

UNDERGRADUATE FIELD PLACEMENT GUIDE 2024-2025

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FOREWORD

This document is designed to inform students and supervisors about the Department of Criminology's Field Placement Program. It describes the policies and procedures that govern the program. However, it gives but a general outline of each student's placement experience. The specifics will depend on the type of field placement the student is assigned to and the requirements of the agency. Please note that these policies and procedures are subject to change.

INTRODUCTION

The Field Placement is a learning activity of the Honours in Criminology (Field Placement Option) and the Joint Honours Feminist and Gender Studies and Criminology (Field Placement Option). It involves two complementary activities: the Field Placement (CRM 4260 or FEM 4260) and the Field Placement Seminar (CRM 4317).

Field Placement

The Field Placement (CRM4260 or FEM 4260) is a pedagogical option that uses direct contact with practice as a source of knowledge development and method of training. It is a structured academic activity, set in a practical setting and supervised by a Field Supervisor. It provides an opportunity for experimentation in the field of criminology and, therefore, cannot be limited to observations.

The Field Placement has a training objective as opposed to a productivity objective. It provides an opportunity for students to confront theory to practice. Although the placement is an opportunity to develop skills and abilities related to the work of a criminologist, the placement is first and foremost an academic activity.

Field Placement Seminar

The Field Placement is completed in conjunction with learning activities associated to the Field Placement Seminar. It is through participation in these activities that certain objectives are met. Attendance at the Field Placement Seminar (CRM 4317) is mandatory. Details about the seminar will be provided during the first week of class.

WHAT ARE THE OBJECTIVES OF THE FIELD PLACEMENT AND FIELD PLACEMENT SEMINAR?

- Develop the ability to apply the knowledge acquired during the academic training to the field where situations are diverse and complex;
- Critically examine the organization and its practices/activities by applying the various theoretical and methodological perspectives in Criminology for the purpose of identifying and evaluating the models of practice promoted by the agency;
- Assess the contributions and the limitations of the various forms of knowledge (theoretical, practical and experiential) to the development and analysis of professional practice;
- Promote the development of reflective practitioners that can be critical of their practice and profession.
- Develop the capacity of the field placement student to self-assess and to reflect on their learning;
- Offer students a supportive environment that promotes learning and the sharing of common experiences;
- Develop knowledge of the network of public and community organizations that work in the field of criminal justice, their activities and related issues;
- Provide an opportunity to work collaboratively with experienced professionals in the field;
- Develop an awareness of ethical considerations in practice and professional autonomy;
- Develop the student's awareness of their values and their role as a criminologist and establish a basis

for choosing the area in which they would like to pursue a career;

- Accompany the student in the various procedures specific to the management of the field placement (Field Placement Agreement, evaluation, supervision) and to encourage students to seek solutions to problems and challenges related to the field experience.

WHAT ARE THE ACADEMIC REQUIREMENTS OF THE FIELD PLACEMENT?

The placement (CRM 4260 or FEM 4260) corresponds to 9 credits and the Field Placement Seminar (CRM 4317) to 3 credits for a total of 12 credits. To successfully complete the fieldwork component of these programs, students must complete a minimum of 360 hours of field practice, meet the learning objectives set out in their Field Placement Agreement, receive positive performance evaluations from their Field Supervisors, submit all required field placement forms (final auto-evaluations and supervisor evaluations, and work record), and meet the requirements of the seminar as described in the course outline provided at the beginning of each term.

IS IT POSSIBLE TO OBTAIN PRIOR LEARNING RECOGNITION?

Students with a solid and recent (past three years) professional background in the field of criminology may be granted an equivalency for the fieldwork component of the program (CRM 4260 or FEM 4260) and an exemption for the Field Placement Seminar (CRM 4317). Students who wish to have their professional experience assessed must submit the following to the Field Placement Coordinator:

- The form “Request for Prior Learning Recognition” that is available at the following address: <https://www.uottawa.ca/forms-and-tools/sites/www.uottawa.ca/forms-and-tools/files/request-for-prior-learning-recognition-regi3170.pdf>
- A letter signed by the employer and the student confirming the time period for which an equivalency is requested, the number of hours worked (**must be a minimum of 2000 consecutive hours in the same agency**) and that the professional experience was supervised by a professional trained in the field of criminology or a related field to the practice of criminology.
- The resume of the student;
- A job description;
- An evaluation of the student’s performance by the immediate supervisor;
- A ten-page paper demonstrating how this professional work experience meets the field placement objectives as described in this manual.

