

## KINESIOLOGY PRACTICUM DESCRIPTION

**Practicum Position Title:** Adaptive Physical Activity Assistant

**Agency/Company:** [University of Calgary, Active Living](#); APAK

**Location:** University of Calgary, Faculty of Kinesiology

**Terms Available:** Fall

**Number of Positions:** 1

**Specified Schedule:** Must be available Wednesdays & Fridays from 5:15pm – 6:30pm and Sundays from 10:00am – 11:00am. Remaining hours will be according to Supervisor / Student schedule as outlined below.

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

The *Adaptive Physical Activity for Kids (APAK)* program offers children 6-16 years old with disabilities the opportunity to gain independence and health benefits in an encouraging and understanding environment. Each child will work one-on-one with a volunteer, and will be offered a variety of activities to take part in. The 60-minute program is designed to introduce fundamental movement skills as well as develop existing skills in a fun environment.

The first week of sessions will be an opportunity for the practicum student to observe the program, see how the program coordinator runs each session, and assist the volunteers and participants.

After the first week, the practicum student will be tasked with designing a lesson plan using a template provided by the program coordinator and submit it 72 hours before the first session of each week for review. The program coordinator and practicum student will also meet within a 48-hour window from when the lesson plan was submitted for review to discuss the plan and make modifications where needed. The practicum student will then lead the weekly sessions using the lesson plan they created, under the supervision of the program coordinator.

After each session, the practicum student will write up an approximately 150 – 300 word reflection on how the session went, focusing on their implementation of the lesson plan they designed, what they found was successful, and what could be improved for future sessions. A reflection must be submitted for each session within 24 hours of the session ending. Practicum students will also be encouraged to reference current literature on the areas of adaptive sports, inclusion, and ableism within their reflections.

The student will also have specific responsibilities for the *APAK* program, which are outlined below:

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

- The practicum student will help the instructor to set up the activities for the class, help to sign children in as they arrive to the program, and provide extra assistance to volunteers who may need an extra hand.
- Assist in the instruction of the *APAK* program:
  - The program runs three times per week, 60 minutes per session.
  - The practicum student's primary role will be to support the volunteers. This will involve working directly with children with physical and/or cognitive disabilities (3 hours per week of instruction).
- Communicating with the parents before and/ or after the *APAK* session.

- Planning and teaching games to the children (either on-on-one or in a group), with consideration of their unique needs and learning abilities.
- Step in if a volunteer is ill or if there are not enough volunteers to be paired one-on-one with the children.

**The following is a breakdown of allocation of a practicum student's time throughout the term:**

Lesson Plans	(1.5 hours/week)
Lesson Plans Reflection	(1 hour/week)
Participation in the <i>APAK</i> program	(3.5 hours/week)

**Required Student Qualifications:**

- Completion of, or registration in KNES 367 for Fall (Adaptive Physical Activity)

**Assets:**

- Experience working with people with disabilities is preferred
- Police Information Check with Vulnerability Sector – *if you do not have a valid sector check, you will be provided with steps on how to order one if selected for the position.*

**On-Site Supervisor:** Arsalan Khawaja [akhawaja@ucalgary.ca](mailto:akhawaja@ucalgary.ca)

# Kinesiology Practicum Application

## Placement: [University of Calgary, Active Living](#); APAK

Students must have 60 units completed to qualify for a practicum, including 30 units of KNES  
Students may participate in up to three practicums, with no more than two at the same location

Submit together to  
[knespracticum@ucalgary.ca](mailto:knespracticum@ucalgary.ca):  
 Completed Practicum Application  
 Confidentiality Agreement  
**AND submit to APAK Supervisor:**  
 Police Check w/ Vulnerable Sector for UofC, KNES

### 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

<b>Practicum Term</b>		
<input type="checkbox"/> Fall _____ (year)		
<b>Student Information</b>		
<b>Name:</b>	<b>UCID:</b>	
<b>Phone Number:</b>	<b>Email:</b>	@ucalgary.ca
<b>Student Practicum Expectations:</b> Why have you chosen this practicum placement? (1-2 sentences)		
<b>Code of Conduct</b>		
Students are responsible for compliance with the <a href="#">University of Calgary's Code of Conduct</a> .		
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read and understood the University of Calgary's Code of Conduct.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a pre-existing relationship(s) with person(s) (work, volunteer or personal) associated with this practicum placement? <b>If yes, please briefly explain the nature of the relationship:</b>	
<b>I agree that:</b>		
<ul style="list-style-type: none"><li>• No salary or payment will be received based upon my participation in a Kinesiology practicum placement</li><li>• I will meet the expectations of the practicum placement for which I am applying</li><li>• I will be punctual throughout my practicum placement and will adequately notify the On-Site Supervisor about any absence(s).</li><li>• I will complete 60-72 hours within the dates of the term.</li></ul>		
<b>Start Date</b> (first day of lectures)	<b>End Date</b> (last day of lectures)	
_____	_____	
<input type="checkbox"/> I agree with the above-mentioned terms and conditions.		
<b>Student's Signature:</b>	<b>Date:</b>	

### ON-SITE SUPERVISOR PORTION

<b>Name:</b> Arsalan Khawaja	<b>Organization:</b> University of Calgary, Active Living
<b>Phone:</b>	<b>Email:</b> <a href="mailto:akhawaja@ucalgary.ca">akhawaja@ucalgary.ca</a>
<b>As the On-Site Supervisor, I agree that:</b>	
<ul style="list-style-type: none"><li>• No salary or compensation will be given to the practicum student</li><li>• I will provide sufficient hours (60-72 hours) <u>within</u> 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)</li><li>• I will complete a mid-point and final evaluation for the practicum student</li><li>• I will provide sufficient supervision, and guidance during this practicum placement</li><li>• I will send any changes / updates to <a href="mailto:knespracticum@ucalgary.ca">knespracticum@ucalgary.ca</a> for approval / updating</li></ul>	
<input type="checkbox"/> I agree with the above-mentioned terms and conditions.	
<b>On-Site Supervisor's Signature:</b>	<b>Date:</b>

## **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: \_\_\_\_\_