

## **KINESIOLOGY PRACTICUM DESCRIPTION**

**Practicum Position Title: Assistant – Online Starter Training Tool**

**Agency/Company:** [Alberta Amateur Speed Skating Association \(AASSA\)](#)

**Locations:**

Most work will be done remotely, however the AASSA Office is located in proximity to the Olympic Oval. The proposed work will be completed on an online computer using resources developed by International Skating Union (ISU) Starters working on the ISU e-learning platform. Ongoing review of duties will be with the VP for Skater Development, either in-person or via Zoom.

**Terms Available: Fall, Winter, or Spring**

**Number of Positions: 1**

**Project Duties/Responsibilities:**

AASSA is a non-profit provincial sport organization that works to lead and inspire Albertans to thrive through the power of speed skating for life. The organization has been in existence since 1973, and continues to focus on the values of true sport, while delivering creative and quality sport programming.

The practicum student's primary responsibilities would be:

- Assist with the development and testing of a web-based Starter Tool to be used on the ISU E-Learning platform.
- Test the Starter Tool with the development team.
- Attend regular meetings with the development team.
- Assist with the completion of content development for the Starter Tool.
- Assist with testing of Starter Tool with ISU, International, and Speed Skating Canada Certified Starters.
- Assist with the recording of 500m and 1000m starts at World Cup events held in Calgary.

**Required Student Qualifications:**

Student with a speed skating background, and experience in computer programming or computer science would be ideal as this is a very specific project. The successful student will have a reasonable confidence level utilizing the required software application to view/edit and download videos.

**Student assets:**

There may be access to the AASSA office, however this is not required and would be for consultation purposes only (i.e.: periodic review of project)

**On-Site Supervisor:** Marc J. Poulin, Vice-President for Skater Development, AASSA

Email: [skaterdevelopment@aassa.ca](mailto:skaterdevelopment@aassa.ca)

All applicants should submit a resume and cover letter to Marc J. Poulin.

# Kinesiology Practicum Application

## Placement: Assistant – Online Starter Training Tool (AASSA)

Students must have 60 units completed to qualify for a practicum, including 30 units of KNES  
Students may participate in up to three practicums.

Submit together to  
[knespracticum@ucalgary.ca](mailto:knespracticum@ucalgary.ca):  
 Completed Practicum Application  
 Confidentiality Agreement

### INSTRUCTIONS

1. Contact the on-site supervisor to arrange an interview.
2. Bring a copy of this application with the completed student portion to your interview to be completed by the On-Site Supervisor.
3. Submit application and required documentation (if applicable) to [knespracticum@ucalgary.ca](mailto:knespracticum@ucalgary.ca); our office will email your @ucalgary address within 5 business days with next steps for you and your On-Site Supervisor.

### STUDENT PORTION – COMPLETE PRIOR TO INTERVIEW

<b>Practicum Term</b>		
<input type="checkbox"/> Fall _____ (year)	<input type="checkbox"/> Winter _____ (year)	<input type="checkbox"/> Spring _____ (year)
<b>Student Information</b>		
<b>Name:</b>	<b>UCID:</b>	
<b>Phone Number:</b>	<b>Email:</b>	@ucalgary.ca
<b>Student Practicum Expectations:</b> Why have you chosen this practicum placement? (1-2 sentences)		
<b>Code of Conduct</b>		
Students are responsible for compliance with the <a href="#">University of Calgary's Code of Conduct</a> .		
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read and understood the University of Calgary's Code of Conduct.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a pre-existing relationship(s) with person(s) or group(s) associated with this practicum placement? If yes, please briefly explain the nature of the relationship:	
<b>I agree that:</b>		
<ul style="list-style-type: none"><li>• No salary or payment will be received based upon my participation in a Kinesiology practicum placement</li><li>• I will meet the expectations of the practicum placement for which I am applying</li><li>• I will be punctual throughout my practicum placement and will adequately notify the On-Site Supervisor about any absence(s).</li><li>• I will complete 60-72 hours within the dates of the term.</li></ul>		
<b>Start Date</b> (first day of lectures)	<b>End Date</b> (last day of lectures)	
_____	_____	
<input type="checkbox"/> I agree with the above-mentioned terms and conditions.		
<b>Student's Signature:</b>	<b>Date:</b>	

### ON-SITE SUPERVISOR PORTION

<b>Name:</b> Marc J. Poulin	<b>Organization:</b> Alberta Amateur Speed Skating Association
<b>Phone:</b>	<b>Email:</b> <a href="mailto:skaterdevelopment@aassa.ca">skaterdevelopment@aassa.ca</a>
<b>As the On-Site Supervisor, I agree that:</b>	
<ul style="list-style-type: none"><li>• No salary or compensation will be given to the practicum student</li><li>• I will provide sufficient hours, supervision, and guidance during this practicum placement</li><li>• I will complete a mid-point and final evaluation for the practicum student.</li></ul>	
<input type="checkbox"/> I agree with the above-mentioned terms and conditions.	
<b>On-Site Supervisor's Signature:</b>	<b>Date:</b>

## **CONFIDENTIALITY AGREEMENT**

Practicum students and the agency must complete the signed confidentiality agreement and submit it (along with the practicum application form) to [knespracticum@ucalgary.ca](mailto:knespracticum@ucalgary.ca).

THIS AGREEMENT is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN:

\_\_\_\_\_

(hereinafter called the "**Agency**")

AND:

\_\_\_\_\_

(hereinafter called the "**Student**")

**Whereas:**

It is the Student's legal and ethical responsibility to protect the privacy, confidentiality and security of all records, proprietary information and other confidential information relating to the Agency, including business, employment and medical information relating to patients, members, employees and health care providers. ("Confidential Information").

**And whereas:**

The Agency has adopted policies and procedures regarding Confidential Information including its policies and procedures for complying with the *Freedom of Information and Protection of Privacy Act* and the *Health Information Act* ("Policies and Procedures").

**In witness hereof, the parties agree as follows:**

1. The Agency agrees to disclose and the Student agrees to receive Confidential Information in furtherance of participating in his/her practicum with the Agency, as set out in the Practicum Agreement.
2. The Agency agrees to advise, instruct and guide the Student as to the Policies and Procedures.
3. Upon receipt of the information set out in paragraph 2 herein, the Student agrees to use his/her best efforts to comply with the Policies and Procedures and to protect the Confidential Information, or any part thereof, and prevent it from being disclosed to any person contrary to the Policies and Procedures.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the day and year first written above.

**Agency**

**Student**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_