

Student Placement Agreement Checklist

The following items should be completed in advance of students being placed at a site:

	Checklist Item	✓
1.	<p>The agreement adheres fully to the University’s student placement agreement template (with minor customizations as set out in Appendix 5).</p> <p style="text-align: center;"><u>OR</u></p> <p>The appropriate representative from the program, Department or Faculty has reviewed the agreement in accordance with the guidelines and first principles set out in this SOP document.</p>	
2.	<p>If the form of the agreement does not adhere fully to the student placement agreement template, it has been submitted for review to the office of the Vice-Provost, Students and First-Entry Divisions – or for the seven health sciences Faculties – to the office of the Assistant Vice-Provost.</p>	
3.	<p>Any changes to the agreement required upon being submitted to the Vice-Provost, Students and First-Entry Divisions – or for the seven health sciences Faculties – to the office of the Assistant Vice-Provost have been made.</p>	
4.	<p>The appropriate names for signing authority for the University have been added to the agreement (as set out in Appendix 5).</p>	
5.	<p>The agreement has been signed by the site in advance of being signed by the University.</p>	
6.	<p>The agreement has been signed by the University.</p>	
7.	<p>A copy of the agreement with all signatures has been submitted to the office of the Vice-Provost, Students and First-Entry Divisions – or for the seven health sciences Faculties – to the office of the Assistant Vice-Provost to be added to the University’s student placement repository.</p>	