



ST. CLAIR

COLLEGE

ACKNOWLEDGEMENT OF STUDENT SELECTION PROCESS FOR PLACEMENT

Students are informed in published materials before entering the program that they cannot be guaranteed a clinical placement in Windsor or Chatham and should be prepared to pay for possible accommodations out-of-town. This policy is restated at orientation at the beginning of year 1 and again at the beginning of year 2, along with details of the selection procedure. Students will be asked to sign a written copy of this form to be kept on file in case of dispute.

A committee of clinical site representatives selects students for internship/placement under the following guidelines:

1. Students complete “Placement Selection Profile” (Appendix) and submit to Program Coordinator and/or Placement Coordinator. The profile will include student name, home address, phone number, first and second choice of placement site with rationale, and any special considerations or accommodations, along with appropriate documentation related to those considerations.
2. The selection committee will determine optimum use of placement sites and a balanced distribution of available students based on the placement selection profile.
3. A final list of student placements will be provided to the students and are not subject to change.

Committee members will make every effort to accommodate student preferences and special considerations while at the same time, providing a balance of students throughout the available sites. The decision of the committee will be final; i.e. once selections are made, no trades or moves will be allowed unless unforeseen (or extenuating) circumstances prevent a site from meeting its commitment.

Student Name (Please Print)

Student Signature

Date



ST. CLAIR

COLLEGE

APPENDIX (SAMPLE PLACEMENT SELECTION PROFILE)

_____ PROGRAM

TIMEFRAME: _____

STUDENT NAME/ID#: _____ DATE OF COMPLETION: _____

Preference for clinical placement: HOMETOWN	PREFERENCE TO OTHER LOCATION	NO PREFERENCE
--	---------------------------------	---------------

Please select three of the clinical sites below for which you have a preference and in the space provided, state reason(s) for your choice:

WORKPLACE SITE (PROGRAM SPECIFIC)	RANKING	REASONING

Special Considerations: Please give any other factors which you feel should be taken into consideration by the selection committee.