

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. university staff) can collaborate on addressing these considerations to ensure a successful and mutually beneficial placement experience.

PRIOR TO PRACTICUM – Exploring and Planning

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

PRIOR TO PRACTICUM – Getting Ready to Host

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

PLACEMENT LAUNCH – Hosting Begins

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