

KIN 101 Fall 2017 Work Term Package

Please read the following information regarding your work term. You may use the links below to jump to a relevant section.

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If you have any questions or concerns about the content of this Work Term Package, please contact the Co-op Office.

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Important Dates

If you have any questions regarding the deadlines below, please contact the Co-op Office.

Before you start work:

Course Registration

You will be registered in KIN 101 by the week of August 21, 2017. If you have not been registered by August 28, 2017, please contact the Co-op Office.

Work Term Agreement and Waiver of Liability

Deadline: before your first day of work

First two weeks of work:

Supervisor Meeting

You should meet with your supervisor regarding your work term during your first week of work.

Information Form and Learning Objectives

Deadline: Friday, September 15, 2017 (or two weeks after your job start date)

Mid-term:

Site Visit Scheduling

Approximately 4 weeks into your work term, watch for an email which will contain details regarding scheduling your mandatory site visit. Your site visit will be scheduled for your 7th – 9th week of work.

Work Term Report

Deadline: Friday, October 28, 2017 (or eight weeks after your job start date)

During your first work term, you will write an Experiential Report. The objective of this paper is to encourage you to reflect on your present work experience and how it relates to your academic and career development. This report will also assist you to understand your first work term experience and the company you are working for. Please refer to the Understanding the Workplace section of the Student Handbook for details on a week by week breakdown when starting a new position.

Your report must be submitted in person or by mail to the Co-op Office accompanied by a [Work Term Report Release form](#).

End of term:

Evaluations

Deadline: Friday, January 5, 2018

General Information

Course Registration and Tuition

As a continuing undergraduate student, you must pay a non-refundable \$100.00 registration deposit before you can be registered for your Co-op work term course. You must pay any overdue tuition/fees in full before paying your registration deposit.

The Co-op Office will register you for your work term course (KIN 101) at least 2 weeks prior to the start date of your work term job. If you had previously registered for a full course load, please ensure you have dropped any courses you are not intending to take this term. You are unable to register yourself for your work term course.

The course you are placed in is based upon how many work terms you have already completed, i.e. a student completing their first work term will be placed in KIN 101, a student completing their second work term will be placed in KIN 201, etc.

The Co-op work term course tuition cost is \$745.00 ([subject to tuition fee increase](#)). Tuition is applicable whether your job was found through the Co-op Office or through your own job search. Tuition is set by the University and must be paid for each 4-month work term secured. Please see the [Student Services website](#) for more information on paying tuition.

Work Term Agreement and Waiver of Liability

While on a work term, you are not an employee of UBC, but rather an employee of the company you are working for. To clarify this relationship, UBC requires you to sign a Work Term Agreement and Waiver of Liability for each term. If you are completing a work term in Canada, you must complete the Domestic Waiver. If you are completing a work term outside of Canada, you must complete the International Waiver.

Instructions

This form must be electronically signed using Adobe Acrobat (you can find a free download of Adobe Acrobat Reader on [their website](#)). To complete the form, you must:

1. Download the proper form from the Co-op website
 - a. If you are completing a work term in Canada, download the [Domestic Waiver Form](#)
 - b. If you are completing a work term outside of Canada, download the [International Waiver Form](#)
2. Open the form in Adobe Acrobat and complete all fillable fields, including marking the checkbox and clicking Update Date
3. Save the form as a PDF titled **Your Name - School of Kinesiology Co-op Waiver Fall 2017**
4. Open the PDF file you just saved and ensure all information is completed and correct. Forms that are not complete/correct will be returned to you and you will have to resubmit them
5. Email the PDF to Leah Meanwell at leah.meanwell@ubc.ca



Supervisor Meeting

It is your responsibility to schedule a meeting with your supervisor during your first week of employment. This meeting is essential to ensure you and your supervisor are on the same page regarding the co-operative education portion of your employment.