Please note that this assignment is a University paper. It is therefore expected that its format, quality, references and bibliography meet University Guidelines for academic papers. The students must identify, with appropriate referencing and a bibliography, the theoretical and empirical sources (articles from scientific journals, periodicals, articles, books, etc.) used as well as the materials from the workplace (e.g.: annual report, pamphlet, website, policies and procedures manual, discussion with your colleagues and superiors, etc.) used in the writing of the paper.

The Field Placement Coordinator may contact the supervisor if additional information is required. Following a review of the request, the Field Placement Coordinator presents a recommendation to the Undergraduate Committee. The Undergraduate Committee may grant or not an equivalency. The student is advised of the decision by email.

Please note that students who are granted an equivalency for CRM 4260 or FEM 4260 (Fieldwork) are also

exempted from the Field Placement Seminar CRM 4317. Given the exemption, the student must replace CRM 4317 with another CRM 4000 level course.

Please note that the equivalency will not carry the mention of “field placement in clinical intervention” on the official transcript. Those who want to become members of the *Ordre professionnel des criminologues du Québec* will have to submit their professional experience for evaluation by the *Ordre*.

HOW WILL I BE ASSIGNED TO MY FIELD PLACEMENT?

1. Eligibility Criteria

To register for the field placement (CRM 4260 or FEM 4260) and Field Placement Seminar (CRM 4317), the student must:

- Be admitted to the Honours in Criminology or the Joint Honours in Feminist and Gender Studies and Criminology with the placement option;
- Have completed a minimum of 72 university credits;
- Have completed a minimum of 21 credits in criminology;
- Have maintained a CGPA (cumulative grade point average) of 6.0;
- Have attended the Information Session;
- Have Submitted their Registration Form for the placement (CRM 4260 or FEM 4260) and Field Placement Seminar (CRM 4317) to the Field Placement Coordinator;
- Have participated in an Orientation Interview and have submitted the required documents;
- Have undertaken the necessary steps of the matching process in a timely fashion.
- Attend the mandatory Pre-Placement Training.

Students who do not meet one or more of these conditions will be unregistered from the Field Placement (CRM 4260 or FEM 4260) and Field Placement Seminar (CRM 4317).

2. Information sessions

Students must attend an information session held in the academic year preceding the field placement. The purpose of this session is to provide general information about placements, guidelines, policies and procedures. These information sessions are organized by the Department of Criminology’s Field Placement Coordinators and normally take place in mid-February.

Students are invited to make an appointment with the Field Placement Coordinators for the Orientation Interview at the Information Session.

3. Orientation Interview

In the weeks following the Information Sessions, the Field Placement Coordinators meet with students individually. The objectives of this meeting are to assess eligibility for fieldwork as described above, complete the registration form, discuss the student’s needs and interests and identify placements that would meet those needs and interests.

Students must submit the following documents to the Field Placement Coordinator during the orientation interview:

- a copy of their resume
- the completed Undergraduate Course Enrolment Form (see: <https://www.uottawa.ca/faculty-social-sciences/sites/g/files/bhrskd371/files/2022-06/enrolment-undergraduate-regi3144.pdf>)
- a list of agencies where they would like to complete their placement
- Signed Student Commitment form

Given the importance of this information in assessing the student’s profile, students who fail to submit those documents to the Field Placement Coordinator will have to reschedule their Orientation Interview.

4. Registration to the Field Placement and Field Placement Seminar

Students register for the Field Placement (CRM 4260 or FEM 4260) and the Field Placement Seminar (CRM 4317) during the orientation interview since registration cannot be completed using UOcampus.

There are two placement profiles:

- The Fall placement requires students to be in the field 32 hours per week from September to December;
- The Winter placement requires students to be in the field 32 hours per week from January to April.

It is to be noted that registration to the different sections of CRM4260 or FEM 4260 and CRM 4317 is limited to 15 students per sections (15 students for the Fall semester and 15 students for the Winter semester).

