

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Research Assistant - MOMENTUM

Agency/Company: UCalgary Relationships and Exercise Lab

Location: Main Campus

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: 2

Organization Description:

MOMENTUM is a new research collaborative within the Faculty of Kinesiology launching a cohort study examining indices of health and quality of life across the menopause trajectory.

Project Duties/Responsibilities:

This practicum position will be tailored to the individual student's interests, taking into consideration the current opportunities within MOMENTUM. Specific opportunities will be available within the following areas:

- Assisting in community outreach on specific projects (e.g., summarizing materials for knowledge translation to other organizations, delivering presentations).
- Supporting data collection for women (e.g., assisting with interview assessments within research protocol).
- Supporting qualitative data management
- Research duties on specific projects, including participant recruitment, data entry, and literature reviews.

The practicum student will be responsible for:

- Research assistant duties for ongoing research projects, including data entry, literature reviews, participant recruitment while maintaining participant confidentiality at all times.
- Presenting on the practicum experience (PowerPoint presentation) to Dr. McDonough and her research associates at the end of term.

Required Student Qualifications:

- Completion of KNES 253 *Introduction to Exercise and Sports Psychology*
- Motivated to work within Women's health
- Motivated to work within research-related community outreach

Assets:

- Strong interpersonal and collaborative skills
- Experience with searching and summarizing literature

On-Site Supervisor: Dr. Meghan McDonough, Ph.D., meghan.mcdonough@ucalgary.ca

Additional Contact: Hilary Nelson, hilary.nelson2@ucalgary.ca

All applicants should submit a resume and cover letter to Dr. Meghan McDonough indicating areas of interest.

Kinesiology Practicum Application

Submit together to
knespracticum@ucalgary.ca:
 Completed Practicum Application
 Confidentiality Agreement

Placement: Relationships & Exercise Lab **Category:** Research

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; 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

Fall _____ (year) Winter _____ (year) 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](#).

- 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) associated with this practicum (work, volunteer or personal)?
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: Dr. Meghan McDonough

Phone: _____ Email: meghan.mcdonough@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

Student

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title: _____

Date _____

Date: _____

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