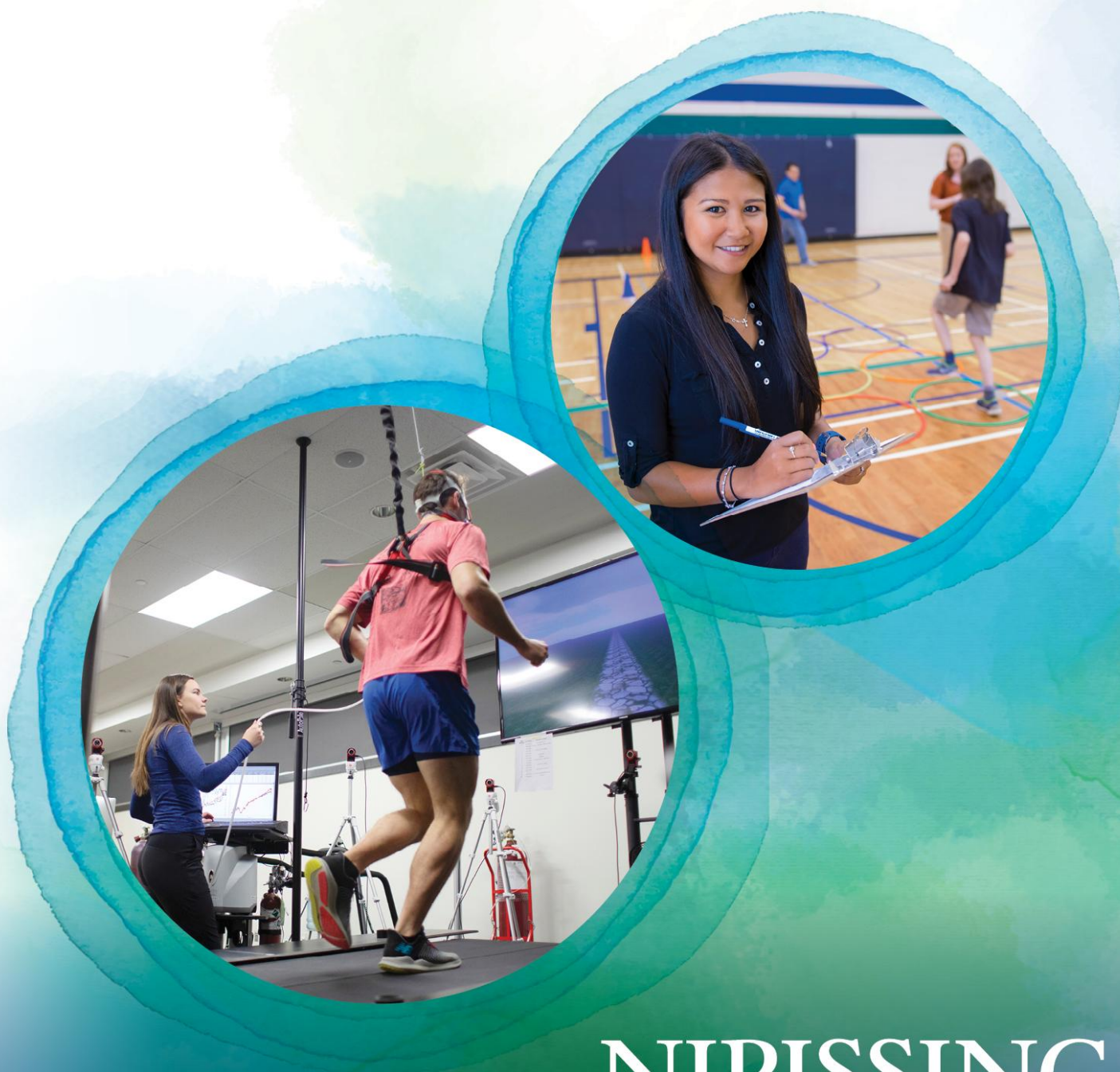


Schulich School of Education

Community Leadership Placement Guidebook

Bachelor of Physical and Health Education



NIPISSING
UNIVERSITY

2026-27 Guidebook Contents

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WELCOME

Welcome to the Bachelor of Physical and Health Education Community Leadership Placement. You are about to take on a significant learning experience and rewarding component to your undergraduate degree. Students involved in community leadership placements around North America report positive growth in such areas as critical thinking, communication, and conflict resolution skills, sensitivity to diversity, and exposure to professional opportunities to help determine future goals.

