



FIELD PLACEMENT GUIDE



MA in Criminology and Social Justice

Ryerson University

2019

CONTENTS

MRP OR FIELD PLACEMENT?	2
DESCRIPTION OF A FIELD PLACEMENT	3
• Paid and Unpaid Placements	
REQUIREMENTS FOR PASSING THE COURSE	4
PARTICIPATION IN SEMINARS	4
ENVIRONMENTAL HEALTH AND SAFETY	5
• e-EHS module	
• On-site Safety	
• Off-site Visits	
• Self-Care	
PLACEMENT PREPARATION	6
• Proposal	
• Agreement	
• Vulnerable Sector Screening	
• Placement Documents Required	
• Immunization	
COMPLETION OF PLACEMENT HOURS	9
• Types of Placements	
• Special Considerations	
• Multiple Placements	
• Placement Responsibilities	
• Upon Completion	
PLACEMENT REPORT	11
POST-PLACEMENT PRESENTATION	12
PLACEMENTS ABROAD	13
<i>ANNEX 1: HEALTH AND SAFETY REPORTING PROCEDURE</i>	14
<i>ANNEX 2: VULNERABLE SECTOR SCREENING POLICY AND PROCEDURE</i>	16

MRP OR FIELD PLACEMENT?

As part of the degree requirements for an Master of Arts in Criminology and Social Justice (CSJ), the program offers alternative streams for in-depth learning — the Major Research Paper (MRP) and the Field Placement.

MAJOR RESEARCH PAPER (MRP)

A Major Research Paper is designed to investigate primary sources of information, show an understanding of the existing literature on the topic, and demonstrate an independent conclusion. An MRP does not have to showcase original ideas, but it should contribute to academic knowledge and must indicate extensive research and independent analysis. The MRP may be an argumentative research paper with the student’s stance on a debatable topic identified in the thesis statement, or it may be an analytical research paper with a research question that fuels exploration and evaluation of the topic.

RECOMMENDED FOR

Students who plan to continue their graduate studies at the doctoral level or pursue a law degree are encouraged to write an MRP. A research paper will allow students to submit a scholarly writing sample with their applications.

ADVANTAGES OF WRITING AN MRP

Writing an MRP offers opportunities to:

- contribute to existing knowledge that may be used by other researchers, professionals, policy makers.
- have a publication on record to include on a resume.
- be cited in other research studies.
- submit the MRP for graduate and professional conferences or journals.
- learn to publicly advocate for and defend the findings of the research.
- write grant and conference proposals, and obtain ethics approval.

REQUIREMENTS

Students will need to pass an elective course in the area of qualitative, quantitative, or mixed research methodology in the Winter term. Students will need to work with an MRP supervisor, usually a faculty member, to complete the MRP as well as defend it before the end of the Spring/Summer term.

FIELD PLACEMENT

A field placement is a supervised 120-hour internship in an organization that provides services related to the mandate of the program. The organization may be a social service agency, Government agency or law firm, prison, or other type of agency. Field placements are designed to help students build bridges between academic knowledge, theoretical discussions, and actual work situations. They give students an opportunity to learn through experience. Typically, placements will involve 120-hours of full-time placement. To accommodate part-time students’ work responsibilities, the required hours may be completed with flexible scheduling.

RECOMMENDED FOR

Students who would like frontline or “hands on” experience working with diverse groups of people, and an opportunity to see how the theories learned in the classroom are integrated into the practical world would benefit from doing a field placement.

ADVANTAGES OF DOING A FIELD PLACEMENT

Doing a Field Placement offers opportunities to:

- get practical experience.
- improve professional knowledge and skills.
- learn about organizational culture and governance.
- develop interpersonal skills while working with diverse populations.
- interact with professionals who can offer advice and guidance.
- network within the sector and build contacts.

REQUIREMENTS

Students will need to fulfill the requirements, which will include attending seminars, completing an online Environmental Health and Safety Awareness module, writing a report, and presenting about the placement experience. Students will need to complete 120-hours field placement at an approved host by the end of the Spring/Summer term.

