

## OFFICE ADMINISTRATION – EXECUTIVE DIPLOMA PROGRAM

**FIELD PLACEMENT HOST SUPERVISOR GUIDELINES**

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Thank you for your participation in Seneca’s volunteer placement program. The experience provided by you and your organization round out the education of our Office Administration – Executive students.

Upon completion of the academic requirements of the programs, students are required to complete a minimum of 20 unpaid full business days of field placement.

**FIELD PLACEMENT OBJECTIVES**

The School of Legal, Public and Office Administration offers diverse and challenging programs that provide students with the skills and knowledge necessary for a variety of administrative support professions in the private and public sectors. Students are exposed to office procedures and receive theoretical and practical training in specific programs and software.

The placement program enables students to apply their knowledge and skills in a real life administrative setting. It also gives students an opportunity to learn the importance of attitude, team work, reliability, punctuality, attendance, and professionalism.

In addition, an opportunity is provided for the student to gain experience in the practical application of the theoretical learning in the classroom and to develop professional contacts to give them an edge in an increasingly competitive and demanding job market.

The main objectives of the field placement program are to provide students with:

1. An opportunity to obtain practical hands-on experience and to integrate the theoretical skills that they have learned in the classroom with on-the-job experience.
2. An opportunity to acquire good work behaviour patterns such as: attitude, reliability, attendance, punctuality, demeanour, and appearance.
3. An opportunity to understand the operations and functions of various components of an office, small business, NGO’s and corporate office.
4. An opportunity to become familiar with the administrative support profession and the role of administrative assistant, executive assistant, office manager and other various personnel in the industry.

5. Participate in various office department procedures to assist in the learning process.
6. An opportunity to use and increase important required skills such as communication skills, problem-solving skills, human relations skills, organizational skills, information obtaining skills and case management skills.

#### LENGTH OF PLACEMENT

The field placement program is a minimum of 20 unpaid days. The student is required to be in attendance during normal business hours.

Some students find employment in an office environment prior to graduation. In these circumstances, students may be allowed to complete their field placement requirements at their place of employment.

#### SUPERVISION

Students must be supervised – directly or indirectly - by a representative of the organization.

Indirect supervision can mean that the host supervisor does not have day to day direct contact with the student during the placement.

The host whose name and signature is on both the Attendance Form and the Employer's Evaluation of the student (these must be returned to the Field Placement Coordinator at the end of the student's placement).

#### DRESS CODE

Professional business attire is required and expected of the students.

#### ATTENDANCE, PUNCTUALITY AND MISSED DAYS

Regular attendance, punctuality and reliability are vital components of the program. Each student is required to work a full normal business day according to your policies.

#### 100% ATTENDANCE

*The student is required to maintain 100% attendance at the field placement organization. Whether for valid medical or compassionate reasons or not, the student will be required to make up missed days at your convenience.*

#### DOCUMENTATION OF ABSENCES

Please record the reasons for missed days on the Student Attendance Record. These will be reviewed by the field placement coordinator.

### EXAMPLES OF VALID AND INVALID REASONS

Examples of valid reasons include: student's illness or a death or serious illness in the student's family. However, non-emergency medical appointments, studying for tests, completing assignments or other school work are not valid reasons for missing field placement. The student is required to make up any missed days.

### ILLNESS OR EMERGENCY ABSENTEEISM

In case of illness or emergency requiring the student to be absent from field placement, the student must telephone you personally on the relevant day as soon as possible (and in any event within 30 minutes of the usual starting time) to advise of the absence and give reasons for it.

### EVALUATION AND ATTENDANCE RECORDS

The student is evaluated on the field placement component in the Office Administration – Executive program at the end of the placement period through your evaluation of the student and the student's attendance record. The student should provide you with both forms.

### PROVIDE A HARDCOPY OF COMPLETED FORMS TO STUDENT.

Seal the completed evaluation form and give it to the field placement student as soon after placement ends as is practical. Students are responsible for returning the forms to Seneca no later than two days after the end of the placement period.

### CONTACT

You can always contact the field placement coordinator to discuss the student's progress and performance in particular and the Office Administration – Executive program in general. Your suggestions and opinions are always appreciated. If there are any problems with or questions concerning the student of the field placement program, please contact the field placement coordinator as soon as possible.

### FIELD PLACEMENT COORDINATOR

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