

UNIVERSITY OF BRITISH COLUMBIA
FIELD EXPERIENCE in KINESIOLOGY AND HEALTH SCIENCE SETTINGS 454B
Course Outline & Handbook

Instructor: Simone Longpre
simone.longpre@ubc.ca
Office: Auditorium Annex – 155A
Office Hours: by appointment

January 9 – April 10, 2007
War Memorial Rm 100
Tuesday 11:00am -12:30pm

OBJECTIVES:

The purpose of this field experience is to provide the student with a practical and professional learning environment. The students will be able to identify career interests in the kinesiology and health science industry and identify their skills and assets associated with the tasks they are presented with in their placements. They will have an increased awareness of the organizations operating in this field. They will have an opportunity for professional development in a practical setting and to enhance marketability and employability.

REQUIREMENTS:

- 1) Field Experience:
 - Must complete a total of 40 hours (over 12 weeks) of field work experience with an organization that offers (directly or indirectly) health promotion, fitness, or related health science opportunities to the public.
 - Practicum can consist of a regular weekly commitment, or you could choose a field experience related to a special event or project.
 - Credit for field work experience can NOT be retroactive.
 - You may NOT receive credit for remunerated work experiences.
 - The field work experience is to occur while the students are registered in HKIN 454B.
 - Your field work experience must be with one organization.
 - Placements must be approved by the instructor prior to commencement.
- 2) Active participation (100%) at the weekly seminars, share ideas, comments, attendance
- 3) Professional logbook outlining work experiences, successes, challenges, and issues as they relate to your involvement in the organization (see logbook instructions pg 2-3).
- 4) Group seminar presentation (see presentation instructions pg 4) and any class assignments
- 5) Final exam

EVALUATION:

- | | |
|--|-----|
| 1) Satisfactory completion of field work experience* | |
| 2) Participation in seminars | 20% |
| 3) Professional Journal / Logbook | 30% |
| 4) Seminar Presentation | 30% |
| 5) Final Exam | 20% |

*Students CANNOT successfully pass this course without satisfactorily completing the field work experience on time.

PROFESSIONAL JOURNAL REQUIREMENTS AND INSTRUCTIONS (30%)

You need to be continually updating this throughout the term!

Section 1:

- Clearly explain the organization (structure and context, culture, mission) and your role there. Include your observations about your field work experience, your general duties, and your responsibilities within the organization.
- Include the skills you set out to help build on your strengths and develop your weaknesses.
- Include the objectives set by you and your supervisor.

Section 2:

- Log your hours *each day* of work and note what duties you performed, who you worked with, and where you worked.

Section 3:

- Did you complete your objectives, develop specific skills or attain your goals? Why or why not? What can you do to improve yourself professionally? Comment on your strengths and weaknesses. Was there someone you worked with who had an impact on you?
- Include the positive points and the negative points about your field work experiences (and how those positive and negative points might influence your future work in the organization). What did you enjoy about the field work experience? What you did not enjoy?
- Include what courses you have completed so far in all of your B.H.K. degree have been most helpful in your professional preparation for this work experience. What courses would have been useful?
- What recommendations do you have for future HKIN 454B students?
- Reflect on the class seminars. Comment on the link between issues discussed in class and your work placement.

JOURNAL WRITING

By Mike McLennehan

What is a Journal?

Through writing, a person can reflect on one's thoughts, responses, learning and interactions with other people. In a journal one can focus on ideas, questions, and how to integrate newly learned skills into the work experience. Seminar discussions, communication with school and faculty advisors, and teaching/leadership experiences with students can be connected in a journal. You may find that something that was discussed in a seminar helped you in a practical way during your fieldwork that week. A situation may arise where an idea that sounded good in class or seminar group did not work as well as you would hoped in actual practice. The journal is a place where you can write about and clarify your experience.

What Do Journals Look Like?

The question is often asked "what should a journal look like?" Your journal is what you make it. A journal is a tool to help you get the most out of your fieldwork experience. The ways you put your thoughts down on paper can be as varied and creative as your want. Writing, drawing, poems, articles, quotes are some of the ways you can express your thoughts in a journal.

How Can You Benefit From Journal Writing?

Keeping a journal helps to clarify and evaluate one's thoughts, feelings, experiences and observations. Writing in a journal can be a stimulus to creativity. They can help us see connections we have previously overlooked. By writing down conflicts or challenges we often get ideas on how to work through and resolve our dilemma. They can be very useful as a problem solving tool. Journals can connect our

readings to other experiences and learnings. This is an excellent method for documented learning - a way of asking and answering questions that have personal relevance. What fieldwork strategies and leadership styles have you found to be effective and which ones do not work as well? Build yourself up and record what you have done well and comment on why you feel the activity worked. You can relate and connect past personal experiences, present learning situations, and future aspirations (setting goals and putting down what you want to accomplish). Setting your goals down on paper helps to give you a clear vision of where you are going.