You should discuss the following details:

- Your work term parameters and responsibilities, including their participation for a mid-term site visit and end of term evaluation
- Your learning objectives
- Your work term report

Information Form and Learning Objectives

The Co-op Office requires you to provide basic information about your placement, including your work address and your supervisor. This information helps us with scheduling your site visit and keeping in touch with your employer.

Learning Objectives help you reach goals for your work term and your personal and professional development. These Learning Objectives should fit in with your current role as well as any long term goals you have set for yourself.

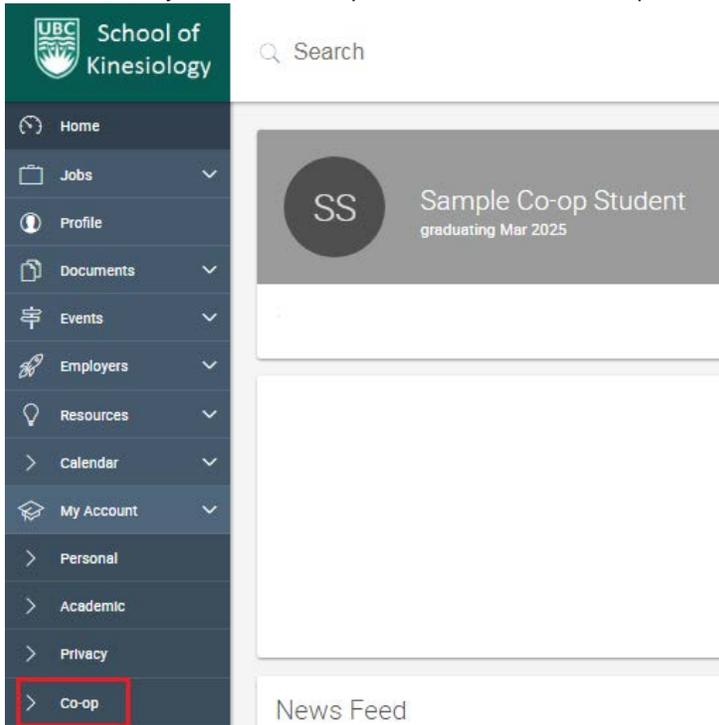
Instructions

Your Work Term Information Form and Learning Objectives are completed through Symplicity. You cannot save a draft of this form in Symplicity so please ensure your Learning Objectives are prepared before you begin.

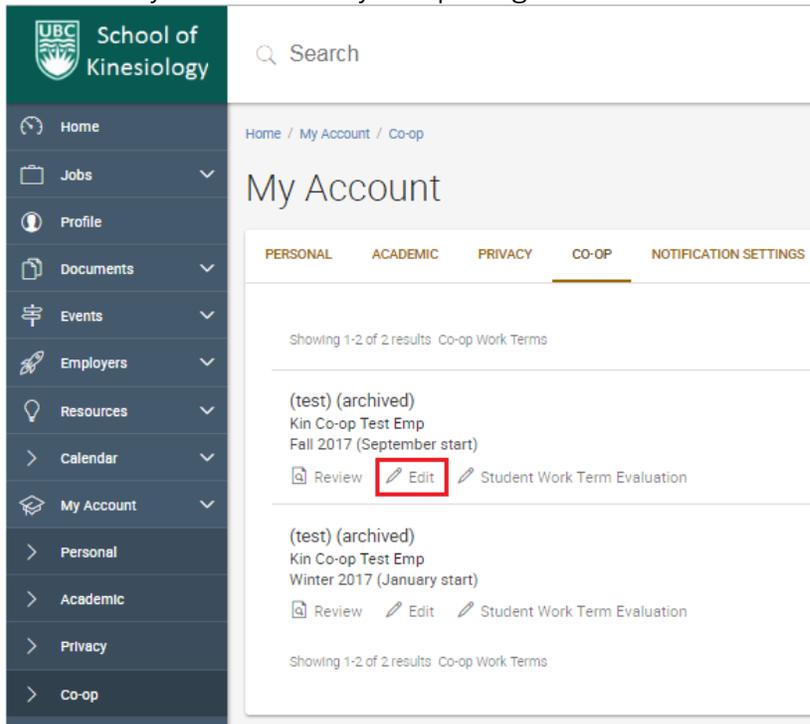
To submit this form via Symplicity, you must:

1. Log in to [Symplicity](#)

- Go to the My Account dropdown and click Co-op



- On your Co-op Page, you will see your current and past work terms listed. Click Edit under the work term you are currently completing



- Complete the required information, then click Submit.



Site Visit

The Co-op Coordinator will conduct a mandatory site visit with you and your supervisor around the midpoint of the term to ensure your placement is going smoothly. If you are located outside of the Lower Mainland, they may complete your site visit by phone or Skype rather than in person.

The site visit itself will take 40-60 minutes, and the Co-op Coordinator only needs 20 minutes of your supervisor's time. Typically the Coordinator will meet with you first and get a sense of what work you're completing this term. She will then meet with you and your supervisor and go over your Learning Objectives as well as any questions or concerns that either of you may have.

Work Term Report

Each term you are required to complete a report based on the experiences from your placement.

All KIN 101 reports must be reviewed and signed off by your supervisor prior to submission to the Co-op Office to ensure the information in the report is not confidential. Once your report has been reviewed, your supervisor must sign off on the [Work Term Report Release form](#). If the report is not confidential, this form must be submitted along with your report. If the report is confidential, you must submit the Release form by the original report due date and your supervisor may mark your report themselves with the use of the [Employer Evaluation of Confidential Work Term Report form](#). In this case, the evaluation of your report is due two weeks after the original report due date.

Objective

During your first work term, you will write an Experiential Report. The objective of this paper is to encourage you to reflect on your present work experience and how it relates to your academic and career development. This report will also assist you to understand your first work term experience and the company you are working for. Please refer to the **Understanding the Workplace** section of the Student Handbook for details on a week by week breakdown when starting a new position.

Format

The body of the Experiential Report should be 2000 - 3000 words.

Other guidelines to follow when preparing the report:

- Use standard, formal English (no slang; Canadian spelling) and be appropriate for a professional environment;
- Any specialist or technical terms should be defined the first time they are used. You can also include a glossary of terms in the appendices;
- Use a good quality white bond paper;
- Start major sections of the report on new pages;
- Use section headers and sub-headers where appropriate;
- Bind the report in a suitable protective cover (duotang, cerlox, or coil binding);
- Number the pages:



- All prefatory parts (pages which come before the body of the report) are numbered using lower case Roman numerals (ii, iii, iv, etc). The title page is not numbered, but is counted as the first page; numbering begins at ii on the Table on Contents
- The body of the report must be numbered in Arabic numerals (1, 2, 3, etc). The first page of text is "1" and begins with the introduction;
- Use double-spaced, 12-point Times New Roman font; and
- Leave 1" margins on the top, bottom, and sides of each page.

Note: Reports submitted in binders cannot be accepted; the Co-op Office does not have sufficient space to store documents in binders.

Assignment

Your Experiential Report will be written over the first seven weeks of your Co-op work term and submitted by the eighth week to ensure you have a good understanding of your role in the organization. By the end of your second week, review the outline of the Experiential Report requirements with your supervisor and obtain input from them. Take detailed notes on all information received. With your supervisor's permission, arrange meetings with other employees to discuss where they see you fitting into the organization. Take detailed notes of all such meetings, including names and titles of participants.

