

Field Placement Termination/Course Attempts

Version 7

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If there's evidence of professional misconduct or safety concerns, students will have their placement terminated. Students dismissed from field placement may not be given another placement location in the same semester. This will result in an unsatisfactory grade and students may be removed from the course and co-requisite course.

If a student is terminated from two (2) separate placements over the duration of the program, further practicum opportunities will not be provided, and the student will be asked to withdraw from the program.

If a student has not successfully met the learning outcomes, they may attempt a field placement course three (3) times. Failure to achieve the satisfactory grade in the course within three (3) permitted attempts will result in a withdrawal from the program. Please review 'course attempts' within [Seneca Polytechnic Progression & Promotion Policy](#) for further information.

Pre-Termination Procedures

If conflict resolution and problem-solving steps are unsuccessful, the following pre-termination procedures should be followed:

1. The Field Mentor/Supervisor and student review relevant documentation (ex. Supervision notes, evaluations, etc.)
2. Field Mentor/Supervisor provides verbal warning to the student, emphasizing the gravity of the concern and potential outcome if not addressed.
3. Field Mentor/Supervisor alerts the Field Liaison of the issue and potential outcome if the student is unable to address concerns.
4. Field Liaison discusses the issue with the student and outlines the potential outcome including termination.
5. Written notice (email is acceptable) is provided by the Field Mentor/Supervisor to the

student and Field Liaison detailing the issue, steps to address it and outcome if left unresolved.

6. Field Liaison will support the student to modify their behaviour and this is documented within their student record.
7. While adherence to the above steps is encouraged, recognizing the Centre's right to terminate based on its policies.

Note: If these agreements are not adhered to, termination by the placement setting/Field Mentor/Supervisor will follow and all parties will be acknowledged in writing of the termination.

Termination of Placement Procedures:

If a Centre decides to terminate a student placement, the following process must be followed:

1. The Field Mentor/Supervisor provides written notice with clear reasons for termination to the student and/or Field Liaison via email, attaching supporting documentation.
2. Feedback is given to the student for learning improvement, and a meeting is scheduled with the Field Liaison, and if possible, the Field Mentor/Supervisor to discuss the reason for termination.
3. The Field Placement Team determines the outcome, which may include a referral to the Conduct Office, receiving a grade of F/UNSAT, repeating placement courses, setting the next placement start date, and requiring preparatory experiences/work or a 'student success plan.'

The Field Placement team

Students engage with many Seneca staff throughout their field placement experience. When issues arise, it is important for students to know where to go to resolve the issue at hand. Please review the chart below for further information regarding your Field Team and how to obtain support as you progress through placement.

| Field Placement Coordinator(s) | Field Liaisons | Academic Program Manager |
|---|---|--|
| The Field Placement Coordinator is the first point of contact for students. They match students and assign placement locations. They ensure all student/supervisor placement forms are | Once the placement has begun the student is connected with their Field Liaisons. Field Liaisons acts as a link between Seneca students/programs and external agencies. Field | Students may be referred to the Academic Program Manager if their circumstances or behaviour warrant additional support. If suspended/terminated, and/or if they require a personalized 'success plan,'. |

complete prior to the initial start date.

Liaisons support students to ensure they meet the field placement requirements of their program.

Roles and Responsibilities | School of ECE Field Placement

tags : attempts, course, field, placement, termination