During the tenure of your fieldwork you should attempt to get answers to any number of the following questions (from your supervisor or other staff member) which may be relevant to your placement.

NOTE: Include this information in your Professional Journal.

1. How long have you been in this job? Who set the requirements for it? How much power do you have in determining how you perform your job? Approximately how many hours per week do you spend on the job? How do you apportion your time?
2. How adequate was your preparation in higher education for your work role? What were the major strengths of your professional education? What were the major weaknesses? In your view, what is the ideal relationship between higher education and the work organization, i.e. what responsibilities are linked to each agency?
3. What degree(s) do you possess? Are you currently involved in a degree program? Are you currently involved in a form of continuing education or professional development? Why, or why not?
4. Suppose that you have the responsibility to hire people to perform your work: What would you look for in the candidates for your job?
5. In the course of your work, have you identified some questions or problems which require research? What are some of these questions? Have you tried to communicate these to researchers?
6. How do you know when you are successful in your work? What criteria do you use? What are the major barriers to your effectiveness?
7. Are you a member of a professional association? Do you receive professional journals? How much time do you have for reading and staying abreast of new developments in your field?
8. How helpful is the research literature in the performance of your role? In what ways should research be communicated to practitioners like you?
9. Is it possible for someone who performs a job like yours to become professional obsolete? What are the causes? What are the remedies?
10. Have you ever tried to construct a model of how you think about, and actually perform, your work? How successful were you? Have you returned to this model since you constructed it?
11. Are you subject to the supervision of another professional? Are you satisfied with the quantity and quality of supervision? What criteria are used to evaluate your effectiveness?
12. What are your views on the needs and problems of your clients? Are there identifiable types, or groups, of clients? What are they?
13. To what extent does your professional life affect your personal life? Explain. Do you find that there are conflicts between different parts of your job?
14. Do you see yourself in this same job five years from now? Ten years from now? Explain. What will the future bring for jobs like yours?

GROUP PRESENTATION REQUIREMENTS AND INSTRUCTIONS (30%)

**Timing must be exact. You will be cut off if you are not within time limits.
Your group (2 people) will have 40 minutes to present.**

- A) Hand in an outline of your presentation. Include each person's name and organization, your topic/issue and your activity instructions and purpose.
- B) First 8-10 minutes - presentation time.
 - o Have one person do a quick intro. Outline what you will present and what issues you will be focusing on.
 - o Each person must explain their organization, their place in the structure, and their duties and responsibilities
- C) Last 30 minutes - problem solving activity (set-up and completion). Each group member must be involved equally.
 - o Each person must present an issue/situation either from their placement, or an issue/situation from the recent news/media that has application to your placement. Explain the issue and why it is pertinent. Create an activity to stimulate the class to think about, and problem solve this issue. The activity type can stay consistent or change depending on each of your placements/topics. (20min)
 - o You must include the entire class in the activity. This should not be a simple question and answer period. Be dynamic and creative.
 - o Provide closure to the group's presentation. Summarize or comment on the outcome of the problem solving and its relation to your group's organizations. (10min)

Communication between the instructor and the field supervisor

The student will be responsible to report to both the field supervisor and the instructor on a regular basis. Field work supervisors will be provided with an evaluation form to comment on and evaluate the student's work at the agency. The field work sponsor and course instructor will discuss the student's progress throughout the term and decide upon the degree of satisfaction with which the field work portion of the course has been fulfilled.

Class Schedule

Seminars #1-6: Career and employment preparation

- #1 – January 9 Introduction - course outline, discuss further how to select, and where to look for a field work experience placement.
Student profile: Pg. 7 & 8 completed in class.
Student seminars.
- #2 – January 16 Determining a career path.
- #3 – January 23 Writing an effective resume.
DUE: Code of professional ethics form Pg.12.
Agreement form Pg.10 - Placement determined.
- #4 – January 30 Job Interview, job expectations, job or employee evaluations, skills.
DUE: Resume or CV.
- #5 – February 6 How to be an effective presenter.
- #6 – February 13 Class time for presentation group work, consults with instructor.

Seminars #7-13: Professionalism in the field - Presentations, problem solving and activities

- #7 – February 27 Groups 1 & 2 Presentations and activities.
- #8 – March 6 Groups 3 & 4 Presentations and activities.
- #9 – March 13 Groups 5 & 6 Presentations and activities.
- #10 – March 20 Groups 7 & 8 Presentations and activities.
- #11 – March 27 Groups 9 & 10 Presentations and activities.
- #12 – April 3 Groups 11 & 12 Presentations and activities.
- #13 – April 10 Groups 13 & 14 Presentations and activities.
Discussion/evaluation of field work experience.
Recommendations for HKIN 454B.
HKIN 455 information.
DUE: Must have completed all field placement hours.

