



KIN 301 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 301 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.

End of term:

Work Term Report

Deadline: Friday, January 5, 2018

For your third Co-op work term you will write a Technical Work Term Report. Good written communication skills are vital to be successful in the applied health and sport administration fields. Writing work term reports will help you develop technical writing abilities throughout your Co-op career.

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

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 301) 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.

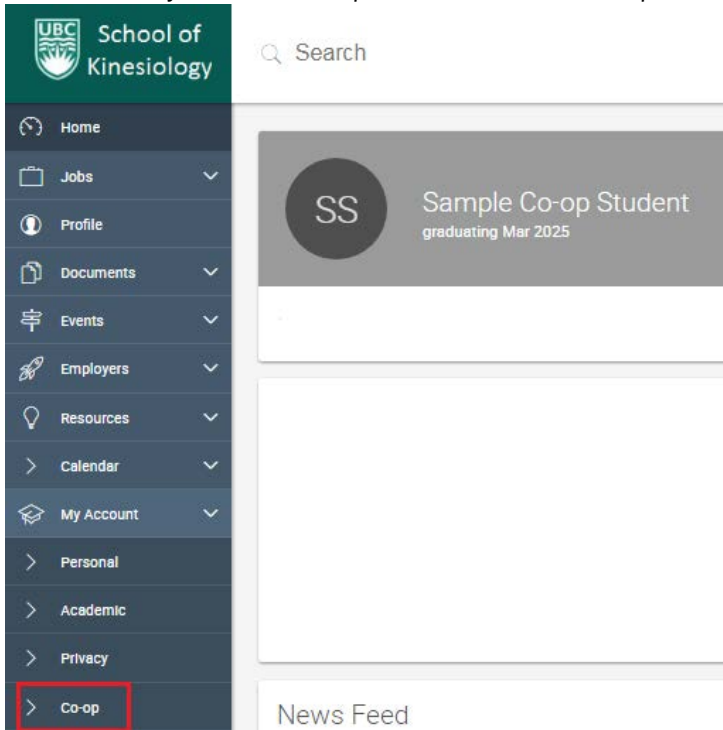
Instructions

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.

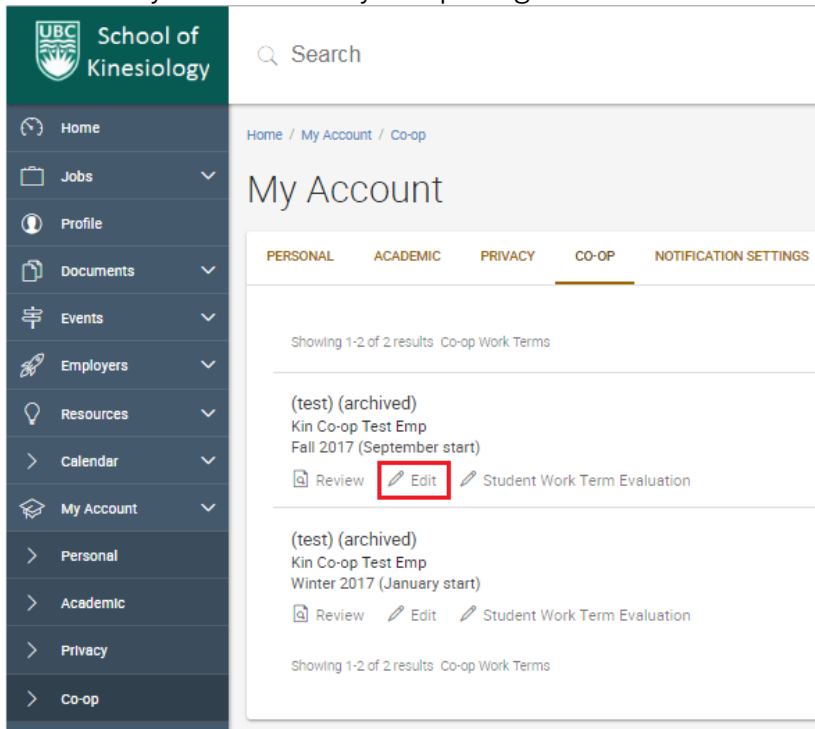
To submit this form via Symplicity, you must:

1. Log in to [Symplicity](#)

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 and learning you gain while on your work term.

