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

|  |  |  |
| --- | --- | --- |
| 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

|  |
| --- |
| 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*](mailto: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!** | |