

**KINESIOLOGY 441/443/445 (PRACTICUM COURSE)  
SPRING 2012**

**\*FOR CURRENT 3<sup>RD</sup> AND 4<sup>TH</sup> YEAR KNES STUDENTS ONLY\***

**\*\*STUDENTS MUST HAVE 20 HCE COMPLETED IN ORDER TO PARTICIPATE IN THE PRACTICUM COURSE\*\***

**COURSE DESCRIPTION**

KNES 441/443/445 is a senior-level half course that is designed to provide students with “hands-on” experience in a professional setting prior to graduation. Students are given the opportunity to translate theory into practice for professional growth and development under the guidance of qualified professionals. Each practicum is open to **current Kinesiology students** in their third (20 HCE completed) or fourth year who have completed at least one semester in good standing at the University of Calgary. Students currently on probation will not be considered for the practicum program.

Practicum placements are **unpaid** positions and must total **60-72** hours within the framework of a given term. The On-site Supervisor/s and students can confer upon a work schedule that suits both their needs. Practica are graded on a Credit/Fail basis.

Students may take up to three practicum courses in their program; a maximum of two are allowed within the same organization/program. Therefore, KNES 441 denotes first-time placements; KNES 443 denotes second-time placements and KNES 445 denotes third-time placements.

Practica can occur during any one of the University sessions.

Students will likely be competing for positions and placement is not guaranteed. The On-Site Supervisor(s) will choose successful candidates.

**COURSE OBJECTIVES**

- To broaden the students’ scope of practice in the field of kinesiology by developing employability skills.
- Within a controlled setting, to translate classroom learning into an applied work-place setting.
- To enhance self-discovery through experiential learning in the field of kinesiology.

**COURSE CONTENT AND COMPONENTS**

Since the goal of the practicum is to develop professional competencies, it is important to find a practicum 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 enhance educational development. The On-Site Supervisor must also provide instruction, guidance, and evaluation of progress for the practicum student.

**On-Site Component**

All contact hours (time spent at the site) are considered mandatory to receive credit in this course.

### **Mid-Point Evaluation**

The Practicum Coordinator (Monika Del Rizzo) will send both the student and On-Site Supervisor a mid-point evaluation form mid-way through the term. It is the responsibility of the student to contact the on-site supervisor to discuss the results of the mid-point evaluation form. If there are problems (e.g., poor communication, difficulty with work schedule), these will be brought to the attention of both parties. All efforts will be made to encourage dialogue between the On-Site Supervisor and student to reach a resolution. It is the responsibility of the student to return the completed, signed mid-point evaluation form to the Practicum Coordinator (Monika Del Rizzo) in KNB 137 by the designated deadline date.

### **Final Report Component**

**Please use the final report template located under the 'Course Documents' link in blackboard.**

**The final report is due no later than Thursday, June 21, 2012.**

Reports must be sent via email to Monika Del Rizzo at [mdelrizz@ucalgary.ca](mailto:mdelrizz@ucalgary.ca)

### **Final Evaluation**

**A final evaluation form will be sent to both the on-site supervisor and practicum student. The On-Site Supervisor will indicate "Credit" or "Fail" on this form.** The student and On-site Supervisor are required to sign this form, and the On-site Supervisor will then submit it directly to the Practicum Coordinator (Monika Del Rizzo) by the last day of the academic session (Monday, June 25, 2012).

### **Evaluation**

To receive credit for this course, a student must meet **all** of the following requirements:

- Fulfill all responsibilities at the site and the required 60-72 hours within the framework of the academic term.
- Return all site materials (if the student fails to return these materials, it will result in an "F" grade, and the student will not be allowed to withdraw from the course)
- Complete and return the completed, signed mid-point evaluation form
- Complete and submit the final report to the Practicum Coordinator (Monika Del Rizzo) by **Thursday, June 21, 2012** to [mdelrizz@ucalgary.ca](mailto:mdelrizz@ucalgary.ca)

## PRACTICUM APPLICATION PROCESS:

Students are responsible for choosing a practicum placement, either by selecting a potential practicum site from the Kinesiology website or by proposing a project and site which must then be approved by the Practicum Coordinator (Monika Del Rizzo).