DESCRIPTION OF A FIELD PLACEMENT

Typically, for full-time students a Field Placement will involve 120-hours of full-time equivalent placement with an appropriate organization during the school year (September – July). For part-time students, scheduling will incorporate flexibility to ensure equivalent hours to accommodate their work responsibilities. All placements must be completed by the end of the Spring/Summer term in order to graduate in the Fall.

The Field Placement may be paid or unpaid.

PAID PLACEMENTS	UNPAID PLACEMENTS
<p>Students receive salary or wages for doing their placements tasks.</p> <ul style="list-style-type: none"> • In a paid placement you will likely have a job description. • Insurance is covered by the host agency. • Students must adhere to the workplace policies regarding gifts. 	<p>Students do not receive salary or wages for doing their placement tasks. <i>(Placements are still considered unpaid if students receive one or more of the following types of payments: social assistance benefits, training allowance, honorarium, reimbursement of expenses and stipend paid to the trainee).</i></p> <ul style="list-style-type: none"> • In an unpaid placement you will have more leeway to negotiate the type of responsibilities you want. • Unpaid placements are covered by WSIB. Forms must be completed prior to starting placement. • Students must not solicit or accept gifts, cash or favours from service users at their placement. • Students must adhere to the workplace policies regarding gifts.

Through the field placement, students apply and test their classroom learning in applied settings such as:

- Community organizations and centres
- Government services and ministries
- Immigrant-serving organizations (ISO)
- Universities
- Law offices and legal aid networks

Please note that CSJ students are not be eligible for placements at some government agencies such as Canadian Border Services Agency (CBSA), Canadian Security Intelligence Service (CSIS), Royal Canadian Mounted Police (RCMP) for a number of reasons:

- Generally, these agencies require fulltime work for 4 – 16 months.
- Students are required to return to full-time studies in the next academic term.
- Application process may start in the previous year before the student enrolls.

The student may apply on their own initiative for the Federal Student Work Experience Program.

The field placement opportunity prepares students for looking for a job. However, its purpose is not to look for an experience that will end in a job offer.

REQUIREMENTS FOR PASSING THE COURSE

In order to successfully complete the course and receive a “Pass” grade the student must:

1. Participate in at least 4 of the 6 scheduled seminars in the Fall and Winter terms.
2. Complete an e-module on Environmental Health and Safety
3. Complete the required 120 hours.
4. Submit a placement report.
5. Present at a post-placement seminar to share their learning with students and faculty.

PARTICIPATION IN SEMINARS

The seminars prepare the students to translate academic concepts and research evidence into practice. Students must attend at least four out of the following six seminars to be eligible for a Pass grade.

1. Orientation to the Field Placement

Students will learn about:

- the highlights and challenges of completing the Field Placement versus writing a Major Research paper
- the five requirements for receiving a Pass grade
- different types of placements

2. Community Resources Mapping

Students will learn about:

- some placement organizations and agencies
- placement search strategies
- the process of securing an approved placement

3. Resume Writing and Interview Skills

Students will learn about:

- constructing a professional resume that clearly outlines student’s unique skills and qualifications
- writing a concise cover letter and a professional thank you letter
- the dynamics of interviewing for a placement

4. Anti-Discrimination and Anti-Harassment Policies

Students will learn about:

- inclusive and anti-oppressive practice
- the types of discrimination and harassment in the workplace and strategies to address them
- Ryerson University students' rights and how they apply during the placement

5. Working with Vulnerable Populations

Students will learn about:

- confidentiality and informed consent
- ethical code of conduct
- Duty to Report and Duty to Warn

6. Skills for a Successful Placement

Students will learn about:

- self-reflection
- self-care
- leadership and teamwork

Note: Other seminars with guest speakers from the sector may be scheduled from time to time. Attendance at these seminars will be voluntary.

ENVIRONMENTAL HEALTH AND SAFETY

EHS Awareness eLearning Module

This e-training will prepare interns to be safe and informed in the workplace. This training was created in compliance with Ontario Ministry of Labour (MOL) Regulation 297/13. EHS training incorporates all of the content required by the MOL legislation with Ryerson-specific examples, including:

- the role of the Occupational Health and Safety Act (OHSA) and internal responsibility system;
- the duties and rights of workers, supervisors, Ryerson and the Joint Health and Safety Committee (JHSC);
- how to obtain more information about health and safety.

