

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Conference Communication & Marketing Assistant

Agency/Company: UCalgary Faculty of Kinesiology

Terms Available: Winter

Number of Positions: 1

Schedule: 60-72 hours per term: TBD according to the Organization and the Practicum Student's schedule (5-6 hours / week for Winter term). The day of the Research Revealed Conference will be mandatory.

Organization Description:

The Faculty of Kinesiology is hosting this year's Research Revealed Conference in late Winter. This is a one day collaborative, multi-institutional event showcasing student research through poster and oral presentations on kinesiology, exercise science, sport studies and recreation conference for Alberta Undergraduate students.

Project Duties/Responsibilities:

Under the direction and supervision of the Faculty of Kinesiology Conference Organizing Committee the practicum student will gain hands-on experience in academic event planning and research engagement.

- Support the planning and delivery of the Research Revealed undergraduate research conference
- Help coordinate logistics such as:
 - presenter registration
 - abstract management
 - scheduling
 - communications with participating institutions
 - day-of-event support
- Responsibilities will also include ensuring a smooth and welcoming experience for student presenters.

Required Student Qualifications (if applicable):

- Strong organizational skills
- Careful attention to detail
- Clear written communication
- Adept at managing multiple tasks in a deadline-driven environment.

On-Site Supervisor: Connie Heshka constance.heshka@ucalgary.ca

Kinesiology Practicum Application

Placement: Faculty of Kinesiology Conference 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*

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

Winter 2026

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](#).

Yes No I have read and understood the University of Calgary's Code of Conduct.

Yes No Do you have a pre-existing relationship(s) with person(s) (work, volunteer or personal) associated with this practicum placement?
If yes, please briefly explain the nature of the relationship:

I agree that:

- 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)

I agree with the above-mentioned terms and conditions.

Student's Signature:

Date:

ON-SITE SUPERVISOR PORTION

Name: Organization: Faculty of Kinesiology

Phone: Email: constance.heshka@ucalgary.ca

As the On-Site Supervisor, I agree that:

- No salary or compensation will be given to the practicum student
- I will provide sufficient hours (60-72 hours) within 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)
- I will complete a mid-point and final evaluation for the practicum student
- I will provide sufficient supervision, and guidance during this practicum placement
- I will send any changes / updates to knespracticum@ucalgary.ca for approval / updating

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Student

Signed: _____

Print Name: _____

Date: _____