

# PLACEMENT PLANNING CHECKLIST

This checklist can be used to guide planning for student placements. Supervisors (i.e. host organization) and Experiential Education (EE) Coordinators (i.e.

## PRIOR TO PRACTICUM – Exploring and Planning

Stages	Action Items & Considerations	Notes
Project Application Stage	<b>1. Identify Appropriate Project / work</b> <ul style="list-style-type: none"> <li>▫ Review project examples &amp; consult with EE Coordinator</li> <li>▫ Identify elements of the project/work that can be completed remotely and those that are to be completed on site</li> <li>▫ <b>Recommended:</b> complete the Project &amp; Placement Overview Form</li> </ul>	
	<b>2. Determine Project Scope</b> <ul style="list-style-type: none"> <li>▫ Expected hours/duration</li> <li>▫ Timeline/milestones, deliverables</li> </ul>	
	<b>3. Finalize number of students</b> <ul style="list-style-type: none"> <li>▫ One student   More than one student</li> </ul>	
	<b>4. Student Fit</b> <ul style="list-style-type: none"> <li>▫ Identify Required Skills/Knowledge/ experience to support the project/work</li> <li>▫ Screening (e.g. police check, immunization, etc.)</li> </ul>	
	<b>5. Develop a contingency plan in the event the placement needs to transition to a virtual one</b> <ul style="list-style-type: none"> <li>▫ Identify which aspects of the project could be completed remotely</li> <li>▫ Consider: computer specifications, security of connection, internet speed, software, etc.</li> <li>▫ Level of privacy required &amp; confidentiality of information</li> <li>▫ Access to shared files or remote server</li> <li>▫ Specific technology/software (&amp; compatibility among stakeholders)</li> </ul>	

**PRIOR TO PRACTICUM – Getting Ready to Host**

Stages	Action Items & Considerations	Notes
<p align="center"><b>Student Matching Stage &amp; Preparatory Stage</b></p>	<p><b>1. Interview Format</b></p> <ul style="list-style-type: none"> <li>▫ Determine if you will conduct student interviews prior to offering a placement and what the format look like (panel/one to one)</li> <li>▫ Determine if students will be required to complete an activity, submit a writing sample, etc.</li> </ul>	
	<p><b>2. Plan for and support different types of Engagement</b></p> <ul style="list-style-type: none"> <li>▫ Prior to placement, identify creative ways students can engage &amp; define work expectations</li> <li>▫ Identify specific deliverables you are looking to receive</li> <li>▫ Identify resources and staff members that can support and/or guide students as needed</li> <li>▫ Tools to support communication, collaboration &amp; team building Ex: Microsoft Teams   Google Docs   Zoom  </li> </ul>	
	<p><b>3. General Supervision Considerations</b></p> <ul style="list-style-type: none"> <li>▫ Allocate supervision tasks and consider sharing supervision responsibilities among different staff members to lighten load and build capacity:                             <ul style="list-style-type: none"> <li>▫ <b>Supervisor:</b> oversight of student’s learning &amp; performance; evaluation</li> <li>▫ <b>Project Lead:</b> oversees a specific project/aspect of the work</li> <li>▫ <b>Mentor:</b> offers guidance &amp; helps student feel welcome</li> <li>▫ <b>Go-To:</b> addresses general questions about workplace</li> </ul> </li> </ul>	

## PLACEMENT LAUNCH – Hosting Begins

Stages	Action Items & Considerations	Notes
<b>Placement Launch Stage</b>	<p><b>1. Communicate Training and Onboarding Processes &amp; expectations</b></p> <ul style="list-style-type: none"> <li>▫ Format of training (e.g. modularized, synchronous)</li> <li>▫ Duration (time commitment, inclusion in placement hours)</li> <li>▫ Risk management &amp; security processes</li> <li>▫ Privacy &amp; Confidentiality processes</li> </ul> <p><i>*Review Tip Sheets on virtual <a href="#">onboarding/training</a>, <a href="#">supervision</a>.</i></p>	
	<p><b>2. Welcome student in the organization</b></p> <ul style="list-style-type: none"> <li>▫ Notify relevant parties (staff, volunteers, clients) of the student’s start date and role in the organization</li> <li>▫ Introduce student to relevant parties internal and external to the organization</li> <li>▫ Provide a tour of the facilities</li> </ul>	
	<p><b>3. General Supervision Considerations</b></p> <ul style="list-style-type: none"> <li>▫ Share applicable guidelines, policies and expectations related to behaviour, communication, workload &amp; other relevant information for a successful placement</li> <li>▫ Communication expectations around supervision and check-in (e.g. daily, scheduled, etc.)</li> <li>▫ Offer students a system for managing and tracking progress and work; consider incorporating the <i>Student Learning Plan</i> into the tracking system to ensure alignment with learning outcomes</li> <li>▫ Communicate availability of support and assigned mentors/supervisors</li> <li>▫ Inform student of preferred communication (e.g. e-mail, WhatsApp)</li> <li>▫ Communicate any expectations for working remotely</li> </ul>	
	<p><b>4. Evaluation</b></p> <ul style="list-style-type: none"> <li>▫ Offer ongoing feedback throughout the placement and more structured feedback during the mid and final evaluation</li> </ul>	