

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Inclusion Specialist Assistant

Agency/Company: Milk Jar Candle Co.

Locations: 1450 28 St NE #7, Calgary, AB, T2A 7W6

Terms Available: Fall and Winter

Number of Positions: 4

Specified Schedule: Varied with each position and depends on the individual the student is paired with.

Organization Description:

Milk Jar Candle Co. is stationed in Calgary Alberta. Our 5100sq ft. factory is home to our passionate team and candles alike. We believe that our locally-made candles deserve an environment that mirrors the warm and welcoming spaces they're burned in.

We've partnered with Gateway & Inclusion Alberta who provide opportunities for people with disabilities to find careers, earn an income, and be a valued member of their community.

Project Duties/Responsibilities:

The practicum student will assist the Production Supervisor with:

- Utilizing the set priorities of the day to create individual task boards for staff members.
- Checking in frequently with the assigned staff members to ensure quality is up to standard and they are working to the best of their ability.
- Answering any questions that your assigned staff members have.
- Utilizing different techniques in the workplace to ensure assigned staff members are successful in their role (task boards and visual task cards).
- Working one-on-one with staff members and assisting them when necessary in working on their skills at work. This includes, but is not limited to, life skills such as how to properly clean something, appropriate behavior in the workplace, re-directing and communication skills.
- Working with the staff members to create a goals worksheet at the beginning of the practicum.
- Logging development of the staff members each shift and making note of what is working well and any areas of opportunity.
- Working alongside the Production Supervisor and Production Director on an individual development plan for the staff members to ensure they are growing throughout the practicum term.
- Completing the practicum with a final presentation of new techniques that supported employees in the workplace and how it improved their development in the role.

Assets:

- Experience working with people with disabilities is preferred.

On-Site Supervisor:

Ian Campbell (Production Supervisor)

Raelene Henderson (Director of Production and Inclusion): rae@milkjar.ca

All applicants should submit a resume and cover letter to Raelene at rae@milkjar.ca.

Kinesiology Practicum Application

Placement: [Milk Jar Candle Co.](#)

Students must have 60 units completed to qualify for a practicum, including 30 units of KNES
Students may participate in up to three practicums, with no more than two at the same location

Submit together to
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; 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

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

ON-SITE SUPERVISOR PORTION	
Name: Raelene Henderson	Organization: Milk Jar Candle Co.
Phone:	Email: rae@milkgar.ca
As the On-Site Supervisor, I agree that:	
<ul style="list-style-type: none">• No salary or compensation will be given to the practicum student• I will provide sufficient hours, supervision, and guidance during this practicum placement• I will complete a mid-point and final evaluation for the practicum student.	
<input type="checkbox"/> I agree with the above-mentioned terms and conditions.	
On-Site Supervisor's Signature:	Date:

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.

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: _____

2500 University Drive N.W., Calgary, Alberta, Canada T2N 1 N4

ucalgary.ca/knes