

# NIPISSING

## U N I V E R S I T Y

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NORTH BAY, ONTARIO, CANADA



BACHELOR OF PHYSICAL AND  
HEALTH EDUCATION

**COMMUNITY LEADERSHIP  
PLACEMENT PROGRAM**

PARTNER  
HANDBOOK

# **COMMUNITY LEADERSHIP PLACEMENT HANDBOOK**

<b>Introduction</b> . . . . .	<b>2</b>
<b>Nipissing University Profile</b> . . . . .	<b>2</b>
<b>Bachelor of Physical and Health Education</b> . . . . .	<b>3</b>
<b>Community Leadership Placement</b> . . . . .	<b>4</b>
Learning Outcomes . . . . .	4
Prerequisites . . . . .	4
Orientation To Teaching Option (OTT) . . . . .	4
<b>Benefits of Community-Based Learning</b> . . . . .	<b>5</b>
<b>Placement Structure</b> . . . . .	<b>6</b>
Student Matching . . . . .	6
Initial Meeting . . . . .	6
On Placement . . . . .	7
Evaluation. . . . .	7
<b>Student Evaluation</b> . . . . .	<b>7</b>
Rating Scale . . . . .	8
Log Entries . . . . .	8
<b>Tips for a Successful Placement</b> . . . . .	<b>9</b>
<b>FAQ</b> . . . . .	<b>10</b>
<b>Appendix</b> . . . . .	<b>11</b>
Contact Information. . . . .	11
Placement Checklist . . . . .	12
Community Leadership Placement Contract . . . . .	13
Community Leadership Placement Evaluation. . . . .	15

## INTRODUCTION

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This Handbook is intended to introduce community partners to the Community Leadership Placement, an integral part of Nipissing University's Bachelor of Physical and Health Education. You will find information on the BPHE program as well as placement procedures, the importance of community-based learning, tips on hosting a student, and contact information.

Placements are an exciting opportunity for hosts to address a true organizational need while contributing to the education of young people in their field. We strive to constantly improve and seek feedback from active partners. Please take the time to read through this handbook and if you still have questions or concerns do not hesitate to contact the BPHE Placement Office.

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## NIPISSING UNIVERSITY PROFILE

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Nipissing University is proud to be a primarily undergraduate university, committed to providing a safe and personalized student experience. We are a vibrant university with a reputation for excellence in teacher education, arts, science, business, criminal justice and nursing. Students will find themselves in a high-quality academic environment that is student-focused and based on innovative approaches to learning, and a growing research culture.

Located in North Bay, Ontario, Nipissing University's main campus is situated within a stunning 291 hectares of pristine Canadian Shield forest. With a plethora of lakes and forests at the doorstep, all students enjoy the natural beauty of our surroundings, while researchers in the environmental sciences benefit greatly from the university's idyllic location and cutting-edge lab facilities. Students and faculty enjoy access to the Nipissing University Alcan Research Preserve, a 325 hectare area located 30 minutes from the North Bay campus. Nipissing also has two regional campuses, which are located in Bracebridge and Brantford.

Nipissing is deeply committed to providing an exceptional experience for its students, one that is rooted in the advantages offered by its size and sense of community. Students enjoy an average class size of 31, a student to faculty ratio of 23:1, as well as outstanding access to faculty and the chance to perform graduate-level research in undergraduate programs.

Nipissing University's residences are some of the finest and most modern in Ontario. All first-year students are guaranteed a single room in residence. The university features four residence complexes and offers just under 1,000 beds. Each residence suite is fully furnished and includes single bedrooms, a kitchen (with fridge and stove), a living room and two bathrooms. Every bedroom is wired for high-speed Internet access.

## **BACHELOR OF PHYSICAL AND HEALTH EDUCATION**

Nipissing is pleased to announce its new Bachelor of Physical and Health Education program! This four-year degree prepares students to become community leaders in the promotion of healthy, active, lifestyles. The Physical and Health Education program is characterized by curricular opportunities that are designed to broaden experiences, promote health and wellness through physical activity, enrich awareness, deepen understanding, establish disciplined habits of thought, prepare meaningful careers and, by doing so, help individuals become informed, responsive and productive citizens.