Organized into five modules, this online training will take 60 to 90 minutes to complete. If students are not able to complete the training in one sitting, the system will pause and the student can resume after the next log in.

After completing the online course, students are required to submit a copy of the Certificate of Completion to the Field Placement Co-ordinator via email.

Please note that this course is not a replacement for the placement employer's mandatory, site-specific training.

On-site Safety

Agencies are required by law to ensure the health, safety and welfare of their employees, service users, volunteers, and placement students whilst they are at their agency. They must provide a safe and healthy environment for placements. This includes toilets, drinking water, and appropriate lighting and temperature.

Although there are no legal prohibitions on expecting students to work alone or lift heavy material, if students have an issue with health and safety provisions at the placement site, they should discuss the matter with their Placement Supervisor and inform the Field Placement Co-ordinator.

Off-site Visits

At times, students may be required to go for off-site meetings or community outreach programs. Placement agencies are responsible for assuring students' safety. However, as is the case at all times, students should apply common sense precautionary measures, be alert, and trust their instincts when they are in unfamiliar situations.

Students are not permitted to transport service users in their personal vehicles.

Self-Care

Some placements, specifically those where students work with vulnerable populations, may cause work-related stress or may trigger emotional responses. Self-care practices like meditation, yoga, running, or tai chi are useful, or students may approach trained professionals for free and confidential counselling.

Centre for Student Development and Counselling

JOR-07C, Lower Ground Floor, Jorgenson Hall

Phone: 416-979-5195

Email: csdc@ryerson.ca

Reporting Incidents

Incidents or injuries of serious nature are extremely rare in the field. In the rare event that there is an incident involving personal threat or harassment, discrimination, the risk of physical or emotional harm, or items stolen from the student while at his/her field placement, the student should contact the Field Placement Co-ordinator in a timely manner.

For details about reporting accidents or injuries, please refer to Annex 1, Health and Safety Reporting Procedure.

Depending on the nature of the issue, they may also report the matter to the Discrimination and Harassment Prevention Services.

Discrimination and Harassment Prevention Services

POD 254A

Phone: (416) 979-5349

Office hours: Monday-Friday: 9:00 a.m. to 5:00 p.m.

PLACEMENT PREPARATION

Step 1: Identify Possible Placement

Student will research potential placements and submit a proposal to the Field Placement Co-ordinator, including:

- host agency description
- relevance to the CSJ program
- complete contact information of the signing authority

The Proposal Form is available on D2L.

Tips

- Print your application (letter of interest + resume) to proofread and review layout. Do not rely on spell check.
- Save your resume as a PDF document.
- Do not name the saved file as "resume 2018." If you save it as "Full Name Resume 2018 – Ryerson University Student Placement" it will make it easier for people to find your resume.
- Double-check to make sure you have attached the resume to the email before sending.
- Contact Ryerson University Career Centre for support.

To initiate contact with an agency to find a possible placement, the student may submit a letter of interest and resume as well as the document for potential host agencies giving a background of the course. The letter for host agencies is available on D2L.

Students may also consult list of agencies where previous students have completed their placements to identify potential placements.

From time to time, the Field Placement Co-ordinator will also circulate opportunities for placements for which a Proposal is not required.

In the event that the placement requires the student to work with vulnerable populations defined as

persons who, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others, or, deemed by the University, to be at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them

additional steps in the process will be required.

- a) An Agreement between host agency and Ryerson University will need to be signed. This will be facilitated by the Field Placement Co-ordinator using the contact information in the Proposal. The process of creating and signing an Agreement between RU and the host agency may take up to 6 weeks.
- b) Students will be required to submit results of a valid Vulnerable Sector Screening (VSS) from their local police force.
 - The process of applying and funding the cost of the VSS will be the responsibility of the student.
 - VSS Volunteer applications generally cost between \$20.00 and \$70. Some agencies may pay for or reimburse the amount.

For further information about how to process a VSS, see Annex 2; information is also available on the CSJ website.

