

BACHELOR OF PHYSICAL AND HEALTH EDUCATION – COMMUNITY LEADERSHIP PLACEMENT AGREEMENT

To help ensure mutual benefits between the university and participating host; the Community Leadership Placement student and the participating host will complete an Agreement Form. This will provide opportunity for discussion regarding responsibilities, tasks, and expectations.

All questions pertaining to the Community Leadership Placement Program should be directed toward:

Mylae Robson, Physical and Health Education Coordinator – mylaer@nipissingu.ca; and/or
Dr. Graydon Raymer, Director School of Physical and Health Education – graydonr@nipissingu.ca

Student Commitment Statement

I, (please print name) _____ agree to devote a minimum of 50 hours to the program/business/organization listed below completing assigned placement responsibilities and activities. I agree to maintain confidentiality regarding information (personal and organizational) obtained through this placement, and understand that the entire duration of placement must be complete through virtual means only with no face-to-face requirements of me.

I have read and understood the “Summary of Roles and Responsibilities” as indicated on page 2.

Student Signature

Date

Declaration

By signature of an authorized representative, the Placement Host hereby understands and agrees to the following:

Students participating in PHED 4106 have successfully completed PHED 3106, and have had successfully completed the following clearance requirements: Police and Vulnerable Sector Check, 4-Step Ministry of Labour Health and Safety Training, First Aid/CPR Certification and Concussion Training. The Placement Host will provide any additional training or requirements to the student necessary for successful completion of work placement within their program/business/organization. The Placement Host will provide any additional training or requirements to the student necessary (or required by law) for safe and successful completion of work placement within their program/business/organization. If there are fees associated with these trainings/requirements, they must be communicated to both the student and Physical and Health Education (PHE) Coordinator prior to this agreement being signed. All training will be tracked and filed by the PHE Coordinator.

Program/Business/Organization Name:	Date:
First and Last Name of Placement Host:	Signature:

Summary of Roles and Responsibilities

RESPONSIBILITIES	PLACEMENT HOST	STUDENT
General	<ul style="list-style-type: none"> • Provide guidance and leadership to the student • Review expectations and provide feedback to the student on a regular basis 	<ul style="list-style-type: none"> • Provide site supervisor with applicable forms and outlined requests prior to starting placement (e.g., does the placement host require additional training, certificates, interview...) • Be professional
Attendance	<ul style="list-style-type: none"> • Create a mutually respected schedule that accommodates 50 hours of <i>virtual</i> work placement duties/responsibilities • Designate someone else within the organization to supervise the student if you are absent 	<ul style="list-style-type: none"> • Respect the schedule outlined to obtain 50 hours of <i>virtual</i> work placement as outlined by the Placement Host. • Notify site supervisor of any conflicts with scheduled video meetings or deadlines.
Planning & Preparation	<ul style="list-style-type: none"> • Ensure that the student is aware of any planning/preparation that is required prior to the beginning of placement • During the placement, work with the student to create an outline of the activities/tasks/projects that need to be accomplished 	<ul style="list-style-type: none"> • Plan and prepare for the placement in advance, as required by the site supervisor and CLP program • Be prepared for placement each day and complete activities/tasks/projects assigned by the site supervisor, meeting applicable deadlines
Confidentiality	<ul style="list-style-type: none"> • Provide the student with organizational policies regarding confidentiality • If applicable, ensure that the student completes all required paperwork 	<ul style="list-style-type: none"> • Become familiar with and adhere to organizational policies regarding confidentiality
Tracking Hours	<ul style="list-style-type: none"> • Provide estimated time for given tasks and communicate on a regular basis to ensure hours are being tracked appropriately. Use the CLP Time Tracking Sheet as a guide. 	<ul style="list-style-type: none"> • Provide actual time it has taken to complete each given task to your placement host and communicate on a regular basis to ensure hours are being tracked appropriately. Use the CLP Time Tracking Sheet as a guide.
Reflection	<ul style="list-style-type: none"> • Encourage the student to set goals and reflect on his/her effectiveness in the placement • Focus on the reflection of Learning Outcomes and refer to Evaluation forms as a basis for discussion 	<ul style="list-style-type: none"> • Set personal/professional goals • Reflect on own effectiveness in the placement • Keep notes to assist you with final assignment reflections/assignments.
Evaluation	<ul style="list-style-type: none"> • Complete the CLP Evaluation upon the completion of the required 50 hours of virtual placement. Final date of submissions: July 31, 2020 • Discuss the report with the student • Email the completed report to the Physical and Health Education Coordinator at clp@nipissingu.ca 	<ul style="list-style-type: none"> • Remind the site supervisor that the CLP Evaluation is due upon the completion of the required 50 hours of virtual placement. Final date of submissions: July 31, 2020 • Accept feedback professionally