CRM4260 A or FEM 4260 A CRM 4317 A	Placement Seminar	September-December September-December
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OR

CRM4260 B or FEM 4260 B CRM 4317 B	Placement Seminar	January-April January-April
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Only those students who have participated in an Orientation Interview and completed the Registration Form can register for the Field Placement and the Field Placement Seminar. The form is submitted to the Field Placement Coordinator during the Orientation Interview. When completing the registration form, students must register to the corresponding sections. For example, the student who registers for CRM 4260 section A must register for CRM 4317 section A.

Once the Field Placement Coordinators have met with all students eligible for a field placement, they submit the forms to the Faculty of Social Sciences. The Faculty registers the students. If more than 15 students want to register for the Field Placement during the same semester, the Field Placement Coordinators will administer a contest to determine spots.

The field placements offered by the Department of Criminology are completed during the Fall and Winter semesters. To ensure adequate supervision of students in the field, Summer placements are not available.

5. Selecting a Field Placement

Placements approved by the Department of Criminology

Pre-approved placements are described in a **directory prepared by the Department of Criminology**. This directory presents the following information (when available) about each placement: general description of the agency, modalities and constraints of the field placement and the general responsibilities of the student.

The directory is organized according to two main types of placements. In the first section you will find placements directly related to frontline individual or group intervention. The second section describes placements available in community development, research, policy analysis and program development.

We attempt to maintain this directory as up to date as possible. Nonetheless, please note that due to unforeseen circumstances (budget cuts, important staff turnover, restructuring of services and programs, etc.) some agencies may decide to not participate in the program at any given time.

The Field Placement Coordinators are available to provide additional information about placement options. Students are encouraged to consult the organization's websites for additional information. **Students cannot communicate directly with field placement agencies unless it has been approved by a Field Placement Coordinator.**

Self-initiated placements

Students may obtain permission to do their placement at an unlisted agency by submitting the request to a Field Placement Coordinator. Students must ask the agency to fill out the Field Placement Description Form (available online or with one of the Field Placement Coordinators) which includes the following information: a description of the field placement agency, tasks and responsibilities that will be assigned to the student, supervision and evaluation modalities as well as the name and contact of the person at the agency proposing the placement. The new field placement will then be evaluated to ensure that it meets the Department of Criminology's objectives and supervision/evaluation modalities. Only agencies that are not in the Field Placement Directory can be contacted by students. The Field Placement Coordinators are available to assist in this process.

International placements

It is also possible for students to register for an International placement. These placements are offered and managed by the Faculty of Social Sciences, in partnership with the Department of Criminology. You will find additional information on International placements offered by the Faculty of Social Sciences at the following link:

<https://www.uottawa.ca/faculty-social-sciences/international/international-internships>

Please consult the Department of Criminology's Field Placement Coordinator if you wish to pursue an International placement as certain conditions have to be met.

Paid placements and volunteer work

Students participating in a field placement do not receive financial compensation to ensure the field placement focuses on learning opportunities rather than productivity. Work and placement activities must be completely separate. In this regard, the Department does not allow for placements to become paid positions or for paid positions to become placements. Furthermore, to ensure new learning opportunities, previous volunteer work cannot become a field placement.

Per the internal policy on remunerated placements, all placements are non-remunerated except in exceptional circumstances. The Department of Criminology may permit a field placement (CRM 4260 or CRM 6400) to be remunerated only in cases where the field placement host agency is subject to a policy or directive mandating student remuneration (meaning that without providing financial compensation they are unable to offer the placement).

6. Presenting your candidacy to the Field Placement Agency

The role of the Field Placement Coordinator

When the Field Placement Coordinators have met with all of the eligible students, they contact the agencies to present the candidates. The Field Placement Coordinators will then contact the students to advise them of the procedure the agency has put in place to consider the candidacy of each student.

The student's responsibilities

Once the Field Placement Coordinator has confirmed a placement opportunity, students must send a copy of their resume and cover letter to the Field Supervisor at the designated agency **as soon as possible and without delay**. Following this step, Field Supervisors may or may not invite students to an interview.

The interview allows the agency's Field Supervisor to determine whether proper supervision can be provided for the interested student – the student, in turn, can assess whether the agency's proposed placement activities meet their learning objectives. It is important the student follow up with the agency in a timely fashion. It is the student's responsibility to make themselves available for an interview during the agency's normal operating hours.

