



## KINESIOLOGY PRACTICUM DESCRIPTION

**Practicum Position Title:** Fitness Assessment Assistant

**Agency/Company:** Canadian Criminal Justice Academy

**Website:** <https://www.ccja.ca/>

**Location:** Unit 8, 401-33rd Street NE, Calgary AB, T2A7R3

**Schedule:** TBD according to Practicum Student's schedule (5-6 hours / week in Fall & Winter Terms and 10-12 hours / week in Spring Term) and Fitness Testing Schedule (Monday – Friday daytime)

**Terms Available:** Fall, Winter, Spring

**Number of Positions:** 1

**Organization Description:** The Canadian Criminal Justice Academy is a provider of fitness assessments for those seeking employment with any number of justice, corrections, law enforcement and police agencies in Alberta and Canada. By virtue of the agencies that we provide services for, all faculty and fitness staff employed by CCJA have security clearance and they have provided the vulnerable sector search. Members of the faculty team are all trained and certified to provide testing, coaching, and opportunities for training to those interested in a career in justice. CCJA has been providing this service to sponsored and independent applicants since August 2022. CCJA holds its own comprehensive insurance and WCB coverage and is incorporated provincially and federally in Canada.

### **Project Duties/Responsibilities:**

**Under supervision, the practicum student will:**

- Perform pre and post readiness assessment; heart rate and blood pressure, to ensure candidate is cleared to participate in the prescribed assessment according to CCJA policies.
- Prepare and set up the necessary equipment for testing as stipulated in the training manual and under guidance for the Physical Ability Recruitment Evaluation (PARE) and the Corrections Officer Physical Ability Test (COPAT).
- Under guidance, perform a demonstration of the safe use and execution of each of the pieces of equipment and the course prior to testing to ensure candidates understand what is required.
- Ensure that the Candidate is wearing approved and appropriate fitness testing clothing and shoes for the assessment and provide guidance and coaching as required.
- Provide coaching and mentorship during scheduled instruction time-blocks as it relates to nutrition and training tips for each of the stations in PARE and COPAT. Please see our manufacture and certifying organization website <https://www.lepat.com/> and <https://www.youtube.com/watch?v=TC8zWQLbOxg> for more details on the assessments.
- Respond to and perform First Aid/CPR and apply AED, if required.

### **Required Student Qualifications:**

- Police Information Check with Vulnerable Sector Check and Alberta Security Clearance <https://www.calgary.ca/cps/public-services/police-information-checks.html>
- Current First Aid Level C with AED Certification
- Ability to lift 50lbs – the fitness testing equipment is set up and removed from the testing floor before and after each appointment. Candidates are requested to assist in the set up and tear down of the stations. Each piece of equipment is broken down into the lightest possible structure. There are supply carts that the equipment is stored and transported into and out of storage with. Team members work in partners and safety is paramount when maneuvering with and around the fitness equipment.

### **Assets:**

- Experience or an interest in fitness as it relates to policing, justice, and corrections would be a benefit.

**On-Site Supervisor:** Lonnie Croal [lcroal@ccja.ca](mailto:lcroal@ccja.ca)

# Kinesiology Practicum Application

## Placement: Canadian Criminal Justice Academy

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](mailto:knespracticum@ucalgary.ca):

- Completed Practicum Application
- Confidentiality Agreement

### Submit to Canadian Criminal Justice Academy:

- Police Check w/ Vulnerable Sector
- Alberta Security Clearance

### 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](mailto: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) (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: Lonnie Croal

Phone: \_\_\_\_\_ Email: [lcroal@ccja.ca](mailto:lcroal@ccja.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](mailto: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](mailto: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](http://ucalgary.ca/knes)