Nipissing's Bachelor of Physical and Health Education requires Community Leadership Placements as core courses in the third- and fourth-year levels. You will find course descriptions in your academic calendar under the following course codes.

PHED 3106 Community Leadership Placement I
Fall/Winter or Spring/Summer, 3 Credits

PHED 4106 Community Leadership Placement II
Fall/Winter or Spring/Summer, 3 Credits

PHED 4606 International Experience
Fall/Winter or Spring/Summer, 3 Credits

Please take the time to familiarize yourself with the contents of this handbook. It contains information on your placement, your evaluation, forms you will need, and important contact information.

Should you have any questions please do not hesitate to contact me now or while on placement. I look forward to collaborating with you and our host partners to ensure everyone has a rewarding placement experience.

Sincerely,



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What is a Community Leadership Placement?

Community Leadership Placement is an experiential education endeavour designed to consolidate formal academic studies with relevant applied experience. Students enter an inclusive partnership to provide a service based on a true community need in exchange for a learning avenue that fosters physical and health education theory as well as engages the 'whole' learner in leadership development.

Course Description

Community leadership placement is a non-paid work experience in an approved community setting that complements course work, previous experience, and future goals. Opportunities to develop effective communication, critical thinking and leadership skills, as well as establishing societal connections will be emphasized.

Prerequisites

48 credits completed

PHED 1037 is a prerequisite for PHED 3106

PHED 3106 is a prerequisite for PHED 4106

PHED 4106 is an antirequisite for PHED 4606

Learning Outcomes

By the end of this placement students will:

- Gain concrete experience in providing physical and health education services to a community;
- Develop technical communication and administrative skills relevant to their field;
- Expand leadership skills and develop personal leadership style;
- Recognize the psycho-social implications of physical and health education to a community's health and wellness.

There are many other outcomes from being involved with the Community Leadership Placement. These benefits relate not only to your academic pursuits but also personal and professional. Similar opportunities have proven to help provide motivation, determination of strengths and weaknesses, enhancement of interpersonal skills, maturity, clarity about career goals, and postgraduate employment opportunities.

"My placement with Big Brothers Big Sisters was a game changer for my career. I learned about social services as it relates to at-risk children and youth. I made vital connections with teachers and principals. I learned behaviour modification techniques which helped my teaching career. My own self-esteem was boosted because the children responded so positively to the program materials and to my style of program facilitation."

PHED Placement Partnership -
Big Brothers, Big Sisters North Bay



PHED Placement Roadmap

Your Community Leadership Placement Journey



1

CLEARANCE

Complete all required clearance credentials.
Allow sufficient time for processing.



2

ORIENTATION

Attend the mandatory placement orientation to review expectations, requirements, and important dates.



3

PLACEMENT MATCHING

Work with the Placement Office to secure an approved placement. Allow up to four weeks for placement matching.



4

MEET HOST

Connect with your placement host to discuss roles, responsibilities, schedule, and placement expectations.



5

WRITTEN APPROVAL

Receive written approval from the Placement Office before beginning your placement.
Do not start your placement until approved.



6

ENTRANCE ASSIGNMENTS

Complete all entrance assignments and submit to your host and the Placement Office as required.



7

50 HOUR PLACEMENT

Complete 50 hours of meaningful experience. Track your hours and communicate regularly with your supervisor.



8

EVALUATION

Your host will complete a mid-term check-in (if required) and a final evaluation.



9

EXIT ASSIGNMENTS

Submit your time tracking sheet, placement report, and professional preparation assignment by the due date.



10

COURSE COMPLETE!

Celebrate your achievement! Reflect on your learning, update your résumé, and keep in touch with your professional network.



Roles and Responsibilities

Outlining the roles and responsibilities of all parties is important to ensure a good partnership. The Community Leadership Placement requires formal collaborations with partners to ensure clear communication of needs, abilities, responsibilities, expectations, and ultimately the success of students and partners. A contract learning agreement must be signed prior to commencement of placement outlines these roles and responsibilities.