Students in the BPHE program follow core curriculum including, but not limited to the areas of anatomy and physiology, motor learning, biomechanics, health care and health promotion, and psycho-social considerations to physical activity. Opportunities through this program currently include obtaining prerequisites required for professional schools (i.e. physiotherapy, medical, occupational therapy), coaching certification, Orientation to Teaching (Bachelor of Education entry), and Ontario Kinesiology Association certification. You can find further details regarding the program at [www.nipissingu.ca/bphe](http://www.nipissingu.ca/bphe).



## COMMUNITY LEADERSHIP PLACEMENT

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The Community Leadership Placement is a non-paid work experience in an approved community setting that complements course work, previous experience, and future goals. The placement is founded on a model of community-based learning as an instrument of experiential education. It is an engaging opportunity for students to combine active learning with current community concerns. The community collaboration allows all to take advantage of each group's strength so student learning is enriched and organizational objectives are met. You have the power to provide real-life experience that connects today's students to their community and to inspire them to become tomorrow's leaders.

### LEARNING OUTCOMES

Students are provided with a course outline that describes the following learning objectives for the placement.

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.

### PREREQUISITES

Students are placed in the second, third and fourth year of the program. They are equipped with several obligatory prerequisites before being sent on placement opportunities. These include Standard First Aid and CPR-C certification, a vulnerable sector criminal records check, and completion of Year 1 courses such as Introduction to Physical Education, Motor Development, Health Concepts in Physical Education, Leadership and Psycho-Socio-Cultural Dimensions of Physical Activity.

### ORIENTATION TO TEACHING OPTION (OTT)

OTT is a popular Nipissing University option available to select undergraduate programs guaranteeing entry into the one-year Bachelor of

Education Program. Students accepted into the Orientation to Teaching option (OTT) are required to complete a placement in a setting with school-aged children along with other academic requirements. The placement officer will discuss this option with you should your student be using your placement to qualify for the OTT option.

## **BENEFITS OF COMMUNITY-BASED LEARNING**

The benefits of Community-Based Learning are abundant. This model of learning is becoming more prominent in Canadian education and is being researched and developed on an ongoing basis. Here are a few benefits that some of our partners are reporting:

### **Student Benefit:**

- Increased feelings of self-efficacy
- Integration of class theory
- Increased problem solving, planning, and communication skills.
- Improved team work
- Clarity about career goals
- Increased community engagement
- Increased academic achievement and interest in education
- Improved employment opportunities

### **Host Organization Benefit:**

- Help prioritize services and fulfill true organizational need
- Cost effective business practice
- Increased staff diversity
- Partnership with University
- Input into student teachings
- Volunteer and/or employee recruitment

### **University Benefit:**

- Increased student retention through engaged learners
- Expanded program mission and values
- Access to current ideas and energy/enthusiasm in the field
- Increased community partnership and visibility
- Enhanced quality of graduates

### **Societal Benefit:**

- Increased quality of education and service to community members
- Resource Sharing
- Production of responsible citizens
- Increase preparedness of university graduates.

It is important to note that these benefits are not automatic. These benefits come from fostering positive relationships among partners with common goals. To be successful, all parties must feel they've collaborated equally in addressing a community need via an intentional learning process that uses student responsibility, feedback and active reflection.

## **PLACEMENT STRUCTURE**

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Community Leadership Placements are completed in the last three years of the four-year BPHE. Each placement is a core requirement to graduate from the program. They are evaluated on a satisfactory (pass) or fail basis only. Students will be asked to withdraw from the program if they receive more than one fail evaluation while attempting the three required.

## **STUDENT MATCHING**

Students are matched to a placement through a self-directed process. Students will be able to register for ONE placement opportunity once registration begins. Only students with the required prerequisites (if applicable) are able to register for their desired placement opportunity. The first-come, first-serve process ensures students who register for your opportunity are eager and enthusiastic. Students are then responsible for contacting the host supervisor and arranging an initial meeting. This initial meeting is important as a final check to ensure suitability as well as to arrange details and explain expectations to the student.

