



UNIVERSITY OF
CALGARY

KINESIOLOGY

Monika Del Rizzo
Work Term Experience Coordinator, KNB 137
Telephone: (403) 220-5442
Fax: (403) 220-0105
Email: mdelrizz@ucalgary.ca

**KINESIOLOGY 420
WORK TERM EXPERIENCE – COURSE OUTLINE
FALL, 2012**

Course Coordinator: Monika Del Rizzo **Faculty Representatives:** Brad Kilb – kilb@ucalgary.ca
Office Hours: Monday (2:00-5:30) Tuesday, Wednesday and Thursday (9:30-5:30)
Location: KNB 137
Phone Number: 403-220-5442 **Email:** mdelrizz@ucalgary.ca

Course Objectives:

- To broaden the student's scope of practice in the field of kinesiology by developing employability skills.
- Within a controlled setting, facilitate the application of classroom learning in a work-place environment.
- To enhance self-discovery through experiential learning in the field of kinesiology.

Course Content:

KNES 420 is an optional course that is designed to provide kinesiology students with "hands-on" experience in a professional setting beyond the classroom and prior to graduation. Students are given the opportunity to translate theory into practice for professional growth and development under the guidance of qualified professionals.

Since the goal of the Work Term Experience is to develop professional competencies, it is important to find a site that fits a student's career goals. Moreover, it is essential to identify an On-site Supervisor who will provide a framework of opportunities and mentoring that will also enhance educational development. An On-site Supervisor must also provide instruction, guidance, and evaluation of progress to their practicum student.

NOTE:

- **Placements are unpaid and must total 35-40 hours per week for 12-13 weeks during framework of fall or winter terms**
- Students will receive two and one-half full courses (equivalent to 5 HCE) upon successful completion of KNES 420 -- Grading: Credit/Fail
- Credit for only one half-course practicum placement completed prior to participation in KNES 420 will be allowed towards completion of degree requirements.
- Students are not permitted to register in any other courses while registered in KNES 420 unless one Kinesiology Core Course must be taken in the same term so that a student will qualify for graduation at the end of that term.
- Students are advised not to take on other work, volunteer or athletic commitments.
- Students must have a minimum of 28 half-course equivalents (last 10 half-course equivalents at U of C)
- Must be a full-time kinesiology student in good standing with a competitive GPA
- Normal course fees apply (equivalent to 5 HCE)
- Students will not be allowed to withdraw from this course after signing the KNES 420 Student Acceptance Contract.

Course Requirements:

In order to receive credit, students are required to complete **all** of the following:

- Attend an orientation session at the beginning of the term (date TBA)
- Submit a
 - Learning contract to employer and Work Term Experience Coordinator by **Thursday, September 27, 2012**
 - Work Term Experience Update Reports to Work Term Experience Coordinator by:
 - **Tuesday, October 2, 2012**
 - **Tuesday, October 23, 2012**
 - **Tuesday, November 13, 2012**
 - Completed Special Project or Research Project or Literature Review to employer and Work Term Experience Coordinator by **Thursday, December 6, 2012**
 - Work Term Experience Final Report to both employer and Work Term Experience Coordinator by **Thursday, December 6, 2012**
 - Powerpoint presentation date and location (to be arranged by student)
- Fulfill the required hours (35-40 hours/week for 12-13 weeks)
- Fulfill all responsibilities at the site
- Return all site materials (if the student fails to return these materials, it will result in an “F” grade)

Evaluation:

Student performance is monitored by the employer and site visits are carried out by the Work Term Experience Coordinator. A mid-point evaluation and final evaluation are completed by the employer in order to document the performance and development of the student. Evaluation of Work Term Experience proposals and Work Term Experience reports are completed by a designated faculty member.

Grading System: Credit/Fail

Credit given: This course carries a weight of two and one-half full courses (equivalent to 5 HCE)

LEARNING CONTRACT

Purpose:

The learning contract outlines what will be accomplished during the Work Term Experience, and how this will be evaluated. It can be considered a tool for generating shared expectations between the student and the on-site supervisor in order to maximize learning outcomes during the Work Term Experience.

Given that KNES 420 is intended to be a self-directed learning experience, the student is responsible for developing the learning contract.

Format:

When completing the learning contract, please use the STAR technique to assist in composing objectives:

Situation: Describe the situation

Task or Target: What is the goal or objective

Action: What will be done

Result: What will be the outcome or result

Please use the template on the following page when completing the learning contract.

Process and Deadline:

All students must complete the learning contract and discuss its contents with the employer. Once the contract is finalized, both the student and employer must sign the contract and the student will submit a signed copy to the Work Term Experience Coordinator (KNB 137) by **Thursday, September 27, 2012**. The contract will be filed for future reference.