All KIN 301 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

For your third Co-op work term you will write a Technical Work Term Report. Good written communication skills are vital to be successful in the applied health and sport administration fields. Writing work term reports will help you develop technical writing abilities throughout your Co-op career.

To communicate well, those working in applied health and sport administration need to be able to write effectively. Writing reports is one of the most formal ways of presenting the results of professional work. However, professionals in applied health and sport administration positions must also be able to write:

- Advertisements
- Bulletins
- Contracts
- Emails
- Job descriptions
- Letters
- Memos
- Notes
- Presentations
- Procedures
- Proposals

Format

Your Technical Work Term Report will include a body of content (Introduction, Discussion, Conclusion, and Recommendations) that should be fifteen to twenty pages excluding title pages,



references, and appendices. The length will be determined by the complexity of the topic and the extent of the research.

The report as a whole should flow logically and consistently. The audience can be expected to have some background in the area of the report (e.g. health promotion, exercise prescription, strength and conditioning program development, sport marketing, etc.) but cannot be assumed to be familiar with the particular topic of the report.

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.

Style

The Technical Work Term Report is analytical rather than descriptive in style. It should contain accurate, factual information together with sound arguments and conclusions. The format of the report should normally follow the guidelines provided in this handbook, but you may use the company's guidelines if the report will be used internally. If your employer has given you company-specific guidelines for your report, you must advise the Co-op Coordinator as this may affect the way your report is marked.

