

Helpful Tips when Approaching Placement Agencies

Placement hours are arranged between the student and the supervisor at the agency. Placement hours must be completed throughout the 14-week term. E.g., one day per week for a minimum of 10 weeks etc.

Selection of Field Placement Settings

To support students in finding a suitable field placement, we are providing the following recommendations:

1. Research your local community to find a site that employs Resource Consultants. To do this, you may need to contact several early learning environments. A list of suggested questions to consider when communicating with possible agencies is included below.
2. Once you find a suitable site, contact the Supervisor/Manager/Director of the site, introduce yourself as a student enrolled in the Resource Consulting program who needs a field placement, and ask if they would be interested in supporting your field placement. Be prepared to describe both the expectations of you and of the host agency when asked.
3. Ensure that there will be a qualified Resource Consultant available to support your field placement.
4. Communicate the host agency information to your field placement coordinator and receive approval to proceed.

During Field Placement

This field placement course includes placement working hours (105 hours) as well as online learning course content (45 hours), for a total of 150 hours. During field placement, you are expected to engage as a practicing professional within the agency. This includes becoming aware of agency policies and procedures as well as all course obligations and implementing them as required.

Your time during field placement may be spent in a variety of ways including the following:

- Work with children and their families
- Preparation with placement team members
- Research as requested by placement team
- Visits to related alternate settings
- Meetings with personnel involved in service delivery to children and families

Suitable use of students' time should be a result of negotiation between the student and the host Field Placement Supervisor, taking into consideration the needs and interests of the children, the families, and the placement learning objectives.

Field placement times must be recorded on a timesheet (included in the manual provided by your field placement facilitator at the beginning of the course) that is signed by the student, Field Placement Supervisor, and College Course Facilitator.

Students are expected to contact their host Field Placement Supervisor or their course facilitator if they are experiencing difficulty or require assistance during the course.

Questions to Consider When Communicating With Possible Field Placement Agency

Below are questions to consider asking host supervising Resource Consultants and/or Interventionists when searching for a field placement opportunity.

- Please describe a typical day at this agency.
- What types of tasks and activities would I perform if placed at this agency?
- Does this agency have a particular orientation or philosophy?
- Does this agency have an orientation or training period?
- Who will be my direct supervisor? (What is the format of supervision?)
- What is the supervisory style, and what teaching techniques are employed here?
- Are there other people at the agency who can be a resource for me during my field placement?
- May I attend staff in-service activities?
- If there are workshops, conferences, or guest speakers that are directly related to my fieldwork, may I attend?
- If I feel that my educational goals are not being met, would you be willing to sit down with me to address my concerns?

Role of Student

Students are expected to:

- Ensure that their required field placement documents are up to date. A student will not be allowed to start their field placement without having these documents reviewed by the course instructor and registering college field placement coordinator.
- Provide the Field Placement Course Instructor with the contact information of the placement agency, including agency name, name of Community Placement Supervisor, email and phone number.
- Report any concerns or difficulties to the host Field Placement Supervisor as well as the Course Instructor if they arise.
- Share the Field Placement Manual and Field Placement Evaluation with the host Field Placement Supervisor. This may assist in clarifying the learning outcomes of the field placement.
- Ensure that the host Field Placement Supervisor receives the Field Placement evaluation forms at the beginning of the placement and is aware of the required midterm and final completion dates.
- Actively participates in the evaluation process, including self-reflection at the mid-term and final evaluation periods.
- Adhere to the policies of the agency or community setting being utilized for field experiences.
- Maintain appropriate confidentiality concerning information relating to the children and their families.
- Record the utilization of placement time on the timesheet included in the field placement manual (must be approved by the Field Placement Supervisor and submit to the course instructor with the final evaluation).
- Participate in the online course and submit course assignments by the dates outlined in each assignment description.

Role of Community Field Placement Supervisor

Thank you for agreeing to support this student during their field placement. We appreciate your commitment to our program and to the profession.

To facilitate student success and ensure optimal communication among all who are involved, we ask the following:

- Select one staff member to act as the host supervisor for the student. This person must be a qualified Resource Consultant or Early Interventionist, who will work closely with the student throughout the semester and is responsible for supporting and evaluating the student during placement. This staff member is qualified, experienced, and able to act as a model, mentor, and guide to the student. Due to the varied nature of the placement experience for this program, expected qualifications vary.
- Provide the student with an orientation of the centre/agency and their philosophy.
- Provide a learning atmosphere in which the student is viewed as a 'Learning Professional' and part of the agency team, rather than being seen as a volunteer.
- Report to the Field Placement Course Instructor as soon as any difficulties arise in the student/supervisor relationship or in the placement that may impede the student from meeting the placement learning outcomes.
- Communicate with the Course Instructor via email or other forms of communication (e.g. video conference, email, phone conversations, etc.) to discuss student progress.
- Provide the student with ongoing feedback and guidance on their progress in attaining the field placement learning outcomes.
- Complete evaluation forms and review the evaluation with student.