

# PLACEMENT PROPOSAL FORM



This form must be submitted to the School of Education office  
 (in hard copy to OC 214.1 or by email to [tesadmin@trentu.ca](mailto:tesadmin@trentu.ca) **at least 2 weeks prior to the start date of placement**. Please do not commence a placement prior to the School of Education confirming approval by email.

<b>STUDENT NAME</b>		<b>HOST NAME</b>	
<b>START DATE</b>		<b>HOST E-MAIL</b>	
<b>END DATE</b>		<b>HOST SCHOOL OR ORGANIZATION</b>	
<b>TIMES</b> <i>(eg. "Weekly on Tues. for 2 hrs")</i>		<b>PHONE #</b>	
<b>DESCRIPTION OF ROLE IN PLACEMENT</b> <i>(eg. "Classroom Assistant", etc.)</i>		<b>ADDRESS OF PLACEMENT LOCATION</b>	

**Placement Tasks and Expectations:**

(To be determined cooperatively between the TES Student and the Host Professional.)

For insurance reasons, this placement **cannot** involve elevated-risk activities, such as (but not limited to) water sports and other water-based activities such as canoeing, rock or wall climbing, operating power tools, operating a motor vehicle, etc. TES Students may **never** take a child in their vehicle in connection to a placement. Please contact [tesadmin@trentu.ca](mailto:tesadmin@trentu.ca) in case of doubt.

<p><b>TES Student Agreement</b></p> <p>This form can be filled out and saved electronically, if desired, using Adobe Acrobat. However, it needs to be printed off and signed by hand by both the TES Student and the Host Professional.</p> <p>By signing below, the TES Student certifies that there exists no Conflict of Interest (as per the TES Handbook), with the Host Professional or other parties (such as students) directly involved in this placement).</p> <p>TES Student Signature: _____</p> <p>Date: _____</p> <p>More information on all TES policies and procedures can be found in the TES Handbook.</p>	<p><b>Host Professional Agreement</b></p> <p>I hereby recognize that the above-mentioned TES Student requires health &amp; safety orientation specific to the host organization and I agree to provide such orientation to the student prior to the start of the placement and/or to indicate where appropriate resources for this orientation may be found. The TES student will be alerted to any potential hazards or other specific issues that may be encountered at the placement organization. If the TES student is injured during the placement, such injury will be reported to the university immediately.</p> <p>I also agree that the TES Student has provided appropriate documentation to me or to my organization to satisfy my organization's policies and procedures with respect to Vulnerable Sector Checks and/or Criminal Record Checks.</p> <p>Host Professional Signature: _____</p> <p>Date: _____</p>
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