

# Justice Administration Services- Students

Version 26

Published 9/19/2022 by **Anonymous** Last updated 1/12/2026 4:35 PM by **Camille Bayarcal**

## Important dates

### Field Placement Application Package

- Monday, March 2 - Submit:
  - Field Placement Student Questionnaire**
  - Error-free Résumé
  - Unofficial transcript
  - Insurance Declaration Form
- Monday, March 30- Submit:
  - Criminal Record and Judicial Matters Check (upload it to Blackboard as soon as you receive it from the police department)

### March/April

- Be available for tests, interviews, etc.
- Submit up-to-date information: if your contact information changes (phone, address, e-mail) or you make changes to your résumé, send the update to [camille.bayarcal@senecapolytechnic.ca](mailto:camille.bayarcal@senecapolytechnic.ca)
- Read Field Placement Student Manual before your placement begins (posted here)

### Field Placement Period

- Monday, April 20 (start date) until Friday May 15 (end date): 20 full business days
- Wednesday, May 20: deadline to submit forms: Forms 2, 3, & 4 to Field Placement Coordinator via email.
- We only accept signed copies of the forms. Keep copies for yourself.

### Next steps

#### After You Turn in the Forms

After your forms have been approved by the Field Placement Coordinator, it will take approximately one week for the Registrar's Office to change the field placement grade to a SAT on your transcript.

Apply to graduate (June [Convocation](#))

**Forms (Field Placement Forms to be completed will be shared on Blackboard)**

**The attached documents below will give you an idea of how the forms will look like but the actual forms will be completed via Seneca Works Career Portal. More details will be shared on Blackboard.**

- Guidelines for Students**
- Field Placement Student Questionnaire**
- Attendance** Form 2 – must be filled electronically and have your supervisor host sign. Keep a copy
- Student Evaluation** Form 3 – must be completed online at: <https://forms.office.com/r/MRLUw3ezhA>
- Host Evaluation** Form 4 - This form is our proof that you met the requirements and fulfilled your obligations of field placement.

### How to submit documents

#### 1. Field Placement Package

Submit the online e-form (**Field Placement Student Questionnaire**)

- Unofficial transcript;

- Your error-free résumé;
- Your Criminal Record and Judicial Matters Check, and
- Insurance Declaration Form.

Your résumé may be sent to potential hosts. Therefore, you must also submit your error-free résumé.

## **2. Completion of Field Placement Package**

The Field Placement Coordinator will not sign-off on your transcript until all the documents have been submitted properly and completed in full.

We are under strict timelines to process your transcript in order for you to graduate.

Failure to submit your documentation on time can result in a delay in your graduation.

### **Final Obligation**

Please send a hand-written note to thank your host for your field placement experience.