Checklist

DOCUMENTS	PAID PLACEMENTS	UNPAID PLACEMENTS
Placement Proposal	Required (Unless placement is circulated by the program)	Required (Unless placement is circulated by the program)
	<i>Proposal Form available on D2L</i>	
Voluntary Sector Screening	Only if the host requires it.	Only if the host requires it.
	<i>VSS Policy and Procedure available on D2L</i>	
Agreement with RU	Not required	Required if Student Will Be Working With Vulnerable Populations

Immunization

If the student will be working with children, youth, or seniors, immunization may be an agency requirement.

- Tetanus/Diphtheria/Pertussis
- Measles/Mumps/Rubella
- TB Skin Test
- Seasonal Flu Shot

This process may take 8-12 weeks to complete and may have a cost attached.

Host agencies have the right to refuse students who have not met their immunization standards.

Step 2: Submit Pre-Placement Documents

Once the placement has been confirmed by the host agency and Ryerson University, the student will need to download forms from D2L and process the paperwork. The completed documents should be scanned and submitted via email to the Field Placement Co-ordinator before the placement begins.

1. Confidentiality Agreement (required)

Students are required to sign a Confidentiality Agreement to protect the confidentiality of all information obtained in the course of their placement, within limitations of the law. Three (3) signed copies will need to be submitted: one copy to the placement agency, one copy for the student’s own record, and one copy for the Co-ordinator’s records.

Students may also be required to sign similar agency documents.

2. Work Plan (required)

To maximize the learning experience for students and to ensure that the placement agencies' requirements for services are met, students and Placement Supervisors should negotiate and fill out a Work Plan. The work detailed in the Plan should conform to course requirements at the graduate level.

The Work Plan should include:

- The name of organization
- The name and designation of supervisor and contact information
- Placement dates or approximate time period, and whether it is a full-time, a part-time or flexi-time placement
- The tasks/responsibilities that the student will be involved in as part of the placement

Some agencies do not operate on a 9 - 5 schedule, therefore, the hours students are expected to work may vary. The schedule should be determined between the student and the Placement Supervisor while discussing the Work Plan.

3. Insurance Coverage Letters of Understanding (required)

The Ministry of Advance Education and Skills Development (MAESD) provides Workplace Safety and Insurance Board (WSIB) coverage for Ontario Postsecondary students who must complete an unpaid work placement as a requirement of their publicly supported postsecondary education program.

Students on unpaid placements have to submit signed copies of the Letter/Declaration of Understanding regarding insurance coverage. There is one letter specifically for Placement Employers (host agencies) and one for the student.

The Ministry coverage is in effect from the start date of the work placement to its end date. The student is covered only when s/he reaches the Placement Employer's premises where s/he is assigned to work. However, coverage does extend to students who, in the course of their placement, go to and from work in transportation provided by the Placement Employer. When the conditions of employment require the student to travel away from the Placement Employer's premises, the student is eligible for ministry coverage. However, the student is not eligible for the ministry coverage when on a personal errand or business. How s/he travels does not factor into the determination of the coverage. WSIB does not cover any injuries outside of the work placement.

4. Worksite Placement Form (if relevant)

Some part-time students may wish to do their field placement at their place of employment. To ensure the field placement is clearly differentiated from her/his work and meets the placement criteria, the student will need to fill out a Worksite Placement Form.

The following criteria must be met to ensure a new field experience for the worksite student.

- The worksite agency must approve and allow the student a new learning experience with sufficient resources that include a different populations and/or project.
- The Placement Supervisor must be different from their regular supervisor.
- The placement hours/days must be defined and separated from the regular working days.
- If possible, the placement locations should be separated from the work location i.e. different department, program or service to new population in order to help define clear boundaries.

Students should ensure that they have a copy of all completed forms for their records before submitting the forms to the Co-ordinator.

For more information, visit the WSIB website <<http://www.wsib.on.ca/en/community/WSIB>>

For details about reporting accidents or injuries, please refer to Annex 1. Health and Safety Reporting Procedure.

If the placement agency has a car/van that students are required to use as part of their placement tasks, the student is responsible for verifying that the agency liability insurance policy covers the student.

In the event of a placement-related injury or illness at a paid placement, please refer to the employer’s accident/emergency procedures. In addition, please report any accidents/incidents to the Field Placement Co-ordinator.

