

Nipissing University, School of Physical and Health Education - Proposed Placement Timeline Template

Student Name: [Placement Position Title]

Proposed Duration: [Start Date] to [End Date]

Instructions:

Use this template to create a timeline for your PHED placement field hours. Be sure to consult with your Placement Host while preparing your timeline. Your proposed timeline must include the following:

- a) **Orientation:** Specify when you plan to begin your hours.
- b) **Midpoint Check:** Identify an approximate midpoint when you will have completed roughly 25 hours and submit your midpoint reflection.
- c) **Schedule:** Provide an approximate schedule that accounts for **at least 50 hours** of placement work.

Key Guidelines:

- The academic year consists of 24 weeks of study through the fall and winter semesters (excluding reading weeks and exam periods). Placement hours can be scheduled at any time during the academic year. Spring-Summer placements may be scheduled in May, June and July.
- Adjust the number of weeks, activities, and the template chart as needed to suit your placement's timeline.
- Since each placement is unique, some activities and responsibilities may not be clear at first. Work with your Placement Host to develop your schedule and seek their input where necessary.

Scheduling:

- Review your proposed timeline with your Placement Host and obtain their signature.
- Ensure that your placement schedule **does not conflict** with your required and elective classes. You must **not** commit to placement hours during class times.
- If a scheduling conflict arises (e.g., a mandatory orientation session offered only on a specific date), notify the Placement Office. **Do not ask faculty for permission to miss or leave class** to attend placement activities.

Submission Deadline:

- You must submit your proposed placement schedule to both your Placement Host and Placement Officer **within two weeks of starting your placement**, and **no later than November 1st** for academic year placements and **May 15th** for spring summer placements.
- Email your schedule to **Jennifer Buell, Placement Officer** at jenniferb@nipissingu.ca.

PHED Placement Timeline Proposal

Placement Student Name:

Dates and+ Times	Anticipated Activities	Responsibilities	Hour tally
<i>Sept 15, 1pm</i>	<i>Initial Meeting with Host - Interview</i>	<i>Take notes, ask questions about role, ask about work schedule for proposed timeline assignment. Do I have conflicts with class? Decide if it is a good fit. Let placement office know if I am proceeding. Thank host for opportunity to meet.</i>	<i>1</i>
<i>Tues. Sept 23 1-4pm</i>	<i>Onboarding and orientation, Introduction to team members, Overview of project goals, Initial training sessions.</i>	<i>Complete proposed timeline assignment. Review company policies provided to me. Ask for signature on timeline assignment. Ensure one page profile has been received by my host from placement office</i>	<i>3</i>
<i>Every Tuesday, 1-4pm Sept 30 – Dec 4</i>	<i>Begin projects discussed during orientation.</i>	<i>Attend staff meetings and holiday lunch. Make notes for my reflective report. Ask for feedback Remind host that I am heading into exams and will not be available Dec 4-Jan 2. Discuss any revisions needed to proposed timeline for winter term now that my academic schedule will change and Tuesdays aren't free.</i>	<i>4-25</i>
<i>Dec 14-Jan 2</i>	<i>No hours scheduled during exams and holidays</i>	<i>Complete mid-point reflection assignment and set goals for final portion of placement</i>	<i>25</i>
<i>Every Wednesday, 9am-1pm. Jan 2 – Mar 2</i>	<i>Resume projects from before break.</i>	<i>Request evaluation two weeks before my last day.</i>	<i>25-50</i>
<i>March 2</i>	<i>Review evaluation with host, ask for reference</i>	<i>Officially thank members of team, complete final reflection and exit assignments. Confirm that evaluation has been sent to placement office.</i>	<i>50</i>

Signature

[Supervisor/Placement Host]

Date

Disclaimer: This schedule is subject to change based on unforeseen circumstances and project requirements. An updated schedule must be provided to the placement office by the student if timelines change substantially.