Final Due Dates:

- April 13 DUE: Professional Journal / Logbook. Hand in to the admin office Rm 210 in War Memorial or to my mail slot in the Auditorium Annex by 12 NOON.
- April 20 DUE: Feedback form (Pg. 11) should be faxed to me by your field placement supervisor. It is your responsibility to ensure this happens.

Course Policies:

HKIN 454B is a critical course for undergraduates in the school of Human Kinetics who wish to become professionals in the kinesiology and health science industry. In this course, students are expected to continue the transition from student to professional and, in so doing, develop their concept of professionalism and their commitment to health and fitness. For this reason, it is expected that students in HKIN 454B will take responsibility for their personal professional development and act professionally by adhering to course policies and requirements, by making meaningful contributions to the class and in their placement settings, and by maximizing the benefits that can be gained from the learning experiences provided in this course.

i) Full attendance is expected at all seminars. Students who miss more than two seminars may be penalized 50% of their seminar participation grade. Students who are unavoidably absent because of illness or disability should contact the instructor ASAP.

ii) Students who know in advance that they will be unavoidably absent should apply for special accommodation from the instructor as soon as possible to determine how course requirements will be met and how any missed graded work will be completed. Supportive documentation must be submitted to the Undergraduate Advising Centre, at the earliest possible date. The School will not normally take into account untimely notification and a minimum of two weeks notification is expected.

iii) Where prior notification is not possible, students should contact the instructor as soon as possible, upon their return to class, and submit supportive documentation to the Undergraduate Advising Centre as required.

iv) Students whose attendance or performance may be severely affected by medical, emotional, or other disabilities, should consult with the instructor early in the term to discuss any special accommodations that might be needed in order to complete course requirements. Supportive documentation, (as required) from either the Access & Diversity - Disability Resource Centre or a physician must be submitted to the Undergraduate Advising Office.

v) Graded Work -Students who do not complete their seminar on the assigned date, due to an unauthorized absence, will not receive a grade. Students who, due to unavoidable circumstances, are unable to present on the assigned date, are responsible for arranging an alternate time and place for completion of the presentation.

The University accommodates students with disabilities who have registered with the Access & Diversity - Disability Resource Centre. The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. A list of religious holidays involving fasting, abstention from work or study, or participation in all-day or fixed-time activities is available at <http://students.ubc.ca/publications/multifaith/>. Any accommodations required should be communicated to the course instructor, preferably in the first week of class. Students who plan to be absent for varsity athletics, family obligations, or other similar authorized commitments, cannot assume they will be accommodated, and should discuss their commitments with the instructor before the course official drop date.

HKIN 454B: NEEDS ASSESSMENT

Name:

Year:

Interests in the field of kinesiology and health sciences- what kind of work would you like to accomplish in the future (i.e., when you graduate from the KINH program)? Identify the work-related tasks you would like to carry out in your future job?

Identify the organizations that you are aware of, that exemplify excellence in your field of study and that you believe you would enjoy working for? Why have you identified these organizations as the best? What characteristics make them the best?

Is your ideal job out there? If it is, identify it. Why have you identified this job as your ideal? What characteristics make it ideal?

HKIN 454B: STUDENT PROFILE FORM

General information

Name:

Email address:

Work/Volunteer Experience

Year/time	Position	Organization

Placement Preferences for HKIN 454B

Please provide a general indication of the type of field work experience you prefer for HKIN 454B.

Type of Organization	Type of Skills/Experience

Placement strategy (how you plan to secure a placement, or if you already have one in mind, the process you went about to determine it).

The University of British Columbia

School of Human Kinetics

**Human Kinetics 454B Field Work Experience
Kinesiology and Health Sciences**

**FIELD WORK EXPERIENCE GUIDELINES
FOR THE FIELD SUPERVISOR**

**Winter
2007**

Instructor: Simone Longpre
Email: simone.longpre@ubc.ca

The School of Human Kinetics would like to thank you for allowing our student(s) an opportunity to gain valuable work experience within your organization. We hope that the field experience of our student(s) at your agency will be a mutually beneficial relationship. To this end, the School has prepared a list of guidelines that will help to ensure the success of the program.

The required length of the field work experience is 40 hours. This time can be spread over the school's term duration (12 weeks) in a manner that best suits the sponsor and the student.