It is important that students prepare for this interview by updating their resume, gathering information about the agency, and preparing a list of questions for the Field Supervisor. Students are encouraged to consult online resources for interview preparation and seek the assistance of the Field Placement Coordinators in this process.

The student must quickly advise the Field Placement Coordinator of the interview results. If other arrangements prove necessary, they should be made without delay.

7. Security Clearance

Most agencies who accept placement students require them to have a security clearance check. This may involve conducting a police record check or doing a more thorough investigation (i.e., a Reliability or Secret clearance). Note that some investigations may take several months. It is therefore recommended that

students begin this process as early as possible in the field assignment process. It is the student's responsibility to pay the fees normally associated with the security clearance process. Students who have concerns or questions regarding this requirement should contact the Field Placement Coordinators. Please consult the Office of Risk Management of the University to find more information about police record checks: <https://www.uottawa.ca/about-us/administration-services/office-risk-management/clinical-placement/police-check>

How do I prepare for my placement?

In preparation for the placement, students must:

- Ensure that they have completed the activities related to security clearance as required by the field placement agency. (ex. Criminal Record Checks).
- Research the placement agency and become familiar with its activities.
- Communicate with the Field Supervisor two weeks before the start of the placement to confirm starting dates, meeting times and location, dress code, etc.
- Attend the Pre-Field Placement training at the Department of Criminology.

WHAT ARE THE POLICIES GOVERNING FIELD WORK?

1. The Field Placement Agreement

During the first weeks of the placement, students, in collaboration with their Field Supervisors and Field Placement Coordinator complete a draft Field Placement Agreement (See template in appendices). The objectives of the agreement are to outline:

- the student's responsibilities and tasks;
- the student-s learning objectives;
- the supervision modalities;
- the methods of evaluation;
- the work schedule.

The Agreement must reflect the learning objectives set out by the Department of Criminology, (see objectives in this guide) the personal and professional objectives of the student and the learning opportunities offered by the organization.

The Agreement is an official and professional document. A meeting during the third week of placement between the Field Placement Coordinator, the Field Supervisor and the student is scheduled to discuss a draft copy of the Agreement. Following this meeting, and once the appropriate changes have been made to the Agreement, the document is signed by the Student, the Field Supervisor and the Field Placement Coordinator.

Specific questions related to this agreement will be discussed during the Pre-Placement Training and in the seminar.

2. Student's Statement of Ethics

On their first day, students complete the "Student's Statement of Ethics" form, have it signed by their Field Supervisor and submit it to the Field Placement Coordinator.

3. Supervision of Field Placement Students

Supervision of students is assumed jointly by the University and the host agency.

At the Department of Criminology, students receive regular supervision through meetings with the Field Placement Coordinator and participation in the Field Placement Seminar CRM 4317.

Moreover, the Department **plans meetings in the workplace** between the student, the Field Supervisor and the Department's Field Placement Coordinator. There are two planned meetings in the field during the placement period. In the first meeting, the student, Field Supervisor and Field Placement Coordinator review the Field Placement Agreement. In the second meeting, they discuss the final performance evaluation.

The Field Placement Coordinator is always available to discuss experiences, problems, and solutions with the students and the Field Supervisors.

Please note that the Department must limit its involvement, meaning the student's quality of experience depends largely on the Field Supervisor's guidance and supervision, as well as the student's level of engagement during the placement.

In the workplace, guidance is provided by the Field Supervisor with a minimum 2 years' experience in the current position, is a regular member of the organization, and who has agreed to supervise a field placement student. The supervisor, as the main source of information and instruction, acts as the student's reference point in the workplace. Supervisors thus play an extremely important role, and that is why they are asked to hold regular discussions with the students either during the work session, or after each work period, or even after each assignment. Supervision can therefore vary in intensity according to the nature of the field placement and the student's acquired experience; **the discussions, however, must take place regularly.**

With the above factors in mind, the University asks the Field Supervisors:

1. to become familiar with the Department's Field Placement Program and with the objectives of this program;
2. to prepare for the student's arrival by specifying the learning objectives of the placement, the duties involved, and the mode of supervision;
3. discuss and complete the required documents related to the placement;
4. to introduce the student to the surroundings and other staff members;
5. to collaborate with the student and Field Placement Coordinator in the drafting of the Field Placement Agreement;
6. to help the student carry out assigned duties;
7. to hold discussions with the student on the experience provided by the placement;
8. to assess, at regular intervals, the student's experience on the basis of the set objectives and of the prescribed Field Placement Program.
9. to advise the Field Placement Coordinator immediately if the student performs inadequately or to discuss issues related to the placement.

