

Completing Field Placement in a student's place of employment:

- Students wishing to use their field placement as their placement in the Agency of their Employment will have to complete the form **"Request for Field Placement in Agency of Employment"** (see attached).
- The student and the Employee's Agency will have to determine how to handle the placement and how the placement will be accomplished to achieve the learning outcomes and placement hours. Both student and Agency will have to discuss whether the student will be released from their fulltime job to complete placement or whether all hours in placement will be above and beyond normal work hours or a combination of both or other alternatives.
- During the hours designated as placement hours, the student must be supervised by an ECE or equivalent.
- The student cannot be an owner/operator of the program or be in a supervisory position of the staff member who will evaluate them or be a member of the owner/operator's family. The Seneca Field Placement Faculty will determine if the placement constitutes a conflict of interest. In that case the student would need to find a different placement
- Placement Supervisor and the student must fill out the form below and return it to the Seneca Field Placement Supervisor.

If at any time the Seneca faculty or Coordinator determine that the student's ability to meet the learning outcomes of the specific subject are jeopardized by completing placement in the student's place of employment, then the student can be removed from the placement. An endeavor to find another placement location will be made. This will also apply if it is determined that the ethics and principles of the ECE Seneca course are compromised: i.e. the student is not being evaluated objectively by the Host Teacher or the required number of placement hours are not being accurately recorded.

**SENECA POLYTECHNIC
FACULTY OF CONTINUING EDUCATION
EARLY CHILDHOOD EDUCATION
REQUEST FOR FIELD PLACEMENT IN AN AGENCY OF EMPLOYMENT**

Instructions:

- Please fill out this form in its entirety and submit to your Seneca Field Placement Supervisor before starting your placement at your place of employment. Approval must be received prior to starting your placement.

Subject Name: _____ Subject Code: _____ Semester: _____

Student's Name: _____ Student #: _____

Information Required:

Agency Name: _____

Agency Address: _____

Type of Agency: _____

Proposed Host Teacher: _____ Title: _____

Contact Information: _____

In order to complete field placement hours in the student's place of employment the following criteria must be met:

- The program philosophy is compatible with Seneca's ECE philosophy
- The student will be placed with the appropriate age group for the field placement subject
- The student will have time within the workday to observe, plan and implement age appropriate learning opportunities in accordance with the Seneca field placement assignments
- The student will be supervised during the placement hours by a qualified ECE Host Teacher
- The student is not the owner/operator of the program, a Supervisor of the ECE Host Teacher or have a role at the centre that would jeopardize any objective constructive feedback regarding the student's performance.

Have you completed any ECE placement at this program (agency) before? YES _____ NO _____

If yes, then list the subject and hours completed:

Approved: _____ Denied: _____ Reason: _____

Host Teacher/Supervisor: Print Name: _____ Signature: _____ Date: _____

Seneca Field Placement Supervisor:

Signature: _____ Date: _____