

## **FIELD PLACEMENT HOST SUPERVISOR GUIDELINES**

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Thank you for your participation in Seneca's field placement program! The experience provided by you and your organization enhance the education of our Law Clerk students.

### **FIELD PLACEMENT OBJECTIVES**

The School of Legal, Public and Office Administration (SLPOA) offers diverse and challenging programs that provide students with the skills and knowledge necessary for legal careers, in a variety of areas in the private and public sectors. Our programs include training for paralegals, law clerks and legal assistants. At Seneca, students in the legal streams learn the general principles of law, along with receiving the theoretical and practical training relevant to their specific programs.

Upon completion of the academic requirements of the programs, students are required to complete a minimum of 20 unpaid days of field placement. The field placement requirement is mandatory for graduation from the Law Clerk program.

The main objectives of field placement 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 a real-life work environment.
2. An opportunity to acquire good work behaviour patterns such as attitude, reliability, attendance, punctuality, demeanour and appearance;
3. An opportunity to understand the unique operations and functions of various types of law offices, whether it be at a firm, a government department, or a corporate office;
4. An opportunity to become familiar with the legal profession and the role of, law clerks, lawyers, paralegals, legal assistants, legal secretaries and various other legal personnel;
5. Working knowledge of various legal departments, court offices, registry offices, corporate offices and various other government offices;

6. Exposure to legal precedents, files and law libraries and to participate in various law office/legal department procedures to assist in the learning process;
7. An opportunity to use and increase important required skills such as communication skills, problem-solving skills, human relations skills, research skills, organizational skills, information obtaining skills and case management skills.
8. An opportunity to observe, in real time, the importance of teamwork, reliability, punctuality, attendance and professionalism.

### **DURATION AND TIME COMMITMENT**

Field placement is a minimum of 20 working days.

The student is required to be in attendance during normal business hours. While the students are encouraged to stay at work beyond normal business hours if necessary, the students are not expected to work overtime on a regular basis.

Often, students find employment in various types of law offices prior to graduation. In these circumstances, students may be allowed to complete their field placement requirements at their place of employment.

### **SUPERVISION AND EVALUATION**

Students must be supervised by a representative of the organization. The level of supervision may be determined by the supervisor based on his/her availability. The host supervisor will be named (and their signature will be required) on both the **Attendance Form** and the **Employer Evaluation of Student Form**. The student should provide you with both forms.

Please email the completed forms to [derek.kan@senecacollege.ca](mailto:derek.kan@senecacollege.ca) within two business days after the student completes field placement.

### **DRESS CODE**

Professional business attire is required and expected of the students.

### **REMUNERATION AND EXPENSES**

Students do not receive any financial remuneration for their field placement work. With respect to petty cash expenses, you should provide the student with a cheque or cash as necessary to cover anticipated expenses. In addition, we ask that you reimburse students for mileage, on a per kilometre basis, at the usual rate of your office.

## **ATTENDANCE, PUNCTUALITY AND MISSED DAYS**

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

The student is required to maintain 100% attendance at the field placement organization. Absence will only be permitted in the event of a student's serious or emergency illness, or the serious illness or death of the student's family member. All missed days will have to be completed at your convenience.

In the event that a student will be absent from placement, the student must telephone you personally on the relevant day, as soon as possible (at a minimum, within 30 minutes of the usual starting time of the field placement employer) to advise of the absence.

Non-emergency medical appointments, studying for tests, completing assignments or other school work are not valid reasons for missing field placement. The Field Placement Coordinator must be advised in the event of absences for invalid reasons.

Please record the reasons for missed days on the Student Attendance Record. These will be reviewed by the Field Placement Co-ordinator.

## **CONTACT**

Please contact the Field Placement Co-ordinator whenever necessary, to discuss any concerns around the student's progress and performance. Your suggestions and opinions are appreciated.

## **FIELD PLACEMENT CO-ORDINATOR**

Professor *Amreen Omar*  
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