

Justice Administration Services- Students

Version 16

Published 9/19/2022 by **Anonymous** Last updated 1/15/2024 3:21 PM by **Derek Kan**

Important dates

Field Placement Application Package

- Tuesday, February 20: Submit:
 - [Field Placement Student Questionnaire](#)
 - Error-free Résumé
 - Unofficial transcript
 - Criminal Record and Judicial Matters Check
 - Insurance Declaration Form

February/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, submit an updated [Field Placement Student Questionnaire](#)
- Read Field Placement Student Manual before your placement begins (posted here)

Field Placement Period

- Monday, April 22 (start date) until Friday May 17 (end date): 20 full business days
- Wednesday, May 22 by noon: 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 (*Documents can be found in the "Attachments" section at the bottom of this page*)

- [Guidelines for Students](#)
- [Field Placement Student Questionnaire](#)
- **Attendance** Form 2 (excel) – must be filled electronically and signed by your host supervisor, submit to FP Coordinator; keep a copy for yourself
- **Student Evaluation** Form 3 (excel) – must be filled electronically and submit to FP Coordinator; keep a copy for yourself
- **Host Evaluation** Form 4 – Please provide this form to your host to complete; your host should return it by e-mail to the Field Placement Coordinator (excel)

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.

Field Placement Package to be submitted to Field Placement Coordinator:

- **Student Attendance Form 2** – must be filled electronically and signed by your host supervisor. Keep a copy for yourself
- **Student Evaluation Form 3** – must be filled electronically. This is your analysis of your experience.
- **Host Evaluation Form 4** – Please provide this form to your host to complete and remind him/her to send it by e-mail to the Field Placement Coordinator by the deadlines; this form is our proof that you met the requirements and fulfilled your obligations of field placement.

Final Obligation

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