



Online Reviews

FP1, FP2 and FP3



Brought to you
by....

Your Field
Placement
Specialists



Expectations

The Field Placement reviews are based on the Learning Outcomes Feedback Form Overview (LOFF).

A copy is emailed to the student and the Field Placement Site. Students are required to provide a hard copy of the LOFF to their Field Placement Mentor.

Example provided is from Field Placement 3.



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 now 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

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

Important Dates

The link for the Online Review will be provided to the student through their Mohawk College email from their Field Placement Specialist prior to the deadline date to submit.

Your Field Placement Specialists will review your submissions and provide you with any follow up instructions.

- ❑ Students will complete their portion of the Review prior to the halfway point of placement (midterm) and prior to the last day of placement (final) to allow time for the Mentor to complete their portion.
- ❑ Once you complete the Review and click **SUBMIT** you will receive a copy, a copy will go directly to your Mentor with the link for your Mentor to complete their portion of the Review (please make sure the email address you enter in the Review is correct). Your Field Placement Specialist will also receive a copy of the submissions.
- ❑ Students will meet with their Field Placement Mentor at the halfway date of placement for midterm and on the last day of placement for the final to reflect, review, and communicate about the placement.
- ❑ Students will submit any related paperwork to their Field Placement Mentor prior to the Reviews.

Before you Submit

Complete all the fields under the contact information

1. This includes the Student's Name (first and last), Student Number, **Mohawk College Email**, Field Placement Site, Age Group, **Field Placement Mentor's Full Name and Correct Email Address**.
2. Don't forget you must check your current Field Placement Specialist Name.
3. Include what review you are completing **Midterm or Final Review!**

Complete the review prior to the due date.

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 Mohawk College Email * Student ID *

Placement

Field Placement Site * Confirm email *

Mentor

Field Placement Mentor * Age Group

Field Placement Specialist *

Karen Shurvin
 Maria Agro
 Melanie Graham

What Field Placement Review is this for? *

Midterm Review
 Final Review

Field Placement Specialist *

Karen Shurvin
 Maria Agro
 Melanie Graham
 Angela Beltrano

What Online Review is this for? *

Midterm Review
 Final Review

1

2

3

6

Before you Submit

Make sure you have all corresponding dates recorded

1. Employer Health and Safety Check - direct link that was sent to your site to complete with you during orientation or on the first day of placement.
2. Sign off on Agency Policies.
3. Picture Profile required to be posted on first day.
4. Commitment of Practice to be completed by the end of your first week of placement.

Read all information on your review in detail.

Field Placement Requirements

Field Placement Agency/Site Requirements

Employer Health and Safety Check *

Yes
 No

To be completed on the first day

Sign off on Agency/Site Policies *

Yes
 No

Complete during Agency/Site Orientation

Picture Profile *

Yes
 No

Post on first day of Field Placement

Commitment of Practice *

Yes
 No

Discuss and complete the first week of placement in collaboration with the Field Placement Mentor and is recorded on the last two pages of the LOFF

Before you Submit

Engaging in Reflective Practice on your Reviews

1. Student's view of performance is to be completed after reflecting on the learning outcome. Stating that you are "doing well" is not reflective practice.
2. Action Plan - what goals do you have for further development, and what are your strategies to achieve your goals? Stating that you will "keep doing what you've been doing" is not an action plan.

Reflection Required!

The graphic shows a document with two sections. The first section is titled "Student's view of performance in this area:" and contains a large red number "1". The second section is titled "Action Plan - Student's goals and strategies for further development in this area:" and contains a large red number "2". The document is framed by a thick orange border.

How to Submit

Remember to click **SUBMIT** after you complete your Review.

8. **Essential Employability Skill:** Reframe information, ideas, and concepts using the narrative, visual, numerical, and symbolic representations, which demonstrate understanding.
9. **Essential Employability Skill:** Collect, analyze and organize relevant and necessary information from a variety of sources.
10. **Essential Employability Skill:** Evaluate the validity of arguments based on qualitative and quantitative information in order to accept or challenge the findings of others.
11. **Essential Employability Skill:** Create innovative strategies and/or products that meet identified needs.
12. **Essential Employability Skill:** Apply a wide variety of mathematical techniques with the degree of accuracy required to solve problems and make decisions.
13. **Essential Employability Skill:** Represent her or his own skills, knowledge and experience realistically for personal and employment purposes.

When you are finished with the Review Form click submit and a copy will be sent to yourself for your records, your Mentor, and your Field Placement Specialist. You will not be able to make any changes once it has been submitted.

Submit

Meeting with your Mentor

Students will set up a time to meet with their Mentor to go through the completed Review at the halfway date of the placement for midterm and the last day of the placement for final.

If more time is needed, please connect with your Field Placement Specialist.

Some students may have different dates due to extenuating circumstances. Speak directly to your Field Placement Specialist.



Online Attendance

Attendance **MUST** be up-to-date

1. Complete your attendance every week.
2. Due every Sunday by midnight.
3. Your Field Placement Mentor and Field Placement Specialist receive a copy of your weekly online attendance.
4. All time 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.

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.

I agree with the statement above *

Student

First Name * Last Name * StudentID * Email Address *

firstname.lastname@mohawkcollege.ca

Supervisor

First Name * Last Name * Email Address *

What program are you in? *

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

What week is this for? *

You must make sure you choose the right week. If you need to make any changes after you submit, you must contact your FPS. Only the 1st weekly submission you make will be recorded.

<input type="checkbox"/> Sept 7 - Sept 13	<input type="checkbox"/> Nov 9 - Nov 15
<input type="checkbox"/> Sept 14 - Sept 20	<input type="checkbox"/> Nov 16 - Nov 22
<input type="checkbox"/> Sept 21 - Sept 27	<input type="checkbox"/> Nov 23 - Nov 29
<input type="checkbox"/> Sept 28 - Oct 4	<input type="checkbox"/> Nov 30 - Dec 6
<input type="checkbox"/> Oct 5 - Oct 11	<input type="checkbox"/> Dec 7 - Dec 13
<input type="checkbox"/> Oct 12 - Oct 18	<input type="checkbox"/> Dec 14 - Dec 20
<input type="checkbox"/> Oct 19 - Oct 25	<input type="checkbox"/> Dec 21 - Dec 27
<input type="checkbox"/> Oct 26 - Nov 1	<input type="checkbox"/> Dec 28 - Jan 3
<input type="checkbox"/> Nov 2 - Nov 8	

Mentor



If you have any questions, please speak to your
Field Placement Specialist.



Melanie Graham melanie.graham@mohawkcollege.ca

Maria Agro maria.agro@mohawkcollege.ca

Karen Shurvin karen.shurvin@mohawkcollege.ca

Your FPS will assist you through the process!



Thank You!

From your Field Placement
Specialists