

# Office Administration - Executive - Students (Fall 2024)

Version 17

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## Field Placement Important Dates

### Fall 2024

- Attend Field Placement Orientation & Information Session.
- Submit Field Placement Application: Monday, September 16, 2024
- Placement period:
  - **One day per week:** The placement will occur one day a week (September 12- December 13), typically on Thursdays. Students will work five days during the study week (October 21 - 25). This will result in 18 days in total.
  - **One Month Block:** Placement will take place 18 - 20 consecutive business days, commencing on January 6 and ending on January 31 .
- Submit attendance, student evaluation, and host evaluation within two business days after completion of field placement. Keep copies for yourself.

## How to Submit Documents

### 1. FIELD PLACEMENT APPLICATION

Instructions and requirements for applying to field placement:

- Have completed all professional requirements of the academic program other than field placement by the end of the semester; please submit an application even if you don't meet the requirements
  - Complete the field placement application form (<https://forms.office.com/r/GQ40pUr5t3>)
    - The three supporting documents are required along with this application:
      1. Field placement involves demonstrating an ability to prepare a résumé in accordance with professional legal standards. Submit an error-free résumé.  
  
Submit the résumé in this format: Last Name, First Name Resume
      2. Unofficial transcripts can be viewed and obtained by selecting the "Academic Records" tile in Student Home. There is no fee for unofficial transcripts. The following link provides instructions on accessing the unofficial transcript: <https://www.senecapolytechnic.ca/student-services-and-support/student-home/academic-records.html>  
  
Submit the unofficial transcript in this format: Last Name, First Name Transcript
      3. The College requires all students to complete an insurance declaration form. This document is mandatory in order to be eligible and considered for a placement. Complete only the Student Declaration section. The form can be found at the "Attachments" section at the bottom of this page.  
  
Submit the insurance form in this format: Last Name, First Name Insurance Declaration
- If you are planning to be placed in a school, you are responsible for arranging your own. Please note that the timeline for arranging this particular placement may be different and that a Vulnerable Sector Check may be required.

### 2. COMPLETION OF FIELD PLACEMENT

Submit signed copies of these documents within two business days after completion of field placement:

- **Student Attendance** (excel) – must be filled electronically, print, have your host supervisor sign. Keep a copy for yourself.
- **Student Evaluation** (excel) – must be filled electronically, print, and sign. This is your analysis of your experience.
- **Host Evaluation** (excel) – please provide this form to your host to complete. The host supervisor may choose to hand it to you, or they may submit it directly by e-mail to the Field Placement Coordinator; this form is our proof that you met the requirements and fulfilled your obligations of field placement.