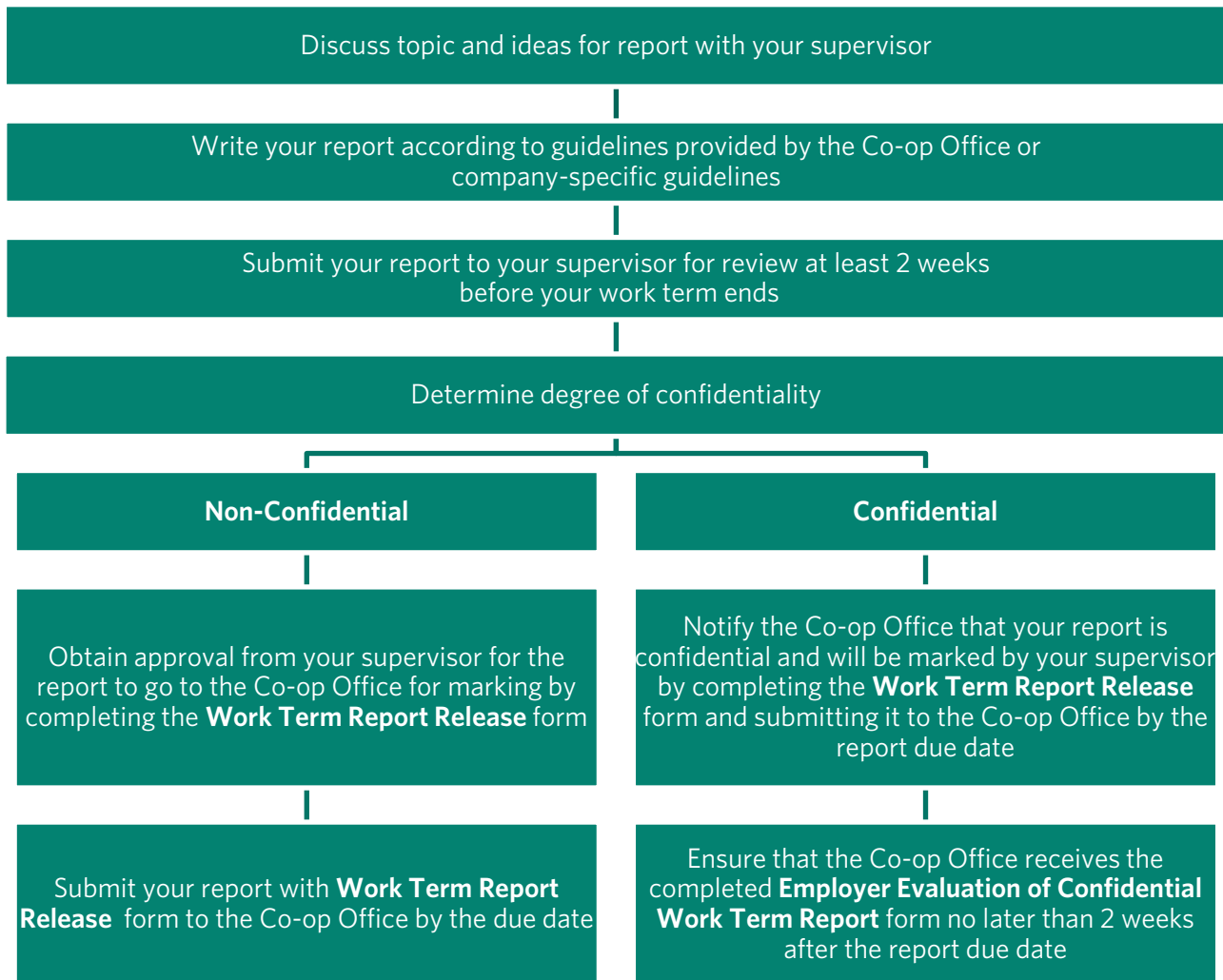
Assignment

A fifteen to twenty page Technical Work Term Report contains four essential parts:

- A clear, concise summary and statement of the problem addressed by the study;
- Details of the study including assumptions, alternatives and predicted outcomes;
- Conclusions following from the details presented; and
- Recommendations derived from the conclusions and addressing the problem.

There may be a few situations in your career where recommendations are not required, however, organizations look to the professionals in the field for recommendations to address particular problems (improve product, service, address the needs of an underserved group, etc.)

Writing Process Overview



Choosing a Topic

Your report should be based on your Co-op work term experience and a problem that you, your manager or your department has encountered during your work term. If there is not an obvious problem or specific project that you are working on, you should speak to your supervisor, manager, or the Co-op Coordinator, as they will be able to offer suggestions.

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 Three - KIN 301) Co-op employer Date report submitted
Summary	Considered by many to be the most important part of a report; provides a one-page summary	<ul style="list-style-type: none"> States the more important information in the report including the purpose, method, and reason for the report without referencing any part of the report (a summary is complete in itself) Succinctly defines the problem that the report addresses Summarizes the findings, conclusions, decisions, recommendations Summarizes all major generalizations or assumptions of the report
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 subject of report as reader may require some orientation to the subject of your report	<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 which areas will be covered Thesis of the report - the general conclusion and/or the general recommendation



Discussion	Presents evidence (facts, arguments, details, data, etc.) necessary to the purpose of the report	<ul style="list-style-type: none"> • The main part of the report • Evidence must be developed in an organized, logical, and orderly manner and must be relevant • Should contain pertinent figures, tables, footnotes, and references to material in appendices • Any additional information should be placed in an appendix, but referenced here
Conclusions	States briefly the major inferences that can be drawn from the discussion	<ul style="list-style-type: none"> • Must be based on information presented in the discussion • Each conclusion should be presented as a separate paragraph, with paragraphs numbered in sequence for easy reference
Recommendations	Suggests a course of action based on the findings and conclusions	<ul style="list-style-type: none"> • Must follow logically from conclusions • Must be supported by both conclusions and by data in the discussion
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 Technical Work Term Report is graded out of 100 points, broken down as follows:

- Technical Quality - 30 points
 - Suitability of topic - 5 points
 - Authority and accuracy - 5 points
 - Analytic content - 10 points
 - Thoroughness of topic investigation - 5 points
 - Table/figure presentation - 5 points
- Literary Quality - 20 points
 - Grammar - 5 points
 - Spelling - 5 points
 - Clarity - 5 points
 - Style - 5 points



- Structure – 50 points
 - Preliminary pages – 13 points
 - Includes title page, summary, table of contents, list of figures, list of tables, list of abbreviations
 - Body of report – 20 points
 - Includes introduction, discussion, and conclusion
 - Recommendations and trailing pages – 17 points
 - Includes recommendations, references, and appendices

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.

