

# KIN 201 Fall 2017 Work Term Package

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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 201 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 7<sup>th</sup> – 9<sup>th</sup> week of work.

#### *Work Term Report*

**Deadline: Friday, October 28, 2017**

During your second work term, you will write a Career Development Report. Those working in the fields of applied health and sport administration must understand the marketplace and the job opportunities that exist within a particular sector. Researching and writing this report will give you a better understanding of factors influencing employment in your sector.

Your report must be submitted in person or by mail to the Co-op Office.

### 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 201) 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](mailto: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.

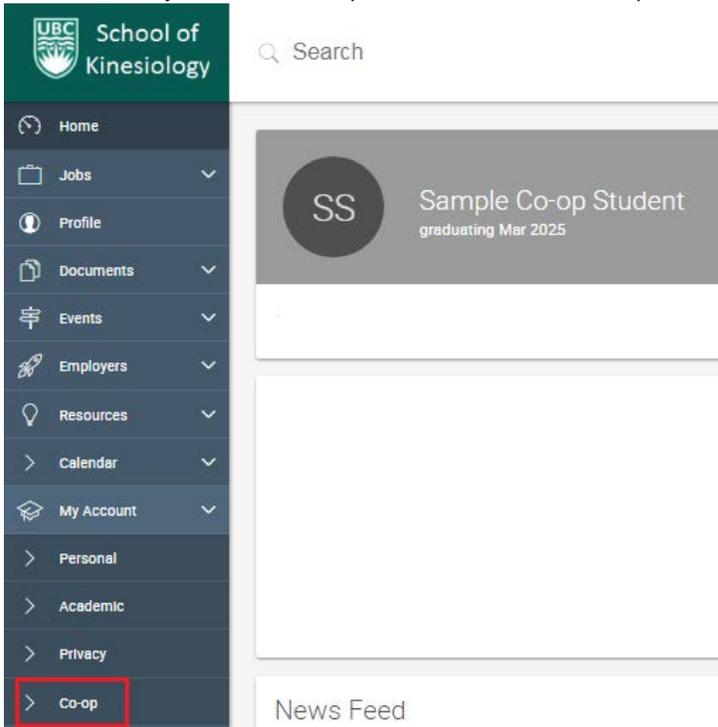
## Instructions

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.

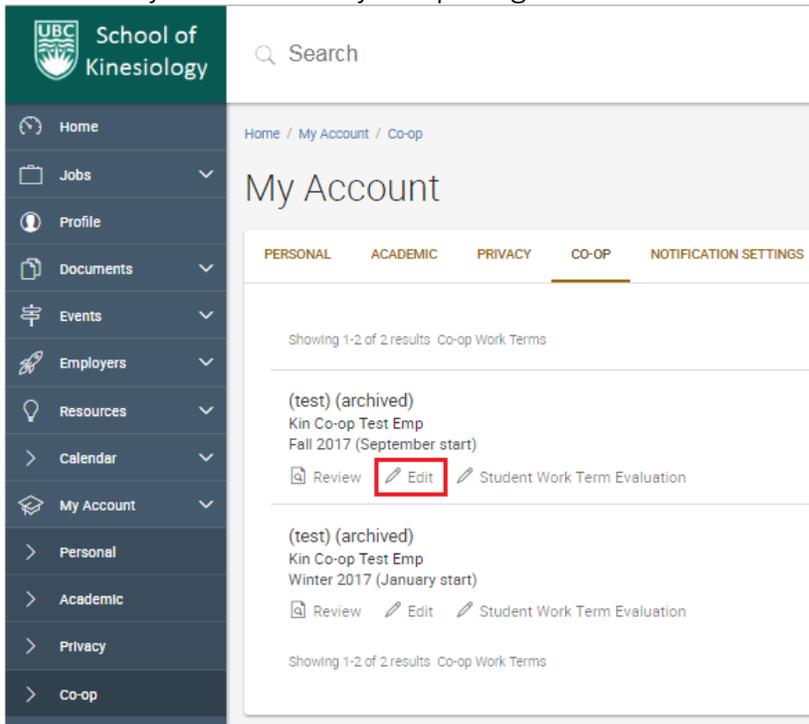
To submit this form via Symplicity, you must:

1. Log in to [Symplicity](#)

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 Edit under the work term you are currently completing



4. 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 201 reports must not contain any confidential information. Please be sure that you do not include any proprietary company information pertaining to your position.

## Objective

During your second work term, you will write a Career Development Report. Those working in the fields of applied health and sport administration must understand the marketplace and the job opportunities that exist within a particular sector. Researching and writing this report will give you a better understanding of factors influencing employment in your sector.