The Field Supervisor and the Agency agree to provide an opportunity for Human Kinetics students to gain practical and applied field experience so that they may become a more competent professional. Ideally, the placement will include a balance of administrative support tasks and involvement in the management of one or more projects/programs.

The Field Supervisor should be prepared to meet with the student on a regular basis.

As part of the course requirement, students are given a set of questions to answer about their host agency. Over the course of the field work experience, the Field Supervisor should be prepared to spend 2-3 hours sharing professional skills and knowledge with the student(s).

The Field Supervisor will communicate with the instructor by telephone/fax or by e-mail if the need arises.

Evaluation for the field work experience will be at the beginning of April. Students will be provided with a Performance Feedback form to be filled out by the Field Supervisor. Field Supervisors are encouraged to share the content of this form with the student. Field Supervisors are asked to send this Performance Feedback form to the instructor upon the completion of the field work experience.

Thank you again for agreeing to be involved in the professional development of UBC students.

FIELD WORK EXPERIENCE AGREEMENT FORM

Instructor: Simone Longpre

Email: simone.longpre@ubc.ca

Student:

Telephone:

Email:

Supervisor:

Telephone:

Email:

Agency:

Address:

Directions: The Field Supervisor and the student are expected to determine the students' duties and responsibilities for the field work experience. The student will identify learning and performance objectives to be achieved by the end of the work experience. Both parties are encouraged to contact the instructor during this process, should any questions arise.

Student's objectives:

Student's duties and responsibilities:

Agency/Field Supervisor responsibilities:

Student
Date:

Field Supervisor
Date:

Instructor
Date:

PERFORMANCE FEEDBACK FORM
(to be completed by the Field Supervisor)

Student's Name: _____ Time period of work placement: _____

Field Supervisor: _____ Agency: _____

Criteria	Needs Improvement	Meets Requirements	Exceeds Requirements
Relationship with supervisor/staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with clients/public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competencies: General knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge related to placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagerness to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assume work responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Development: Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please summarize the student's contribution to your organization. Identify strengths and weaknesses as well as the potential of this student for future employment in the field of kinesiology and health science.

* To the best of my knowledge, the student has worked for our organization for at least 40 hours.

Signature of Field Supervisor

Date

(Please fax Attn: Simone Longpre by April 20, 2007 at 604 822-5884)

HKIN 454B: Code of Professional Ethics

1. I understand that as a student intern, I am representing the School of Human Kinetics at UBC and I will adopt the highest standards of professional conduct.
2. I will create a positive and supportive atmosphere for my classmates and will not divulge confidential information revealed in class.
3. I will not put undue pressure on anyone associated with my placement agency to hire me following my internship.
4. I will not engage in non-work activity on placement time.
5. I understand that some placement organizations are in direct competition with one another and will I not share non-proprietary information.
6. If I encounter problems during this placement, I will try to resolve them with the persons involved. If this does not lead to satisfactory solution, I will contact my supervisor and/or course instructor.
7. I will not knowingly put myself or anyone I am involved with during the HKIN 454 at risk. I understand that for a nominal fee, I can be insured for course related activities at UBC.

Print Name

Signature

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HKIN 454B: Information on liability insurance for students

LIABILITY INSURANCE

Liability insurance policies are in place to protect the University against claims by third parties. Faculty and staff are also protected, provided they were engaged in activities on behalf of the University at the time of the alleged incident. In addition, students, if engaged in certain University-sponsored activities such as practicum and approved University sports activities, are covered by the University's liability policy. The insurance also pays legal costs in defending a claim.

WORKERS' COMPENSATION COVERAGE

All faculty and staff are covered by Workers Compensation in the event of injury while at work. Student workers who have paid appointments are also covered. **However, students performing field course work are not covered by Workers' Compensation.**

STUDENT ACCIDENT INSURANCE

The plan is of benefit to those **UBC students performing course work in the environments where the risk of injury is greater than in a classroom, e.g. laboratory, certain fieldwork, practicum.** It provides \$50,000 maximum benefit for death or dismemberment, \$100,000 for paralysis and a \$10,000 excess medical coverage, e.g. ambulance, prescription drugs. This is not a substitute for the basic BC Medical Plan or its equivalent from another province, which must be in place as the student accident plan provides only a measure of excess medical coverage.

Physician/surgeon fees are not covered by the plan, as BC Medical, or its equivalent, will pay these costs for claims within Canada.

The plan does not provide 24-hour coverage. It applies only during the involvement of the student in course work.

The cost of the insurance is \$7/yr/student.

Students performing course work outside of Canada and those traveling in chartered (non-scheduled) aircraft are excluded from the basic plan but can secure alternative coverage through UBC Treasury by contacting their department administrator.

The insurance is available at the Human Kinetics main office in War Memorial Gym.