



FIELD
PLACEMENT

ONLINE MIDTERM AND FINAL REVIEWS

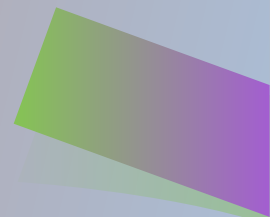
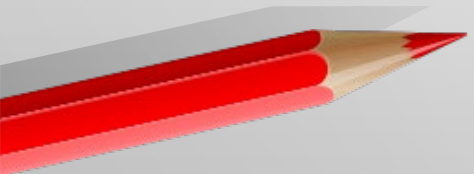
PRESENTATION FOR
COMMUNITY PARTNERS



**BROUGHT TO YOU
BY.....**



**The Field
Placement
Specialists**



EXPECTATIONS

- The Field Placement reviews are based on the Learning Outcomes Feedback Form (LOFF)
- A copy of the LOFF was emailed to students and the Field Placement site
- Students were required to provide a hard copy of the LOFF to their Field Placement Mentor



Early Childhood Education

Field Placement 1 Learning Outcomes Feedback Form Overview

This is a review of the expectations, requirements, and outcomes to successfully complete the 'Field Placement' experience. The Learning Outcomes Feedback Form for the midterm review and final review are completed ONLINE.

When the student completes their portion of the online Learning Outcomes Feedback Form, the Field Placement Mentor will receive a link to complete their portion of the Learning Outcomes Feedback Form.

Links for the Online Learning Outcomes Feedback Form will be provided to both the student and Field Placement Mentor by the Field Placement Specialist at midterm and final.

Practicum 1/Professional Practice 1 include a 'Field Placement' experience which is lead and supported by a Mohawk College Field Placement Specialist.

Field Placement Specialists

- Melanie Graham melanie.graham@mohawkcollege.ca, 905-575-1212 X3252
- Maria Agro maria.agro@mohawkcollege.ca, 905-575-1212 X4176
- Karen Shurvin karen.shurvin@mohawkcollege.ca, 905-575-1212 X4374

Field Placement Visits

The Field Placement Specialist will visit the student on any Field Placement at the request of the Field Placement Site/Agency. Other visits will occur as requested by the College Faculty, Field Placement Specialist, or student.

The Field Placement Mentors will have the opportunity to discuss the student's progress at this time. Telephone/email conversations with the Field Placement Mentors will take place as needed for all Field Placement experiences.



Early Childhood Education

Field Placement 2

Learning Outcomes Feedback Form Overview

This is a review of the expectations, requirements, and outcomes to successfully complete the 'Field Placement' experience. The Learning Outcomes Feedback Form for the midterm review and final review are completed ONLINE.

When the student completes their portion of the online Learning Outcomes Feedback Form, the Field Placement Mentor will receive a link to complete their portion of the Learning Outcomes Feedback Form.

Links for the ONLINE Learning Outcomes Feedback Form will be provided to both the student and Field Placement Mentor by the Field Placement Specialist at midterm and final.

Practicum 2/Professional Practice 2 include a 'Field Placement' experience which is lead and supported by a Mohawk College Field Placement Specialist.

Field Placement Specialists:

- Melanie Graham melanie.graham@mohawkcollege.ca, 905-575-1212 X3252
- Maria Agro maria.agro@mohawkcollege.ca, 905-575-1212 X4176
- Karen Shurvin karen.shurvin@mohawkcollege.ca, 905-575-1212 X4374

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The Field Placement Specialist will visit the student on any Field Placement at the request of the Field Placement Site/Agency. Other visits will occur as requested by the College Faculty, Field Placement Specialist, or student.

The Field Placement Mentors will have the opportunity to discuss the student's progress at this time. Telephone/email conversations with the Field Placement Mentors will take place as needed for all Field Placement experiences.



Early Childhood Education

Field Placement 3

Learning Outcomes Feedback Form Overview

This is a review of the expectations, requirements, and outcomes to successfully complete the 'Field Placement' experience. The Learning Outcomes Feedback Form for the midterm review and final review are completed ONLINE.

When the student completes their portion of the online Learning Outcomes Feedback Form, the Field Placement Mentor will receive a link to complete their portion of the Learning Outcomes Feedback Form.

