



Field Placement Manual 2024-25

ENVS 4001 3.00/6.00

environmental &
urban change | **YORK U**

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Part 1 –Overview of Placement

Introduction

The Environmental and Urban Change placement course is an experiential education program designed to provide EUC students with the opportunity to apply their classroom- learning in a workplace environment. Through these placement opportunities, students will gain confidence in field-related knowledge, general employability skills, and valuable work experience. Enrolment will be by permission of the Experiential Education (EE) Coordinator and students will be graded by the Course Director on a pass/fail.

Field Placement represents a variety of experiential learning opportunities where students develop knowledge, skills, and values, progressing toward competence in their practice as studying professionals. Students are expected to attend and participate in their field placement sites and integrative seminar classes. Seminars are designed to allow for conversation and story sharing which allows for the professional evolution of students.

The purpose of this manual is to outline the progression through ENVS 4001; the requirements and expectations of students, faculty, and field placement sites; and the policies and procedures guiding students' success. Please direct any further questions to the following:

Justin J. Podur Associate Dean Teaching and Learning & Professor eucadtl@yorku.ca	Aren S. Sammy Experiential Education Coordinator asammy@yorku.ca
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Field Placement Enrollment

Each student must be in their third year, honors with successful completion of 60-90 credits or will have completed 60 credits by April of their third year with a cumulative grade point average of 6.0 or CAP students who will be enrolling in ENVS 4122 3.0.

To enroll in ENVS 4001 students must:

- (1) Have a pre-approved placement secured
- (2) Request Permission to Enroll in ENVS 4001, Email euc_ee@yorku.ca with the following:
 - Your student number
 - A signed copy of your placement contract – *to be reviewed by course instructor*

- Specify if you want to enrol in 3.00 or 6.00 credits

Securing a Placement

There are three placement classifications that are recommended to ensure you meet the enrollment requirements of ENVS 4001.

1. **Unpaid Placement:** An opportunity that allows students to blend theory learned in the classroom with the supervised, hands-on practical experience from experts in their field of study. Practicums are learning opportunities that help prepare students for success in the working world.
2. **Paid Placement /Internship:** A position where students will be classified as a worker or employee of the company. The role is paid, short-term employment for 4, 8, 12, or 16 months. Internships provide an opportunity to network, and gain valuable, paid work experience.
3. **Work-Study Position:** York University offers paid, on-campus positions that provide students with an opportunity to deepen their knowledge, strengthen their skills and explore how their academic studies translate to career possibilities.

Application Preparation

Students are advised to use the following York University-sponsored resources, in addition to individual efforts, to help them locate possible placements. We highly recommend all students interested in enrolling in ENVS 4001 take the following workshops at the [York Career Centre](#):

1. Resume & Cover Letter Writing
2. Job Search & Networking Strategies
3. Interview Preparation

Students are responsible to provide updates / meet with the Experiential Education Coordinator on a regular basis to provide progress on their placement application packages.

Partnering - DEDI Profile

As community partners, you provide an opportunity for placement students to gain confidence in their respected fields. It is imperative that students are in an environment where they can thrive and feel a sense of belonging.

The Equity Profile below will allow the students to gain more knowledge of your organization, which will allow both you and them to create a successful partnership. We are cognizant that resources across organizations differ and that consequently each partner will be in a different phase implementing this work.

[Please fill out the DEDI Profile for your organization.](#)

Field Placement Hours

Hour Requirements

Students who pursue approved placements may receive 3.00 or 6.00 credits towards their degree upon the successful completion of the placement.

TERM	CREDITS	HOURS	DURATION
Fall or Winter	3.0	120	14 Weeks / Max. 10 Hours Weekly
Fall/Winter (i.e., Y Term) (Sept – April)	6.0	240	28 Weeks/ Max. 10 Hours Weekly
Summer (May-Aug)	3.0 or 6.0	120 or 240	4 - 14 Weeks/ Full-time and Part-time Hours are permitted

There is no limit on the number of placements a student can take. However, a student cannot enroll in two placements in the same term and cannot do two placements with the same organization.

