

# Justice Administration Services- Students

Version 19

Published 9/19/2022 by **Anonymous** Last updated 2/18/2025 11:34 PM by **Derek Kan**

## Important dates

### Field Placement Application Package

- Monday, March 3 - Submit:
  - Field Placement Student Questionnaire**
  - Error-free Résumé
  - Unofficial transcript
  - Insurance Declaration Form
- Monday, March 31- 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 [derek.kan@senecapolytechnic.ca](mailto:derek.kan@senecapolytechnic.ca)
- Read Field Placement Student Manual before your placement begins (posted here)

### Field Placement Period

- Monday, April 21 (start date) until Friday May 16 (end date): 20 full business days
- Wednesday, May 21: 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

- Guidelines for Students**
- Field Placement Student Questionnaire**
- Attendance** Form 2 – must be tracked on Career Portal and required the verification of your supervisor
- Student Evaluation** Form 3 – must be filled electronically via Career Portal
- Host Evaluation** Form 4

## 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.