Links for the ONLINE Learning Outcomes Feedback Form will be provided to both the student and Field Placement Mentor by the Field Placement Specialist at midterm and final.

Practicum 3/Professional Practice 3 include a 'Field Placement' experience which is lead and supported by a Mohawk College Field Placement Specialist.

Field Placement Specialists:

- Melanie Graham melanie.graham@mohawkcollege.ca, 905-575-1212 X3252
- Maria Agro maria.agro@mohawkcollege.ca, 905-575-1212 X4176
- Karen Shurvin karen.shurvin@mohawkcollege.ca, 905-575-1212 X4374
- Angela Beltrano angela.beltrano@mohawkcollege.ca, 905-575-1212 X4356

Field Placement Visits

The Field Placement Specialist will visit the student on any Field Placement at the request of the Field Placement Site/Agency. Other visits will occur as requested by the College Faculty, Field Placement Specialist, or student.

The Field Placement Mentors will have the opportunity to discuss the student's progress at this time. Telephone/email conversations with the Field Placement Mentors will take place as needed for all Field Placement experiences.

IMPORTANT DATES

Students are to complete their review one week prior to the due date (halfway point of placement) to allow time for the Field Placement mentor to complete their portion of the review.



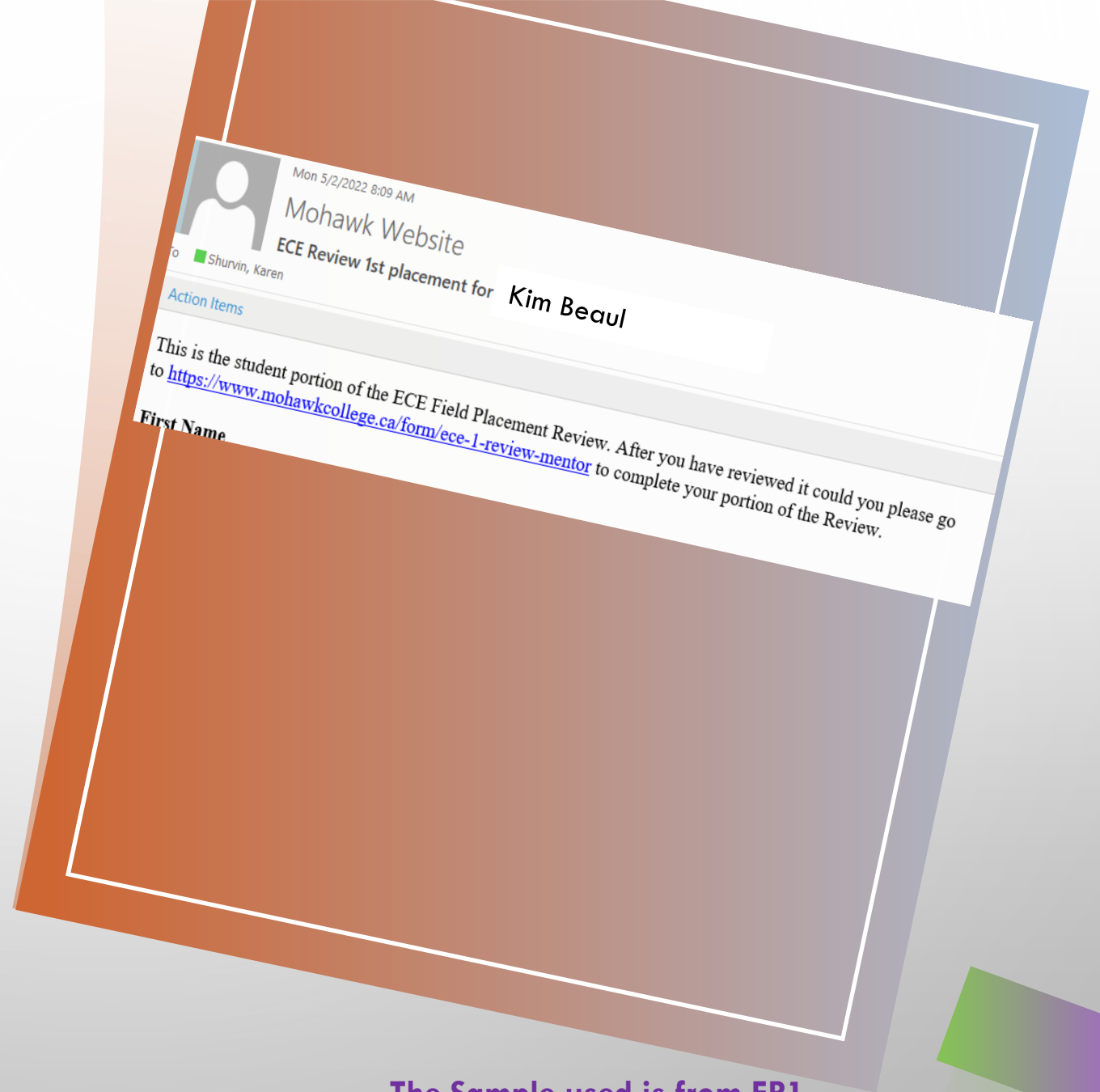
Some students may have different dates due to extenuating circumstances. This information will be provided by the Field Placement Specialist.

