

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Program Assistant

Agency/Company: Alberta Sports and Recreation Association for the Blind
(ASRAB) <https://asrab.ab.ca/>

Location: #120, 10 – 11A St. NE Calgary, Alberta T2E 4Z3

Schedule: TBD

Terms Available: Fall, Winter

Number of Positions: 2

Organization Description:

The Alberta Sports and Recreation Association for the Blind (ASRAB) supports Albertans who are blind and visually impaired to live physically active lives and participate in competitive sports programs. We do this by:

- Providing development and competitive sport programs
- Collaborating with others who share our vision
- Promoting the abilities of the blind and visually impaired to actively participate in a broad spectrum of sport and recreation programs
- ASRAB currently supports the training and national level competition of one sport: Goal Ball

Project Duties/Responsibilities:

As a program assistant, you will assist areas of both programming (the priority) and event planning / management (and will be exposed to as many opportunities as possible). The position is flexible, and includes:

- Support our recreation programs for all ages, to teach physical and sport literacy to our members
- Assist with goalball programs and support coaching of children and youth; as well as goalball demonstrations to schools
- Assist with planning for the Canadian Junior Goalball Championships in Calgary April 2024
- Attend any events which occur during the term.

Required Student Qualifications:

- KNES 260 *Human Anatomy and Physiology II*
- Police Information Check with Vulnerable Sector Check
- CPR and first aid

Assets:

- Completion of, or concurrently enrolled in KNES 367 *Adapted Physical Activity* with KNES 441/443/445

On-Site Supervisor: Linda MacPhail execdirector@asrab.ab.ca

Kinesiology Practicum Application

Placement: Alberta Sports and Recreation Association for the Blind

Students must have 60 units completed to qualify for a practicum, including 30 units of KNES
Students may participate in up to three practicums.

Submit together to
knespracticum@ucalgary.ca:

- Completed Practicum Application
- Confidentiality Agreement

Submit to Alberta Sports & Rec Assoc:

- Police Check w/ Vulnerable Sector

INSTRUCTIONS

- Contact the on-site supervisor to arrange an interview.
- Bring a copy of this application with the completed student portion to your interview to be completed by the On-Site Supervisor.
- 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) or group(s) 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: Linda MacPhail

Phone: _____

Email: execdirector@asrab.ab.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

ucalgary.ca /knes