

Leading with Purpose.



**UNIVERSITY
OF ALBERTA**

The Faculty of Kinesiology, Sport, and Recreation Professional Practicum Guide Agency Handbook

"The University of Alberta respectfully acknowledges that we are situated on Treaty 6 territory, traditional lands of First Nations and Métis people."

Overview

The Faculty of Kinesiology, Sport, and Recreation takes a proactive approach to integrating work-integrated learning (WIL) into its [degree programs](#), with a notable emphasis on the inclusion of the Professional Practicum course. To be eligible for this practicum, students must be in their fourth year of the program, ensuring a solid academic foundation before immersing themselves in the practical aspect of their education.

The practicum placement extends over a span of 13 weeks, amounting to a total of 455 hours.

In addition to practical experience during their placements, students will actively participate in virtual seminars designed to mirror professional development opportunities and complete assignments. These elements are essential components of the practicum course.

A Few Definitions:

KSR PEXL Lead: The Practicum and Experiential Learning Lead (PEXL) within the Faculty of Kinesiology, Sport, and Recreation has the responsibility of overseeing the professional practicum program's administration, which involves establishing and maintaining relationships with hosting agencies and coordinating the placement and confirmation of students into their practicum positions.

Agency Supervisor: The agency supervisor holds the role of guiding and supporting the learning experience for the practicum student. Although a student might have multiple supervisors throughout their placement, designating one as the agency supervisor is crucial. This designated supervisor will offer feedback on the student's performance during the practicum.

Full-Time Practicum: A full-time practicum commitment encompasses dedicating up to 40 hours weekly across the 13-week span, adjusting according to your agency's operational requirements, and factoring in time for assignments, seminars, and professional development opportunities.

Part-Time Practicum:

The part-time practicum is designed for certain Bachelor of Kinesiology and Bachelor of Science in Kinesiology students, involving an average weekly commitment of up to 20 hours over the 13-week program. This schedule can be adjusted to match your agency's needs, allowing time for assignments and participation in practicum seminars.

The Recruitment Cycle

Our Professional Practicum Program course is available three times annually, granting students the flexibility to select the timing that aligns with their schedule. Students have the option to undertake their practicum course in the winter semester (**January to April**), spring/summer semester (**May to August**), or fall semester (**September to December**).

To facilitate a streamlined procedure, students will plan and confirm their practicum placement during the semester **preceding their practicum course**, allowing ample preparation time for a seamless transition into the practicum experience.

There are two ways that an Agency may recruit a placement.

KSR Placement Process: Agencies can engage in the placement process by posting a practicum description on our online job board, <https://campusbridge.ualberta.ca/home.htm>. Students can review the descriptions, submit applications, and participate in interviews, after which agencies will assess the candidates and extend offers accordingly.

Self-Directed Approach: Students may directly approach an agency to inquire whether they're interested in offering a placement not yet listed on KSR CampusBRIDGE. Subsequently, the student and agency collaborate to establish a role description and submit it for approval on CampusBRIDGE.

Recruitment Cycle Timeline:

An agency will submit a practicum (job) description, to [CampusBRIDGE](#)

1. at **least 4-6 months before** the start of the practicum.
2. Students will review practicum placements that are available to them on **CampusBRIDGE**.
3. Students will then submit their applications to **CampusBRIDGE**, and these applications are then received by the agency supervisor for review.
4. The agency supervisor will contact all student applicants for an interview, whenever possible.
5. Interviews will be conducted (virtual or in person)
6. Agency supervisors will submit rankings of candidates to **CampusBRIDGE**.
7. Offers will be sent out using the **Rank & Offer system** through **CampusBRIDGE**.
8. Students will accept or decline **ALL offers** and subsequently confirm their chosen placement.
9. Agency supervisors and confirmed practicum students will engage in discussions about the logistics and start date for the student to begin their work in the placement.
10. Placement Begins

Requirements for Practicum Placement Approval

To have a practicum placement approved and offered to students, agencies must first complete a practicum description on our online job board, known as [CampusBRIDGE](#).

To have a practicum placement approved and offered to students, the agency must provide:

1. A clear outline of the responsibilities that the student can expect during the placement. Additionally, the agency should specify how the 455 hours will be distributed throughout the 13-week semester.
2. An overview of any projects and/or deliverable items that would be expected from the student during the practicum.
3. A competency profile created for the role, detailing the skills and qualifications required for successful participation.
4. An acceptable supervisor to oversee the student's work. In some cases, it may be beneficial for the student to work under one or more supervisors, especially when an agency has multiple departments, services, or professionals that the student could benefit from learning.
5. One person designated as the agency supervisor, is responsible for:
 - Submitting all feedback on the student's performance throughout the practicum.
 - Facilitating communication between the KSR PEXL Lead and student on any issues that arise.
 - Ensuring the work environment is safe and positive for the student's growth and development.

Please check out [How to Write a Job posting by CEWIL Canada](#) for more information.

