

## KINESIOLOGY PRACTICUM DESCRIPTION

**Practicum Position Title:** Program Navigation Assistant

**Agency/Company:** Calgary Adapted Hub powered by Jumpstart

**Website:** <https://www.calgaryadaptedhub.com/>

**Location:** *Hybrid model of remote and in-office, some travel required*

Sport Calgary (Father David Bauer Arena) 2424A University Dr NW, Calgary, AB T2N 3Y9

**Schedule:** TBD, flexible with student schedule

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

**Number of Positions:** 1

### Organization Description:

The following role is dedicated to supporting the **Calgary Adapted Hub powered by Jumpstart**, a project of Sport Calgary\*. This position offers real-world experience working for a community driven collective while working with a range of families of children and youth with disabilities. This role will work closely with twelve Calgary Adapted Hub powered by Jumpstart partner organizations all on a mission to create a Calgary where every child, youth and family can belong through quality inclusive and accessible sport and recreation programs.

Our partners include: the University of Calgary, Mount Royal University, City of Calgary, Sport Calgary, Vivo for Healthier Generations, MNP Community and Sport Centre, WinSport, Vecova, YMCA Calgary, Genesis Centre, Tstuu'tina Nation, Siksika Health.

Learn more about the Calgary Adapted Hub powered by Jumpstart (CAH): <https://www.calgaryadaptedhub.com/about>

\*Sport Calgary assists, supports, and influences the growth of sport in Calgary. As the voice of amateur sport in Calgary, we connect Calgarians and Sport. We work across all sports, helping individuals, teams and organizations learn, improve and grow. [See for yourself.](#)

### Project Duties/Responsibilities:

The main role for this internship/practicum will be supporting the Program Navigation service offered by Calgary Adapted Hub. Under the supervision of the Calgary Adapted Hub Director, the student will:

- Communicate online, via email and on the phone with families who are looking for adapted or inclusive sport and recreation programs for their child or youth between the ages of 4-24 years old
- Connect with community partners and professionals to find out more information about programs that exist and if they might be a good fit for the families looking
- Learn about the landscape of adapted sport and physical activity in Calgary and the benefits it has for the children, youth and their families
- Learn about community organizations offering support and activities for people living with a disability in the City of Calgary
- Support CAH partner program participant recruitment and program awareness
- Attend partner meetings and professional learning opportunities
- Other tasks as required

### Required Student Qualifications:

- Police Information Check with Vulnerable Sector Check

### Assets:

- Standard First Aid / CPR
- KNES 367 *Adapted Physical Activity*

**On-Site Supervisor:** Ashley Fox [afox@calgaryadaptedhub.com](mailto:afox@calgaryadaptedhub.com)

# Kinesiology Practicum Application

## Placement: Calgary Adapted Hub powered by Jumpstart

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:**  
 Completed Practicum Application  
 Confidentiality Agreement

**Submit to Calgary Adapted Hub powered by Jumpstart :**  
 Police Check w/ Vulnerable Sector

### 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> Ashley Fox	
<b>Phone:</b>	<b>Email:</b> <a href="mailto:afox@calgaryadaptedhub.com">afox@calgaryadaptedhub.com</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 (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: \_\_\_\_\_

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

ucalgary.ca /knes