The student agrees to:

- Complete placement hours within an approved sponsoring organization or program/project within the community;
- Conduct yourself accordingly, responsibly, and professionally in all aspects of your placement including attitude, manners and professional presentation;
- Inform yourself of your duties and expectations as assigned by your host supervisor;
- Act as a physical and health education student well within your scope of abilities and training. Ensure you are not given duties or take on responsibility beyond this scope of abilities. Immediately tell your host supervisor if you are uncomfortable with completing an assigned task.
- Be flexible to situations as they arise.
- Acknowledge there are risks with everything you do, take every step possible to avoid and minimize these risks for yourself as well as notify your host of any potential concerns you may have;
- Fulfil the initial agreement made with the host organization including the organizations policies and procedures and any other arrangements required due to the nature of the placement (i.e. confidentiality, dress code, time commitment, etc.);
- Recognize that your actions impact your own performance in this placement and represent the reputation of the BPHE program and Nipissing University in the community.

The host supervisor agrees to:

- Support the Physical and Health Education program in providing relevant practical experiences appropriate for a student's level and abilities;
- Provide adequate orientation, training, and supervision to ensure a safe and healthy working environment;
- Ensure students are welcomed and treated with respect and fairness;
- Be available as a resource for student;
- Provide ongoing feedback and complete final evaluation of student as required to obtain credit for this required core course;
- Discuss ongoing concerns with placement officer before any disciplinary action or dismissal.

The Physical and Health Education Program agrees to:

- Develop, maintain, communicate and promote placement opportunities that complement the curriculum of the Physical and Health Education program;
- Direct the placement matching process and provide guidance to students who self-initiate placement roles.
- Provide pre-placement orientation materials to assist in preparing students;
- Offer direction in obtaining (before placement) the necessary clearance requirements such as a criminal record check, worker health and safety education, and any other placement specific requirement;

- Communicate and provide resources and support for host supervisor and students;
- Address any issues/concerns that may arise during placement.

Quick Start Guide for PHED 3106

Before your placement

- ☐ Ensure you are registered in PHED 3106
- ☐ Schedule and attend orientation with your Placement Officer
- ☐ Complete all clearance requirements
- ☐ Review the PHED placement directory
- ☐ Select the assigned or self-initiated placement route
- ☐ Receive placement approval
- ☐ Meet with your host
- ☐ Sign Learning Agreement
- ☐ Begin placement

WARNING: Do not begin placement activities until you have received written approval from the Placement Office. Hours completed before approval will not count toward course requirements.

Clearance Credentials

All students engaged in PHED Community Leadership Placements are required to obtain and maintain specific credentials. The School of Physical and Health Education is committed to ensuring both student and host are prepared to work together safely and within an appropriate scope of practice. The clearance protocol was designed to address risk management topics in a workplace environment. Students engaging in placements are expected to act in a professional capacity and therefore some of the same requirements, often identified through Human Resources when working with employees, are also required of students.

Your Placement Officer will provide you with guidance regarding how to obtain clearance credentials when you register in a Community Leadership Placement course. Most often, students are issued a requisition for a vulnerable sector police check, and links to appropriate training credentials as required.

Meeting the clearance protocol for in-person placements means that you have supplied the necessary documents to support your placement role. Once collected by the Placement Office,

clearance credentials will NOT be shared with placement agencies, rather, the placement office will verify each student's candidacy for a placement by referencing supplied documentation.

Students who propose or request a placement in a clinical setting, and/or rehabilitative sciences should be aware that additional training and documentation may be required in addition to standard PHED clearance documents. These credentials are only necessary if required by a specific placement employer. Students will be notified of any additional clearance requirements expected in their role. Some placement partners, particularly those linked to healthcare and education may require vaccine clearance.

Clearance Credentials Include*:

- A mandatory PHED placement orientation meeting
- Vulnerable Sector Police Check
- [Ministry of Labour Worker Health and Safety Certificate](#)
- Verification of Concussion Education (Completion of PHED 1037 and/or NCCP Locker Making Headway, OPHEA or NU Athletics)
- [Accessible Customer Service Training](#)
- [Ontario Human Rights Training](#)

***Students will be given a failing grade of unsatisfactory if the clearance credential protocol is not met.**

PHED 3106 & PHED 4106 – Community Leadership Placement I & II

The Community Leadership Placements are supported by partnerships with a variety of community-based organizations that provide valuable services to our area. A deeper understanding of physical and health education theory and practice is sometimes required for the placement to be a valuable educational experience. For this reason, select placements are open only to students who have already completed their first placement.

Where will I find information about placement course requirements?

Familiarizing yourself with the information in this guide is a great start. Information about Community Leadership Placement course requirements is listed in the syllabus, which is posted at clp.nipissingu.ca. The Community Leadership Placement website is an important landing point for all documents and forms relating to your PHED Placement. The website contains links to relevant preparatory materials, contract documents and reports required for the PHED placement program. The CLP website is where students can download learning agreements and evaluation forms as well. Please ensure you can access this website and take some time to review the contents prior to the start of the term.