To write this report, you will research the applied health field where you are currently employed, and a field where you would like to work in your future Co-op work terms.

## Format

The body of the Career Development 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

Identify the sector of applied health and sport administration that you are currently working in as well as a sector that you would like to work in for future Co-op work terms. The two sectors must be different. The table below outlines some of the primary sectors in applied health and sport administration, with some overlap. This table is not an exhaustive list; sectors not listed can still be chosen for this report.

Sport/Fitness Training	Physical Rehabilitation	Sport Administration	Research	Health Promotion	Prosthetics & Orthotics
Community & Municipal Fitness Centres	Exercise Prescription (in conjunction with physiotherapy or occupational therapy)	Sport Development (sport governing bodies)	Laboratory Research	Health Promotion Agencies	Manufacturing & Fittings
Personal Training	Cardiac Rehabilitation	Sport Marketing	Sport Testing	Corporate Wellness & Fitness	
Sport Performance & Conditioning		Sport Management			

### 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"> <li>• Title of the report (clearly identifies the subject of the report)</li> <li>• Name of student, student number</li> <li>• Co-op course number (i.e. Work Term Two - KIN 201)</li> <li>• Co-op employer</li> <li>• Date report submitted</li> </ul>
Table of Contents	Identifies contents and organization of document	<ul style="list-style-type: none"> <li>• Section headings</li> <li>• Page numbers</li> </ul>



List of Figures (optional)	Identifies any figures, drawings, or photographs shown in the report	<ul style="list-style-type: none"> <li>• Titles of figures and corresponding page numbers</li> </ul>
List of Tables (optional)	Identifies any tables shown in the report	<ul style="list-style-type: none"> <li>• Titles of tables and corresponding page numbers</li> </ul>
List of Abbreviations (optional)	Identifies any abbreviations used in the report	<ul style="list-style-type: none"> <li>• Abbreviation and full phrase it describes</li> </ul>
Introduction	Introduces the sector that you are currently working within and any future sector(s) that you wish to work within	<ul style="list-style-type: none"> <li>• Subject and purpose of the report – states briefly why the report is being written and what the report is intending to achieve</li> <li>• Scope – describes how broad or how limited the treatment of the subject will be</li> </ul>
Section 1	Reviews your current work term sector in detail	<ul style="list-style-type: none"> <li>• Sector history</li> <li>• Projected economic status of the sector</li> <li>• Geographic locations of sector concentration (if applicable)</li> <li>• Opportunities for Kinesiology students/graduates</li> <li>• Major employers in the sector – list 5-8 and for each employer provide the following (in bullet, table, or paragraph form):             <ul style="list-style-type: none"> <li>○ Full name of company/agency and parent company/agency (if applicable)</li> <li>○ Division (if applicable)</li> <li>○ Location (city, province/state, country)</li> <li>○ Website address</li> <li>○ Brief description of company/agency</li> <li>○ Why you included the company/agency in your list (e.g. largest, most innovative, projected growth, international interest, etc.)</li> </ul> </li> <li>• Union involvement (if applicable)</li> <li>• Economic factors influencing the sector</li> <li>• Political factors influencing the sector</li> <li>• Government involvement/control (if applicable)</li> <li>• Advancement opportunities – hiring trends and long term prospects</li> <li>• Environmental issues/factors (if applicable)</li> </ul>



Section 2	Provides an overview of the technical and non-technical skills gained and developed in your current work term	<ul style="list-style-type: none"> <li>• Describe the technical skills required to success in this position</li> <li>• Describe the non-technical skills required to succeed in this position</li> </ul>
Section 3	Identifies and assesses your desired future sector as it relates to your senior Co-op work terms	<ul style="list-style-type: none"> <li>• Sector history</li> <li>• Projected economic status of the sector</li> <li>• Geographic locations of sector concentration (if applicable)</li> <li>• Opportunities for Kinesiology students/graduates</li> <li>• Major employers in the sector – list 5-8 and for each employer provide the following (in bullet, table, or paragraph form):             <ul style="list-style-type: none"> <li>○ Full name of company/agency and parent company/agency (if applicable)</li> <li>○ Division (if applicable)</li> <li>○ Location (city, province/state, country)</li> <li>○ Website address</li> <li>○ Brief description of company/agency</li> <li>○ Why you included the company/agency in your list (e.g. largest, most innovative, projected growth, international interest, etc.)</li> </ul> </li> <li>• Union involvement (if applicable)</li> <li>• Economic factors influencing the sector</li> <li>• Political factors influencing the sector</li> <li>• Government involvement/control (if applicable)</li> <li>• Advancement opportunities – hiring trends and long term prospects</li> <li>• Environmental issues/factors (if applicable)</li> </ul>
Section 4	Provides an overview of the technical and non-technical skills you will need to gain in order to attain your ideal senior Co-op work term in the sector identified in Section 3	<ul style="list-style-type: none"> <li>• Review Symplicity job postings or other resources that are in the identified sector and determine from the job descriptions which advanced skills you will need to gain in order to make yourself marketable for these positions</li> <li>• Describe the technical and non-technical skills required to succeed in this position</li> <li>• Describe a detailed plan of action as to how you will attain these skills</li> </ul>

