

Dear Field Placement Mentor,

We would like to take this opportunity to thank you for hosting a **Mohawk College Student for their Field Placement 3**. We appreciate your collaboration and support in providing students with this learning opportunity to prepare them to enter the workforce.

Field Placement Days and Dates:

Students will attend **Field Placement 3** for full days every Monday, Tuesday, and Wednesday from **Monday, January 20 to Wednesday, March 19, 2025**.

Employer Health & Safety Form:

Complete the [Employer Health & Safety Form](#) with your student during orientation or no later than Day 1 of placement. You will need to complete a separate form for each student. Please record the start date as **Monday, January 20 and the end date as Wednesday, March 26** (as this includes the make up days if needed). You will need to complete a separate form for each student.

Schedule:

Students are required to work the same number of hours each day as if they were a full-time employee of the site up to a maximum of 8 hours (including lunch). Students cannot shorten their lunch to leave placement early.

If an adjustment needs to be made to a student's hours it must be done through their Field Placement Specialist prior to placement starting, and the placement site and student will receive confirmation of the adjustment. If the student needs to make up any missed time, three (3) make up days are provided following their regularly scheduled placement end date (**March 24, 25, & 26**). Students are not required to attend placement during the College Break Week from February 17 to 21 unless previously arranged with their Field Placement Specialist.

March Break

Students will attend placement during March break unless they are placed in a Before & After School program or a Kindergarten program and they are closed for March Break

In both of these circumstances, students will go to placement on their scheduled field placement days during the College Break Week (February 17 to 21) and will be off for the 3 days during the March Break.

Before and After School Programs: Students are required to attend for a full day if the site offers a March Break Program and if the site offers PA Day Programs (which is typically 8 hours including lunch).

Professional Activity Days

Students are required to attend Field Placement on professional activity days. If students are not permitted to attend professional activity days they are required to make up this time and inform their Field Placement Specialist.

Orientation/Interview:

Students are required to contact their placement site upon receiving their confirmation of placement site email and set-up an orientation. The orientation must be completed prior to the start date of placement. This allows the student to provide the required placement paperwork to

confirm they are ready to start their placement and for the site to confirm the student has successfully completed the orientation/interview. This is a Mohawk College mandatory requirement for all students to complete.

Attachments:

The following essential placement information is attached to this email.

- **Field Placement Learning Outcomes Feedback Form (LOFF)** which outlines the requirements and expectations for students on placement. (The midterm and final reviews will be based from this information in an online format.) The student will provide their mentor with a hard copy of this document on their first day of placement.
- **Field Placement Checklist** is a summary of the activities and paperwork a student is to complete on placement. Details are found in the Learning Outcomes Feedback Form, but this checklist provides an overview and timeline for the student to follow.

Commitment of Practice Contract:

This contract is a collaborative communication agreement between the mentee (student) and mentor (educator) to be completed together the first week of placement by the mentee (student).

Midterm and Final Reviews:

The student is required to complete an online midterm and final review. The Field Placement Mentor will receive the student's completed review by email and the link to complete the mentor portion of the review.

The student portion of the **midterm** review is due one week prior to the 12th day of placement. We ask that the mentor portion of the midterm review be completed by Day 12 of placement. Please plan to meet with the student to discuss the review.

The student portion of the **final** review is due by midnight one week prior to the last day of placement. We ask that the mentor portion of the final review is completed by the student's **last day of placement** so you can meet with your student to review the information. If additional time is needed to complete either review, please reach out to the Field Placement Specialist.

Field Placement Specialist:

The Field Placement Specialist is your first point of contact for any questions regarding the Field Placement and for any supports that are required. Your student will identify the name of their Field Placement Specialist.

The Field Placement Specialist will conduct visits upon request and additional supports will be completed in-person, by zoom, phone, or email. We look forward to working with you and your team.

ECE Mentor Field Placement Support Hub:

To access additional information when supporting an Early Childhood Education student, refer to the [ECE Mentor Field Placement Support Hub](#) for assistance. The Hub includes the **Mentor Guide, Student Orientation Checklist and other important resources.**

Mohawk College ECE Field Placement Specialists

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