[Employer Tool Kit Home - How to Write a Job Posting \(cewilcanada.ca\)](#)

Posting on CampusBRIDGE-Follow these Helpful Links for Step-by-Step Instructions

Creating a CampusBRIDGE Account

1. [How to set up an CampusBRIDGE account](#)
2. [How to login to CampusBRIDGE](#)
3. [How to reset your password](#)

Creating a Practicum Posting in CampusBRIDGE

1. [How to create a practicum posting](#)
2. [How to edit a practicum posting](#)
3. [How to repost a closed practicum posting](#)
4. [How to check the status of a job posting](#)

Reviewing Applications

Once the application deadline concludes, your next step will involve evaluating the received applications and reaching out to potential candidates for interviews. While it is advisable to interview all applicants for your role, in instances of a substantial application influx, you might find it necessary to create a selective list of candidates to invite for the interview phase.

- When shortlisting candidates, please consider the following: Recognize that students' expertise often arises from their degree, coursework, volunteer engagements, and occasionally unrelated part-time jobs.
- Evaluate how effectively a student has communicated their transferable skills acquired through these experiences, prioritizing this over exclusively emphasizing closely related past roles.
- Exercise caution against both conscious and unconscious biases during the assessment process, applying the same vigilance as you would in recruiting for paid positions.

The Interview Process

Conduct interviews with a structure like formal employment interviews, recognizing that students may not possess directly applicable work experience.

Please consider the following:

- Create interview questions that assess the fundamental skills necessary for success in the role.
- Utilize behavioral-style interview questions to prompt students to provide examples of when they have demonstrated specific skills ("Can you describe a situation when...").
- Maintain fairness by using a standardized set of interview questions for each candidate, ensuring an impartial assessment process.
- Employing this approach guarantees an objective ranking of candidates and aids in making well-informed decisions.

Rank and Offer

After concluding all interviews, agencies will provide rankings for their candidates, indicating their preferences for the position. A #1 ranking signifies that a student is the agency's top choice.

On the offer date, offers will be dispatched to all #1 ranked candidates simultaneously, affording students a 24-hour window to respond.

During this period, students might receive multiple offers if they hold a #1 ranking for various positions. Students can either promptly accept one of these offers or choose to delay their decision, considering they might receive offers from agencies that ranked them lower than #1 later in the day, depending on the choices of other candidates.

Once a student has accepted an offer and confirmed their placement on CampusBRIDGE, they will follow up directly with the agency supervisor to discuss the official start date, the expected schedule, and any onboarding logistics.

This communication takes place before the student begins their placement, ensuring a smooth and well-coordinated transition into the practicum experience.

Once the Practicum Begins

In-Person Practicum Seminar Series

Before the commencement of the first week of the semester, students will engage in an in-person practicum seminar series held over two days at the U of A, addressing a range of subjects related to professional development. This series aims to enhance students' expertise and proficiencies, preparing them for their practicum placements and paving the way for their future career pursuits.

Agency Onboarding

When a student starts their practicum placement, they should receive proper orientation or onboarding to the agency. The onboarding plan should encompass several essential elements, including:

1. Introducing the student to their team members and other staff.
2. Providing a tour of the organization's facility to familiarize them with their new environment.
3. Assisting them with any security or IT requirements necessary for their role.
4. Providing safety or Personal Protective Equipment (PPE) training as needed for their tasks.
5. Introducing the student to the agency's workplace policies and procedures to ensure they are aware of the organization's expectations.

Expectations of Agency Supervisor

- ✓ To provide a meaningful practicum experience that aligns with the student's learning objectives and assists in skill development.
- ✓ To act as a mentor, offering exposure to various areas of the agency and facilitating networking opportunities when available.
- ✓ To define clear expectations for the student's duties and work hours, collaboratively outlining them in the practicum agreement.
- ✓ To conduct a detailed orientation/onboarding for the student to familiarize them with the organization.
- ✓ To offer opportunities for the student to gain insight into agency operations and address any questions related to industry practices.
- ✓ To provide regular feedback to both the student and the KSR PEXL Lead.
- ✓ To allocate time for the student to work on practicum assignments.
- ✓ To create a safe and engaging environment for the student's experience.
- ✓ To promptly communicate with the KSR PEXL Lead if any issues arise that may impact the practicum requirements.
- ✓ To ensure consistency in the work schedule, it will not surpass 40 hours per week or any operational requirements specific to your agency.

Forms and Evaluations to be completed by the Practicum Supervisor

Practicum Agreement

During the initial two weeks of the practicum placement, the student and agency supervisor will work together to draft a practicum agreement, which resembles an employment contract and delineates crucial particulars such as the official start and end dates, anticipated schedule, roles, expectations, projects, and advancement during the placement, thus furnishing a well-defined structure for the practicum experience and ensuring mutual understanding of the placement's objectives and aims.

Mid-Point Feedback

Around the midpoint of the 13-week practicum placement, you will hold a formal feedback meeting with your student, focusing on their progress and performance. Furthermore, you will need to complete a feedback form evaluating the student's advancement in the practicum. This mid-term feedback offers an important chance to gauge the student's growth and tackle any potential areas for enhancement or additional assistance.

Final Feedback

As the 13-week practicum placement draws to a close, a final formal feedback meeting will be scheduled. In this meeting, you will evaluate and discuss the student's overall performance. Additionally, you'll need to complete a feedback form that comprehensively assesses the student's performance throughout the entire practicum. This final feedback session offers a thorough examination of the student's journey and offers invaluable insights to foster their future growth and development in their chosen field.

For frequently asked questions, please check out our KSR Practicum Webpage at

[KSR Practicum Website](#)

For any other questions, please contact the KSR Practicum and Experiential Learning

Lead:

ksrpract@ualberta.ca