KNES 420 – LEARNING CONTRACT (TEMPLATE)

Student Name: _____

Term: _____ Student ID# _____

Project Title: _____

Location: _____

On-Site Supervisor: _____

Hours per Week: _____

Section 1. Personal Learning Objective (maximum of one page, double spaced):

Provide four bullet points indicating personal objectives such as developing or improving interpersonal, communication or other social skills.

Example:

- Become familiar with corporate business culture and how this relates to sports and recreation administration. To achieve this goal, I will meet with organizations within the business sector and establish a relationship that will help me secure sponsorship and funding.

Section 2. Professional Learning Objective (maximum of one page, double spaced):

Provide four bullet points indicating professional learning objectives. Professional learning objectives can include objectives aimed at practicing or improving a skill, learning a new task, or solving a specific problem with measurable results that will improve work performance. The employer will determine the format, length and required content of project or review.

Example:

- Complete protocol manual for critical power, hemoglobin mass, anthropometry, EVH, incremental lactate protocols, VO₂max, non-invasive cardiac output and pulmonary function testing which will include:
 - Background of the test
 - Calculations
 - Methods
 - Applicable references

Section 3. Summary of Special Project, Research Project or Literature Review (maximum of three pages, double spaced):

A task will be assigned that is original and contributes to the overall objective of the organization (e.g. marketing, new program development, research, etc.). The learning contract should summarize the focus of the project or review, learning objectives, format of the project, scope of the project, how it will contribute to the organization and how the project links to theory

The summary should include the following:

- Title of project or review
- Format of the project
- Approximate weekly time-line: project tangibles/deliverables
- Contribution to the organization
- How the project links to classroom learning and/or transfer into everyday life

This Learning Contract summarizes what the student will accomplish during the course of the academic term and will be used as a tool for evaluating the student upon completion of the Work Term Experience course.

Student Signature _____ Date: _____

On-Site Supervisor Signature _____ Date: _____

Course Coordinator Signature _____ Date: _____

Faculty Coordinator Signature _____ Date: _____

WORK TERM EXPERIENCE UPDATE REPORTS

The journal will be a reflection of work experience and should bridge practical and theoretical knowledge. Updates will include the following headings:

- Personal observations,
- Speculations, questions and predictions
- Evidence of developing self-awareness
- Connections between personal experience and new information – what new knowledge has been gained?

Update Reports will be submitted to the Work Term Experience Coordinator on the following dates:

- **Tuesday, October 2, 2012**
- **Tuesday, October 23, 2012**
- **Tuesday, November 13, 2012**

Each submission will be maximum 3 pages (double spaced)

WORK TERM EXPERIENCE FINAL REPORT

The cover page of the Work Term Experience final report should contain the following information: student name, Work Term Experience time period, title of Work Term Experience report, name of Work Term Experience supervisor and the location. The entire report should be a maximum of 10 pages in length (double spaced).

The format and content of the Work Term Experience report is described below. Please use the following headings and sub-headings when completing your report:

Location:

Responsibilities: Describe your responsibilities during the Work Term Experience course.

Skills and Knowledge:

- Describe the skills and knowledge required to fulfill your Work Term Experience responsibilities.
- Discuss how your knowledge base and personal skill set evolved during your Work Term experience.
- Explain how your new knowledge and skills are relevant to your academic studies and future goals.
- Discuss strengths and weaknesses uncovered by the experience.

Insights:

- What are your observations about organizations and professional roles and norms?
- How did the Work Term Experience change your view of yourself and contribute to your professional development? What knowledge and skills were developed?
- How did the Work Term Experience affect your academic or career plans?
- How did you think, feel, and act in a professional setting, and how did others in that setting think, feel, and act toward you? As a result, what insights did you gain into your attitudes, values, and behaviors?
- How did your approach lend to problem resolution in your Work Term Experience placement?
- How could you have benefited more from the Work Term Experience course?

Outcomes:

- Describe your Work Term Experience achievements.
- Give examples of these accomplishments, e.g., experimental outcomes, report production and consequences of your work.

The work term report must be submitted to both the employer and Work Term Experience Coordinator by **Thursday, December 6, 2012**. Please ensure that your supervisor has read your work term report before the submission date.

SPECIAL PROJECT or RESEARCH PROJECT or LITERATURE REVIEW

The employer will determine the format, length and required content of project or review. Submit to employer and Work Term Experience Coordinator by **Thursday, December 6, 2012**

POWERPOINT PRESENTATION

Students are responsible for arranging an end of term powerpoint presentation with their respective on-site supervisor/s and their team, Work Term Experience Coordinator (Monika Del Rizzo) and Work Term Experience Faculty Representative (Brad Kilb). Presentations should be approximately 20 minutes in duration.

The presentation should include:

- Overview of employer, population served
- Overview of special project. Give visual examples of what this project entailed (i.e. handouts or physical demonstration).
- Describe a typical 'day in the life' during your placement. Include pictures.
- Primary responsibilities/duties during placement and explain new, concrete knowledge gained
- 3 personal observations (insights) that you will retain from this opportunity.
- Is this career for you?