INFORMATION FOR FIELD SUPERVISORS

First day of placement

We have asked all Field Placement Students to contact their Field Supervisors at least two weeks before the placement begins to confirm date and time of their arrival and to discuss their weekly schedule. This is a great opportunity to advise students of things they need to know before they begin their placement (dress code, security protocol, etc.). The official start date for the Fall placement is:

➢ Wednesday January 10th 2018

Management of the Field Placement

Many of you are already familiar with our Field Placement Program. The following will remind those that have already participated in the program of the different activities related to the management of the placement and will hopefully be helpful to those who are participating in the program for the first time.

Insurance and Ethics Forms

Both the Insurance and Ethics Form are completed on the first day of placement. The two forms can be found on our web page: http://socialsciences.uottawa.ca/crm/field-placement-supervisors. The student who will return the forms to the Department of Criminology once they are signed by the Field Supervisor.

Field Placement Agreement

The Field Placement Agreement (FPA) is a document prepared by the student in consultation with the Field Supervisor and Field Placement Coordinator. It presents the tasks and responsibilities that will be assigned to the student, the learning objectives as well as the supervision and evaluation modalities.

A meeting is arranged 3 to 4 weeks after the start of the placement between the Field Supervisor, the student and the Field Placement Coordinator to discuss the agreement. These 3 to 4 weeks enable the students to become familiar with the organization and to identify learning opportunities. It also provides an opportunity for the Field Supervisor to assess the abilities and skills of the student. Please note that students are responsible for making the necessary arrangements for this meeting.

See template for FPA at: http://socialsciences.uottawa.ca/crm/field-placement-supervisors

Mid-Term Evaluation

The Mid-Term Evaluation is completed by the Field Supervisor. You will find a copy of this document on our web page: http://socialsciences.uottawa.ca/crm/field-placement-supervisors

The Mid-Term Evaluation provides an opportunity for the Field Supervisor to provide feedback to the student on their performance and to address issues of concern. Furthermore, it is an opportunity to review the Student-Agency Agreement and make adjustments if necessary to ensure the student meet their learning objectives by the end of the placement. Students are also encouraged to talk to their Field Supervisor about their field placement experience. Finally, the
Mid-Term Evaluation gives the Field Placement Coordinator an idea of how the placement is progressing and if there are areas of concern that need to be addressed.

**Final Performance Evaluation and Work Record**

Both of these documents are found on our website: [http://socialsciencies.uottawa.ca/crm/field-placement-supervisors](http://socialsciencies.uottawa.ca/crm/field-placement-supervisors)

The Final Performance Evaluation is completed by the Field Supervisor at the end of the placement. A meeting will be arranged between the Field Supervisor, the student and the Coordinator to discuss the evaluation.

The Work Record is an official record of the number of hours completed by the student in the Field Placement Setting. It must be signed by the Field Supervisor. The minimum required number of hours in the field is 360. Please note that we are unable to give a final mark to the student if we have not received these two documents.

**Field Placement Guide**

You will also find a copy of the Field Placement Guide on our webpage [http://socialsciencies.uottawa.ca/crm/field-placement-supervisors](http://socialsciencies.uottawa.ca/crm/field-placement-supervisors)

It describes the policies and procedures that govern the program. It might be useful to consult the pages on the objectives of the program.

### IMPORTANT DUE DATES DURING THE PLACEMENT

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date for submitting documents to the Department of Criminology</th>
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</thead>
<tbody>
<tr>
<td>First meeting between the Field Supervisor, the Student and the Coordinator to discuss the Field Placement Agreement</td>
<td>Week of January 29 2018</td>
</tr>
<tr>
<td>Final version of the Field Placement Agreement signed by the supervisor</td>
<td>One week after the Field Placement Meeting</td>
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<tr>
<td>Mid-Term Evaluation</td>
<td>March 2, 2018</td>
</tr>
<tr>
<td>Second meeting between the Field Supervisor, the Student and Coordinator to discuss Final Performance Evaluation</td>
<td>Week of March 26, 2018</td>
</tr>
<tr>
<td>Final Performance Evaluation and Work Record</td>
<td>April 16, 2018</td>
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</tbody>
</table>

Please note that students are responsible for setting up the meetings between the Field Supervisors, the student and Field Placement Coordinator.

Please do not hesitate to contact us if you would like additional information about the placement. And don’t forget that we are always available during the school year to answer questions or to discuss concerns you might have.

Best regards,
Joanne and Geneviève