- Students in the honours BES/BA/BSc programs may take a maximum of 12 credits.
- Students in the bachelor's BES/BA/BSc program may take a maximum of 6 credits.

Course/tuition fees will be subject to the student's fee status and as approved by York University.

Policies: Site, Days and Make-up Days

Hours Required TO MAKE-UP

- > All days (including half days) taken off from placement due to illness and/or any other personal circumstances.
- > Site holidays, as they are not standard for all students in field placement (e.g., March Break)

Hours NOT Required to Make-Up

- > Statutory holidays (e.g., Thanksgiving, Family Day, and Good Friday);
- > Any day that York University is officially closed (e.g., snow day); and
- > If a student is sent home for reasons not his/her own.

Additional Information

- > All make-up days must be negotiated with the Site Supervisor. The Course Director must be made aware by the student of any days missed and the intended timeline of make-up days.
- > Students must ensure all days are made up prior to or by the end of the exam period for the respective semester.
- > Students are not permitted to schedule make-up days during days dedicated to other university courses.
- > Students may not miss more than 3 consecutive days and/or 5 days in total as this could result in being withdrawn from field placement.
- > Students are expected to complete the full term of their placement at the designated field placement site.
- > Placement is meant to be a learning experience. Therefore, students are not able to complete a placement in a setting they are currently employed.

Part 2 –Roles & Responsibilities

Responsibilities of the Course Director

The Course Director facilitates the field placement experience by fulfilling the following professional responsibilities:

- Ensure all Field Placement documents are available to students (on E-Class).
- Discuss with students the parameters of the respective placement to ensure all are aware of their expectations.
- Offer on-going support to the student throughout their placement experience.
- Liaise with sites to ensure all placements are progressing without concern.
- Address all concerns both in the field and in seminar class in a timely manner with the appropriate action.
- Meet with field placement site supervisors (if needed).
- Report concerns to the EE Coordinator.
- Monitor student timesheet submissions, support students with missed placement dates/ hours.
- Review and evaluate all required student course assignments.
- Send each student's evaluation to site supervisors.

Responsibilities of the EE Coordinator

The Experiential Education Coordinator facilitates the field placement experience by fulfilling the following professional responsibilities:

- Recruit prospective field placement sites and present the parameters of field placement to industry partners.
- Support student's job/placement searches with 1:1 support.
- Approve student's field placement sites.
- Grant permission to officially enroll in the course.
- Provide course director with student and placement contact information in addition to all necessary paperwork.
- Assist course director with seminars to support professional development learning opportunities.
- Record and retain copies of student documentation.
- Create a brave space for students to share any issues related to Decolonization, Equity, Diversity, and Inclusion.

Responsibilities of the Student

During each field placement, students are required to fulfill the following responsibilities

- Attend placement according to the pre-agreed work schedule.
- Contact the Site Supervisor and/or Course Director if unable to attend placement.
- Contact the Site Supervisor if you are going to be late for a shift.
- Make arrangements for missed field days due to illness.
- Complete all required documentation prior to the beginning placement. (Refer to Required Documentation)
- Maintain logging and signing of their Placement Time Sheet.
- Make available the Field Placement Manual to your Site Supervisor.
- Engage in reflective practice, reflecting on all aspects of the placement experience.
- Act on and incorporate feedback provided by the Site Supervisor to ensure progress and success.
- Attend and participate in all mandatory seminar classes.
- Report concerns to the EE Coordinator.

Responsibilities of the Site Supervisor

The Site Supervisor acts as a mentor/guide to the students by fulfilling the following professional responsibilities.

- Formally introduce the students to the worksite and staff.
- Make the student feel welcome and comfortable in the workplace by ensuring your workplace is equitable, diverse, and inclusive.
- Provide the student with important background information on the worksite.
- Include the student in staff meetings, and special events - whenever possible.
- Provide verbal feedback.
- Sign the student's Placement Time Sheet at the end of each placement week.
- Meet with the student at mid and at the end of the semester to discuss the Field Placement Evaluation.

