

# Office Administration - Health Services - Students

Version 16

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## Field Placement Important Dates

### Summer 2024

- Attend Field Placement Orientation & Information Session.
- Submit Field Application Application: Friday, September 13
- Complete a minimum of 10 full business days of field placement during the Fall semester
- 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:

1. 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
2. Complete the field placement application form
3. The five 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

4. In order to fulfill the terms and conditions of your field placement offer, the medical clearance form must be uploaded to Blackboard and provided to placement employers on your start date. You can download the form from the "Attachment" section of this page. If you require updated screening and/or vaccines, this can take time. Do not leave the completion of this form to the spring semester.

Submit the medical clearance form in this format: Last Name, First Name Medical Clearance

5. Vulnerable Sector Check are required for individuals who will be working with vulnerable populations, such as children, youth and adults with disabilities. You need to obtain a VSC from your local police region of your current address. For details, please refer to the VSC section:

<https://students.senecapolytechnic.ca/spaces/25/school-of-legal-public-office-administration/wiki/view/11902/vulnerable-sector-check-vsc-mes>

Submit the vulnerable sector check in this format: Last Name, First Name VSC

## 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. 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.