In addition to information hosted on the CLP website, your Placement Officer will email important instructions to assist you in preparing for your course. It is wise to check your student email regularly, and access Blackboard Learn for additional PHED Placement course information.

Identifying the Right Placement for You

Identifying the right placement is an important step toward earning your degree and eventual career. Placement opportunities are chosen for the value of their experience and connection to the field of physical and health education. There are many paths that may be taken after your education here at Nipissing.

You are encouraged to think about the sector in which you wish to gain experience. You may find yourself interested in recreation and leisure services, rehabilitative services, teaching, further schooling, sport administration, or public health. It is important that you have an idea of what your career goals may be and to direct your learning experiences accordingly.



There are many tools to help guide students into a rewarding career. It is important to evaluate what you enjoy about the field and how your skills relate. If students are unsure of their direction, Student Development and Services at Nipissing University offer career counselling and other important tools.

Once you have discovered where your interests lay, you are ready to work with your Placement Officer to discuss placement opportunities. The Placement Officer maintains an evolving database of placement roles. This is referred to as the **PHED Placement Directory**. The Directory is linked within the Community Leadership Placement website. The availability of roles is dictated by the opportunities made available by partner organizations. When a placement partner offers a role, a placement position profile is created. This document includes any unique requirements for the role. Information about new placement roles is distributed to students at the start of the term, and as roles become available. Students are encouraged to secure a role early, as the semester goes by quickly, and some positions are competitive.

PHED 3106 Placement Matching Process

Students registered in PHED 3106 may select one of two routes:

- Assigned placement
- Self-Initiated placement

You can request to be assigned to a placement role with a local partner agency listed within the PHED Placement Directory, or you can propose (or self-initiate) a role of your own choosing, supported by a host who has agreed to support and evaluate your work. You will be asked which route you wish to select. This is the first step in the placement matching process.

Placement matching may take up to four weeks, as each student is individually matched with a unique placement host. Thank you for your patience throughout this process.

Assigned Placements

If you would like to be assigned a placement through the School of Physical and Health Education, review the options available to you on the PHED placement directory. You should consider at least one alternative should your first choice be unavailable. You can let your placement officer know which placement is of interest to you during your orientation meeting, or you may contact the placement office via email. Often, a meeting with the placement officer is required to discuss placement goals and determine a match with a suitable host partner.

Keep in mind that placement availability varies from year to year, and some placement hosts may not be accepting students at certain times. As a result, flexibility is important throughout the placement process.

In some sectors, particularly healthcare and rehabilitation settings, organizations may limit the number of students who can observe or work alongside clinicians. This can result in a competitive selection process and/or placement in a role that is not your first choice.

The criteria used for **competitive placement selection** are determined each year based on the goals and needs of the cohort. For example, if a large number of students request a secondary school Health and Physical Education placement but only three placements are available, selection criteria will be established. These criteria often include factors such as cumulative GPA and standing within the Concurrent Education program. Selection criteria may vary from year to year based on placement availability, cohort needs, educational priorities, and host requirements

Self-Initiated Placements

If you would like to self-initiate a placement, you assume the responsibility of connecting with an appropriate host, discussing, and agreeing upon a placement role that you feel will provide you with optimal professional experience. The host may be a former teacher, coach, clinician, or supporter. Ideally, your host is someone who can support your goal of furthering your knowledge in a professional sector. It is okay if your host is known to you, however a host must be willing to provide constructive, unbiased feedback and cannot be an immediate family member.

When you decide to self-initiate a placement, you must inform your Placement Officer by email. Your Placement Officer will provide you with the forms used to submit the proposal. Your proposed host will be contacted to verify their ability to supervise your efforts. They may also be asked to provide information to satisfy the university's insurance policies. All self-initiated placements are subject to approval through the School of PHE. Virtual placements proposals may also be accepted.

Students are welcome to explore potential placement opportunities and begin conversations with organizations before registering in the placement course. Early communication can be helpful, particularly for organizations that require advance planning or have limited placement capacity. If a host is interested in working with you, let them know that your placement is contingent upon course registration, completion of required clearances, and final university approval.

Students may submit and receive conditional approval for self-initiated placements up to six months before the start of the academic term. Final approval is contingent upon successful completion of all required clearance requirements and enrollment in the course.

