

### Paralegal and Paralegal Accelerated Programs • FPL491 Host Supervisor Questionnaire - 2025

Notice: The Law Society of Ontario requires that a field placement supervisor supervises *no more than 2 paralegal students a time for each period*.

**Important Information:** The paralegal field placement program currently offers two field placement formats: in-person and hybrid. An in-person placement involves the students attending in-person at the licensee's office to complete the work delegated by a licensee. A hybrid placement involves a combination of the students working in-person in the licensee's office and remotely from home to complete work delegated by a licensee.

#### Placement Period

##### Winter Placement

Tuesday, April 22 - Friday, May 16 (A minimum of 120 hours) We can accommodate up to \_\_\_\_\_ student(s).

#### IMPORTANT CHANGES TO FIELD PLACEMENT FOR SUMMER 2025

Due to updated requirements from the Law Society of Ontario, any cohort with an intake date on or after September 1, 2024 (starting with the Summer 2025 group) will be required to complete a minimum of 240 hours of field placement.

##### Summer Placement

Monday, August 18 - Friday, October 10 (A minimum of **240** hours) We can accommodate up to \_\_\_\_\_ student(s).

Type of Placement:      In-person                      Hybrid                      Either

#### LICENSEE INFORMATION

Title	LSO/RCIC No.		
First Name	Telephone	Ext.	
Last Name	Email		
Position	Fax		

#### FIRM CONTACT *(If different than licensee)*

Title	Telephone			Ext.
First Name	Email			
Last Name	Fax			
Position				

#### ORGANIZATION

Firm Name

Full Address

How many people work in your organization?

Has a Seneca Polytechnic student been placed with your firm before?

Closest Intersection

Where will the student complete the hours? If different than your office address, please specify location:

Work-Related Accident Insurance Coverage      WSIB      Private      None/Exempt

Do you have Commercial General Liability (CGL) Insurance?      Yes      No

Home-Based Organization:      Yes      No      (If yes, please also complete the checklist in [Appendix A](#))

**ORGANIZATION DETAILS**

Office Type      Law Firm      Paralegal Firm      Government      Court      Tribunal      Legal Clinic

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Areas of Practice      ***Within-Scope of Practice for Paralegals***

Administrative      Civil Litigation      Criminal      Employment      Immigration  
Landlord/Tenant      Personal Injury      Provincial Offences      Small Claims  
Other:

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***Out of Scope of Practice for Paralegals (Students are not permitted by the Law Society of Ontario to undertake any work in these areas while on a field placement)***

Business/Corporate      Contracts      Family      Real Estate      Wills and Estates

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**STUDENT SKILLS**

Software      Word      Excel      PC Law  
Adobe Acrobat  
Other Software:

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Second Languages      Arabic      Korean      Punjabi  
Cantonese      Mandarin      Russian  
Farsi      Polish      Spanish  
French      Portuguese  
Other Languages:

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**TRANSPORTATION**

***Your office is easily accessible by:***

***Do you require students to:***

Subway  
Other TTC Vehicles  
GO Transit  
VIVA  
Other Transit

Drive?  
Have a car available?

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**OTHER SKILLS & INFORMATION**

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**COMPLIANCE**

I confirm that I understand the conditions and objectives of paralegal field placement and certify that I will adhere to the following terms of placement and work arrangements:

- Each licensee shall host a maximum of two (2) paralegal students at one time (as required by the Law Society of Ontario)
- Read and follow the Law Society’s “Creating a Safe Work Environment for Licensing Candidates” document provided in the host package
- Provide students with a minimum of 120 hours (**or 240 hours starting from Summer 2025**) of work related to an area of law within the paralegal scope of practice (civil litigation, criminal, employment, small claims, provincial offences, administrative law/tribunals, immigration)
- The student must not complete any work/tasks in areas of law that are outside the paralegal scope of practice (family law, wills and estates, real estate, corporate law, and contracts)
- Lunch break is not included as time worked in the accumulation of field placement hours
- Evaluate the student(s)’ performance by signing an attendance and evaluation form (provided by the student) upon completion of the placement
- Inform Seneca Polytechnic if your status as a licensee with the LSO or CICC changes during a student’s placement with you.
- I understand and agree it is the responsibility and obligation of the field placement host to comply with the Occupational Health and Safety Act and other applicable provincial and federal standards, as amended from time to time.
- I am aware of and abide by the [Ontario Human Rights Code](#), [Employment Standards Act](#), [Occupational Health & Safety Act](#), and [Seneca’s Discrimination and Harassment Policies and Procedures](#).
- I understand and agree that confidential information (such as student personal information) shall only be used for legitimate purposes related to the field placement program and shall be protected using appropriate safeguards.

**LICENSEE SUPERVISOR  
SIGNATURE**

**LSO/RCIC No.**

**RETURNING THE FORM**

By email

Derek Kan

[derek.kan@senecapolytechnic.ca](mailto:derek.kan@senecapolytechnic.ca)

We welcome your comments or questions. You can contact the Paralegal Field Placement Coordinator, Andrea Waltman directly by email:

[andrea.waltman@senecapolytechnic.ca](mailto:andrea.waltman@senecapolytechnic.ca)

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## Appendix A Checklist for Home-Base Positions

These positions are situated in residential properties (typically in houses and increasingly in high-rise condominium apartments).

The following are common questions or issues encountered in these kinds of working arrangements. Please check all of the items, which apply to your organization's workspace.

Location of the workspace	Main Floor	Upper Floor	Basement	Floor No.
Smoke and CO detectors, fire extinguishers, etc.				
Fire/Emergency escape plan				
Other security measures in place (such as alarms, video doorbells, pass key, etc.)				
First Aid kit and current First Aid rating				
Is there full-time supervision during typical working hours?				
Are there shared amenities such as bathrooms and kitchen/eating area?				
Are pets present? If so, what measures are in-place to control allergens?				
Are children present in the workspace?				
Are any dangerous substances or high-risk materials present at or near the workspace?				
Is the workspace separate from regular living spaces?				
Are proper ergonomic workstations in place?				
Is appropriate equipment provided, such as computers, monitors, phones, proper lighting, etc.				
What COVID-19 infection control measures are in place? (Please refer to <a href="#">Ontario Sector-Specific Guidelines</a> ).				