

KIN 402 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 402 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:

Technical Oral Presentation

Deadline to schedule presentation: Friday, January 5, 2018

After completing your fifth Co-op work term, you will give a formal, 15-minute technical oral presentation on an aspect of your work term or project.

Your presentation will be scheduled for the first two weeks of the following semester and must be accompanied by a [Work Term Oral Presentation 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 402) 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.

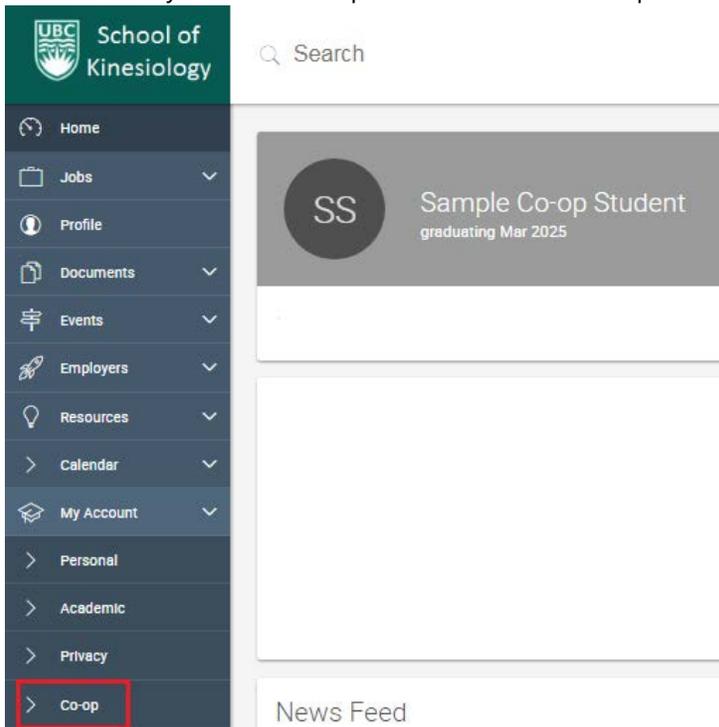
Instructions

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.

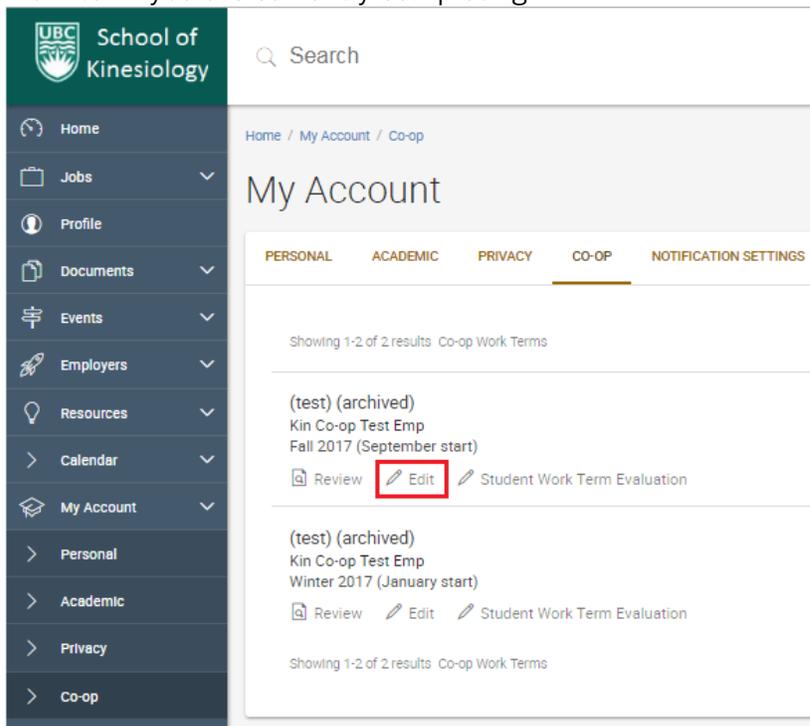
To submit this form via Symplicity, you must:

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 from your placement.

All KIN 402 reports must be reviewed 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 Oral Presentation Release form](#). If the report is not confidential, this form must be submitted along with your report. If the report is confidential, 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 your report would have been due.

Objective

After completing your fifth Co-op work term, you will give a formal, 15-minute technical oral presentation on an aspect of your work term or project.

Your presentation should be made in MS PowerPoint or Prezi. If handouts are required, they must be provided to the Co-op Office at least two days prior to your scheduled seminar for copying and distribution at your presentation.

