

Field Placement Professional Conduct Agreement

This agreement is designed to help provide you with some awareness and success tips that can help you achieve your academic goals and work towards a successful completion of your program. You are encouraged to review this agreement with your Field Placement Coordinator/Liaison prior to commencing your field placement.

While participating in a field placement, you are required to follow this Professional Conduct Agreement. If there's evidence of professional misconduct or safety concerns, and you are terminated from your field placement, this will result in an unsatisfactory grade for your field placement course.

If you are working with Accessible Learning Services and have a counsellor, you are encouraged to discuss this professional conduct agreement with your Counsellor and Field Placement Coordinator/Liaison before starting your field placement course.

While participating in a Field Placement, students are representatives of Seneca Polytechnic and are expected to maintain a high standard of professionalism. Students are required to adhere to [Seneca Polytechnic policies](#), including the [Academic Integrity Policy](#), [Discrimination and Harassment Policy](#), and [Student Code of Conduct](#). Students are also required to follow the policies and procedures of their placement site.

Students will ensure they implement and follow health and safety protocols during their field placement. Students must be able to function independently at the required level to ensure the academic learning outcomes are met. Seneca Polytechnic and/or employer partners have the right and responsibility to make decisions to end a field placement opportunity if a student demonstrates unprofessional behaviors that could interfere with the work environment.

Examples of unprofessional and prohibited conduct:

- Attending work under the influence of alcohol or drugs that hinder judgment
- Sleeping while at work
- Consistent absences or lateness
- Disrespectful attitude with colleagues or clients
- Displaying hostility or aggression towards colleagues, creating a toxic work environment
- Dress code violations
- Falsifying signatures on field related documents
- Breach of confidentiality
- Professional misconduct or failure to adhere to employer partner's policies
- Failing to fulfill professional obligations or consistently showing a lack of effort in completing tasks
- Reacting negatively to constructive criticism and refusing to accept feedback
- Any unfair treatment based on race, sex, gender, sexual orientation, religion, nationality, ethnic origin, disability, age, or other protected characteristics
- Engaging in conversations that involve talking behind a co-worker's back, leading to conflict and a lack of team cohesiveness
- Displaying hostility or aggression towards colleagues, creating a toxic work environment

- Any unwelcome conduct that causes offense or humiliation, interferes with work, or creates an intimidating environment
- Actions that violate moral principles or professional standards, resulting in harm or unfair advantage
- Use of personal cell phones, tablets or other electronic devices during field placement hours except during designated breaks or unless permission from a direct supervisor is provided for placement purposes.

Additionally, students in the ECE/BCD Program are also expected to follow the ethical practices outlined in the [Child Care and Early Years Act](#). If a student demonstrates behaviours that could interfere with the safety and well-being of children in their care, it will result in immediate removal from the field placement opportunity. These behaviours include:

- Leaving children unattended
- Physically harming a child (including striking, yanking, or pushing)
- Inappropriate touching of a child
- Belittling, berating or demeaning a child
- Unauthorized collection or misuse of children's photos

Reported incidents of non-compliance with ethical behavior and standards of practice will be reviewed. If a student is found responsible for such behavior, the partner employer and/or Field Placement Coordinator/Liaison may decide to end the Field Placement. Further consequences may result in:


- Removal from the Field Placement;
- Failing the Field Placement course (UNSAT grade);
- Where this is a repeated offense, the student may be removed from the ECE/BCD program.

If you have any questions prior to signing, please review with your field placement coordinator/liaison/assistant.

I _____ acknowledge that I have read and understood the Field Placement Professional Conduct Agreement outlined in this document. I agree to abide by these guidelines during my Field Placement.

Student signature

Date: _____



Manager, Experiential Learning

Date: _____