

## FIELD PLACEMENT

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	Attendance (62) Board policy direction University Educational Directions and Planning (BPD-202) Student Non-Academic Conduct (204)

### DEFINITIONS

In this policy, the following definitions apply:

**Field Placement:** Field placement includes and is referred to by some disciplines as practicum, clinical placement, internship, preceptorship, mentorship, and/or work experience.

**Affiliation Agreement:** An affiliation agreement is a signed contract between UFV and a supervising organization (e.g., Fraser Health Authority) agreeing to the terms and conditions of the field placement. Not all supervising organizations require signed affiliation agreements.

### POLICY

The purpose of field placement is to provide students with a high quality educational experience based on a set of supervised learning activities in a non-classroom setting. Field placements allow students to apply classroom learning to real-world situations and to demonstrate increasing competency of newly acquired skills. UFV field placements will have policies, procedures, and requirements for placement and evaluation that reflect relevant accreditation, regulatory, professional, and industry standards.

### REGULATIONS

1. The UFV department head or designate responsible for the field placement will ensure that any affiliation agreements required by the supervising organization are in place in advance of a field placement commencing.
2. UFV maintains third party liability coverage for all students enrolled in field placements. Proof of coverage will be provided by UFV to the supervising organization upon request.
3. Programs of study will have policies related to the adequacy of supervisor qualifications that reflect relevant accreditation, regulatory, professional, and industry standards.
4. Programs of study reserve the right to decline to place a student in, and to remove a student from, a field placement if the student cannot meet relevant professional or regulatory standards or if the student's performance is such that it could be harmful to themselves or others.
5. The instructor of record will complete a "field placement agreement" for each UFV student enrolled in a field placement. Among other things, this agreement specifies that students enrolled in field placements are insured by UFV's Workers' Compensation Board policy and not by the supervising organization where they are completing their field placement.
6. The instructor of record will make available to students enrolled in field placements copies of

related course syllabi and field placement policies, procedures, and evaluation instruments, ordinarily in the form of a field placement manual.

7. The instructor of record will ensure that the field placement supervisor is aware of and agrees to abide by UFV's policies related to harassment and student conduct.
8. Students expecting to enrol in a field placement are responsible for disclosing any information that may affect their eligibility for placement.
9. Students expecting to enrol in a field placement are responsible for any requirements for Criminal Records Review necessary in advance of placement, including payment, and will be made further aware that the existence of certain kinds of criminal records may preclude their ability to take part in a field placement.