## **INITIAL MEETING**

Once matched, students will contact their host supervisor to set up an initial meeting. This meeting may be done by phone; however, it is recommended that it be arranged in person, similar to an interview. This is a chance for the host supervisor to decide against the use of the chosen student for a variety of reasons (i.e. schedule problems, dissimilar goals, or any other concerns). The meeting also provides an opportunity to review and sign the placement contract as well as the WEPA (Work Education Placement Agreement) form, which is required for insurance purposes. Some other things to discuss during the initial meeting: organizational background and mission, expected duties, work hours, introduction to the staff, student background, important policies (dress, phone use, confidentiality), and expected completion date of the placement.

## ON PLACEMENT

Students are required to complete a minimum of 50 hours for their placement. These hours may be completed in any schedule required that has been agreed upon between the student and the host organization. For every visit to the host organization, students are required to record their hours and create a log entry. The log entries are not meant to simply describe duties or identify coursework, they are meant to show application and analysis. This means that students are starting to relate, connect, and infer pattern and meaning in real-world experiences as part of their development as an educational leader. In the senior year placements (third and fourth), students will be further asked to show evidence of learning in other faculty provided coursework.

## EVALUATION

It is the task of the host supervisor to complete the evaluation form. Please review this form and the student evaluation section of this handbook so that you are aware of the criteria for evaluation. We encourage hosts to provide ongoing feedback to the student informally and to discuss any problems before the final evaluation. The course is graded as satisfactory or fail based on this final evaluation. The blank evaluation form is available online or as a copy in the appendix of this handbook.

Once the evaluation is complete, you are asked to discuss with your student the ratings given. Please retain a copy for yourself and your student and submit the original to the placement officer. For more information on the evaluation refer to the “Student Evaluation” section of this handbook or contact the placement officer.

## **STUDENT EVALUATION**

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One of the principal tasks asked of the host supervisor is the assessment of the students time spent on placement. It is important that the evaluation is completed accurately as it is the basis upon which the student acquires credit.

The Community Leadership Placement Evaluation form contains two sections. One is a rating scale used for specific skills performed on placement. The other is a section for general comments where supervisors can elaborate on the strengths, weaknesses, and overall impressions of the student. We ask that you discuss the form with your student.



## RATING SCALE

The following table explains the 4 levels of the rating scale used and the expectations for each rating.

<b>Exemplary (90-100%)</b>	Student exhibits superior ability of this skill consistently
<b>Proficient (80-89%)</b>	Student exhibits excellent ability of this skill repeatedly
<b>Adequate (70-79%)</b>	Student exhibits capability of this skill regularly
<b>Ineffective (&lt;70%)</b>	Student does not exhibit capability of this skill with any consistency

Please note that the percentages used in the scale are to help supervisors equate levels. They do not represent any grade given to the student (recall the placement is a satisfactory/fail course).

## LOG ENTRIES

When choosing your rating for the log book please look for the following criteria:

- A. The first entry relates to your initial meeting and specifically the learning objectives and goals (organizational and individual) for the placement;
- B. Log entries are consistent with the actual hours completed and work done with the host organization. Entries are updated regularly, showing a minimum of 15 entries totaling 50 hours;
- C. Entries generally show growth of student knowledge. Students show learning by explaining activities and relating them personally or professionally to their development as physical and health educators.

The overall rating should represent the level most commonly observed throughout the table of specific skills including the log entries. If, for any reason, the supervisor does not feel this accurately represents the overall rating, a different rating may be chosen; however, some explanation for the student should be provided in the general comments section.

## **TIPS FOR A SUCCESSFUL PLACEMENT**

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### **1. Have a Game Plan!**

Know what you would like to accomplish and have well-defined duties and responsibilities for your student. Is the task realistic for the placement time frame or could it be divided into tasks for several students? Do you have a 'wish list' of things to accomplish should other tasks be completed? Once you have a winning game plan, ensure you communicate it to your student.

### **2. Orient Students and Staff**

Prior to student arrival, it is recommended that all host organization staff are informed of the student's work. Introduce the student to the staff and provide a 'go to' person should you be unavailable. This ensures that the student feels welcome in your environment and comfortable enough to ask for direction when required.