☑ Checklist

DOCUMENTS	PAID PLACEMENTS	UNPAID PLACEMENTS
Work Plan	Required	Required
	<i>Work Plan Form available on D2L</i>	
Confidentiality Agreement	Required	Required
	<i>Confidentiality Agreement available on D2L</i>	
Insurance Coverage	Required 1. Insurance Letter for Student 2. Proof from Host Agency of coverage by WSIB and/or liability insurance	Required 1. Insurance Letter for Student 2. Insurance Letter for Host Agency
	<i>Letters available on D2L</i>	

COMPLETION OF PLACEMENT HOURS

Students are required to complete a minimum of 120 hours of field placement. Typically, for full-time students this will involve approximately 3.5 weeks of full-time placement. Lunch time and breaks are not counted towards the hours. Some host agencies may negotiate for longer placements, but only the first 120 hours will be counted towards the placement requirement. Please note that if the extended hours are beyond the school year, the student will not be covered by Workplace Safety and Insurance Board for any harm or injury.

Students will be required to fill in Time Sheets (available on D2L) and get their Placement Supervisors to sign them.

Students are expected to adhere to agency working hours unless otherwise negotiated with the placement agency and the Field Placement Co-ordinator.

Other Types of Placements

Part-time Placements

Scheduling of placements for part-time students will be flexible to ensure equivalent placement time. Flexible arrangements need to be negotiated with the Field Placement Coordinator.

Worksite Placement

Students who are employed full-time may do their placements at their place of work if the agency/organization and the placement opportunity meet the eligibility criteria. A worksite placement must be different from the student's regular job description. Students wishing to do a worksite placement are required to complete a Worksite Placement Form (available on D2L). Approval of a work-site placement is at the discretion of the Field Placement Co-ordinator.

Special Considerations

Students with special circumstances that may require individual arrangements, such as maternity or medical leave, must inform the Field Placement Coordinator in advance or as soon as the unforeseen circumstance becomes known.

Multiple Placements

By and large, students are not allowed to split the 120 hours between two or more placement agencies. Students who wish to do two or more placements to get wider experience may do so of their own initiative as long as one primary placement of 120 hours is completed as required and both placements are completed before the end of the Spring/Summer term.

Placement Responsibilities

- Make own travel arrangements and cover any additional costs.
- Provide the Placement Supervisor with a current address and telephone number.
- Accept and operate within the policies and procedures of the placement setting including, but not limited to:
 - Appropriate language
 - Breaks
 - Cell phones, iPods or other electronic devices
 - Dress code
 - Food and drinks (including gum or candy)
 - Tobacco products, drugs or alcohol
- Attend orientation and/or training sessions
- Meet all field practice responsibilities as negotiated with the Placement Supervisor in the Work Plan.
- Meet the course requirements regarding minimum number of hours in field placement. Any time missed, regardless of cause, must be made up at the placement setting.
- Notify the Placement Supervisor with as much advance notice as possible if unable to attend the placement. If absent for more than two consecutive field placement days, the student is required to give a letter explaining the cause and supply a medical certificate if required.
- Attend meetings, conferences or seminars on behalf of the agency as requested by the Placement Supervisor
- Complete and submit all reports and other assigned tasks on time as required by the Placement Supervisor.

Agency politics are a complex and sensitive matter and students are strongly discouraged from getting involved in the internal politics of the agency involving friction between staff and management, between two or more staff members, or between the agency and service users, funders, or community.

Students are encouraged, however, to discuss with their Placement Supervisor any incidents of racism, homophobia or other forms of oppression and violations of the Ontario Human Rights Code that they may witness. If they are uncomfortable with discussing the issue with their Placement Supervisor they should discuss the matter with the Field Placement Co-ordinator.

Upon Completion

Students cannot end the placement early without the permission of the Field Placement Co-ordinator regardless of the number of hours accrued or whether approved by the Placement Supervisor.

Placement time cannot be extended beyond the Spring/Summer term without written permission from the Field Placement Co-ordinator.

At the completion of the hours, the Placement Supervisor is required to sign a Letter of Completion (available on D2L).

