Student Placement Application Form

BIOM 4450Y/4451H

Students must complete this mandatory form before they are registered in BIOM 4450Y/4451H.

To confirm enrolment, you will need to submit the following:

1) This fillable agreement form, completed and signed
2) Copy of most recent official or unofficial transcript(s)
3) A copy of your resume

Submit the completed form to the Placement Coordinator at jkerswill@trentu.ca by April 15 of the academic year before enrollment in the course.

A. Personal Information

Full Name:

Student number:

Telephone (Summer):

Email address:

B. Placement(s) Interests

1.

2.

C. Course Requirements

Prerequisites: A minimum cumulative average of 75% and 14.0 university credits including BIOL 3040H, BIOL 3080H, one of BIOL 3830 or 3840H, and an additional 0.5 BIOL credit at the 3000 level or beyond.

I have completed a minimum of 14.0 Credits:

My Cumulative GPA is

D. Course Agreement:

In recognition of my responsibility to successfully complete this field placement, I agree to observe the following:

1. I will report to my placement on time, and will work the hours specified by the host.

2. I will adhere to standards of professional conduct required while at my placement, which includes:

   - Professional dress code (no jeans, no yoga/workout clothes, no spaghetti-strap tops, no flip-flops, etc. unless otherwise indicated by the Employer.)
   - NO personal telephone calls UNLESS IT IS AN EMERGENCY
   - NO text messaging
   - NO personal social media additions (from workplace) or updates on company time or on company equipment or online comments about workplace
   - NO personal Internet or email use at host employer
   - Appropriate greeting message on personal telephone (i.e. number given to host employer)
   - Trent University email address only (when required unless company provides you with an email address)
   - Proper etiquette as appropriate for other social media – same rules as above

3. If I must be absent due to illness/injury, I will telephone (not text message or email) the host employer.

4. I will phone within one-half hour BEFORE my normal starting time, and will call in every day, if my necessary absence requires me to be away more than one day.

5. If I sustain any injury on the job, I will immediately notify my employer or supervisor and I will contact the Health and Safety Office at 705-748-1460 or by email to humanresources@trentu.ca.

6. If I encounter any problems on the job, I will try to resolve them with my immediate supervisor and/or I will contact the Biomedical Coordinator at the university.

7. I will schedule any personal appointments outside of placement hours. If this is not possible, I will discuss it with the placement host and arrange to make up the lost time.

8. I will conform to all of the placement host's policies, procedures, and safety regulations.

9. I accept that my placement hours must be worked outside of the normal classroom hours. I cannot miss a class for a placement activity, unless approved by the Biomedical Coordinator and class instructor at least 24 hours in advance of the class.

10. I accept that my placement is a total of 144 hours, with one supervisor/employer.

11. Students are required to find their own placement (with guidance and approval from the Placement Officer and the Biomedical Coordinator) by September 20. After this date, they will be placed with a host identified by the Placement Officer.

12. **Should students not complete or receive a pass in BIOM 4450Y/BIOM 4451H, they will no longer receive a degree in Biomedical Science however will receive a Bachelor of Science in Biology degree and may qualify for a Specialization in Health Sciences.**

Student Name: _____

Student Number: _____

Trent University Email Address: _____

I have read and I understand the requirements of this Field Placement Agreement. I agree that I will abide by all the above terms and conditions and understand that in the event I do not do so, I will receive a grade of "FL" (fail) for this course.

I agree to the terms and conditions of the field placement:

_____

Signature

_____

Date