The link for the review is provided to the student through their Mohawk College email from their Field Placement Specialist. Students need to complete this one week prior to the midterm and final point of Field Placement.

MIDTERM OR FINAL REVIEW

ONLINE REVIEW - MENTOR

- The online review will be emailed to you directly once the student has completed their online portion
- You will receive the students portion of their review in the email and the link to complete your portion



The Sample used is from FP1.

COMPLETING THE REVIEW

COMPLETE ALL THE FIELDS UNDER THE CONTACT INFORMATION

1. This includes the student's name, Mohawk College email, field placement site, age group, and your full name & email address
2. Don't forget you must check the student's field placement specialist name. A copy of the review will be sent to this person
3. Include what review you are completing- midterm or final review

FIELD PLACEMENT VISIT: The Field Placement Specialist will visit the student on any Field Placement at the request of the Field Placement Site/Agency. Other visits will occur as requested by the College Faculty, Field Placement Specialist, or student. The Field Placement Mentors will have the opportunity to discuss the student's progress at this time. Telephone/email conversations with the Field Placement Mentors will take place as needed for all Field Placement experiences.

Student

First Name * Last Name * Student ID * Student Email *

Placement

Field Placement Site * Age Group

Mentor

Field Placement Mentor * Field Placement Mentor Email *

Field Placement Specialist *

Karen Shurvin
 Maria Agro
 Melanie Graham
 Angela Beltrano

What Online Review is this for? *

Midterm Review
 Final Review

1
2
3

COMPLETING THE REVIEW

CORRESPONDING DATES RECORDED

1. Employer Health & Safety Check (link that was sent to your site to complete with student)
2. Sign off on agency policies
3. Picture Profile introduction that the student posted in the program visible for parents and staff to read

Field Placement Requirements

Field Placement Agency/Site Requirements

1 *Employer Health and Safety Check ** To be completed on the first day
 Yes
 No

2 *Sign off on Agency/Site Policies ** Complete during Agency/Site Orientation
 Yes
 No

3 *Picture Profile ** Post on first day of Field Placement
 Yes
 No

COMPLETING THE REVIEW

PLANNING AND IMPLEMENTATION REQUIREMENTS

1. Indicate if the student has completed these requirements by checking Yes or No, OR checking off each box and identifying the planning completed
2. For observations check how many have been received
3. Leave any areas blank that have not been completed

Planning and Implementation Requirements

The student will use the following tools to gather information **prior to the implementation** of any activities: (To be shared with the Mentor 1 week prior to implementation.)

Calendar *

Yes
 No

Complete within the first week in collaboration with the Field Placement Mentor

Observations *

0 1 2 3

3 must be completed on observation template by midterm

One to be completed based on observations

Interest Web *

Yes
 No

One to be completed based on observations

Learning Environment Curriculum Ideas *

Yes
 No

One to be completed based on observations

IMPORTANT: All Field Placement paperwork must be typewritten and a hard copy must be provided to the Field Placement Mentor one week in advance prior to implementation of any activities. If this is not followed, the student will be required to repeat the activity.

2 Small Group Activities (one to be completed by midterm)

Small Group Activity

Creative Art Experience

Steps Completed

Planning Form
 Implementation
 Reflection

Small Group Activity

Student Choice (other than a Creative Art Experience)

Steps Completed

Planning Form
 Implementation
 Reflection

Learning Area with an Invitation

The student will plan and implement an invitation within the Learning Area (specific to the Field Placement site) for a minimum of 1-week

The Sample used is from FP1.