Part 3 - Field Placement Approval Process

Field Placement Approval Process

Students are responsible for finding, applying, interviewing, and confirming a placement site that suits their professional career goals. Consider your field placement as an opportunity to expand your experiences. When considering your field placement options, keep in mind your past experiences. Evaluate your field placement goals with the following prompts:

- What experiences have you already had?
- What experiences would you like to have?
- Where do you hope to work after graduation?

Change of Field Placement Site

Changing placement sites can only occur (without forfeiting hours already completed) under the following circumstances:

- (1) The site can no longer provide the student with the experiences required to fulfill field placement expectations outlined in this manual.
- (2) Due to substantial concerns around students' health and safety.
- (3) The student is facing/ has faced discrimination or harassment based on any of the applicable [Prohibited Grounds of Discrimination](#) in the Ontario Human Rights Code.
- (4) The student has experienced sexual violence.

Placement Site Closure

If a site should close or announce its impending closure during a student's placement, the student must contact the Course Director and Experiential Education Coordinator promptly to explore arrangements for a change of placement to ensure that he/she will be able to complete the required minimum hours for the semester. It should be noted that the student would not lose hours acquired at the former placement site.

Request for Transfer – Student

If the student wishes to transfer to another placement site for any reason, other than those listed above, he/she must send a request in writing, with rationale, to the Course Director. The experiential Education Coordinator may further discuss the request with the Site Supervisor, the Course Director, and/or the student. The Dean of Teaching and Learning will make the final decision after consultation with the Field Placement Coordinator.

Request for Transfer - Site-Supervisor

If a site supervisor insists that placement be discontinued due to the student's lack of suitability and poor conduct by the student's performance at the placement, the student will fail the placement.

Conditions for Course Failure

The Course Instructor under any of the following circumstances will assign a failing grade:

- When a student has not completed, or confirmed completion of the minimum required hours per semester in each placement course
- When a student has not submitted placement documents and/or other course assignments.
- If the final evaluation states, the student's poor conduction of work duties and little to no learning objectives were met throughout the course.

Part 4 - Introduction to Field Placement

Students will be expected to contact their Site Supervisor to arrange a meeting. At this meeting, the following items need to be addressed:

Starting Placement Checklist

- Expected work schedule and weekly hours of placement
- Dress code (if applicable)
- Placement Site policies
- Placement Site calendar (e.g., holidays, events)
- Mandate, philosophy, structure, services, and goals for the site
- Provide the Field Placement Manual for Site Supervisor to review (electronically)
- Complete all forms and upload to E-class
- Review Student's "job" description, responsibilities, and role
- Clarify the Student's goals for field placement
- Set a regular time for informal feedback with site supervisor

Area of Concentration/CAP Form

Please ensure you complete the required [Area of Concentration/ CAP Form](#).

ENVS 4001 Learning Agreement

Complete and submit this document by the Introductory Seminar session.

Part 1: The Placement Site Logistics – Student to Complete

Student Information	Site Supervisor Information
Student Name:	Supervisor Name:
Student Number:	Supervisor Position:
<u>Student Contact Information:</u> Email:	<u>Supervisor Contact Information:</u> Email:
Tel:	Tel:

Placement Site Details
Organization:
Address:
Placement Position/Title:
Department:
Responsibilities:
The number of hours per week to be completed in this position:
Dates of Employment (dd/mm/yyyy):
Start Date:
Expected End Date:

Part 2: Student's Job Description - Site Supervisor to Complete

Through this role the student will be able to enhance their personal & professional development in the three key areas list below:

- 1.
- 2.
- 3.

Supervision Details:

A supervisor is a liaison between their team and upper management. They oversee the day-to-day performance of the student. How will the student be supervised and mentored throughout their position?

Evaluation Details:

Student Evaluation is a large portion of students' success in this course. It requires the supervisor to observe and critically examine a student's professional skill development over the course of their placement. How will the supervisor collect, analyze and record students' improvements, effectiveness, and success throughout their position?

