

# Paralegal - Students (Winter 2024)

Version 57

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## Field Placement Important Dates

### Law Society of Ontario Field Placement Requirements

Currently, the Law Society of Ontario requires students to complete 120 hours of work within the paralegal scope of practice under the direct or indirect supervision of a licensee in good standing with the Law Society of Ontario (or a Regulated Canadian Immigration Consultant with an active status with the College of Immigration and Citizenship Consultants).

\*Please note that the Law Society may amend its field placement requirements over the next several months, and students and hosts will be notified as necessary.

### Winter Semester 2024

- Friday, January 19 - Field Placement Orientation & Information session.
- Friday, January 26, by NOON: Submit Field Application Package: application form, résumé, copy of most recent transcript, and insurance declaration form.
- February/March/April – Be available for interviews
- \*Start Date:
  - Full-Time (April 22 - May 17)
- Within 2 business days of completion of placement:
  - Submit required forms: Forms 2, 3, & 4 to Field Placement Co-ordinator/Assistant. Keep copies for yourself.

\*Subject to host availability – some assignments may start later.

The LSO has created the following **Rights of appearance for paralegal field placement students** as a guide for students and supervising licensees, outlining the rights and responsibilities associated with the placement.

### Next steps:

#### After You Turn in the Forms

Please submit your evaluation forms to us via email within two business days of completing your placement. **Please note the Host Evaluation Form must be sent directly from your host's email.**

You must have the forms approved by the Field Placement Coordinator. We only accept signed copies of 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.

You should continue to monitor your transcript, which can be found on the Student Centre. When you see the message below on your transcript you will be officially graduated.

#### Credentials Awarded by Seneca Polytechnic

Credential:	Ontario College Diploma
Program:	Paralegal
Graduating GPA:	
Completion:	DATE
Conferral:	DATE

At that time, you can proceed with the following **two items**:

1. Request and pay for an official transcript to be sent to the Law Society. Instructions to request an official transcript can be found on the college's website: <https://students.senecapolytechnic.ca/spaces/134/forms/home>
2. If required, complete the Statement of Field Placement Form that you prepare and send yourself to the Law Society: <https://lso.ca/becoming-licensed/paralegal-licensing-process/fees-and-forms>

## Forms (Documents can be found in the "Attachments" section at the bottom of this page)

- **Online e-form: Field Placement Application Form** – must be filled out and signed electronically
- **Student Manual**
- **Student Checklist (Winter 2024)**
- **Insurance Declaration Form**
- **Student Attendance Form 2 (excel)** – must be filled electronically and have your supervisor host sign. Keep a copy for yourself as you may need it for the Law Society of Ontario.
- **Student Evaluation Form 3 (excel)** – must be filled electronically and sign. This is your analysis of your experience.
- **Host Evaluation Form 4 (excel)** – 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.

## How to Submit Documents

### 1. FIELD PLACEMENT APPLICATION FORM

- **Field Placement Application Form** - complete electronically
- Copy of your most recent transcript (attach to online application form)
- Your error-free résumé (attach to online application form)
- Your insurance declaration form
- Your police check (if applicable)
- Your résumé may be sent to potential hosts. Therefore, you must also submit your error-free résumé (save document in this format: lastname\_firstname\_resume)

### 2. COMPLETION OF FIELD PLACEMENT

The field placement evaluation forms must be submitted by email to Field Placement Assistant, Derek Kan ([derek.kan@senecapolytechnic.ca](mailto:derek.kan@senecapolytechnic.ca)).

The Field Placement Coordinator/Program 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.

Evaluation forms to be submitted:

- **Student Attendance Form 2 (excel)** – must be filled electronically and have your supervisor host sign. Keep a copy for yourself as you may need it for the Law Society of Ontario.
- **Student Evaluation Form 3 (excel)** – must be filled electronically and sign. This is your analysis of your experience.
- **Host Evaluation Form 4 (excel)** – 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 an email to thank your host for your field placement experience.

*Revised: January 2024*