Detailed Section Information

The table below explains the purpose and suggested content of each report section:

Section	Purpose	Content
Title Page	Identifies the topic and ownership of the report	<ul style="list-style-type: none"> ● Title of the report (clearly identifies the subject of the report) ● Name of student, student number ● Co-op course number (i.e. Work Term One - KIN 101) ● Co-op employer ● Date report submitted
Table of Contents	Identifies contents and organization of document	<ul style="list-style-type: none"> ● Section headings ● Page numbers
List of Figures (optional)	Identifies any figures, drawings, or photographs shown in the report	<ul style="list-style-type: none"> ● Titles of figures and corresponding page numbers
List of Tables (optional)	Identifies any tables shown in the report	<ul style="list-style-type: none"> ● Titles of tables and corresponding page numbers
List of Abbreviations (optional)	Identifies any abbreviations used in the report	<ul style="list-style-type: none"> ● Abbreviation and full phrase it describes



Introduction	Introduces company, division (if applicable), and nature of your position	<ul style="list-style-type: none"> • Subject and purpose of the report – states briefly why the report is being written and what the report is intending to achieve • Scope – describes how broad or how limited the treatment of the subject will be • Plan of development – outlines the company and its mandate, the division (if applicable), and your position within the company/organization
Company Overview	Presents an understanding of the company and its position in the industry that it is a part of	<ul style="list-style-type: none"> • Company history • Industry overview • Competitors to this company • Company mandate • Staff organization chart (flow chart)
Division Overview	Presents the division or department that you are working in and how it functions within the company	<ul style="list-style-type: none"> • Division mandate • Discussion on how the division relates to the company as a whole • Briefly describe other divisions in the company and how they relate to the division you are working in
Position Overview	Provides the reader with a good understanding of the position that you have been hired for	<ul style="list-style-type: none"> • Title of position and brief description of your role • Description of your responsibilities and how they relate to the company and/or division mandate • Discussion on how this position relates to your academic program and future Co-op work terms
Recommendations for Future Students	Provides insight for future students and how they can succeed in this and similar organizations	<ul style="list-style-type: none"> • Provide tips and suggestions to future Co-op students based on your experience to date with this company as to how they can succeed in this workplace
References	Acknowledges use of materials from printed sources in the preparation of your report	<ul style="list-style-type: none"> • Indicate exact source of all quotations and/or results of previous work • Use APA (American Psychological Association) style for all citations • Please refer to the UBC Library's guidelines for proper citation format
Appendices (optional)	Provides additional information referenced in the report	<ul style="list-style-type: none"> • Each piece of additional information should be presented as a separate appendix, with appendices numbered in sequence for easy reference



Grading

The Experiential Report is graded out of 100 points, broken down as follows:

- Expression – 20 points
 - Grammar – 5 points
 - Spelling – 5 points
 - Clarity – 5 points
 - Style – 5 points
- Structure – 20 points
 - Layout – 10 points
 - Readability – 10 points
- Content – 60 points
 - Understanding of the Organization – 20 points
 - Understanding of the Division – 20 points
 - Understanding of the Position and Recommendations – 20 points

Overall assessment will fall into the following categories:

- Excellent – 80 to 100 points
- Good – 65 to 79 points
- Satisfactory – 50 to 64 points
- Unsatisfactory – 0 to 49 points

Successful completion of your work term consists of receiving a pass (P) and relies on the quality of your report and an Employer Evaluation result of Satisfactory or above. If you fail to obtain a Satisfactory evaluation for both your report and your Employer Evaluation, a fail (F) will be entered for this work term. If your report alone is marked Unsatisfactory, you will be given 30 days to make revisions and resubmit to the Co-op Office for re-evaluation.

Evaluations

At the end of each placement, you and your supervisor are required to complete evaluations. The Student Work Term evaluation allows you to review your Learning Objectives and quantify your achievement over the term as well as provide some feedback about your employer and the Co-op Program. Also included are some questions about your hours and pay over the term.

The Employer Evaluation allows your supervisor to provide valuable feedback about your experience working with them and their experience working with the Co-op Program. We ask that your supervisor share this feedback with you before you finish work, however you are also able to access this evaluation through your Symplicity account.