Part 3: Learning Objectives - Student to complete with site-supervisor

	Learning Objective	Rationale	Learning Activities
1.			
2.			
3.			
4.			
5.			

Part 4: Student Placement Agreement

I, _____ (student's name) have read and understand the program expectations and responsibilities as articulated in the ENVS 4001 Field Placement Manual.

- To make every effort to conduct myself as a professional in training in the site where I am completing my placement/internship term.
- To adhere to site policies and regulations regarding working hours, office conduct and communication, ethics, dress code, and manners of confidentiality
- To inform my work placement supervisor and the Placement Coordinator of any problems that occur while on-site
- To complete the minimum required number of hours.
- Failure to follow through with the expectations and responsibilities of the field placement may result in removal from field placement.
- I recognize that York University may contact my placement at any time to discuss my performance

Student's Signature:

Date:

Supervisor's Signature:

Date:

Additional Comments from the Student and/or Site Supervisor (optional):

i.e.: Any additional information or considerations the course director should be aware about the duration of this field placement?

Part 5 – Required Documentation

Workplace Safety Agreement

AGREEMENT FOR COURSE-REQUIRED PLACEMENTS

A. To complete the “Agreement”:

Page 1: fill in the date the agreement is supposed to start.

Page 1: fill in the full name of the Learning Site

Page 1 (A): make sure the names of the Course, Program, and Faculty are correct.

Section 9.1: complete the contact information for University and Learning Site (Contact person for the University can be the placement coordinator/supervisor if there is one at the School/Program level; otherwise, the experiential education coordinator can serve as contact).

Last page: fill in the name of York University’s signing authority (Dean of the Faculty).

Last page: ask the Learning Site to fill in the name of its signing authority(ies).

B. To complete the Student Acceptance of Terms for Course-Required Placements and Release, Waiver, and Indemnity Agreement:

- Student to fill in the name and title of the Learning Site.
- Students to read and sign (where required).
- Faculty representative to witness signature and sign (where required).

AGREEMENT FOR COURSE-REQUIRED PLACEMENT

THIS AGREEMENT is effective as of (M/M) _____ (D/D) _____ (Y/Y/Y/Y) _____

BETWEEN:

YORK UNIVERSITY

the “University”)

and

[Insert FULL NAME of Learning Site]

(the “Learning Site”).

A. The University wishes to arrange a Course-Required Placement (“**CRP**”) experience for students in its ENVS 4001 course (the “**Course**”) in its undergraduate BES program (the “**Program**”) in the Faculty of Environmental & Urban Change (the “**Faculty**”);

B. the Learning Site wishes to provide such experience by way of CRP’s for students enrolled in the Program, and

C. the parties wish to set out the terms and conditions of the experiential education placements.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1.0 Definitions - In this Agreement

“**Course**”, “**CRP**”, “**Faculty**”, “**Learning Site**”, “**Program**” and “**University**” have the meanings as set out above.

“**CRP Student**” means a student enrolled in the Program and assigned by the University for a CRP at the Learning Site.

2.0 Obligations of the Learning Site

2.1 Learning Site shall provide the University with certain CRPs for CRP Students.

2.2 For certain CRPs, as the parties may agree, the Learning Site shall appoint one of its staff members to be a supervisor for the CRP Student. The supervisor shall co-ordinate the CRP Student’s placement at the Learning Site in collaboration with the CRP Student.

2.3 The Learning Site, in consultation with the University and the CRP Student, shall determine the times of attendance, the nature and objectives of the CRP experience, and the physical and human resources to be provided at the Learning Site for the CRP.

2.4 The Learning Site shall supervise the CRP Student at all times during the placement and retain overall responsibility for service delivery and safety of all clients or patients at the Learning Site. The Learning Site acknowledges that the CRP Student is inexperienced, may have limited practice skills, and may require supervision.

2.5 The Learning Site shall provide an orientation to the CRP Student that includes the physical facilities and administrative and discipline-specific practices of the Learning Site during negotiations and prior to confirmation of the CRP.

