPORTANT DATES

Important Dates	Action Required
Friday, January 19 at 8:00 a.m.	Attend Mandatory Orientation Session
Friday, January 26 BY NOON	Submit Field Placement Application package to Coordinator (described below)
February/March/April	Be available for interviews
April 22 to May 17 (Full-time)	Field Placement Period <ul style="list-style-type: none"> • Minimum 120 hours required • *Subject to host availability – some assignments may start later or earlier • Must complete hours and submit the evaluation forms no later than Wednesday, May 22, 2024
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/firm'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/7577/paralegal-students>

	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: 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 PLY 354 PDF Format
3	Interim Unofficial Transcript	<ul style="list-style-type: none"> PDF Format (go to Student Home via MySeneca and follow the Instructions) Attach online to 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

AFTER YOU SUBMIT YOUR APPLICATION

- Ensure professional voicemail greeting set
 - Check your voicemail regularly (i.e. several times a day)
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- Check your Seneca and personal non-Seneca email regularly (i.e. several times a day)
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- Be available for interviews (February/March/April)
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- 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 before your placement begins (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 derek.kan@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	<ul style="list-style-type: none"> • Sign and submit
3	Remind licensee host to complete Form 4 Evaluation by Host **Note: This form must be sent directly to us from the host's email account.	<ul style="list-style-type: none"> • Host to complete, sign and email it to field placement coordinator and assistant

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. At that time, you can proceed with the following **two items**:

Credentials Awarded by Seneca Polytechnic

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

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.

3. If required, complete the Statement of Field Placement Form that you prepare and send yourself to the Law Society: <https://lso.ca/becoming-licensed/paralegal-licensing-process/fees-and-forms> (****Keep a copy for your own records**).

CONTACTS

PARALEGAL FIELD PLACEMENT COORDINATOR

Professor Tasneem Jivanji

tasneem.jivanji@senecapolytechnic.ca

FIELD PLACEMENT ASSISTANT

Derek Kan

derek.kan@senecapolytechnic.ca