4. Schedule and Work Record

Work hours vary according to the regular working hours of each agency. Some agencies require students to work evenings and weekends. These are to be negotiated at the time of the drafting of the agreement.

All students must maintain a Work Record during their placement. The Work Record must be signed by the Field Supervisor and submitted to the Field Placement Coordinator at the end of the placement. Students are required to have completed a minimum of 360 hours with their placement host organization by the last day of the placement term.

Please note that travel to and from the field placement agency and lunch hours are not counted as hours towards the placement.

5. Non-Attendance and Holidays

When a student must be absent from their placement, they will notify the Field Supervisor. It is understood that students will make up their hours at time approved by the host agency.

Students on placement normally benefit from the same holidays (Statutory Holidays, Holiday Season and Study Week) as regular students but time away from the placement does not count as hours. Students who have been absent from their placement may make up the hours during school holidays. It is very important to discuss the schedule and time away from the placement with the Field Supervisor during the first few days of placement. To maintain stability and continuity, some agencies prefer that students work at their placement every week to avoid interruptions in case management or projects.

6. Evaluation of Field Placement Students

The student evaluations have two purposes:

1. to provide the Department of Criminology with an overall assessment of the student's performance during the semester;
2. to provide the student with a comprehensive assessment of their abilities, quality of work performed and potential. Therefore, it is important to provide students with an opportunity to discuss their evaluation with the Field Supervisor. Students are required to acknowledge this opportunity by signing the form.

The mid-term evaluation is completed in the middle of the placement by the Field Supervisor. The main goal of this evaluation is to assess the relevance of the learning objectives and tasks, the general performance of the student and the quality of supervision and learning environment and to make changes to the agreement if necessary. Students are also required to complete a mid-term auto-evaluation.

The final evaluation completed at the end of the field placement by the supervisor, provides an opportunity to assess the performance of the student in relation to the learning objectives, acquired abilities, skills and knowledge. Students are also required to complete a final auto-evaluation of their performance in the field.

The final evaluation is submitted at the end of the term. The Field Placement Coordinator determines the **final mark for CRM 4260 or FEM 4260** by reviewing the evaluations submitted by the supervisor, the discussions/meetings involving the supervisor and the student and the student's performance in the Field Placement Seminar. The final mark is a S (satisfactory) or NS (not satisfactory).

7. Problem-solving in the Field Placement Setting

The field placement setting provides a learning opportunity for criminology students. Learning to solve problems with flexibility, creativity and tolerance is essential to the personal and professional development of all students. Here are the proposed guidelines for problem-solving:

Step I:

- a) Gain a better understanding of the problem by determining the facts of the situation;
- b) Identify the needs and interests of the persons involved in the situation;
- c) Determine the common objectives of all parties;
- d) Devise possible strategies or solutions to the problem;
- e) Be discreet.

Step II:

- a) Discuss the situation with the Field Placement Supervisor;
- b) Determine, with your Field Placement Supervisor, a plan of action for resolving the problem;

Step III:

- a) If the issue or problem is not resolved once you have discussed it with your Field Supervisor, advise the Field Placement Coordinator;
- b) A meeting can be set up between the Field Placement Supervisor, the Coordinator and the student in an attempt to resolve the issue.

8. Terminating a Field Placement

The established university policy regarding course drops also applies to the Field Placement. It should be noted, however that because of the time and work commitment made during the matching process, students are highly discouraged from dropping this course for casual reasons. Therefore, students are encouraged to pursue their placement and address issues that could jeopardize their practical training.

Please note that the field placement (CRM 4260 or FEM 4260) and the field placement seminar (CRM 4317) are interdependent. Therefore, in order to successfully complete this component of their program of study, students must successfully complete both the academic and the practical segment. The Department reserves the right to terminate the placement of any student if it is determined that the student's performance is inadequate with respect to either or both the academic segment and/or the practical segment.

