

## **KINESIOLOGY PRACTICUM DESCRIPTION**

**Practicum Position Title: Occupational Therapy Assistant**

**Agency/Company:** [Renfrew Educational Services](#)

**Location: Students will work out of one of the following Calgary locations:**

1. Janice McTighe Centre: 2050 21 Street NE
2. Park Place Centre: 3688 48 Ave NE
3. Bowness Centre: 8620 48 Ave NW
4. Child Development Centre: 3820 24 Ave NW
5. Thomas Buchanan Centre: 75 Sunpark Drive SE

**Terms Available: Fall or Winter**

**Number of Positions: 1-2**

**Specified Schedule: 5-6 hours must be completed in one day per week**

**Project Duties/Responsibilities:**

*Renfrew Educational Services* offers early childhood services and elementary education programs for children with special needs, and their typically developing peers. They offer a broad range of specialized programs and are an acknowledged leader in program development for children with a variety of special needs. Using a transdisciplinary model, Renfrew brings together a wide range of professionals who work with families to develop individualized programs based on family priorities and the child's abilities.

**Under strict supervision**, the practicum student will work with children in the classroom, individually and in small groups. The practicum student will work alongside therapists, therapy assistants and teachers in kindergarten and elementary classrooms in order to:

- Assist children with development of fine motor skills.
- Assist with planning and overseeing activities such as crafts, games and learning how to print.
- Assist with development of executive functioning in small group and classroom environments.
- Assist children with keeping track of time, making plans, multitasking and making sure work is done on time.
- Assist with development of social skills in small group and classroom environments.
- Demonstrate how to take turns and respect personal space/boundaries.
- Prepare classroom schedules and visuals using PowerPoint and other methods. Students will investigate new methods for providing visual material for children with special needs.

**Required Student Qualifications:**

- Completion of KNES 201 (Activity: Essence and Experience)
- Completion of KNES 367 (Adapted Physical Activity)
- Police Information Check with Vulnerable Sector

**Assets:**

- KNES 355 (Human Growth and Development) is an asset
- CPR and First Aid Certification considered an asset

**On-Site Supervisor:** TBD. Contact Lois Bladon, [loisbladon@renfreweducation.org](mailto:loisbladon@renfreweducation.org) and indicate preferred location.

# Kinesiology Practicum Application

## Placement: [Renfrew Educational Services](#)

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

**Submit to Renfrew:**  
 Police Check w/ Vulnerable Sector

### INSTRUCTIONS

- Contact the on-site supervisor to arrange an interview.
- Bring a copy of this application with the completed student portion to your interview to be completed by the On-Site Supervisor.
- 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>	

<b>ON-SITE SUPERVISOR PORTION</b>	
<b>Name:</b>	<b>Organization:</b> Renfrew Educational Services
<b>Phone:</b>	<b>Email:</b>
<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: \_\_\_\_\_