

## Student-Attained Professional Placement Application (SAP)

Submit the completed Student-Attained Professional Placement Application form to [placements.kpe@utoronto.ca](mailto:placements.kpe@utoronto.ca) by July 13, 2018. We encourage you to submit it early and to reach out if you have questions as you complete the SAP Application form.

### Criteria used to Assess Placement Applications:

#### *Mentor Criteria:*

- Minimum of 3 years work experience.
- Student is matched with a qualified professional.
- Student will complete an average of 100 placement hours (80 min/120 max).
- Student placement work is supervised.
- Placement tasks/activities have a kinesiology/physical education focus.
- The student placement has a meaningful learning component.

#### *Exclusion Criteria*

- Placement mentors may not be from the same family as the student or may not be intimately related to the student.
- Students may not receive financial compensation for professional placement hours.
- Placements may not be fewer than 80 hours or exceed 120 hours.
- Student Attained Placements may not be obtained within TDSB schools

### Information to be completed by Student:

Name of Student: \_\_\_\_\_

Email: \_\_\_\_\_

Professional placements must relate to 2 or more KPE courses that you have already completed or will be completing concurrently. Please provide the courses that relate to this professional placement along with your rationale.

Information to be completed by Mentor:

*Thank you for your interest in partnering with us as a KPE professional placement mentor. Please complete the following placement application form for the purpose of identifying placement suitability for an interested volunteer student from the University of Toronto, Faculty of Kinesiology and Physical Education.*

**Completed forms should be emailed to: [placements.kpe@utoronto.ca](mailto:placements.kpe@utoronto.ca)**

**Organization Information:**

Full Name of Organization: \_\_\_\_\_

Department (if applicable): \_\_\_\_\_

Organization website: \_\_\_\_\_

**Mentor Information:**

Name of Mentor: \_\_\_\_\_

Job Title of Mentor: \_\_\_\_\_

Full work mailing address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Nearest intersection (main streets): \_\_\_\_\_

Work telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Do you the mentor have a minimum of 3 years work experience employed in your occupation?

Yes       No

**Contact Information (if different than mentor):**

Name of contact person: \_\_\_\_\_

Title of contact person: \_\_\_\_\_

Work telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Professional Placement Student Position Title:** \_\_\_\_\_

(e.g., Program Assistant, Research Assistant, Assistant Teacher)

**Description of Placement:**

- *Provide a brief description of the organization, including the location, mission, main goals and/or approach of the organization.*
- *Provide a general description of the scope of a placement student's intended role in the organization.*
- *Include any additional information about the organization to assist our office in assessing the suitability of this placement for the development of a kinesiology and physical education student.*

**Student Learning Activities:**

- *Students seek hands-on experience and an opportunity to apply their classroom learning to practice. Students will usually begin by observing and job shadowing the mentor, they gradually assume responsibility for specific tasks as appropriate, and ultimately they may take responsibility for leading activities or tasks independently under the supervision of their mentor.*
- *Please list examples of activities, responsibilities, and learning opportunities a student could become involved in at this new placement. Also include possible duties and projects a student could undertake. Please list these in approximate order of how the student will spend most of his or her time in the placement.*

- *We encourage you to involve the student in at least one of the following:*
  - **Assessment:** *e.g., screening measures, needs assessment, physiological assessment, movement assessment, psychological assessment, etc.*
  - **Design:** *e.g., program planning, creation of a physical activity plan, designing lesson plans, exercise programs, research projects, etc.*
  - **Implementation:** *e.g., deliver exercise programming, therapy or rehabilitation, strength and conditioning, assist with research, facilitate workshops, write articles, etc.*
  - **Evaluation:** *e.g., program evaluation, collection of participant feedback, examination of areas for improvement in services, etc.*
- *Note: The main tasks performed by the student in the professional placement should relate to the practice of kinesiology/physical education and there should ideally be some interaction with patients/clients/others in the workplace organization.*

**Special Requirements for a student placed in this organization (if applicable):**

- *List any required certifications, police checks, KPE course pre-requisites, etc.*

Students have a minimum placement requirement of 80 hours and a maximum placement requirement of 120 hours. These hours are to be completed within the academic year (September – March). Will the student be able to meet this course requirement?

- Yes       No

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**Accessibility Considerations**

Please provide answers to the questions below so that students with accessibility considerations can ensure the placement will be a good fit. The intention is to provide practical information about your site.

Will the student have access to a private space for notes or computer use?  Yes  No

Are there breaks between clients/patients/meetings?  Yes  Sometimes  No

Is the placement considered fast-paced?  Fast  Medium  Slow

Is there a high noise level in the placement?  High  Medium  Low

Is the site wheelchair accessible?  Yes  No

What are the physical demands of the placement? \_\_\_\_\_

Are there any other accessibility considerations that potential applicants with special needs should be aware of? \_\_\_\_\_

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**Additional Information:**

- *Please attach any additional information you would like us to consider when evaluating the suitability of your organization for a professional placement opportunity.*