

Nipissing University, School of Physical and Health Education - Proposed Placement Timeline Template

Student Name: [Placement Position Title]

Proposed Duration: [Start Date] to [End Date]

Instructions: Use this template provided to create a timeline for your PHED placement. The proposed timeline must include, at minimum, a) details around orientation, when you plan to begin your hours b) an approximate midpoint at which you have completed roughly 25 hours and will plan to complete and submit your midpoint reflection and c) an approximated schedule containing a minimum of 50 hours of work.

The academic year involves 24 weeks of study, which does not include reading weeks and exam period. Placement hours may be scheduled at any time during the academic year. Adjust the number of weeks and activities, and the associated chart as needed to fit your placement timeline. The heading for activities and responsibilities may be difficult to complete in the beginning. Keeping these areas vague is okay. Each placement is unique in timing and complexity.

Students must supply a copy of their proposed placement schedule to both their Placement Host and their Placement Officer prior to their first day of placement but no later than: October 20th, 2023.

Email document to Jennifer Buell, School of Physical and Health Education Placement Officer, jenniferb@nipissingu.ca

Semester Week	Dates	Activities	Responsibilities	Hour tally
<i>EXAMPLAR Week One</i>	<i>Sept 11-15</i>	<i>Onboarding and orientation, Introduction to team members, Overview of project goals, Initial training sessions.</i>	<i>Take notes, complete goal setting assignment</i>	<i>1-8</i>
<i>MIDPOINT Week 20</i>	<i>Dec 11-15 March 18-22</i>	<i>No hours scheduled during exams Review evaluation with host, provide letter of acknowledgment, ask for reference</i>	<i>Complete mid-point reflection assignment Thank members of team, complete final reflection</i>	<i>25 48-53</i>

Signature
[Supervisor/Project Manager's Name]

Date

Disclaimer: This schedule is subject to change based on unforeseen circumstances and project requirements. Flexibility and adaptability are essential throughout the placement.