2.6 Before the commencement of and during the CRP, the Learning Site shall provide the University and the CRP Student access to or a copy of all its rules, regulations, policies, and procedures which are applicable to the placement.

2.7 Upon completion of the CRP, the Learning Site shall complete and provide to the University a program evaluation form based upon the Program's learning objectives and requirements as identified by the University.

3.0 Obligations of the University

3.1 The University shall designate a member of the Faculty to act as an advisor and/or clinical course director to the CRP Student.

3.2 The University shall provide the CRP Student with information concerning the requirements of the Learning Site for the CRP.

3.3 The University shall provide the Learning Site with a copy of all evaluation guidelines and required forms, as well as a copy of the goals and objectives of the placement.

4.0 Term and Termination

4.1 The term of this Agreement is for a period of three (3) years, commencing as of the date hereof.

4.2 Either party may terminate this Agreement if the other party is in breach of a material term or condition and such breach is not cured within fourteen (14) days of receipt of written notice of such breach.

4.3 Either party may terminate this Agreement at any time upon giving the other party ninety (90) days' notice in writing.

4.4 Notwithstanding any termination, the Learning Site shall continue to perform its obligations to the extent necessary so that the CRP Student may complete any current experiential placement.

4.5 The Learning Site may, upon written notice to the University, interrupt an experiential placement in the event of an emergency beyond its control, such as an epidemic or the destruction of its facility. If such an event occurs, the Learning Site shall endeavor to permit the CRP Student affected by the interruption to return to complete the experiential placement as soon as possible.

5.0 Indemnification

Each party shall indemnify and hold harmless the other party, its officers, directors or governors, employees, agents, and independent contractors from and against all claims of every kind in respect of any injury, loss, or damage whether resulting from the performance or non-performance of its obligations under this Agreement unless the injury, loss or damage is caused or contributed to by the willful or negligent act or omission of the party, its officers, directors or governors, employees, agents, or independent contractors while acting within the scope of their duties.

6.0 Facilities

The Learning Site:

- (a) shall provide full, unobstructed, and safe access to its premises to the extent necessary for the performance of this Agreement; and
- (b) is liable for its premises, equipment, and services related to the experiential education placement.

7.0 Insurance

7.1 The University shall ensure the CRP Student for general third-party liability during the term of the experiential education placement and provide evidence of such coverage upon request of the Learning Site.

7.2 The Learning Site shall maintain comprehensive general liability insurance for its premises, equipment and services related to the experiential placement.

8.0 Work/Study-Related Accidental Injury/Illness Compensation

8.1 The parties acknowledge that neither the CRP Student nor members of the Faculty are covered by the Learning Site's employee compensation package. The CRP Student will be covered by the University with respect to accidental injury/illness compensation insurance. The University is responsible for accident reporting obligations to the insurer.

9.0 General

9.1 **Notices.** Any demand, notice or other communication to be given in connection with this Agreement is to be given in writing and may be given by personal delivery, registered mail, or transmittal by facsimile addressed to the recipient as follows:

if to the University:	if to the Learning Site:
York University Faculty of Environmental & Urban Change 4700 Keele Street Toronto, ON M3J 1P3 Fax No.: (416) 736-5679	[Name of Learning Site] [Address 1] [Address 2] [City, Province, Postal Code] Fax No.: [Insert Fax Number] Attn: [Insert name and/or title of the person, Email, Phone Number]

or such other address or facsimile number as may be designated by notice by any party to the other. Any demand, notice, or other communication given by personal delivery is conclusively deemed to have been given on the day of actual delivery thereof and, if given by registered mail, on the 5th business day following deposit in a post office box, and if given by facsimile, on the day of transmittal thereof if before 4:00 p.m. on a business day failing which, on the next business day. If the party giving any demand, notice or other communication knows or ought reasonably to know of any difficulties with the postal system which might affect the delivery of mail, any such communication is not to be mailed but given by personal delivery or by facsimile.