Two options exist for choosing a practicum placement as follows:

### 1. Application for Practicum Placements listed on website <http://www.kin.ucalgary.ca/wcm/knes/undergrads/practicumopps.html>

**Step 1:** Students should contact the On-Site Supervisor regarding a placement and submit a resume and cover letter.

**Step 2:** After the student and the On-Site Supervisor have met and agreed to the terms of the project, the student can then complete and sign the Practicum Application form, obtain the On-Site Supervisor's signature and submit the completed form to the Practicum Coordinator (Monika Del Rizzo).

**Step 3:** Students must attend a mandatory orientation session at the beginning of term.

#### Application Deadline Dates:

- Spring, 2012 Session                      Wednesday, May 9, 2012
- Fall, 2012 Session                          Tuesday, September 18, 2012
- Winter, 2013 Session                      Tuesday, January 15, 2013

#### \*\* NOTE:

- Students registered in the Fall and Winter Practicum Sessions are required to attend a mandatory orientation meeting which is held during the first two weeks of classes.
- Applications received after the above dates cannot be guaranteed.

### 2. Application for Student-Initiated Practicum Placements

Students may initiate a practicum that more directly relates to their professional interests and goals by creating their own placement.

**Step 1:** After selecting a practicum site in Calgary, the student can then contact a professional at the site. The student must propose a project, and submit a resume and cover letter. If the professional agrees to act as their On-Site Supervisor, using the student's learning objectives, the student and the On-Site Supervisor will develop projects/activities to accomplish these objectives. The student and On-Site Supervisor will also devise a work schedule.

**Step 2:** Students starting their own unique project must fill out a more detailed application form. The deadlines for students to submit the Practicum Application and Project Proposal form to the Practicum Coordinator (Monika Del Rizzo) are:

**Application Deadline Dates: Please see Practicum Coordinator (Monika Del Rizzo) in KNB 137**

**Please note:** The application form is considered to be a contract between the On-Site Supervisor and student. If either party needs to make changes to it, they are required to notify the other as well as the Practicum Coordinator (Monika Del Rizzo). The University of Calgary requires all external agencies to sign a legal Practicum Agreement, and this can be a lengthy process. The Practicum Coordinator (Monika Del Rizzo) will make a site visit to the agency prior to approving the Practicum Application and Project Proposal form.

## REGISTERING IN THE COURSE

Once the Kinesiology Student Programmers have reviewed the student's application form, the Practicum Coordinator (Monika Del Rizzo) (KNB 137) will register the student in KNES 441, KNES 443 or KNES 445.

## PROFESSIONAL RESPONSIBILITY

As representatives of The Faculty of Kinesiology, students will maintain a professional image at all times. Students will uphold confidentiality regarding information accessed on any patients, clients, members, customers or employees associated with the professional sites. If a student will be doing a practicum with an external agency, the University of Calgary requires the student to sign a Confidentiality Agreement. The student must also complete any agency practicum forms (where applicable).

Students will be punctual in reporting for the professional experience (on or off-campus) and will adequately notify the On-Site Supervisor about any absence. If these expectations are not being met, the Faculty can terminate the student's practicum registration or assign them a failing grade.

## STUDENT MISCONDUCT

Plagiarism/Cheating/Other Academic Misconduct. A single offense of cheating, plagiarism, or other academic misconduct is a serious act that will not be tolerated in the Faculty of Kinesiology. Penalties for such acts will be determined by the Dean and may result in a failing grade, probation, suspension, or expulsion. Any student who is uncertain if an action falls into this category should consult the Practicum Coordinator (Monika Del Rizzo) and/or the University of Calgary calendar.