COMPLETING THE REVIEW

REVIEW THE STUDENT'S PERFORMANCE

1. Review each Learning Outcome and indicate the student's performance in that area.
Indicators: yes, no, and sometimes
2. Record your view of the student's performance within that learning outcome

Learning Outcomes
LEARNING OUTCOME 1: Maintains attentive, responsive, respectful relationships with children and adults

Essential Employability Skills: #1, 2, 3, 4, 5, 13 (please see end of form)

1

Initiates positive warm interactions and engages in children's play and exploration
 Yes
 No
 Sometimes

Uses appropriate voice tone, language, and non-verbal methods to communicate
 Yes
 No
 Sometimes

Displays appropriate affection and attentiveness
 Yes
 No
 Sometimes

Listens and responds to children
 Yes
 No
 Sometimes

Models relationships that reflect anti-bias practice
 Yes
 No
 Sometimes

Acknowledges (verbally and/or non-verbally) and greets the parents
 Yes
 No
 Sometimes

Maintains effective and respectful communication
 Yes
 No
 Sometimes

Respects availability/other responsibilities
 Yes
 No
 Sometimes

Explains reasons for actions, feelings, and activities to others
 Yes
 No
 Sometimes

Field Placement Mentor's view of student performance in this area:

2

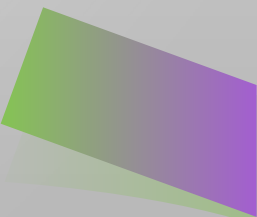
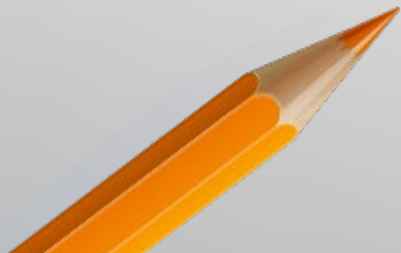
HOW TO SUBMIT

Remember to click submit
when you have completed
the review

necessary to the performance of tasks.

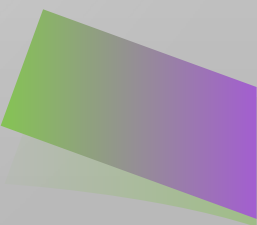
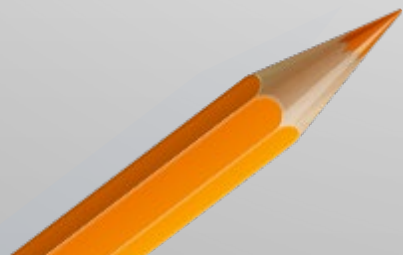
8. **Essential Employability Skill:** Reframe information, ideas, and concepts using the representations, which demonstrate understanding.
9. **Essential Employability Skill:** Collect, analyze and organize relevant and necessary
10. **Essential Employability Skill:** Evaluate the validity of arguments based on qualitative challenge the findings of others.
11. **Essential Employability Skill:** Create innovative strategies and/or products that meet
12. **Essential Employability Skill:** Apply a wide variety of mathematical techniques with and make decisions.
13. **Essential Employability Skill:** Represent her or his own skills, knowledge and experience purposes.

Submit



AFTER YOU SUBMIT

- **Students and mentors are to set up a time to go through the reviews. This happens half way through placement and on the last day**
- **Field Placement Specialists will review midterm/final reviews and provide student's with any follow up instructions**



ONLINE ATTENDANCE

STUDENT ATTENDANCE

1. Students complete an online attendance every week due every Sunday by midnight
2. The field placement mentor and field placement specialist receive a copy of the weekly online attendance by email.
3. All times must be recorded.

All dates are to be recorded even if absent.

Field Placement Attendance

Students are to fulfill the required number of hours as if they were a full-time employee of the site/agency. The Field Placement has an identified number of hours students are required to complete in order to be successful on the Field Placement. Record to the nearest 1/2 hour (i.e. 0.5)

The student is responsible to contact their Field Placement Specialist and their site supervisor/mentor if they are going to be absent or late, prior to the beginning of their shift.

