

Roles and Responsibilities- Field Placement Coordinator

Version 9

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The Field Placement Coordinator oversees the planning, administration, and support of student field placements in the School of ECE. They manage the preparation, vetting, and placement matching, and serve as a key contact for all field placement experiences including urgent issues or serious concerns. In collaboration with Field Mentors, they ensure students receive orientation, regular feedback, and guidance throughout their field placement, fostering a meaningful and supportive learning experience.

Throughout the placement, the Field Placement Coordinator will:

- Serve as a resource for both the student and the placement;
- Assist the student and the placement in developing appropriate learning outcomes;
- Conduct a virtual or in-person visit with the student and the Field Mentor during the field placement, and document the meeting as needed or by request of student, Field Mentor, and/or Field Placement Coordinator;
- Ensure that the student is working towards their learning goals as set out in the student's learning contract;
- Mediate any issues that might arise during the field placement;
- Explain Seneca Polytechnic's requirements to the placement and student
- Grants the final 'grade' for the semester's work in the placement

tags : coordinator, field, matching, onboarding, placement, responsibilities, roles, students, vetting