Each student will receive feedback from Co-op representatives (and when relevant, faculty liaison) after their presentation and a grade will be assessed. Presentations will be scheduled in four-hour blocks with a new student speaking every 25- minutes. Students may invite their employer to attend.

If a student is required to make a presentation at the worksite to work colleagues, the Co-op Coordinator or faculty member may be able to attend and provide a grade on-site. If a presentation is confidential, an employer representative must advise the Co-op Office. The company representative will be asked to evaluate the presentation, using the same grading form as used on campus.

Format

Individual oral presentation (15 minutes + 5 minutes for questions) with accompanying PowerPoint/Prezi file

Marks will be deducted for short or long presentations



Assignment

The presentation should include the following:

- Overview
- Summary
- Analytical Content
- Conclusions and Recommendations

Grading

The Technical Oral Presentation is graded out of 100 points, broken down as follows:

- Structure - 20 points
 - Overall structure of the presentation - 5 points
 - Knowledge of the audience - 5 points
 - Clarity - 5 points
 - Style - 5 points
- Content - 40 points
 - Suitability of topic - 5 points
 - Authority and accuracy - 10 points
 - Analytic content - 10 points
 - Thoroughness of topic investigation - 10 points
 - Table/figure presentation - 5 points
- Expression - 40 points
 - Quality of visual aids - 10 points
 - Ability to engage audience - 10 points
 - Oral communication skill - 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.

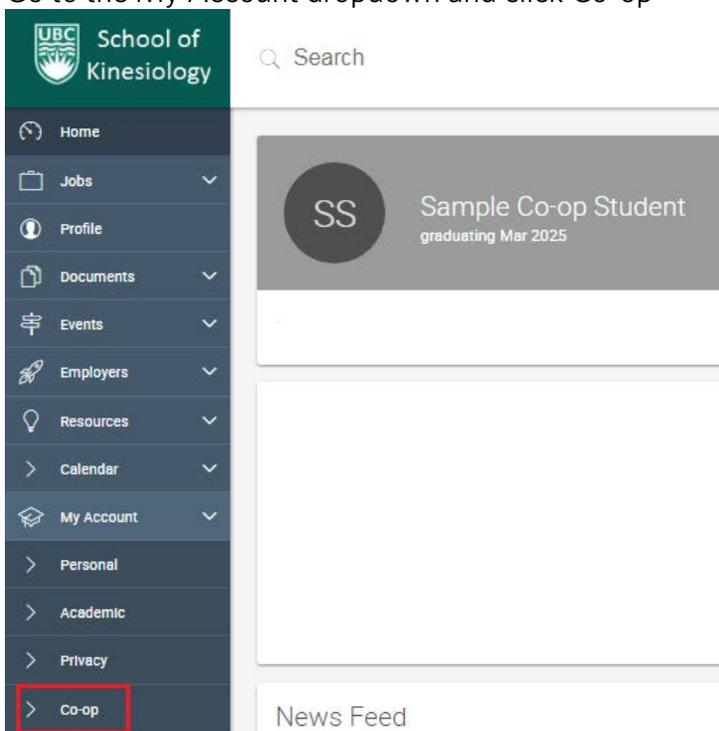
The Employer Evaluation allows your supervisor to provide valuable feedback about your experience working with them and their experience working with the Co-op Program. We ask that your supervisor share this feedback with you before you finish work, however you are also able to access this evaluation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

Instructions

Your Student Work Term Evaluation is completed through Symplicity.

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

The screenshot shows the 'My Account' page for the UBC School of Kinesiology. The left sidebar contains navigation links: Home, Jobs, Profile, Documents, Events, Employers, Resources, Calendar, My Account, Personal, Academic, Privacy, and Co-op. The main content area is titled 'My Account' and has tabs for PERSONAL, ACADEMIC, PRIVACY, CO-OP, and NOTIFICATION SETTINGS. The 'CO-OP' tab is active. Below the tabs, it says 'Showing 1-2 of 2 results Co-op Work Terms'. There are two entries, both marked '(test) (archived)'. The first entry is 'Kin Co-op Test Emp Fall 2017 (September start)' with links for Review, Edit, and Student Work Term Evaluation. The 'Student Work Term Evaluation' link is highlighted with a red box. The second entry is 'Kin Co-op Test Emp Winter 2017 (January start)' with links for Review, Edit, and Student Work Term Evaluation. At the bottom, it says 'Showing 1-2 of 2 results Co-op Work Terms'.

4. Complete the required information, then click Submit