9.2 **Relationship Between the Parties.** Neither party is considered in any way as an employee, representative or agent of the other and each party is acting as an independent contractor. Neither party may create any obligation, either express or implied, on behalf of the other, except as expressly authorized by this Agreement.

9.3 **Expenses.** Each party is responsible for its own expenses relating to the performance of its obligations under this Agreement. The Learning Site is not responsible for any expenses that may be incurred by the CRP Student or the University, including but not limited to travel costs (such as transit tickets/pass, mileage, parking).

9.4 **Compliance with Privacy Legislation.** The Learning Site acknowledges that the University is committed to the protection of privacy and the personal information of its students and that the University must comply with the Freedom of Information and Protection of Privacy Act (“FIPPA”). The Learning Site hereby agrees to comply with applicable privacy legislation enacted from time to time and to assist the University in complying with FIPPA.

9.5 Public Announcement. Neither party shall announce the execution of this Agreement or the provisions of this Agreement to the public unless and until such announcement and the manner and time of the announcement are approved by both parties.

9.6 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes all prior understandings and agreements between the parties hereto with respect thereto. There are no representations, warranties, terms, conditions, undertakings, or collateral agreements, express, implied or statutory, between the parties other than as expressly set forth in this Agreement.

9.7 Amendments & Waivers. No amendment to this Agreement is valid or binding unless it is in writing and signed by both parties hereto. No waiver of any breach of any provision of this Agreement is effective or binding unless made in writing and signed by the party purporting to give the same and, unless otherwise provided in the written waiver, is limited to the specific breach waived.

9.8 Meaning of Terms. Unless there is something in the subject matter or context inconsistent therewith: words in the singular number include the plural and such words are to be construed as if the plural had been used and vice versa and words importing the use of any gender include all genders.

9.9 Time. Time is of the essence of this Agreement and no extension or waiver amends this provision.

9.10 No Assignment. Neither party may assign this Agreement without the prior consent of the other party.

9.11 Counterparts. This Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original but all of which taken together constitute one and the same instrument.

9.12 Further Assurances. Each party shall from time to time execute and deliver all such further documents and do all acts and things as the other party may reasonably require to carry out effectively or better evidence or perfect the full intent and meaning of this Agreement.

9.13 Survival. At the expiry or other termination of this Agreement, all the rights and obligations of the parties under this Agreement terminate, save and except for provisions which, by their nature, remain in effect beyond expiry or termination.

9.14 Governing Law. This Agreement is governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein and the parties attorn to the exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.

9.15 Enurement. This Agreement enures to the benefit of and is binding upon the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement.

YORK UNIVERSITY

[LEARNING SITE]

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

STUDENT ACCEPTANCE OF TERMS FOR COURSE-REQUIRED PLACEMENTS and RELEASE, WAIVER and INDEMNITY AGREEMENT

Terms

The Student agrees to

- (a) maintain status as a registered student of the University;
- (b) adhere to the University Student Code of Conduct during the placement;
- (c) maintain the privacy of the clients, residents and/or other persons in all instances and to respect the confidential nature of the information to which she/he is exposed;
- (d) act in accordance with the Learning Site's regulations, rules, policies and procedures including appropriate laws as they apply to the Learning Site;
- (e) obtain all security clearances, immunizations and tests required by the Learning Site before commencing the CRP;
- (f) meet with representative(s) of the Learning Site and the Faculty of Environmental & Urban Change to arrange, before or at the beginning of the CRP, the nature of the learning experience including hours, days, responsibilities, and meeting schedule with the staff supervisor; and
- (g) provide a copy of the Learning Plan, including learning objectives to the Learning Site and the Faculty of Environmental & Urban Change early in the CRP (normally by the 2nd week).

I, _____ (name of CRP student) agree to fulfill the obligations listed above as part of my placement at _____ (the "Learning Site").

Release, Waiver and Indemnity Agreement

I have been advised by York University of the risks, dangers and hazards as well as the need to act in a responsible and reasonable manner at all times. My signature below is given freely in order to indicate my understanding and acceptance of these realities and my assumption of responsibility.