Checklist

DOCUMENTS	PAID PLACEMENTS	UNPAID PLACEMENTS
Placement Time Sheets (use as many as required)	Required	Required
	<i>Timesheet available on D2L</i>	
Letter of Completion (signed by placement supervisor)	Required	Required
	<i>Letter available on D2L</i>	

PLACEMENT REPORT

After completing 120-hours placement, an electronic copy of the placement report should be submitted via email latest by 15 August. The subject should read “Placement Report – Full Name of Host Agency”.

There is no word limit for the report, but a concise version is preferred.

1. Title page

- a. Name of the organization
- b. Student’s full name

2. Body of the report

- a. Organizational Structure
 - i. A description of the organization
 - ii. A brief history of the organization
 - iii. Organization’s vision statement
 - iv. Description of the client population
 - v. Organizational workforce with flowchart (if relevant)
- b. Task Description
 - i. Supervisor’s name, designation, and complete contact information

- ii. Describe type of placement e.g. paid/unpaid, full-time/part-time
 - iii. Describe tasks and responsibilities
 - iv. Supervision/mentoring style, frequency of meetings
- c. **Highlights and Challenges of the Placements**
 Reflect on what you enjoyed most about the placement and what you found challenging.
- d. **Personal and Professional Learning and Growth**
 Triggers for reflection may include concrete experiences, or more abstract concepts such as one’s assumptions, feelings, ideas or behaviour. It does not need to be a dramatic or life-altering event.

3. Signed Timesheets (available on D2L)

4. Letter of Completion (available on D2L)

5. Annexures (if relevant)

6. References (if required)

The report should be submitted electronically.

Checklist

DOCUMENTS	PAID PLACEMENTS	UNPAID PLACEMENTS
Placement Report (Including Time Sheets and Letter of Completion)	Required	Required
	<i>Outline available on D2L</i>	

PLACEMENT PRESENTATION

Two post-placement symposia will be held in the Spring/Summer term at which students will share their placement experiences with their classmate, faculty and invited external practitioners. They are traditionally held in the July and August.

The order of presentations is determined on a “first sign-up, first present” basis on the day of the presentations.

The presentation should not exceed 10 minutes. It may be a formal presentation using PowerPoint or other electronic media, or it may be an informal “conversation style” presentation.

The following topics should be addressed:

- A brief description of the host agency
- Tasks and responsibilities
- Personal highlights of the placement/ personal challenges
- Personal/professional learning and growth

If a student is unable to attend on the scheduled dates, they may present to the Program Director and Field Placement Co-ordinator on another mutually convenient time.

In special cases, at their discretion, the Program Director and Field Placement Co-ordinator may accept a video of the presentation.

PLACEMENTS ABROAD

If a student wishes to do an international placement, the student is responsible for all financial and logistical obligations related to it. International placements must meet the same course requirements as local or national placements. Students need to take into consideration that the process to internally approve an international placement may take up to four months.

In addition to the program's placement process, the student is responsible for co-ordinating with Ryerson International for risk assessment and orientation.

*Ryerson International
1 Dundas Street West
11th Floor
Toronto, Ontario
M5G 1Z3*

*Tel: (416) 979-5026
Fax: (416) 979-5352
E-mail: rihelp@ryerson.ca*

ANNEX 1: HEALTH AND SAFETY REPORTING PROCEDURE

In the event of an accident or injury during your placement, please follow the instructions listed below.

UNPAID PLACEMENT INFORMATION

The following information is outlined in the Workers' Compensation/Private Insurance Coverage for Learners on Unpaid Training Placement document. To view the entire document, please utilize the link that has been created to this web address.

“Effective July 1, 1993, all students (learners) in unpaid training placements who are placed in agencies registered with the Workplace Safety and Insurance Board (WSIB) are covered by the Workers' Compensation Act.

Private insurance coverage through ACE INA Insurance is provided for students on unpaid training placements placed with employers not participating in Workers' Compensation. This policy will also apply to students from the University who are placed for work experience with employers outside the province both inside and outside Canada.

This means that in the event of a placement-related injury or illness, students are eligible for benefits from WSIB or equivalent benefits through the private insurance carrier. Some of these benefits might include: health care costs, rehabilitation costs, and in some cases, compensation for lost earnings or future lost earnings. The total cost of the WSIB/private insurance coverage is paid by the Ministry of Training, Colleges and Universities. Student injury or illness will not affect the WSIB assessment rating of placement agencies or the University.

