

## **KINESIOLOGY PRACTICUM DESCRIPTION**

**Practicum Position Title: Kinesiologist Assistant**

**Agency/Company: [University of Calgary, Staff Wellness](#)**

**Location: Math Sciences 267, Main Campus**

**Terms Available: Fall or Winter**

**Number of Positions: 1**

**Specified Schedule: Tuesdays, Thursdays and Fridays**

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

This placement will focus on proactive ergonomics, including ergonomic consultation, assessment, intervention and education, in a variety of environments at the University of Calgary.

With close supervision from the Kinesiologist (Ergonomic Program Advisor), the student will:

- Assist with ergonomic consultations and assessments: conduct interviews with employees regarding their ergonomic concerns, take measurements of workstation equipment, furniture and materials, make appropriate adjustments to improve ergonomics, and provide verbal education and recommendations to employees to limit ergonomic risk factors.
- Collaborate with the Ergonomic Program Advisor to identify equipment solutions and recommendations for ergonomic issues noted in assessments.
- Assist with developing educational resources related to office, industrial and lab workspaces.
- Assist with in-person and virtual ergonomic training sessions for employees.
- Assist with the Staff Wellness Equipment Loan Program; loan appropriate equipment to clients, track equipment, and provide follow up and review.
- Collaborate with the Ergonomic Program Advisor and Ability Advisors to help facilitate successful return to work and appropriate accommodations for clients.

### **Required Student Qualifications:**

- Completion of KNES 213 (Introduction to Research in Kinesiology)
- Completion of KNES 259/260 (Human Anatomy & Physiology)
- The student must be physically capable of walking long distances, bending, kneeling, crouching, reaching, pushing/pulling and lifting up to 40 lbs.

### **Assets:**

- KNES 263 (Quantitative Biomechanics)
- KNES 363 (Biomechanics of Biological Materials)

**On-Site Supervisor: Jennifer Ball, BPE, Kinesiologist, CEP [jennifer.ball1@ucalgary.ca](mailto:jennifer.ball1@ucalgary.ca)**

# Kinesiology Practicum Application

## Placement: [University of Calgary, Staff Wellness](#)

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

### 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)	<input type="checkbox"/> Winter _____ (year)	<input type="checkbox"/> Spring _____ (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) or group(s) associated with this practicum placement? If yes, please briefly explain the nature of the relationship:	
<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> Jennifer Ball	<b>Organization:</b> University of Calgary
<b>Phone:</b>	<b>Email:</b> <a href="mailto:jennifer.ball1@ucalgary.ca">jennifer.ball1@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, 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)</li><li>• I will provide sufficient supervision, and guidance during this practicum placement</li><li>• I will complete a mid-point and final evaluation for the practicum student.</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: \_\_\_\_\_