

## **KINESIOLOGY PRACTICUM DESCRIPTION**

**Practicum Position Title:** Kinesiology Communication Assistant

**Agency/Company:** UCalgary Faculty of Kinesiology

**Locations:** KNB 135

**Terms Available:** Fall or Winter

**Number of Positions:** 1

**Specified Schedule:** TBD. Hours can be arranged with the student based on the projects they will be working on (5-6 hours / week in Fall & Winter terms).

### **Organization Description:**

The Faculty of Kinesiology is one of the top sport science schools in the world. Our faculty has an impact, improving the health and mobility for all ages, from youth to older individuals and from recreation participants, elite athletes to Olympians, as well as those with disability and disease.

The communications unit is responsible for promoting the successes of the faculty and students as well helping the faculty with internal and external communications, which include social media, storytelling (print and video), media relations and communication plans.

### **Project Duties/Responsibilities:**

Under the direction and supervision of the Kinesiology Communications team

- Create approved posts for social media and website
- Create video and take photos
- Support media relations events and activities
- Write content for internal and external facing projects
- General support for the Kinesiology communications team

### **Required Student Qualifications (if applicable):**

- Strong communication and interpersonal skills
- Excellent writing, video skills and photography
- Significant interest in health and wellness

### **Student Assets (if applicable):**

- Video editing for social media
- Photography skills

**On-Site Supervisor:** Stacy McGuire

**Email:** [stacy.mcguire@ucalgary.ca](mailto:stacy.mcguire@ucalgary.ca)

# Kinesiology Practicum Application

## Placement: Faculty of Kinesiology Communication Assistant

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](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)
<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) (work, volunteer or personal) associated with this practicum placement? <b>If yes, please briefly explain the nature of the relationship:</b>
<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> Stacy McGuire	<b>Organization:</b> Faculty of Kinesiology Communications
<b>Phone:</b>	<b>Email:</b> <a href="mailto:stacy.mcguire@ucalgary.ca">stacy.mcguire@ucalgary.ca</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 1 N4