Ryerson must ensure that students are provided with appropriate safety training and orientation to policies and procedures regarding personal safety and security by the placement agency. For more information, visit the WSIB website.

WSIB CLAIMING PROCEDURES

In the event of a placement-related injury or illness the following procedures will be followed.

1. Student's Role

- Reports the injury to his/her immediate supervisor at the placement
- Seeks appropriate first-aid or medical attention
- If the injury only required first-aid, the incident should be reported to the Faculty Placement Coordinator at Ryerson

2. Work Placement Supervisor's Role

- Ensures that student receives the appropriate medical attention
- The supervisor will complete a WSIB Employers' Report of Injury/Disease (Form 7) available at: <http://www.ryerson.ca/hr/working/docs/d-employer-0007A.pdf>

1. health care by a medical practitioner for which there is a fee for service (i.e. physician, chiropractor, dentist, hospital etc.) . if the accident has resulted in injury to the student that requires:
2. lost time from work beyond the date of the accident,
3. exposure to communicable disease.

The employer information provided in section B on the Form 7 is that of the Ministry of Training, Colleges and Universities, 900 Bay St., 7th Floor, Mowat Block, Toronto, ON M7A 1L2, Firm #825010.

- Completes the Letter of Authorization to Represent Placement Employer (sample found at the end of this document)
- When completed both of these documents will be forwarded to the
- Faculty Placement Coordinator.

PRIVATE INSURANCE CLAIMING PROCEDURES

ACE INA Insurance will provide the private insurance policy for training participants on unpaid work placements with employers who do not participate in Workers' Compensation. This policy also applies to students who are placed for work experience with employers outside the province, or country.

In the event of a placement-related injury or illness the following procedures will be followed.

1. Student's Role

- Reports the injury to his/her immediate work placement supervisor.
- Seeks appropriate first-aid or medical attention.
- If the injury only required first-aid, the incident should be reported to the faculty placement coordinator at Ryerson.

2. Work Placement Supervisor's Role

- Ensures that student receives the appropriate medical attention.
- The supervisor will complete a ACE INA Accident Report – Statement of Work Placement Employer and

Training Agency if the accident has resulted in injury to the student that requires:

1. Health care by a medical practitioner for which there is a fee for service (i.e. Physician, chiropractor, dentist, hospital etc.)
 2. Time lost from work within 31 days of the accident
 3. Exposure to communicable disease.
- If the claim must be submitted for medical, dental, vision care or weekly disability benefits the Faculty

Placement Coordinator will assist the training participant with the completion of the ACE INA Personal Information Authorization and Benefits Form.

- Completed documents must then be forwarded to the Faculty Field Placement Coordinator.

IF THE PLACEMENT IS PAID

In the event of a placement-related injury or illness, please refer to the employer's accident/emergency procedures.

**In addition, please report any accidents/incidents to the placement coordinator at Ryerson.

ANNEX 2: VULNERABLE SECTOR SCREENING POLICY AND PROCEDURE

Some agencies may require the student to have a valid Vulnerable Sector Screening as part of their requirement for hosting a student. A current VSS must be shown before a student can commence a placement.

DEFINITIONS

Vulnerable persons refers to persons who, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others, or, deemed by the University, to be at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them. This includes but is not limited to children, youth, seniors, incarcerated persons, persons with addictions and mental health issues within the criminology and social justice sectors.

A **Vulnerable Sector Screening** (VSS) consists of a check by the Toronto Police Service, or the police centre that has jurisdiction over the area where the student resides. The check includes disclosure of:

- criminal record (adult);
- criminal record (young offenders);
- records of “not guilty by reason of mental incompetence”;
- pending charges and previous or ongoing investigations under federal and provincial statutes;
- pending charges under the Child and Family Services Act;
- convictions for provincial offences;
- probation orders;
- prohibition and other judicial orders which are in effect;
- records of conviction for offences under the Child and Family Services Act;
- records of contact with Police Services under the Mental Health Act.

Criminal Code convictions will not be reported as part of the criminal reference check if a pardon has been granted.

Summary information details any type of police contact for which the individual has not been charged or convicted.

