



School of Indigenous Relations – Honours Bachelor of Indigenous Social Work  
Policy for Paid Field Education Experience

Students may be permitted to complete ONE field placement in a setting that provides some form of remuneration. These opportunities are rare and are usually generated by students who already have a work and /or volunteer involvement with an organization.

The School of Indigenous Relations Field Coordinator does not assume responsibility for recruiting paid placements.

The School of Indigenous Relations Field Coordinator is responsible for approving all paid placements. Students who are interested in this type of placement **MUST** perform the following:

- Contact the Field Coordinator **IN ADVANCE** to allow for sufficient time for assessment of the placement.
- Submit a completed field placement application form.
- Submit a copy of their work/volunteer history with the organization and job descriptions of positions they have held.
- Submit in writing a description of the proposed field placement and the role of the student in this placement.
- Submit a draft Learning Contract detailing the new learning experiences.

Field placement settings interested in providing a paid placement must be willing to meet the following conditions:

- Ensure that the place(s) of work is /are in compliance with all relevant governments statutes and legislation.
- Ensure that placement student is covered for workplace related accidents and/or injuries (i.e. WSIB).
- Agency is to provide assurance of a level of supervision necessary to be able to provide comprehensive performance appraisal.
- Support with respect to commitments identified in the Field Education Manual including the established evaluation process.
- The field placement must meet all of the requirements usually expected of a field placement.
- Every attempt must be made to provide an Agency Supervisor from outside of the organization. If this is not possible, the Agency Supervisor must be someone who does not normally provide supervision of the student in another capacity.
- The Agency Supervisor and the field placement setting understand and agree that the emphasis remains that of a **LEARNING** experience vs. a **WORK** experience. Therefore, the placement experience **MUST** be different from the student's regular work and/or their previous work or volunteer experience in that setting.

- The Agency Supervisor and the field placement setting agree to provide a mechanism for supervision/instruction and evaluation that is separate from the paid worker/employee relationship.
- The Agency Supervisor and the field placement setting understand and agree that the student will be expected to meet all the requirements normally expected of a field placement student. This includes field education seminars, academic assignments and field consultation meetings.
- Bring any concerns or potential changes to the proposed job description and status of the student's placement to the attention of the Field Coordinator as soon as possible.
- In any instance where a strike or labour disruption is anticipated, discuss the situation with the student and the Field Coordinator.

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Name of authorized Agency Representative (please print)

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Signature of Agency Representative

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Date