

Placement Process Map

	2 - 8 months Prior to Placement	1 Month prior and up to Placement Start	3 weeks Prior and up to Placement Start	After Placement Start	NOTES on Placement Process: 1) All Education Agreements with Placement sites and 'Out-of-Country Letters of Agreement' are developed, managed and housed in Placement Office (Dean signature required). 2) Education Agreements created at request of Placement site or at Dean's request for large or multi-discipline sites. 3) For Out-Of-Province/Country, Letters of Agreement are created by Benita for each placement with start and end dates. 3) Placement Site "Letter to Placement Employers" are filed in Placement Office. 4) In Out-Of-Province/Country placements, students are covered for Workplace Insurance by MTCU "Private Accident Insurance Policy" (AIC) 5) For Out-of-Country Placement, the "Statement Letter from Fleming" is to include: <ul style="list-style-type: none"> - FT Student at Fleming - Participating in an unpaid field placement experience - Name of host facility and location - Start and end date of Placement - Name of host training supervisor 6) See "Out-of-Country Placements" document for list of requirements to qualify for a J-1 Exchange visitor Visa (US only) 7) Benita to ensure Tina has all new Placement Sites for Sunlife to sent Insurance Certs every March. 8) WSIB Student Letter of Understanding and Health and Safety Training certs. are a mandatory NARs for every student in every Program (See NARs Per Program)
Ontario	Benita OR Coord/Faculty OR Student contact sites to setup Placement spots Coord/Faculty to Approve all Placement Sites. Benita (through Survey Monkey) OR Coord/Faculty (through other methods) determine Student Site Preferences Benita to Check Currency of Education Agreements and Insurance Certs with of New Sites. Updates Website (#2)	Benita OR Coord/Faculty to complete Student Placement Tracking Spreadsheet Send to Benita for entrance into Database. If not already on File, Benita to have Placement Site's complete " WSIB Letter to Placement Employers ". See NARs Per Program for mandatory NARs requirements. (#8)	Benita OR Coord/Faculty to send Confirmation to Placement Sites with list of students and Required Info. Benita to collect & file Liability Release & Indemnification Form	If not already done, Benita to Send Thank You letters to Placement Sites on Behalf of Program/Coord	
OUT of Province	Coord/Faculty OR Student contact sites to setup Placement spots Coord./Faculty to Approve all Placement Sites Benita to create Letters of Agreements and Insurance Certs with of all and each Site.	Benita OR Coord/Faculty to complete Student Placement Tracking Spreadsheet Send to Benita for entrance into Database.. If not already on File, Benita to have Placement Site's complete " WSIB Letter to Placement Employers ". See NARs Per Program for mandatory NARs requirements. (#8)	Benita to collect & file Liability Release & Indemnification Form		
International	Students to check with the associated Embassy of the respective country to clarify what they need to have in place to complete a curriculum based unpaid placement. Review policy and procedures posted on Website: " Out-Of-Country Placements " Student/Faculty contact sites to setup Placement spots Coord./Faculty email Benita with Approval of host site based on " Out-Of-Country Placement " document" (Posted on Website) Benita to create Letters of Agreements and Insurance Certs with of all and each Site.	Benita to complete checklist that student has all requirements as per " Out-Of-Country Placements ". Advise Coord/Faculty of non-compliance Includes: <ul style="list-style-type: none"> • Valid Passport • J-1 Exchange Visitor Visa (US only) • Possible Driver's Licence (U.S. Placements) • Birth Cert. • Proof of adequate funds • Statement Letter from Fleming • Out-Of-Country Letter of Agreement • Letter of Confirmation from host site (and if providing accommodation, meals etc.) • Proof of Medical & Dental Insurance • Required Vaccinations to enter country • Inform Health Canada if OoC 6 months • Inform Student about International Student Identity Card If not already on File, Benita to have Placement Site's complete " WSIB Letter to Placement Employers ". Benita OR Coord/Faculty to complete Student Placement Tracking Spreadsheet Send to Benita for entrance into Database.	Benita to collect & file Liability Release & Indemnification Form See NARs Per Program for mandatory NARs requirements. (#8)		