PHED 4106 Placement Matching Process

In PHED 4106, it is expected that most placements will be self-initiated, following the same process as PHED 3106. Students registered in PHED 4106 may propose a placement that takes place anywhere in Canada.

The placement office is also able to assign a placement in North Bay if a student is interested in a local role that has been made available to students in PHED 3106.

FIELD EXPERIENCE - Work Integrated Learning

Initial Meeting with Placement Host

Once you have been assigned to a placement role, or you have received approval regarding your self-initiated placement role, the placement office will support you in contacting the host and you will arrange an initial meeting. This meeting is the final step in ensuring that you have chosen a suitable placement and that the host supervisor feels your goals can be served by their opportunity.

Here are some other topics to discuss at your initial meeting.

- Organization/Agency's Missions
- Student learning objectives
- Obtain signatures on Placement Agreement Contract
- Expected hours and draft schedule
- Responsibilities involved in the role
- Meet Staff
- Arrange for Orientation
- Important policies (dress, phone use, confidentiality)
- Evaluation process
- Any other questions you may have

Completing Your Placement

On placement you will complete 50 hours of service based on a schedule arranged with your host supervisor. As emerging professionals, we trust you will document your time with accuracy. Sometimes there are discrepancies between the hours a student documents, and the placement host's schedule. But usually these are minor and ironed out with communication. For every visit to the host organization, you are to complete a time sheet log entry. The time tracking sheet used to document your placement commitment may be downloaded on the Community Leadership Placement website. Students must obtain a signature from their host on the time tracking sheet and supply this document with their exit assignments.

Evaluation

Community Leadership Placements are evaluated on a "satisfactory" or "fail" basis. You are responsible for arranging for the evaluation of your placement efforts well in advance of the documentation due date. A minimum of two weeks notice should be provided to hosts when requesting this important document. The evaluation form is found on the community leadership placement website. Once completed, a placement host should email the evaluation form directly to the Placement Office.

Students who receive a failing grade on more than one attempt at any of the placements will be asked to leave the BPHE program. To achieve satisfactory, students must complete all components listed within the course outline AND achieve an overall rating of "adequate" or above on the Community Leadership Placement Evaluation (as provided by the host supervisor).

Exit Assignments

Placement exit assignments are due when you have 'wrapped up' the 50 hour placement commitment. Each Community Leadership Placement course includes a professional preparation assignment. These assignments are designed to encourage you to connect your placement learning with PHED curriculum and advance your understanding of the skill sets required for employment within the sector of your choice. In addition to the professional preparatory assignment, you will also be asked to provide the Placement Officer with a Placement Report. The report is created through the reflective process, an essential element in experiential learning. Details about all exit requirements will be provided to you through the course syllabus.



INTERNATIONAL STUDIES

PHED 4606 International Experience

Are you planning to study abroad during your degree? PHED 4606 International Experience is a self-designed experiential learning course, which provides students with an opportunity to propose a unique project while studying abroad. The course will allow students to immerse themselves in a personally significant role, project, or investigation. The proposed project shall include a substantial attempt to provide students with opportunities for cultural engagement made possible through their international experience.

Students registered in PHED 4606 are granted the opportunity to seek out their own opportunities and submit these requests for approval. The project proposal guidelines are provided by the PHED Placement Officer. Through a series of virtual or in-person meetings, students are guided through the proposal process. Like PHED 3106 and PHED 4106, International Experiential Learning Projects are subject to approval through the School of Physical and Health Education. Both virtual and face-to-face projects in communities of the students' choice will be considered.

Although this course is considered part of the PHED Community Leadership Placement program, key aspects of the course, including expectations and outcomes differ from PHED 3106 and PHED 4106. Students are strongly encouraged to book a meeting with their PHED Placement Officer prior to registration in this course.

TIPS FOR SUCCESS

Start Early

You may not know what you want to do following graduation. Maybe you will continue with graduate studies, or maybe you will enter the workforce. It is okay if you do not know exactly which career you wish to pursue, and your Community Leadership Placement is a great way to explore a variety of options. It is important that you are proactive in thinking about how to best use this experience to help inform your career choices. Placements can open doors, and help you decide which avenues to pursue further.



Confidentiality

As a student on placement, you may be privy to information that the public does not have access to. This could include information about programming, people, policy, or more. It is important that this information is kept confidential and used only for placement purposes. Some organizations require students to sign confidentiality agreements. This agreement ensures that students do not pass on information of any kind. You may be exposed to sensitive information due to the trust often placed in physical and health educators. Confidentiality is an important tool in keeping that trust and ensuring your success in the field.