Presence of a criminal record does not automatically disqualify a student from doing a placement, but certain restrictions may apply.

POLICY

- A VSS should be from the police in the jurisdiction of the student’s residence.
- A VSS is considered valid for one year from date of issue. Where it will expire during the placement, students must recertify with a submission deadline of two weeks prior to the expiry date.
- Students are required to bring the VSS to the Program’s office in person.
- Students are required to submit a VSS by the deadline issued by the host agency.
- Students should retain an original copy of the valid VSS during the placement to be available if requested.
- Students who fail to provide a valid VSS by the submission deadline will not be permitted to start the placement until appropriate documentation is provided.

Cost

The cost of the VSS will be the responsibility of the student. Students should get a letter from the Graduate Program Administrator to avail student discounts.

Confidentiality of Information

Personal information cannot be collected, used or disclosed without the prior written consent of the student in question.

The Toronto Police Service, or other police centre, will only release information regarding their own criminal record and/or summary information to the student.

Information about offences under the *Young Offenders Act* will not be retained.

PROCEDURE

These procedures conform to the requirements of the Toronto Police Service. Where the procedures of the police centre that has jurisdiction over the area in which a student resides conflict with the procedures of the Toronto Police Service, the procedures of the relevant police centre will apply.

It is a requirement of the procedure established by the Toronto Police Service that up to three employees be designated as contact persons, to ensure consistent and accurate exchange of information and documentation.

The contacts for the MA in Criminology and Social Justice Program are:

- Mary Beth Halferty Kraay, Graduate Program Administrator
 - Dr. Idil Atak, Graduate Program Director
 - Dr. Tammy Landau, Chair, Department of Criminology
- Students requiring a criminal reference check are responsible for personally meeting this obligation prior to commencing their placement.
 - **For students who reside in Toronto**, the Graduate Program Administrator will:
 1. provide the student with a *Consent to Disclosure of Personal Information* form;
 2. inform the student about the VSS, including the type of information that will be disclosed (see Definitions);
 3. inform the student that the presence of a criminal record does not automatically disqualify them from the placement stream;
 4. request two pieces of identification to verify the identity of the student, including one piece of photo identification.
 - Students who do not reside in Toronto will have to follow the procedures established by the police centre that has jurisdiction in their area of residence. This may include personally attending the police centre, getting any required forms signed by Program staff, and disclosing the results of the VSS to Ryerson. Students should visit the relevant website for information.
 - Students are required to present their original VSS certificate to the designated persons in the Program for verification purposes; however documents will not be retained by the Program.
 - The student must be prepared to show their original VSS to the placement host if requested.
 - Any student who refuses to comply with the requirement for a VSS will be deemed to have withdrawn from the placement stream of the Master of Arts in Criminology and Social Justice Program.

INFORMATION ABOUT POLICE SERVICES APPLICATION FEES AND REQUIREMENTS

The information below is for general reference only. It is the student's responsibility to visit the specific Regional Police Service website for current and detailed information about the VSS process.

- Cost for the VSS vary across jurisdictions. Many jurisdictions require a letter from the Program to avail the student rate. Students may get the letter from the Graduate Program Administrator.
- Some jurisdictions, e.g. Toronto Police Services, do not accept cash, personal cheque or credit card and require certified cheques, money orders, or business cheques.
- Some jurisdictions, e.g. Niagara Police Service, require you to apply in person.
- Some jurisdictions e.g. South Simcoe Police, require their application form to be signed and witnessed by Program staff.
- Processing times may take up to 12 weeks depending on the jurisdiction.
- The MA in Criminology and Social Justice Program does not accept a VSS issued by any third party or private agency.

Fingerprints

- A student may have a "clear" police check record, but regional police service may still notify them via mail to submit their fingerprints. This implies that the gender and date of birth is a match to an individual with an existing criminal or pardoned sex offender record.
- In case of a "not clear" police record, the police jurisdiction will not release any result until the student has submitted fingerprints authorized by RCMP. The police jurisdiction will stop processing the original application form and advise the student to get the fingerprint done from an RCMP Accredited fingerprint company. This entire process may take 18 weeks and require additional fees. The delay caused may jeopardize the ability of the student to graduate.