

ECE Field Placement – Orientation/Interview Checklist

Mandatory Requirements

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| <input type="checkbox"/> | When you receive your Field Placement confirmation email, you are required to contact the site/agency to arrange a date and time for your orientation/interview prior to your placement start date . *If you do not meet the requirements for the placement site or attend your scheduled orientation/interview you will not be able to participate as the placement site has the right to deny the opportunity. |
| <input type="checkbox"/> | Meet with the Supervisor and or your Mentor at your Field Placement Site. Complete the Employer Health and Safety Form with the site during orientation/interview or if not possible, it MUST be submitted by the end of the first day of Field Placement by the placement site. |
| <input type="checkbox"/> | Provide the Supervisor/Mentor with a copy of the Learning Outcomes Feedback Form and the Field Placement Checklist (found in your email confirmation as an attachment). |
| <input type="checkbox"/> | Review your Field Placement Binder with the Supervisor and your Mentor. Your Field Placement Binder will include: <ul style="list-style-type: none"> ✓ Learning Outcomes Feedback Form (LOFF) and Checklist ✓ Picture Profile ✓ Current Resume and References ✓ Vulnerable Sector Check-Police Clearance (within 6 months of the start date of placement) ✓ Standard First Aid/CPR – Level C Certificate ✓ TB/Immunization Forms ✓ WHMIS & Fire Safety Certificates ✓ WSIB Consent ✓ AODA Certificate ✓ Workplace Harassment & Violence Certificate ✓ Worker Health & Safety Awareness in 4 Steps Certificate ✓ Proof of COVID-19 Vaccination Receipt (if applicable) |
| <input type="checkbox"/> | Review and sign off on the site/agency policies and procedures, including the dress code, policies and procedures, and confidentiality agreement. |
| <input type="checkbox"/> | Familiarize yourself with the site/agency's Program Statement. |
| <input type="checkbox"/> | Establish a shift for your Field Placement. You are to work the same hours as a full-time employee at your site/agency up to 8 hours/day including your lunch (all schedule changes must go through a Field Placement Specialist to be approved and a Student Success Agreement will be put in place to support the change). |
| <input type="checkbox"/> | Inquire about any holidays or breaks where your centre may be closed. If your centre is closed during their March Break, you are required to attend placement during the college break week on the same placement days. You are required to attend PA days. |
| <input type="checkbox"/> | Inquire about the site/agency's policy regarding extreme weather and potential closures. |
| <input type="checkbox"/> | Obtain important contact information for your Supervisor/Mentor. |
| <input type="checkbox"/> | Wear your Mohawk College ONE Card at the orientation/interview and everyday during your Field Placement. |
| <input type="checkbox"/> | Share important information with the Supervisor/Mentor which would help them support you in successfully completing your Field Placement. (i.e. Experiential Learning Accommodation Form, Strategies and Supportive Information) |