Professionalism and Leadership

Professionalism refers to your commitment to conducting yourself in a manner that is appropriate for the respect your position deserves. You are required to treat others with the respect that you would expect in soliciting the same service. Leadership refers to your commitment to acting as a professional representative of Nipissing University during your time at the work site. Your actions reflect your program and institution.

Professional Presentation

In your own clothes or especially Nipissing attire, make certain the clothes are clean and neat. Equally important in physical and health education is that you dress appropriately for the physicality of your duties, which may be significant depending on your placement role. Check with your host supervisor to confirm the organization's dress policy.

Respect the Work Environment

Depending on your placement you will find yourself working with different types of people in different types of settings. It is important to be respectful of the clients and host organization; they are opening themselves up to you and that comes with responsibility. Respect the law and the organization's regulations. Do not turn up under any influence and be especially cognizant of working with children, people with disabilities, with confidential information, or around valuable equipment. Avoid the pitfalls of office gossip and ensure you learn something from everyone you come in contact with during your placement.



Practice Good Communication

No one expects you to be perfect. The purpose of this placement is to learn. With this in mind, you are encouraged to ask questions, especially if you are not clear about why or what you are doing. Be open to feedback and incorporate suggestions. Make sure your supervisor knows immediately if you will not be present on a regularly scheduled day. Being honest makes things easier on everyone involved – especially you!

Teamwork

Being polite and respectful goes without saying; however, teamwork is one of the most important skills in our field. As a team member you may be relied upon to complete specific duties. To showcase your mind-set be prepared and punctual. Your placement is an excellent opportunity to network with established physical and health education graduates and create good working relations that may benefit you in the future.

Attitude

Enjoy your work. Some placements may not be what you imagined. The placement opportunities have been carefully selected based on having relevant learning experiences. Each experience you are involved in makes you a better all-around graduate (even the experiences you don't like will teach you something). If you don't feel you are being challenged, ask (in a positive manner) if there are any other tasks or projects that you may be of benefit to. If after this, you still feel underutilised speak with the placement officer. A positive attitude will attract positive experiences!

Professional Boundaries

As a Community Leadership Placement student, you are representing both yourself and Nipissing University. Maintaining appropriate professional boundaries helps build trust with clients, colleagues, and your placement organization. Professional boundaries are not intended to limit positive relationships. They exist to protect students, clients, placement partners, and the integrity of the learning experience.

Respect Professional Relationships

While placements often lead to meaningful professional relationships, students should maintain appropriate boundaries with clients, participants, patients, and coworkers. Avoid situations that could create actual or perceived conflicts of interest or compromise your professional judgment.

Social Media and Digital Communication

Follow your placement organization's policies regarding social media, photography, and electronic communication. Unless specifically authorized, do not post photos, videos, or identifying information about clients, participants, or the organization on personal social media accounts.

Do not add or accept friend requests from clients or participants on personal social media accounts. Communicate with clients only through methods approved by your placement supervisor. Respect confidentiality when discussing your placement experiences online.

Confidentiality

You may become aware of personal, medical, educational, or organizational information that is

not available to the public. This information must remain confidential both during and after your placement unless disclosure is required by law or authorized by the placement organization.

When in Doubt

If you are ever unsure whether an action is appropriate, ask your placement supervisor or contact the Placement Office before proceeding. Seeking guidance is a sign of professionalism and good judgment.

Making the Most of Your Placement

- Introduce yourself to everyone.
- Ask to observe other departments.
- Request feedback midway.
- Ask about career paths.
- Connect on LinkedIn or another business communication pathway afterward (if appropriate).
- Keep examples for future interviews.
- Ask for a reference before your placement ends.

FAQ

Before Registration

What does CLP stand for?

There are two required placement courses in the Bachelor of Physical and Health Education degree. These courses are referred to as Community Leadership Placements (CLP). The associated course codes are PHED 3106 and PHED 4106 (or PHED 4606 if studying abroad). Combined, students will have the opportunity to complete 100+ hours of work placement. PHED 3106 is a prerequisite to PHED 4106.

I registered in a fall course section of PHED 3106/4106, will my placement take place in the fall?