I understand that York University has arranged private accident and injury insurance for my benefit while I am on placement and in consideration thereof, I hereby release York University, its Board of Governors, officers, employees, agents, successors and assigns (the "Released Parties") from any and all losses, liabilities, damages, injuries including death, and any other liability of any kind including negligence, howsoever arising out of or in connection with my participation in the placement, and I hereby waive all claims, demands, lawsuits, costs, and expenses I may incur including legal fees and disbursements.

HAVING READ THIS DOCUMENT CAREFULLY:

I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS RELEASE.

I shall indemnify and hold harmless the Released Parties from any and all losses, liabilities, damages, injuries, claims, demands, lawsuits, costs, expenses including legal fees and disbursements, and any other liability of any kind including negligence, howsoever arising out of or in connection with my participation in the placement.

PLEASE PRINT:

Student Name: _____ **Student Number:** _____

Permanent Address: _____
(street, city, province, postal code)

Permanent Telephone: (_ _) ____ - _____

Student Signature: _____

Witness Signature: _____ **Witness Name:** _____

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for the purpose of administering your participation in community learning placement and related purposes. If you have any **questions about the collection, use and disclosure** of your personal information by York University, please contact The Experiential Education Coordinator in the Faculty of Environmental & Urban Change, Tel: 416. 736.2100 ext. 22615, Email: euc_ee@yorku.ca.

Date Signed: (M/M) _____ (D/D) _____ (Y/Y/Y/Y) _____

Part 6 - Assignment Descriptions

Learning Agreement

Complete and sign the 'learning agreement' form, including your job description, responsibilities, anticipated hours per week, supervision details, supervisor contact information, learning objectives, and evaluations details.

Mid-Semester Self Evaluation

Complete the self-evaluation and reflect on your professional development in your placement thus far. This is an opportunity to provide early formalized feedback to the Course Director on the student's progression to complete the course successfully.

LinkedIn Assignment

Students will develop and maintain an online LinkedIn portfolio following the instructions included in the assignment guidelines. The purpose of the portfolio is to showcase work and growth as studying professionals

Site-Supervisor Evaluation

Site-Supervisor evaluations take place at the end of the semester. The purpose of this evaluation is to provide students with formal feedback on their strengths and areas for improvement. The Course Director will request this final evaluation from the site supervisor. It is expected that the student and Site-Supervisor meet to discuss the evaluation before it is submitted.

This will be sought by the Course Director from your site supervisor (i.e., you do not ask for it, the Course Director does) and it will be considered for your final pass/fail mark. It is expected that the student and Site – supervisor meet to discuss the student's evaluation before it is submitted to the Course Director.

Part 7 - Career Development Resources

EUC Experiential Education Coordinator

EUC aims to provide students with experiences and professional development knowledge which will prepare students to be career-ready for graduation. The EE Coordinator offers the following services and opportunities to help students build the required professional skills to enter the environmental and urban industry:

- > **One-to-One Coaching** For resume & cover letter, job search, interview prep and green career pathways guidance.
- > **Professional Development Workshops** Targeted towards green careers and training students with essential skills needed to be career-ready after graduation.
- > **Networking Events** Panels and speed networking events with alumni and community partners to discover and learn more about career pathways.
- > **Weekly Newsletter** Highlights opportunities to build our students' professional skills and grow their professional networks.
- > **EUC Job Board** A private job board that is available to all EUC Students where environmental and urban change jobs are posted weekly.

For more information contact: euc_ee@yorku.ca

York Career Education and Development Centre:

The Career Education & Development is a team of professionals who work with students to support students in the development of career self-management skills.

- > **Career Lounge** lets you work independently or in groups with support from Career Peer Educators.
- > **Group sessions and workshops** provides a more in-depth experiential support on various topics on career exploration and job search.
- > **1:1 appointments** are available with a Career Counsellor or Career Educator to supplement online, group, and peer support.

For more information visit: [www.https://careers.yorku.ca/](https://careers.yorku.ca/)