



PHYSICAL AND HEALTH EDUCATION
COMMUNITY LEADERSHIP PLACEMENT

Host Organization: Nipissing BPHE Program (Internal)
Placement Role: Lead Workshop Organizer(s) – “Life After BPHE”
Dates: To be negotiated by student and host

Placement Service Times: Placement student(s) must be available to meet with placement host once a week at a regular, predetermined time throughout the winter semester.

Purpose: The placement student will plan a workshop in the winter term titled “Life After BPHE” for all BPHE students. The workshop will provide information for students interested in a variety of professions and graduate studies.

Work:

- Select and book a workshop date
- Book lecture hall and/or classroom facilities for workshop
- Decide upon an appropriate format for the panel and potential break out sessions
- Select and confirm the availability of a variety of career panelists within the sector.
- Manage any technical or A/V requirements on behalf of presenters
- Collect bios and introduce panelists during the workshop
- Arrange for panelist presenter gifts
- Create budget for food/drinks during the session. Budget must be cleared with BPHE Director in advance of the workshop
- Work with campus service providers or caterers to provide food services
- Communicate workshop details and take RSVPs from all BPHE students
- Send thank you letters for participating in panel discussion
- Schedule a debrief session to include host and BPHE Placement Officer

Project Requirements/Deliverables:

- Successful planning and delivery of workshop
- Regular updates with host advisors
- Recommendations for future workshop via debrief

Placement Eligibility Requirements: Placement students must be flexible, able to work independently and during evenings/weekends. Valid police check and CPR Level C/FA required.

Number of Students Accommodated within placement: (minimum 50 hours): 2

Deadline to Apply: September 25th

Contact person within organization:

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