

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Occupational Therapy Assistant

Agency/Company: [University of Calgary, Staff Wellness](#)

Location: Math Sciences 275, Main Campus

Terms Available: Winter only

Number of Positions: 1

Specified Schedule: 9:00 a.m.-12:00 p.m., Tuesdays and Thursdays

Project Duties/Responsibilities:

Regular stretching and moving throughout the day combined with a safe and comfortable workstation are essential in maintaining good health and preventing potential problems caused by the demands of today's jobs. This placement will focus on proper workstation settings and ergonomic assessments in a variety of environments at the University of Calgary. Emphasis will be placed on the importance of lifting safely, moving regularly and stretching frequently.

With close supervision from Occupational Therapist (OT), student will:

- Assist in conducting interviews with employees regarding their ergonomic concerns, take measurements of office furnishings, make appropriate adjustments to equipment to improve ergonomics, and provide verbal education and recommendations to employees to limit ergonomic risk factors.
- Collaborate with OT to identify equipment solutions for ergonomic issues noted in assessments.
- Investigate possible vendors and, using an excel spreadsheet, develop a list of commonly recommended ergonomic equipment that can be provided to staff, departments, and external service providers to address ergonomic issues on campus.
- Indicate the application for each piece of equipment on the spreadsheet
- Complete three 2-page literature reviews of best practices regarding common ergonomic issues in office environments and submit to OT at the end of the term
- Develop educational handouts on common ergonomic issues that will be provided to staff and faculty as a preventative strategy to avoid future injuries, improve posture and overall well-being; handouts will include exercises and stretches for staff in several different environments at the University of Calgary. Adapt the handouts according to specific situations and individuals.

Required Student Qualifications:

- Completion of KNES 213 (Introduction to Research in Kinesiology)
- Completion and excellent recall of KNES 259/260 (Human Anatomy & Physiology)

Assets:

- KNES 263 (Quantitative Biomechanics)
- KNES 363 (Biomechanics of Biological Materials)

On-Site Supervisor: Laura Stephenson, MScOT, BA (Hons), laura.stephenson@ucalgary.ca

Kinesiology Practicum Application

Placement: [University of Calgary, Staff Wellness](#)

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)	<input type="checkbox"/> Spring _____ (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: Laura Stephenson	Organization: University of Calgary
Phone:	Email: laura.stephenson@ucalgary.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: _____