

In order to foster a positive Community Leadership Placement experience, both the Student and the supervising Host will complete this Agreement Form. This Agreement form is intended to provide an opportunity for both the Student and the Host to engage in a discussion regarding Community Leadership Placement responsibilities, tasks, and expectations.

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

Mylae Robson, Physical and Health Education Placement Coordinator – [mylaer@nipissingu.ca](mailto:mylaer@nipissingu.ca); and/or Dr. Graydon Raymer, Director School of Physical and Health Education – [graydonr@nipissingu.ca](mailto:graydonr@nipissingu.ca)

### Student Commitment Statement

I, (please print name) \_\_\_\_\_ agree to 50 hours to the program/business/organization listed below (the Host) completing assigned placement responsibilities and activities. I agree to maintain confidentiality regarding information (personal and organizational) obtained through this placement, and understand that I must respect all health protocols requested of me that may be in place due to COVID-19.

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

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Student Signature

Date

### Declaration

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

Students participating in the Community Leadership Program are required to the Physical and Health Education Placement Coordinator: a Police Vulnerable Sector Check; evidence of completion of the 4-Step Ministry of Labour Health and Safety training, as well as evidence of completion of Concussion Awareness Training. 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 Placement Coordinator prior to this agreement being signed. All training/requirements will be tracked and filed by the Physical and Health Education Placement Coordinator.

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

## Summary of Roles and Responsibilities

RESPONSIBILITIES	PLACEMENT HOST	STUDENT
<b>General</b>	<ul style="list-style-type: none"> <li>• Provide guidance and leadership to the student</li> <li>• Review expectations and provide feedback to the student on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>• Provide site supervisor with applicable forms and outlined requests prior to starting placement (e.g., does the placement host require additional training, certificates, interview...)</li> <li>• Be professional</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Create a mutually respected schedule that accommodates 50 hours of work placement duties/responsibilities</li> <li>• Designate someone else within the organization to supervise the student if you are absent</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the schedule outlined to obtain 50 hours of work placement as outlined by the Placement Host.</li> <li>• Notify site supervisor of any conflicts with scheduled video meetings or deadlines.</li> </ul>
<b>Planning &amp; Preparation</b>	<ul style="list-style-type: none"> <li>• Ensure that the student is aware of any planning/preparation that is required prior to the beginning of placement</li> <li>• During the placement, work with the student to create an outline of the activities/tasks/projects that need to be accomplished</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and prepare for the placement in advance, as required by the site supervisor and CLP program</li> <li>• Be prepared for placement each day and complete activities/tasks/projects assigned by the site supervisor, meeting applicable deadlines</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Provide the student with organizational policies regarding confidentiality</li> <li>• If applicable, ensure that the student completes all required paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• Become familiar with and adhere to organizational policies regarding confidentiality</li> </ul>
<b>Tracking Hours</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Reflection</b>	<ul style="list-style-type: none"> <li>• Encourage the student to set goals and reflect on his/her effectiveness in the placement</li> <li>• Focus on the reflection of Learning Outcomes and refer to Evaluation forms as a basis for discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Set personal/professional goals</li> <li>• Reflect on own effectiveness in the placement</li> <li>• Keep notes to assist you with final assignment reflections/assignments.</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Complete the CLP Evaluation <b><i>upon the completion of the required 50 hours</i></b> of placement, and no later than: April 13, 2021</li> <li>• Discuss the report with the student</li> <li>• Email the completed report to the Physical and Health Education Placement Coordinator at <a href="mailto:clp@nipissingu.ca">clp@nipissingu.ca</a></li> </ul>	<ul style="list-style-type: none"> <li>• Remind the site supervisor that the CLP Evaluation is <b><i>due upon the completion of the required 50 hours of placement</i></b>, and no later than: April 13, 2021</li> <li>• Accept feedback professionally</li> </ul>