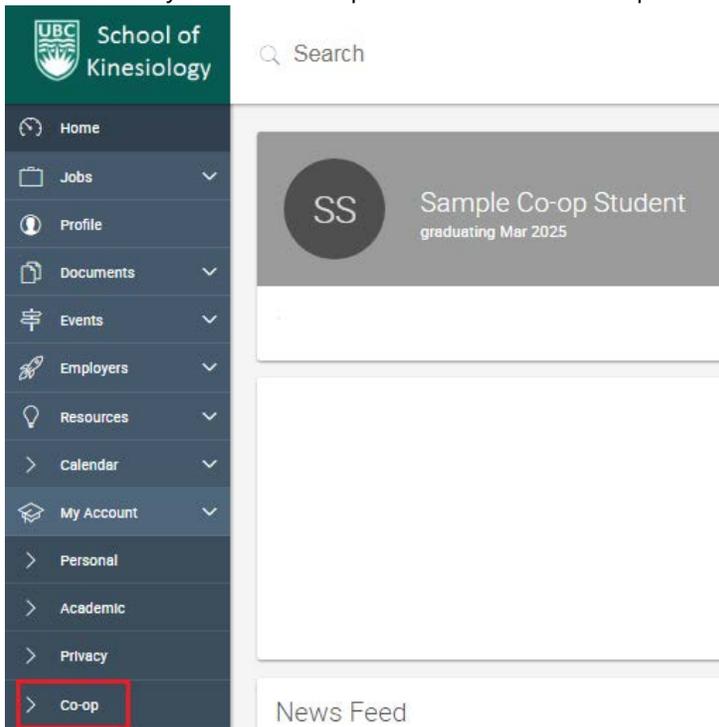
Instructions

Your Student Work Term Evaluation is completed through Symplicity.

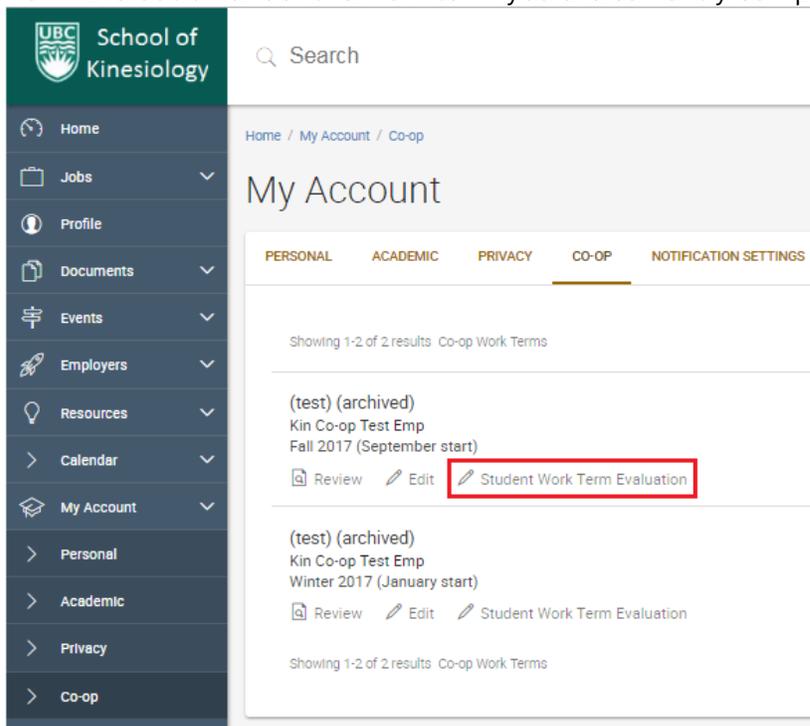
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2. Go to the My Account dropdown and click Co-op



3. On your Co-op Page, you will see your current and past work terms listed. Click Student Work Term Evaluation under the work term you are currently completing



4. Complete the required information, then click Submit