

SENECA POLYTECHNIC

SCHOOL OF LEGAL, PUBLIC & OFFICE ADMINISTRATION
JUSTICE ADMINISTRATION SERVICES DIPLOMA PROGRAM (JAS)
JUSTICE ADMINISTRATION SERVICES ARTICULATED DIPLOMA
PROGRAM (JASY)

FIELD PLACEMENT HOST SUPERVISOR GUIDELINES

Thank you for your participation in Seneca's field placement program! The experience provided by you and your organization round-out the education of our Justice Administration Services (JAS/JASY).

Upon completion of the academic requirements of the programs, students are required to complete 20 full business days of field placement to graduate from the program.

The School of Legal, Public & Office Administration (SLPOA) offers diverse and challenging programs that provide students with the skills and knowledge necessary for a variety of legal careers in the private and public sectors, including training to work in justice administration. Students learn the general principles of law and receive theoretical and practical training in specific legal subjects, ethics and professional responsibility, and public administration practices. At the end of their studies, students are required to complete a period of field placement - where they apply their knowledge and skills in a real-world environment - as a pre-requisite to graduation. It also gives students an opportunity to learn the importance of teamwork, reliability, punctuality, attendance and professionalism in demeanor and attitude. 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.

FIELD PLACEMENT OBJECTIVES

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 an on-the-job practicum.
2. An opportunity to acquire good work behaviour patterns: such as professional attitude, reliability, punctuality, demeanor and appearance;
3. An opportunity to understand the operations and functions of various components of a court or tribunal organization, a government department, or other legal organizations;

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4. An opportunity to become familiar with the justice system and the role of administrators, judges, justices of the peace, managers, lawyers, paralegals, and various other stakeholders;
5. Working knowledge of various court offices, registry offices, legal departments, and various other government offices;
6. Exposure to court room procedures, records management, files and to participate in various court and tribunal office/legal department procedures to assist in the learning process;
7. An opportunity to use and increase important required skills such as teamwork skills, communication skills, problem-solving skills, human relations skills, organizational skills, information obtaining skills and case management skills.
8. To meet the requirement to complete a field placement to graduate.

LENGTH OF FIELD PLACEMENT

Field placement is a minimum of 20 full business days.

Students are encouraged to complete all of their placement days consecutively, if possible, in a block of four weeks, in one of two placement periods: April/May.

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 it is required to finish a pressing assignment, the students are not expected to work overtime on a regular basis.

Some students find employment in courts, tribunals, government or legal departments. In these circumstances, students may be allowed to complete their field placement requirements at their place of employment if their duties are those which are within the scope of the Justice Administration Services program.

SUPERVISION

The host supervisor is an individual whose name and signature are required on both the Attendance Form 2 and the Employer Evaluation of Student Form 4 (which must be returned to the Field Placement Coordinator at the end of the student's placement.) In addition, that supervisor should be comfortable speaking to those job requirements and about what duties the student performed during the placement period.

DRESS CODE

Professional business dress is required and expected of the students.

REMUNERATION AND EXPENSES

Students do not receive any financial remuneration for their field placement work.

Insurance Coverage

Insurance coverage for students while on unpaid field placement is covered in a number of ways:

- 1) Seneca maintains its own insurance
- 2) The Ministry of Training, Colleges and Universities also provides insurance for unpaid field placements. It has specific protocols in place for workplace that are covered by the Workplace Safety Insurance Act, and also private insurance to cover students in workplace that are not required to have WSIB coverage.

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.

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 FOR MISSING WORK

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 schoolwork 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 of the field placement host) 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 legal programs 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 HARDCOPY OF COMPLETED FORMS TO STUDENT.

Seal the completed evaluation form and attendance record and give it to the field placement student as soon after placement ends as is practicable. Students are responsible for returning the forms to Seneca no later than two days after the end of the placement period. We can no longer accept copies by e-mail or by fax.

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CONTACT

You can always contact the field placement coordinator to discuss the student's progress and performance and the legal programs 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 a field placement coordinator as soon as possible.

FIELD PLACEMENT CO-ORDINATOR

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