



**SCHOOL OF CONTINUING EDUCATION  
EARLY CHILDHOOD EDUCATION DIPLOMA PROGRAM**

**FIELD PLACEMENT INFORMATION SHEET**

The following information is provided to help Continuing Education students make informed choices about their ECE field placements.

1. Students are required to complete a minimum of **210 hours** in each of their three placements.
2. Students are required to spend a **minimum of 3 consecutive hours 2 days/week** in the placement setting. Student placement must occur **during program time**. (The three hour minimum cannot take place during the period in afternoon when children are sleeping.) **Note: each Field Placement is only 14 weeks in length so ensure that you are completing sufficient hours per week to complete 210 hours within 14 weeks.**
3. Placement must be completed within a maximum time frame of **14 weeks** and students will be required to complete seminar hours online and actively participate in online discussions.
4. Students are required to fill out an **application form** indicating their preferences re: dates days, hours and time frame during which placement is to be completed. This application will permit students to outline how placement requirements can be met in a manner which best suits their personal, work and family needs. They are asked to submit more than one option (e.g. their first and second choices). Students will be contacted individually to devise personalized placement plans. Application forms are found online and are to be returned to the College's Continuing Education office, attention Practicum Officer.
5. Individual applications/proposals will be assessed according to the following criteria:
  - The requested placement setting agrees to take a student for the proposed time frame.
  - The location of the setting and schedule by which it operates meet the needs of both the student and the faculty supervisor.
  - A qualified ECE or Ministry of Education certified teacher in the setting is available and willing to supervise the student during the proposed time frame.
  - A Continuing Education faculty supervisor is available during the proposed time frame.
6. Students **are not** permitted to complete a placement experience in the setting in which they are employed. Students **cannot** use the same setting for two placements. Students are strongly advised to choose different age groups and/or types of settings for each placement. This provides a greater variety in experience and greater flexibility in the job market.

In their applications for field placement, students may request specific settings for the placement experience. They are asked to refrain from making their own placement arrangements with the setting; the college faculty supervisor will contact the setting with the student's requests and make arrangements which are mutually agreeable to both setting staff and students.

7. Students may find it necessary to make personal adjustments to work and/or family schedules in order to complete the field placement. Options to be considered are: job switches, leaves of absence, use of vacation time, extended work hours to free up hours for placement, etc. We recognize that such arrangements require a great deal of time and effort on the students' (and their families') part and applaud their commitment to the achievement of their goals.

8. It is now a requirement that all Durham College Field Placement students wear and display a Durham College Photo ID Badge while attending your field placement. (see note under Photo I.D. Badge)

Wherever possible, college staff will attempt to organize placement experiences to meet the requests and needs of applicants.

### **Requirements for Field Placement**

Before the field placement faculty supervisor will finalize any arrangements for the field placement experience, students must submit the following documentation:

- **Completed ECE application form**
- **Completed Entry Immunization Form (health status form)**
- **Criminal Reference Check with Vulnerable Sector Screening**
- **A photocopy of current certificates in Standard First Aid and CPR (Level C)**
- **Photo ID badge** (Campus ID Services hours of operation are available at [www.durhamcollege.ca/studentid](http://www.durhamcollege.ca/studentid))

This documentation is to be submitted to the College's Continuing Education office, to the attention of the Practicum Officer **no later than the deadline as indicated on the website at [www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned).**

**FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS BY THE DEADLINE WILL RESULT IN FORFEITING YOUR PLACEMENT FOR THIS TERM at the student's expense.**

### **Health Status Form**

Students will be required to have a health review when they apply for field placement. When the review has been accepted as complete, you will be provided with a "Verification of Health Status Form" which will be forwarded to the student by the Practicum Officer. ***Health clearance can take from 2-3 weeks to receive approval from Campus Health. Please ensure your form is filled out COMPLETELY and you and your doctor have signed it, or it will be returned to you which may cause a delay in you starting placement.***

### **Standard First Aid & CPR (Level C)**

First Aid certificates are usually valid for a three-year period and CPR certification must be updated annually. Depending on their expiry dates and the dates when student are planning to participate in Field Placements, one or both of these credentials may need to be renewed prior to beginning placement. ***Please ensure that your certificate states "Standard First Aid & CPR (Level C)" as no other certificate will be accepted.***

### **Criminal Reference Check**

A criminal reference check with vulnerable sector screening is required by Distance Education as part of your clearance requirements.

(Please be advised, it is recommended that you order this document from your LOCAL police department early, as it can often take up to 8 weeks for your police department to process these requests)

**Students will be responsible for costs incurred to acquire placement documentation required.**

## **Work/Education Placement Agreement Form**

Students are required to obtain the signature of the work placement employer (training supervisor name in Part A of form) and to sign Part E (as training participants) themselves. The student retains the white copy; the setting retains the yellow copy, and the third copy (pink) must be returned to the College (to the attention of the Practicum Officer) **prior to the beginning of placement**. This 3-part form will be picked up by the student in the Continuing Education office as soon as the faculty supervisor has secured the placement location for the student.

In the event that the student is injured at the placement setting, he/she must notify both the setting supervisor and the field placement faculty supervisory **immediately** to complete an Accident/Injury form. This form will be provided to the student by the faculty supervisor as soon as the Centre has been approved and verified.

## **Durham College Field Placement I.D. Badge**

This is a requirement of all Field Placement students and the I.D. badge must be worn while attending your assigned hours at your placement site. The I.D. badge will be forwarded to your Field Placement site supervisor and will be available when you start your first day of placement.

In order to provide Field Placement students with the required Durham College Field Placement ID Badge, our Campus Identification Office is offering two options to acquire your photo and print your badge:

### **Option 1:**

If you live within a 100 km radius of the Oshawa Campus of Durham College, please visit our Campus Identification Office, Room G1004. For office hours please call 905-721-2000 ext 2116.

To prove your identity, please bring one piece of 'valid' Gov't produced photo ID (driver's license, Passport, citizenship card for ie.) and proof of registration (course invoice/receipt)

### **Option 2:**

If you live outside the 100km radius of Durham College, you may email a current photo of yourself to Cindy Foley (cindy.foley@durhamcollege.ca ) as an attachment.

**Photo specifics:** It is important that your image is sharp, and current (under one year old and is an excellent likeness of you).

The image quality must be at approx. 25-40KB (jpg format) and include your head and shoulders with extra space above the head and to each side of your shoulders and against a white, plain background. The photograph must include your entire face, facing forward (no side shots or angled views) No hats or sunglasses may be worn in this photo. (Similar to a passport photo)

**Naming of file:** Please name the image file by your first full name, then your last full name, for i.e. Cindy\_Foley.jpg

Your Identification Badge will be forwarded to Cindy Foley and she will in turn mail to your Placement site. Students **are not** to begin their placement hours until your ID badge has been received by your Field Placement agency.

Our Campus Identification web pages may be referred to for hours of operation at: <http://www.durhamcollege.ca/studentid/> or call us at (905) 721-2000 Ext. 2116.