Not necessarily, students are expected to be available for sessions and placement throughout the entire 23-week period. PHED 3106 and PHED 4106 are 3-credit courses that run from September to April. The different sections (e.g. FA001, WI001, and FW001) are designed to help balance your course load in WebAdvisor. FA001 = 3 credits in the fall, WI001 = 3 credits in the winter, and FW001 = 1.5 credits in fall and 1.5 credits in winter. Making three sections available may help you avoid overload, maintain the minimum number of courses to remain eligible for scholarships and varsity athletics. Please choose the section that best suits your needs to put credits in one term or the other.

Some of the assigned placements span an academic year and others are completed within a span of weeks. Keep in mind if you are to register in the winter section, the majority of your experiential learning project commitment (or placement hours) could actually take place in the

fall. Students requesting a placement assignment will be asked to provide information about their preferred placement timelines.

Can I find my own placement?

Yes. Students are welcome to propose a self-initiated placement. All self-initiated placements must be reviewed and approved by the Placement Office before any placement activities begin. The proposed placement must provide appropriate learning opportunities, adequate supervision, and meet the course learning outcomes.

Students are responsible for ensuring the organization is willing to host a placement student and for submitting all required documentation by the published deadlines. The placement office is responsible for connecting with the proposed host to discuss supervision requirements.

Can I complete my placement where I already work or volunteer?

Possibly. Placements completed at a current workplace or volunteer organization may be approved if they provide new learning experiences that go beyond your regular responsibilities and meet the course learning outcomes. Please be reminded that placements must be unpaid. Approval must be obtained from the Placement Office before the placement begins.

Can I complete both PHED placements with the same organization?

Yes. Students may complete more than one placement with the same organization, provided the placement meets the course requirements and is approved by the Placement Office.

However, students are encouraged to seek diverse placement experiences whenever possible. Working with different organizations, populations, and professionals helps broaden your skills, expand your professional network, and strengthen your résumé by exposing you to a wider range of settings and approaches.

If you choose to return to the same organization, consider taking on different responsibilities or working with a different program or population to maximize your learning.

Can I complete a placement with more than one agency?

Yes. Some students choose to divide their required hours between two approved placement experiences to broaden their exposure to different sectors or populations. Multiple placements must be approved by the Placement Office before beginning, and each placement must meet the course requirements. Further, both hosts must be aware and approve of the reduced number of field hours involved in the role should the 50 hour field learning commitment be divided.

Before Placement Begins

Can I contact hosts before I am registered?

Yes, you are welcome to contact hosts prior to registration. If you would like support with respect to how this communication should look and what information you should supply, please contact the placement office.

Can I start placement before the course begins, or extend it after the course completion date?

Do not engage in any field hours outside of the semester without permission. It is important that students and placement hosts recognize that there are administrative policies, and liability



responsibilities we must adhere to for the protection of all stakeholders. Clearance documents are a must, and under no circumstance will a student be approved in any placement involvement until all documents are received successfully.

How long does placement matching take?

Placement matching may take up to four weeks. Students are matched individually based on interests, availability, host capacity, and educational goals.

Can I start my placement before I'm approved?

No.

Students may not begin completing placement hours until: The placement has been approved by the Placement Office; all required documentation has been received and approved; all required clearances and training have been completed; and the student is enrolled in the course. Hours completed before approval cannot be counted toward course requirements.

Can I choose where I am placed?

Students may request preferred placements, but requests cannot be guaranteed. Availability, host capacity, and educational considerations all influence placement assignments.

Do I have to accept the placement I'm offered?

Explain your expectation that assigned placements are accepted unless there is a significant concern.

How do I obtain my Vulnerable Sector Police Check?

Students entering into PHED 3106 must provide an original Police/Vulnerable Sector Check (PVSC) that has been completed within 12 months of the course start date. Students can obtain a requisition for a police check by contacting the [Physical and Health Education Placement Officer](#), which may be requested by certain jurisdictions and may assist in speeding up the process.

Students entering into PHED 4106 will be required to sign an Offense Declaration; however, in the event that their PVSC is not on file or older than 3 years it will be their responsibility to obtain a new one for their course. Costs associated with obtaining the document are to be borne by the applicant.

How often do I need to renew my Vulnerable Sector Police Check?

The BPHE program will accept PVSCs that are dated within 12 months of the course start date for PHED 3106 and a signed Offense Declaration for PHED 4106; however, should your placement host require more recent documentation then you will be required to provide one prior to any placement involvement.

During My Placement

What if I don't hear from my placement host?

Students are responsible for maintaining regular communication with their placement host before and during their placement. If you have not received a response within 5–7 business days, send a courteous follow-up email.