Conclusion	Provides final comments on your strategy to obtain your 'dream' Co-op position	<ul style="list-style-type: none"> <li>List possible strategies that you will implement to assist you in becoming a highly sought-after Kinesiology Co-op student</li> </ul>
References	Acknowledges use of materials from printed sources in the preparation of your report	<ul style="list-style-type: none"> <li>Indicate exact source of all quotations and/or results of previous work</li> <li>Use APA (American Psychological Association) style for all citations</li> <li>Please refer to the <a href="#">UBC Library's guidelines</a> for proper citation format</li> </ul>
Appendices (optional)	Provides additional information referenced in the report	<ul style="list-style-type: none"> <li>Each piece of additional information should be presented as a separate appendix, with appendices numbered in sequence for easy reference</li> </ul>

## Grading

The Career Development 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
  - Section 1: Understanding of Current Sector - 20 points
  - Section 2: Understanding of Technical Skills Required - 10 points
  - Section 3: Understanding of Future Sector - 20 points
  - Section 4: Understanding of Technical Skills Required - 10 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.

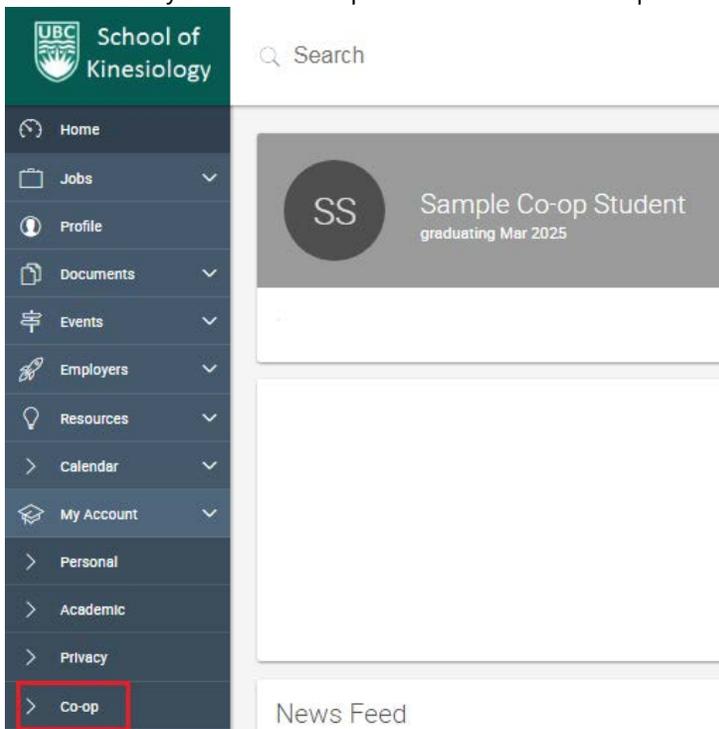
The Employer Evaluation allows your supervisor to provide valuable feedback about your experience working with them and their experience working with the Co-op Program. We ask that your supervisor share this feedback with you before you finish work, however you are also able to access this evaluation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

## Instructions

Your Student Work Term Evaluation is completed through Symplicity.

To submit this form via Symplicity, you must:

1. Log in to [Symplicity](#)
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



UBC School of Kinesiology

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## My Account

PERSONAL ACADEMIC PRIVACY **CO-OP** NOTIFICATION SETTINGS

Showing 1-2 of 2 results Co-op Work Terms

(test) (archived)  
Kin Co-op Test Emp  
Fall 2017 (September start)  
Review Edit **Student Work Term Evaluation**

(test) (archived)  
Kin Co-op Test Emp  
Winter 2017 (January start)  
Review Edit Student Work Term Evaluation

Showing 1-2 of 2 results Co-op Work Terms

4. Complete the required information, then click Submit