Students are required to make up any time missed during the Field Placement experience within a designated time period. College classes cannot be missed for the purpose of Field Placement make-up days. Students must coordinate all make-up days with their Field Placement Supervisor/Mentor and also report this time to their Field Placement Specialist at Mohawk College.

If you are working at more than 1 agency during the week include them all on the same submission. Make notes beside the shift hours or in highlights to make note of the different agencies.

Report a full shift as 8 hours and any part shift as the hours that were actually worked.

The hours that have been submitted will be reviewed and confirmed with your Field Placement Specialist and Placement Site.

Please send any questions you have regarding your attendance to your Field Placement Specialist.

I agree with the statement above.*

Student

First Name * Last Name * StudentID * Email Address *

Agency/Site

Agency/Site * Email Address *

frstname.lastname@mohawkcollege.ca

Supervisor/Mentor

First Name * Last Name * Email Address *

What program are you in? *

- Brain Disorders Management
- Career Pathways
- Child & Youth Care
- CICE
- Concurrent Disorders
- Early Childhood Education
- Educational Support
- Expressive Arts
- Learning Disabilities Specialist
- Mental Health & Disabilities Management
- Social Service Worker

I am doing my Field Placement through Continuing Education.

Yes

No

What week is this for? *

Do NOT make more than 1 submission for a given week. Combine all the hours on one form. You must make sure you choose the right week. If you need to make any changes after you submit, you must contact your FPL. Only the 1st weekly submission you make will be recorded.

<input type="checkbox"/> Dec 14 - Dec 20	<input type="checkbox"/> March 15 - March 21	<input type="checkbox"/> June 14 - June 20
<input type="checkbox"/> Dec 21 - Dec 27	<input type="checkbox"/> March 22 - March 28	<input type="checkbox"/> June 21 - June 27
<input type="checkbox"/> Dec 28 - Jan 3	<input type="checkbox"/> March 29 - April 4	<input type="checkbox"/> June 28 - July 4
<input type="checkbox"/> Jan 4 - Jan 10	<input type="checkbox"/> April 5 - April 11	<input type="checkbox"/> July 5 - July 11
<input type="checkbox"/> Jan 11 - Jan 17	<input type="checkbox"/> April 12 - April 18	<input type="checkbox"/> July 12 - July 18
<input type="checkbox"/> Jan 18 - Jan 24	<input type="checkbox"/> April 19 - April 25	<input type="checkbox"/> July 19 - July 25
<input type="checkbox"/> Jan 25 - Jan 31	<input type="checkbox"/> April 26 - May 2	<input type="checkbox"/> July 26 - Aug 1
<input type="checkbox"/> Feb 1 - Feb 7	<input type="checkbox"/> May 3 - May 9	<input type="checkbox"/> Aug 2 - Aug 8
<input type="checkbox"/> Feb 8 - Feb 14	<input type="checkbox"/> May 10 - May 16	<input type="checkbox"/> Aug 9 - Aug 15
<input type="checkbox"/> Feb 15 - Feb 21	<input type="checkbox"/> May 17 - May 23	<input type="checkbox"/> Aug 16 - Aug 22
<input type="checkbox"/> Feb 22 - Feb 28	<input type="checkbox"/> May 24 - May 30	<input type="checkbox"/> Aug 23 - Aug 29
<input type="checkbox"/> March 1 - March 7	<input type="checkbox"/> May 31 - June 6	
<input type="checkbox"/> March 8 - March 14	<input type="checkbox"/> June 7 - June 13	

Mohawk



If you have any questions or need support please speak to
your student's Field Placement Specialist.



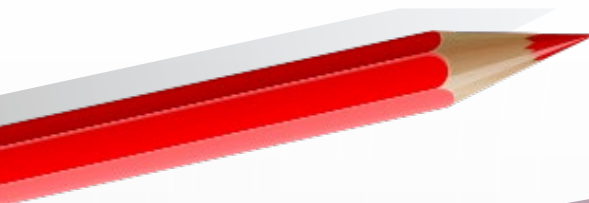
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Karen Shurvin karen.shurvin@mohawkcollege.ca

WE ARE HERE TO SUPPORT YOU AND YOUR TEAM





THANK YOU!

**WE COULDN'T DO THIS
WITHOUT YOU!**