Keep in mind that some organizations require additional time to coordinate placements or finalize schedules, particularly during busy periods. If you have made several attempts to reach your host and have not received a response, contact the Placement Office. We can help determine whether any further action is required.

What if my supervisor is away or unavailable?

Many organizations have multiple staff members who can supervise or support student learning. If your supervisor is temporarily unavailable, speak with your supervisor or the organization's designated contact about alternative arrangements. If your supervisor will be away for an extended period and no supervision is available, notify the Placement Office so that an appropriate plan can be developed.

What if I become sick or have an emergency?

Notify your placement host supervisor as soon as possible if you are unable to attend a scheduled placement shift. Follow the organization's attendance and reporting procedures. You are responsible for making up any missed placement hours unless otherwise approved by the Placement Office.

If an illness or personal circumstance will significantly impact your ability to complete the placement, contact the Placement Office to discuss your options.

Can I change placements?

Placements are considered a professional commitment between you, the University, and the placement host. Once a placement has been confirmed, students should expect to complete the placement as assigned. Requests to change placements because of personal preference, schedule, commute, or because the placement is different than expected are generally not approved. Students should not withdraw from or leave a placement without first consulting the Placement Office.

If you experience a **significant concern during your placement** (e.g., concerns related to safety, professionalism, or your ability to achieve the course learning outcomes), **contact the Placement Office immediately**. Concerns will be reviewed on a case-by-case basis. In rare circumstances, a placement change may be approved when it is determined to be in the best interests of the student, placement host, and University.

What if there is a work stoppage (strike/lockouts or pandemic related closures)?

In the event of work stoppage, the agreement to supervise may be suspended until the concern is resolved. This is true of stoppages originating from the university staff or the community partner's staff. Students are unable to work towards completing placement hours during this time. For work stoppages resulting from direction from public health, such as a respiratory virus outbreak in a healthcare setting, or the shutdowns experienced through the COVID-19 pandemic, specific guidance will be provided to students in alignment with university policy.

Can I use my vehicle on placement?

Students should not be requested to use their own vehicles or any other vehicles (including company vehicles as driver or passenger) for any reason while on placement.

What if I don't enjoy my placement?



Not every placement will be your ideal experience and that's okay. One of the goals of experiential learning is to expose students to a variety of professional environments and help them discover what types of work they enjoy (or don't enjoy).

Even if a placement isn't what you expected, you are encouraged to approach it with professionalism, curiosity, and a willingness to learn. Many students report that placements they were initially unsure about became valuable learning experiences.

What if I'm not getting enough hours?

Speak with your placement host supervisor first to explore additional learning opportunities or scheduling options. If you are still concerned about completing your required hours, contact the Placement Office as soon as possible. Waiting until the end of the semester may limit the options available to help you complete the course requirements.

What happens if I don't complete my required hours?

Completion of the required placement hours is a course requirement. Students who do not complete the required hours or other course requirements may be unable to successfully complete the course. If circumstances arise that may affect your ability to finish your placement, contact the Placement Office as early as possible so available options can be explored.

What if my host asks me to work more than 50 hours?

Students are welcome to volunteer beyond course requirements if they choose, but only 50 approved hours are required for course credit.

Can I complete my hours all at once?

Schedules are developed collaboratively with the host and student and should reflect the needs of the organization and accommodate the student's academic obligations.

Can I miss class for placement duties?

No, students should never miss class for duties related to placements. Rare exceptions may occur when orientations are scheduled at fixed times. If a student finds they are scheduled for an orientation in conflict with class, they should speak with the Placement Officer.

What if my placement host asks me to perform duties I'm uncomfortable with?

If you are ever asked to perform duties outside your level of training, outside the agreed placement role, or that raise concerns about safety or professionalism, discuss your concerns with your placement host supervisor. If the concern cannot be resolved, contact the Placement Office immediately before continuing with those duties.

Will the Placement Directory change throughout the year?

Yes. The Placement Directory is a living document that is updated throughout the year as new placement opportunities become available and existing opportunities change.

The Placement Office continually develops new partnerships and adds organizations, roles, and placement descriptions whenever opportunities arise. Likewise, some placements may be

removed or temporarily unavailable if an organization is unable to host students during a particular term.

Students are encouraged to check the directory regularly, as new opportunities may be added after initial placement matching begins. If you have a placement idea that is not currently listed, you are also welcome to discuss a self-initiated placement with the Placement Office.

Questions?

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