



# **FLEMING**

School of Environmental &  
Natural Resource Sciences

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## **FIELD PLACEMENT EMPLOYER MANUAL**

# Contents

- What is a Field Placement?** ..... 3
- Benefits to Employers** ..... 3
- Field Placement Criteria** ..... 3
- Student Availability** ..... 4
- Workplace Insurance** ..... 4
- The Partnership** ..... 5
  - Employer Responsibilities** ..... 5
  - Workplace Supervisor Responsibilities** ..... 5
  - Student Responsibilities** ..... 6
  - College Responsibilities** ..... 6
- Evaluation** ..... 7
- Concerns** ..... 7
- Contact Information** ..... 7

## What is a Field Placement?

A field placement is the part of a program's curriculum where the integration of theory and practice occurs through hands-on learning in the workplace. Field placements will provide students with valuable work experience in the environmental sector. This experience will also provide students with the opportunity to network and showcase their talents, education, work ethic and attitude and establish a potential lead on future employment opportunities. These placement opportunities are a **mandatory** diploma requirement and must be completed in its entirety by the student.

## Benefits to Employers

Employers will benefit by:

- Being a mentor and providing invaluable practical experience to students, so they will be adequately prepared to take on a career in the environmental field
- Contributing to the professional development of potential future employees
- Benefiting from up-to-date knowledge the students have obtained in their program
- Meeting students who are dedicated to excellence and motivated to make valuable contributions to the world they live in and the organizations they work for
- Being exposed to a talented/educated pool of students who will contribute to projects to meet your deadlines
- Helping guide the personal growth of students by providing feedback on the field placement activity and their individual performances

## Field Placement Criteria

The field placement can be an unpaid position, voluntary position or a paid position. For unpaid positions, the students are covered by Fleming College's WSIB and liability insurance for the duration of the student's placement. For paid positions, the students are considered employees and therefore covered under the employer's WSIB and/or liability insurance.

All field placements must meet the following criteria:

- Must be reviewed by the Faculty Supervisor as a suitable learning environment
- Must abide by the Occupational Health & Safety Act
- Must be in a position to provide students with a meaningful placement experience which will help the student enhance their individual skills
- Student performance and attendance is monitored by the employer and reported at the end of the placement
- The student will be assigned a direct on-site supervisor who will provide professional mentorship and learning opportunities

## Student Availability

The School of Environmental and Natural Resource Sciences (SENRS) at Fleming College currently has several academic programs that include a field placement.

Students are able to complete their placement anywhere in the world, although most choose to complete it in Ontario. Typically, students are available full-time (35-40 hours per week) during their field placement term.

Program of Study	Availability	Minimum Hours Required
Ecosystem Management Technician	April	80 (2 weeks)
Ecosystem Management Technician (Part-time)	April	80 (2 weeks)

## Workplace Insurance

If the field placement is an **unpaid** or **voluntary** position, then it is Fleming College's responsibility to provide appropriate insurance coverage for the duration of the student's placement. The employer must complete the "WSIB Letter to Placement Employers" to indicate whether they have WSIB insurance or private insurance, so the college can insure the student accordingly.

For **paid** positions, the students are considered employees and therefore covered under the employer's WSIB and/or liability insurance.

If the student has an accident or experiences an injury at work, please report it immediately to the Faculty Supervisor and/or the Project & Work Integrated Learning Coordinator.

## The Partnership

The field placement is a three-way partnership between the employer, the student, and the college. The success of the field placement is dependent upon a mutual commitment from all parties. The three partners share the responsibilities in ensuring maximum benefits to all participants.

While the student's progress is monitored by Fleming College, job performance is supervised and evaluated by the employer.

### Employer Responsibilities

It is the responsibility of the employer to:

- Provide orientation, supervision and training (including health and safety) for students
- Provide productive, relevant work experiences
- Complete a final performance evaluation
- Provide an experienced member of the organization who can supervise the student, and provide them with mentorship
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation
- Maintain contact with the Faculty Supervisor concerning any problems or changes (See "[Concerns](#)")

### Workplace Supervisor Responsibilities

It is the responsibility of the supervisor to:

- Help transition the student from an education environment to a work environment
- Provide daily supervision, mentoring, and monitoring of student progress
- Facilitate student orientation to specific routines, policies, procedures, practices, guidelines and protocols
- Consider the health and safety of the student when planning and suggesting placement learning experiences
- Facilitate the student's learning through supervision, teaching and gradually increasing appropriate independence in the work setting
- Provide exposure to a variety of industry specific tasks
- Participate in the student's ongoing evaluation by:
  - Providing ongoing constructive feedback
  - Participating in the evaluation of the student by completing the final evaluation form

## Student Responsibilities

It is the responsibility of the student to:

- Abide by Fleming College's policies and procedures
- Know and comply with the employer's policies and regulations (Confidentiality, Freedom of Information, Codes of Ethics or Conduct)
- Accrue the required number of field placement hours in the workplace (travel time is not included)
- Provide the employer with accurate and appropriate information regarding qualifications and interests
- Accept that some employers will require students to work non-traditional hours (afternoons, evenings, & weekends)
- **Illness/absence from work**—students should notify both their employer and the faculty supervisor if illness or other circumstances prevents them from attending their field placement. In cases where students are absent for more than three days, the outstanding days will have to be made up by negotiation with the employer concerned. Medical certificates for absences of two or more days must be supplied to the employer and faculty supervisor.
- **Occupational health, safety and welfare**—students are advised to familiarize themselves with the employer's policies and procedures
- **Professional conduct**—students are expected to conduct themselves in a professional manner at all times, including being punctual, being courteous to other staff members, and dressing in accordance with the employer's standards.
- **Accidents, injury or damage (while on placement)**—students must advise the employer and faculty supervisor immediately following an incident. Students will be required to complete necessary accident/incident forms.

## College Responsibilities

It is the responsibility of Fleming College to:

- Inform students and employers of required policies and procedures
- Comply with all Provincial and Federal Freedom of Information, Human Rights, and Employment Legislation
- Maintain and enhance relationships with new and existing employers
- Provide career training, personal and professional development seminars and resources to enhance students' on-going employability
- Provide administrative support for the recruitment process (i.e. assist employers and students with applications, interview facilities, etc.)
- Maintain contact (via site visits, email, or phone) with students and employers during the field placement
- Provide advice and support to students and employers if difficulties arise during the field placement

## Evaluation

Fleming College will provide the employer with a “Employer Placement Evaluation” form, which the supervisor is to complete at the end of the field placement term.

- The employer will be asked for feedback regarding the student's progress to-date in the following areas: Attitude, Knowledge, Safety, Quality & Quantity of Work, Attendance, etc.
- The employer will be invited to share general comments and recommendations regarding the academic program and the field placement procedure
- The employer will be required to sign the student's Attendance Journal, in order to verify their completed field placement hours

## Concerns

The Faculty Supervisor is here to provide advice and support to students and employers if difficulties arise during the field placement.

If a student should quit or engage in misconduct in your workplace, please contact the Faculty Supervisor immediately.

## Contact Information

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