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| **Seneca Polytechnic****Justice Administration Services Diploma Programs• FPL470****Host/ Supervisor Questionnaire** |

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| No. of Seneca Students You Can Host for 20 Days | **Field Placement Periods 2024** |
| Start date: Monday, April 22nd End date: Friday, May 17th  | # of Seneca students |

## Contact Information of Host

|  |  |  |
| --- | --- | --- |
| Title | Last Name | First Name |
| Position |
| Telephone | Ext. | Email |

## Organization Information

|  |
| --- |
| Organization’s Name |
| Address |
| City |  Province | Postal Code |
| Supervisor’s name (if known): |
|  |
| What hours will students be expected to work? | Hours |
| Has a Seneca Polytechnic student been placed with your firm before? | Click here to enter text. |
| Closest Intersection? | Click here to enter text. |

## Office Details

|  |  |  |
| --- | --- | --- |
| [ ]  Gov’t Department | [ ]  Court Location | [ ]  Tribunal |
| [ ]  NGO Name | [ ] Other: Click here to enter text. |

## Additional Requirements

|  |  |
| --- | --- |
| Would you like to interview the student?  | [ ]  Yes [ ]  No |
| In addition to the **Criminal Record and Judicial Matters Check**, does your organization require any additional security checks? If so, please state: Click here to enter text. |

## Preferred Computer Skills

|  |  |  |
| --- | --- | --- |
| [ ]  Microsoft Word | [ ]  Microsoft PowerPoint | [ ]  Microsoft Excel |
| Other: Click here to enter text. |

## Second Language Preferred

|  |
| --- |
| [ ]  French  |
| Other: Click here to enter text. |

## Transportation

|  |  |
| --- | --- |
| Is your office easily accessible by: | [ ]  Subway? [ ]  Other TTC vehicles? [ ]  GO Transit?[ ]  VIVA? [ ]  Other public transit? |
| Are students required to: | [ ]  Drive? [ ]  Have a car available? |

## Other Skills and Information

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| --- |
| Are there other skills you would like your student to have or is there other information about the placement that you think we should know? What types of activities/duties can the student be expected to perform? |
| Click here to enter text. |

|  |  |
| --- | --- |
| Returning this Form  |  |
| Please return this form to the Field Placement Coordinator by e-mail to **c/o Derek Kan, Field Placement Assistant:***derek.kan@senecapolytechnic.ca*We welcome your comments or questions. You can contact the Field Placement Coordinator, Fadzie McConnell, School of Legal, Public and Office Administration, directly by email:  *fadzie.mcconnell@senecapolytechnic.ca* **Thank you!** |