

KINESIOLOGY PRACTICUM DESCRIPTION

Practicum Position Title: Olympic Oval Competitions Assistant

Agency/Company: University of Calgary Olympic Oval

Location: Olympic Oval

Schedule: TBD

Terms Available: Fall, Winter

Number of Positions: 1

Organization Description:

The Olympic Oval is a legacy facility of the 1988 Olympic Games. It is a place where Olympic dreams come true, and athletes are put in a position to achieve their personal best. An important and integral part of the University of Calgary's Faculty of Kinesiology; the Oval is a speed-skating facility, a research facility for UCalgary Kinesiology scholars, a training facility for varsity athletes and a public facility to serve the larger community. The Olympic Oval competitions department hosts approximately 25 competitions per year ranging from time trials to international events such as World Cups and World Championships.

Project Duties/Responsibilities:

Assist with the planning and delivery of short track and long track competitions ranging from Saturday morning time trials to World Championships.

Attend competition planning meetings, including planning meetings for the 2024 World Championships.

Assist with the development of a Competitions Manual for the International Centre of Excellence. The manual will provide competition framework and procedures for use in developing speed skating nations.

Assist with competition tasks in various capacities including:

- Electronic timing - photo finish and laser systems
- Competition software - race management, event management, post on an event app to communicate with athletes, coaches, officials, volunteers, and spectators
- Video Cameras – set up and control 4K PTZ cameras
- YouTube – assist with live streaming our competitions with the use of vMix software
- Awards – calculate rankings, organize awards, hand out awards, and take photos
- Volunteers – assist with volunteer coordination and hosting

Required Student Qualifications:

- MS Office suite
- Superior time management and client service skills

On-Site Supervisor: Dustin Miller, dustin.miller@ucalgary.ca

Kinesiology Practicum Application

Placement: Olympic Oval Competitions

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

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; 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: Dustin Miller

Phone:

Email: dustin.miller@ucalgary.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 within the term dates above only, supervision, and guidance during this practicum placement
- I will complete a mid-point and final evaluation for the practicum student.

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

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