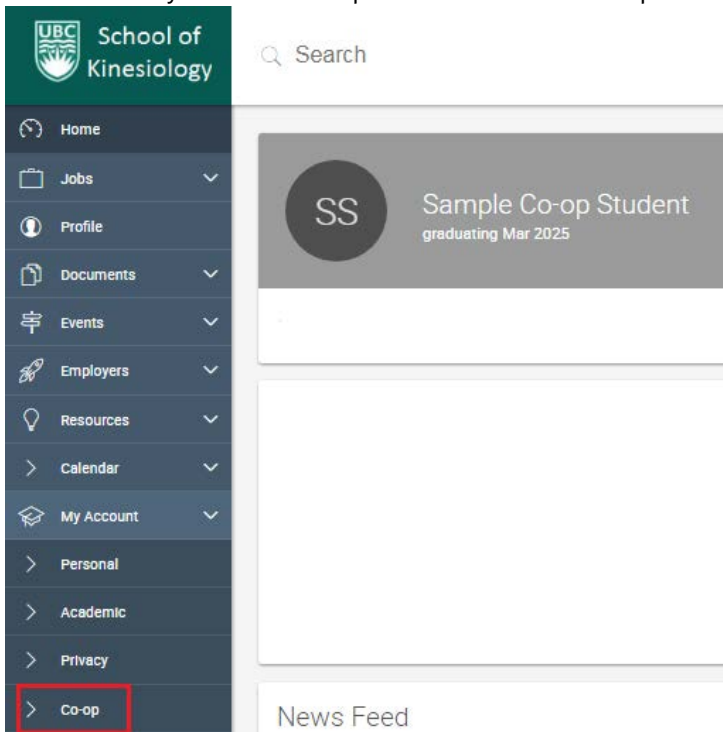
Instructions

Your Student Work Term Evaluation is completed through Symplicity.

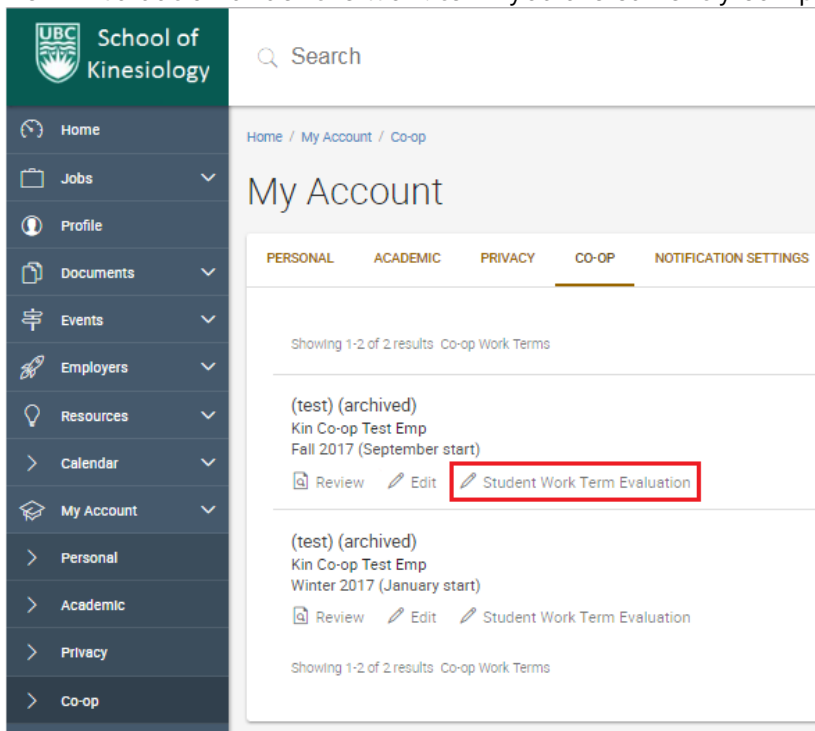
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- Complete the required information, then click Submit