

## KINESIOLOGY PRACTICUM DESCRIPTION

**Practicum Position Title:** Special Programs

**Agency/Company:** Alberta Recreation and Parks Association

**Website:** [Alberta Recreation and Parks Association \(ARPA\)](https://www.albertarecreation.com/)

**Location:** Calgary (in-person and remote)

**Schedule:** TBD according to the Organization and the Practicum Student's schedule (5-6 hours / week for 12 weeks in Fall & Winter Terms and 10-12 hours / week for 6 weeks in Spring Term)

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

**Number of Positions:** 1

**Organization Description:** ARPA's purpose is to collaboratively support our members and partners to (re)create healthy citizens, communities and environments, enhancing the wellbeing of Albertans. We are a small non-profit (12 full-time employees) that provides a great opportunity to connect with a variety of community based programs as well as unique educational events. We work with our students to create opportunities that match with their interests and practicum objectives. We are proud that our culture provides a safe and welcoming work environment that puts people first and focuses on accountability, relationship building, inclusion and fun. We have frequent opportunities to come together as a team both virtually and in-person that includes socials, huddles, monthly staff meetings and educational opportunities.

ARPA is committed to students' professional and personal growth and development. Assignments will be challenging and will expose students to a wide range of provincial and community recreation issues. The student will be exposed to the not-for-profit association management, special event planning and program delivery. This position will appeal to individuals wanting to work in a dynamic, fast-paced environment with a member service orientation. There will be extensive exposure to emerging recreation industry issues and programs resulting in advocacy initiatives, as well as opportunities to develop advanced computer skills and different software apps and platforms. This is a great placement to network and meet potential employers in recreation in Alberta.

### Project Duties/Responsibilities:

The Alberta Recreation and Parks Association is seeking a highly motivated, energetic and reliable individual to join our team as a Special Programs Practicum Student. This opportunity will focus on the programs and projects that align with the individual student's interests, experience and career objectives, and could include some of the following:

- Assist with and/or create and run programs.
- Additional programs and projects as needed or required.
- Coordinate with internal team members and external agencies to aid in effectively running cooperative programs.
- Assist in the logistical coordination and support for programs.
- Assist with the coordination of marketing and promotion of programs through social media, print media, and other creative means.
- Provide general administration support to programs and projects as required. This could include meeting scheduling, minute taking, general communications and organization.
- Develop, monitor and maintain budgets for programs and projects as required.
- Collaborate with other ARPA staff on Association and sector level strategy and development.
- Coordinate and support Committees as required.
- Support and coordinate in additional tasks as needed or required.

### Required Student Qualifications:

- Strong organizational and interpersonal skills
- Well developed writing skills / computer skills

### Assets:

- A background or interest in special event coordination and planning
- Experience in working with new technologies

**Contact:** Janet Naclia [jnaclia@arpaonline.ca](mailto:jnaclia@arpaonline.ca)

# Kinesiology Practicum Application

Submit together to

knespracticum@ucalgary.ca:

- ☐ Completed Practicum Application
- ☐ Confidentiality Agreement

**Placement:** ARPA **Category:** Health Promotion and Community Engagement

## Requirements:

- Students must be a current Faculty of Kinesiology undergraduate student in good academic standing with 60 units completed, including 30 units of KNES courses
- Students may participate in up to three different practicums (one per term) with no prior personal, work or volunteer relationship with the organization

☐ Yes ☐ No I have read and understood the criteria ☐ Yes ☐ No I meet the criteria for this practicum

## 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) associated with this practicum (work, volunteer or personal)?		
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>ON-SITE SUPERVISOR PORTION</b>	
<b>Name:</b>	
<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 (60-72 hours) <u>within</u> the term dates above, and spread evenly throughout the term (approx. 5-6 hrs/wk in Fall and Winter / 10-12 hrs/wk in Spring)</li><li>• I will complete a mid-point and final evaluation for the practicum student</li><li>• I will provide sufficient supervision, and guidance during this practicum placement</li><li>• I will send any changes / updates to <a href="mailto:knespracticum@ucalgary.ca">knespracticum@ucalgary.ca</a> for approval / updating</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: \_\_\_\_\_

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