



Department of  
Kinesiology and  
Physical Education

# Internships S2024

EDKP 301, 401, 302, 402, 451

# Overview

- EDKP 301 and 401: outside our department
- EDKP 302 and 402: inside our department (kin clinic)
- EDKP 451: personal trainer practicum (must secure your own site, with approval)

# Timeline

- Application- due on Monday March 25 at 2:30pm. All applications **MUST** be left under my door (Currie 222) if you haven't handed it in to me directly.
- Placement- please allow approximately 1 week
- 60 hours: non graded evaluation (you are responsible for giving it to your supervisor)
- 120 hours: graded evaluation (you are responsible for giving it to your supervisor)
- Reflections: due at end (1 single document)
  - Should reflect your experience **not** record of what you did each hour
  - Should be approximately 1-2 pages double spaced per week (based on 3 hours, some weeks more/some weeks less)
- Please note that priority will be given to 3<sup>rd</sup> year students. Placement is 1) not guaranteed and 2) takes into consideration your availability.

# Process for registration

- I confirm your placement via email, with your site supervisor in cc
- You will communicate directly with your site supervisor to set up a meeting (discuss schedule and complete your task list form)
- Once you and your site supervisor agree to the internship, you will email me to confirm your placement. You will also upload to the website your signed contract and task list- both forms are found on the KPE website under internships
- After the forms are received, please wait for your CRN to be sent to you. Please be patient- we must wait for ALL students to confirm their placements as the codes are only generated once we have the full student list. You can, however, start your hours once you have confirmed your internship- it is not necessary to wait for your CRN code to start.

# Sites for summer 2024

- Kin Clinic (6, both online and in person)
  - In house internship, training members of McGill community (general population)
- West Island Cancer Wellness Centre (2)
  - Training programs for cancer patients, various fitness levels/various points of cancer trajectory
- McGill Varsity (1-2)
  - Working with trainers on varsity teams
- Chateau Westmount (1, possibly 2)
  - CHSLD- in dwelling patient programs, various fitness levels
- Parkinson's training program (Dr. Paquette, 2-3)
  - Training patients with Parkinson's, part of research program but you will be monitoring exercise
- ~~• FAM (Dr. Sweet, 3)~~
  - ~~• McGill OSD supporting students from SAA who want to start training in our fitness centre~~

- Cummings Jewish Centre for Seniors- wide range of senior populations, neuromuscular issues, frailty (2-4)
- ~~Schulich School of Music- exercise training music students, leading warm ups, functional assessments~~
- Other sites still in progress

# Things to remember before signing up!

- Internships are work- they lay the groundwork for future employment and are EXCELLENT for your CV... but only if you put the work in!
- Set a schedule for yourself so you are not leaving all your hours to the very end!!!!
- You have to adapt to the sites, the sites do not adapt to you.
- Treat this as work...
- Each site is very, very different so there is no official course outline. If you have questions or concerns, please reach out to me or Nada. This is why we are there.
- You must be prepared to take initiative for your own learning process. The supervisors are facilitators.



## **Department of Kinesiology and Physical Education**

### **Practicum/Internship On-Site Supervisor Report**

**Please circle appropriate course number: EDKP 301, 401, 303, 402 & 451**

**Please circle the appropriate evaluation time point:**

MIDTERM (after 60 hours)

FINAL (after completion of 120 hours)

**\*in case of midterm report, evaluation has been shared with student:**    yes    no

It is encouraged that all evaluations are shared with the student for their own professional development. If the site supervisor does NOT wish to share the final evaluation with the student, it should be understood that McGill has the responsibility of allowing the students access to all relevant evaluations after they are submitted to the university.

**Student Name:**

**McGill ID #:**

**Placement Site:**

**Date of evaluation:**

**Supervisor:**



**GRADING KEY FOR SECTIONS A-C:**

<b>A</b>	<b>always</b>
<b>B</b>	<b>most of the time</b>
<b>C</b>	<b>needs attention</b>
<b>D</b>	<b>not acceptable</b>
<b>N/A</b>	<b>Not applicable to practicum, not observed to date</b>

***A. Personal Qualities***

Please describe your personal observations regarding the qualities of the individual with respect to his/her professionalism, maturity, work ethic, punctuality, and attitude in the work place. **Circle the corresponding grade.**

Punctuality	A	B	C	D	N/A
Dependability	A	B	C	D	N/A
Personal Appearance	A	B	C	D	N/A
Self-Confidence	A	B	C	D	N/A
Comes well prepared	A	B	C	D	N/A

**Comments:**

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***B. Human relations***

Please describe your personal observations regarding the rapport with clientele, concern for individuals and the relationship that the student has developed with his/her colleagues. **Please circle the corresponding grade.**

Cooperative attitude	A	B	C	D	N/A
Responsibility	A	B	C	D	N/A
Thoroughness	A	B	C	D	N/A
Drive and desire to learn	A	B	C	D	N/A
Flexibility and adaptability	A	B	C	D	N/A
Ability to positively use constructive criticism	A	B	C	D	N/A
Initiative	A	B	C	D	N/A
Ability to integrate in site environment	A	B	C	D	N/A

**Comments:**

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### ***C. Task Performance***

Please describe how effectively the student has accomplished his/her duties during his/her time in this placement. How would you rate the student on the knowledge of the tasks required of him/her, his/her communication skills with clients, his/her administrative skills in office and/or programming duties and his/her preparedness to accomplish these tasks. **Please circle the corresponding grade.**

Verbal communication skills	A	B	C	D	N/A
Written communication skills	A	B	C	D	N/A
Knowledge of duties	A	B	C	D	N/A



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Ability to complete assigned tasks	A	B	C	D	N/A
Ability to meet deadlines	A	B	C	D	N/A
Demonstrates skill in completing tasks	A	B	C	D	N/A
Leadership skills	A	B	C	D	N/A
Ability to work independently	A	B	C	D	N/A
Quality of work completed	A	B	C	D	N/A

**Comments.**

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***OVERALL GRADE ASSIGNED TO STUDENT***

***The grade assigned below (section D OR E) should correspond with the following scheme:***

<u>A</u>	excellent work, professional level (entry)
A-	excellent work, almost at professional level (entry)
B+	produces very good work but needs to further develop certain professional areas
B	produces good work but needs to develop certain professional areas
B-	produces satisfactory work but needs to develop professionally
C+	good effort but requires assistance in professional development
C	good effort but not ready to be working in professional environment
C-	minimal effort, work not satisfactory
D	work not acceptable

***D. Evaluation (if student is registered in a pass/fail course- this must be indicated at start of practicum)***

PASS					FAIL				
A	<u>A-</u>	B+	B	<u>B-</u>	C+	C	<u>C-</u>	D	

***E. Evaluation (if graded course)***

Please rate this student relative to your expectations of the duties and tasks originally assigned to the student at the onset of the practicum. This will reflect the overall impression established in the above section.

A	<u>A-</u>	B+	B	<u>B-</u>	C+	C	<u>C-</u>	D
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# Things to remember!

- Sites are not guaranteed, supervisor has final decision
- Allow for blocks of time, your schedule might not suit site
- Sites are not built around McGill schedules- please respect that you are a guest in their “world”
- If there is an issue (personal, schedule, work content), it is your responsibility to contact Celena Scheede-Bergdahl as soon as it arises.

