



HUMAN SERVICES

FIELD PLACEMENT AGREEMENT

- 1. **ACKNOWLEDGEMENT:** The candidate acknowledges that they have received, read, and understood and agree to the contents of the *Student Field Placement Manual* for the field placement in which they are registered for. The candidate agrees to comply, at all times, with the philosophy, practices, procedures and rules described in this document.
- 2. **STUDENT CONDUCT:** The candidate is familiar with, and agrees to act in accordance with, the *Student Code of Conduct* policy and other relevant Mohawk College policies. The candidate also agrees that while on field placement, they will comply with the rules, regulations and practices of the associate agency. The candidate will follow the role description provided and understands they are not to assume full responsibility of any tasks which are the obligation of a fully trained and qualified professional.
- 3. **PLACEMENT SELECTION:** The FPSO will initialize contact with the field placement site. Once approved, student candidates should arrange a meeting with the site and those who will oversee their progress to review expectations and timelines. While candidates will have opportunities to request preferred sites and locations, these selections are not guaranteed. Over the course of placement(s) candidates are required to gain experience in multiple areas and disciplines – in some cases, varied placements are a requirement to graduate. Candidates should refer to specific program manuals for details.
- 4. **SCREENING/CLEARANCE:** The candidate is aware that medical screening, police clearance or other pre-requisites may be required to begin a field placement. Student candidates can acquire a letter from Mohawk College requesting Vulnerable Sector Screening to obtain such clearance at a reduced cost, but are encouraged to do so well in advance. Candidates should refer to specific program manuals for details.
- 5. **CONFIDENTIALITY:** The candidate understands that field placement agencies are required to comply with the regulations of the Freedom of Information and Protection of Privacy Act (FIPPA). The candidate therefore agrees to safeguard the confidentiality of personal information of children, staff, clients, and programs which they may acquire or be subject to during a field placement. No identification of specific persons shall be used in oral communication or written assignments associated with field placement assessment and evaluation. Candidates understand that failure to respect these privacies and maintain confidentiality could result in unsuccessful completion of the practicum and/or the program. No photography or electronic recording is permitted in the placement setting unless expressly permitted or agreed to in writing by the placement supervisor. Any student found in violation of this agreement may be removed from placement and will be sanctioned under the Mohawk College “Student Behaviour Policy,” up to and including termination.
- 6. **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY:** The candidate understands that Mohawk College is also required to comply with the Freedom of Information and Protection of Privacy Act (FIPPA), which limits access to personal information, including educational history, without disclosure. The candidate understands that this agreement hereby authorizes Mohawk College to release their personal information to field placement agencies or prospective employers if requested to secure a practicum opportunity.
- 7. **RELEASE:** In consideration for services provided to the candidate by Mohawk College, and in particular relating to activities in field placement experiences, the candidate releases and agrees to indemnify Mohawk College from any and all claims which they may have, or may hereafter have, against the College for damages resulting from personal injury, losses or expenses of any kind, including damages to property arising out of, or in any way related to, their instruction as a student of the College, except for damages caused by the negligence of the College. In particular, the candidate agrees they are fully aware of the potential risks involved in field placements and thereby releases Mohawk College and its governors, officers, employees, agents and representatives from any liability. This release shall be binding upon the candidate and his/her heirs, executors and administrators. 8
- 8. **WSIB INFORMATION AND DECLARATION OF UNDERSTANDING:** Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on unpaid work placements as required by their program of study. MTCU also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act*.
I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on unpaid work placements as arranged by the university as a requirement of my program of study.

I acknowledge that I fully understand the nature and terms of this agreement, and that I have been afforded an opportunity to obtain independent legal advice with respect to its details and confirm that I execute it freely, voluntarily and without duress.

Student Name: _____

Student Number: _____

Student Signature: _____

Date: _____