Academic segment (CRM 4317): inadequate performance is viewed as failure to attend seminars without providing reasonable notice and justification, failure to participate in class activities, or failure to complete assignments in an acceptable manner.

Practical segment (CRM4260 or FEM 4260): placement may be terminated if it is determined that students have failed to adequately meet the learning objectives set out in the Field Placement Agreement or that the performance of the student is unsatisfactory.

Before any placement is terminated, the Coordinator will meet with the student and the Field Supervisor to determine the exact nature of the problem and to rectify the situation. Continued performance difficulties, however, can result in premature termination and as a failure to complete the course requirements of the Field Placement Program. Except in special circumstances, students will not be permitted to repeat the field placement.

Placements may also be terminated if it is determined that the agency is not providing an adequate work setting or supervision of the student. Before a placement is terminated, the Coordinator will meet with the student and Field Supervisor to determine the exact nature of the problem in an attempt to rectify the situation. If termination is required for reasons that are not related to inadequate performance by the student, alternative arrangements will be made to allow the student to complete the field placement without jeopardizing the student's practical training. For this reason, students are advised to inform the Coordinator as soon as difficulties become evident.

9. Workplace Safety and Insurance Coverage

Workplace Safety Training

Students must partake in all training offered by the placement agency and the Department of Criminology pertaining to workplace safety (for example Workplace Hazard and Material Information System (WHMIS), emergency procedures, or specific procedures on how to undertake certain activities or tasks) to ensure the safety of all parties.

Insurance Coverage while on placement

Insurance coverage is provided for medical and related expenses in the event of an injury or occupational illness that occurred while on a placement you are doing for academic credit that is organized by the Department.

There are two categories of coverage for students completing a non-paid placement that is mandatory to their program of study. The first is when the placement takes place in Ontario, with an organization that is required to be registered with the Ontario WSIB (of note, the federal government is not registered with the Ontario WSIB). In these cases, the coverage is provided by the WSIB.

When the placement takes place anywhere in the world outside Ontario, or with an organization not registered with the Ontario WSIB (such as the federal government), the coverage is provided by a private insurer by the name of CHUB.

If you are an international student (i.e., in Canada on a student visa), this coverage applies for you anywhere in the world that you are undertaking your placement, except your home country. Your home country is defined as the country that issued the passport you obtained your student visa with.

As indicated, this coverage is only applicable if your injury or illness was a result of your placement activities. As injuries can occur outside your placement activities, such as on your way to your placement location, during your meals or breaks etc., it is strongly recommended that you have in place supplemental medical and dental insurance.

Please note that students completing remunerated placements are assumed to have insurance coverage from their host agencies.

In case of Accident or Occupational Illness

When an accident occurs, the first priority is to get appropriate first aid. Once this is completed, you must report the incident to your placement agency (your supervisor or another employee of the organization) and the Field Placement Coordinator at the Department of Criminology.

Depending on the type of placement you are completing, there will be various forms that must be completed. Please consult the following website for more information: <https://www.uottawa.ca/about-us/administration-services/office-chief-risk-officer/health-safety-environmental-management/student-placement-report-accident>

As part of the reporting and follow up processes, your personal information will be disclosed to the insurance providers. Their use of this information is restricted to addressing your particular insurance claim.

Both the placement agency and the Department of Criminology will work with you to accommodate any restrictions or other accommodations that are required following your accident or illness.

Student Declaration of Understanding

The Ministry of College and Universities (MCU) requires all students completing non-remunerated placements to sign a Student Declaration of Understanding. Form available online: https://www.uottawa.ca/about-us/sites/g/files/bhrs336/files/2022-10/student-declaration-understanding-en-final_0.pdf

Questions

If you have any questions about any of the information, or your particular situation, please contact the Office of Risk Management at accident_studentplacement@uottawa.ca.

10. Responsibility in Case of Accident

The Department of Criminology and the University of Ottawa are not responsible for accidents in which students may be involved during their work in field placement agencies. Those wishing to use their own vehicle should purchase the necessary automobile and personal insurance before their field placement begins.