

Roles and Responsibilities- Field Placement Coordinator

Version 5

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The Field Placement Coordinator's role is to oversee and manage the logistical, supportive, administrative, and technical aspects of the field placement component for the School of ECE. The Field Placement Coordinator will be responsible for onboarding, vetting and matching students and Centres/Community Partners.

Once the field placement course begins, the first point of contact for the students will be the Field Liaison. The Field Placement Coordinator is available if the student is unable to reach their Field Liaison with a time sensitive matter and/or if they have any placement specific questions. In the event of any serious concerns (for example termination) the Field Placement Coordinator will become involved as the main contact between placement, student, and Polytechnic. Additionally, if a student is injured while at placement, they must follow the procedures outlined within the student & supervisor placement agreement ensuring to notify the Field Mentor and Field Liaison within 24 hours and complete any required documentation.

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