### **3. Provide Regular Feedback**

Students may find themselves overwhelmed by all the responsibilities in front of them on placement and at school. This often results in a 'just get it done' attitude that skirts the intentional learning experience provided through the partnership. Providing regular feedback to both the student and the placement office will provide the students with direction and keep them engaged in the process. As well, it will ensure that the community leadership placement is a beneficial partnership to all stakeholders.

### **4. Remember – A BPHE Placement Student is NOT a Volunteer**

Volunteers may be involved with your organization for a variety of reasons (personal growth, professional development). Students involved in the BPHE are receiving academic credit for learning through their service efforts. The placement is designed to consolidate course work within the context of your organization and its role in serving the community. Students are studying with the goal to work, as you do, in their field of choice. These students may need encouragement and guidance from you or your staff to help with this goal.

### **5. Be a Mentor**

Some students still come to university with little or no work experience. Help students to interpret their experiences and to recognize the role their work plays in the organization and the community. As a supervisor you are truly a co-educator and have the ability to establish a significant relationship with the student that can shape not only their degree but their future!

## **FAQ**

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### **What to do in case of an accident?**

Accidents requiring first aid only must be documented by the host organization and the placement officer must be informed. It is the responsibility of the host organization to respond to any accidents appropriately by providing necessary first aid or seeking medical attention. Should there be an accident requiring medical attention, the host organization must document the injury and further complete Form 7 (obtainable from the placement office). This documentation must be done immediately (within 2 days) for insurance reasons. Nipissing University is the 'training agency' (through the Ministry of Training, Colleges, and Universities ) overseeing the coverage required, including premiums and compensation.

### **Am I able to hire a student?**

Students are unable to accept compensation (wage/salary/bursary) for their work on placement hours and doing so voids hours completed. The benefit of completing the placement is firmly rooted in the educational and training value earned. You may hire a student upon completion of the placement; however, the placement must be considered complete by all parties. Students may not be compensated for their placement hours and must be treated as regular employees for any subsequent work hours including covering any liability.

### **What if I've had the initial meeting and do not feel we are a good match?**

After the initial meeting, if you feel that your organization and the student are not a good match, you must contact the placement officer immediately. This will allow the student a maximum amount of time to find another placement and will provide time for the placement office to find a more suitable student.

### **What if I have problems with my student?**

If you encounter any problems with a student while on placement, please try to best solve these concerns together with the student, as this is part of the learning process. If you feel this is not possible, please contact the placement officer before any dismissal or disciplinary action.

### **What will I need to evaluate students on?**

Students are evaluated across 5 general areas. They are: attitude and initiative; performance; synthesis of knowledge and skills; communication skills; and relations to others.

### **Where do I get the evaluation form?**

All forms you may need are available online. The information is accessible via the BPHE website at [www.nipissingu.ca/bphe](http://www.nipissingu.ca/bphe). You will also find a copy of the evaluation form and others as an appendix to this handbook. Students may also access the evaluation form via their online course materials.

### **Can students use their 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. There are exceptions to this rule due to the nature of some placements. Exceptions; however, must be discussed IN ADVANCE with the placement officer, as further liability forms will be required.

### **What if there is a work stoppage (strike/lockouts by host or university)?**

In case of work stoppage (i.e. strikes, lockouts), the agreement to supervise must be suspended until the dispute is resolved. This is true of stoppages originating from the university staff or the community partners staff. Students are unable to work towards completing placement hours during this time.

For any other placement concerns, please contact the placement officer. Contact information is listed inside the front cover of this handbook, and below.

## **APPENDIX**

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### **CONTACT INFORMATION**

#### **Jennifer Buell**

Physical and Health Education Placement Officer

Rm A112B – Nipissing University

(705) 474-3461 ext. 4896

[jenniferb@nipissingu.ca](mailto:jenniferb@nipissingu.ca)

<http://www.nipissingu.ca/bphe>

# PLACEMENT CHECKLIST

## Pre-Placement

- Meet with Placement officer to discuss goals and aims of the program/placement
- Agree to participate in the placement process
- Inform organizations staff and volunteers of participation and decide on a host supervisor

## Placement

- Meet with student in an initial meeting to provide orientation and sign (1) contract and (2) insurance form
- Provide ongoing feedback and direction to the student
- Communicate with student and/or placement officer any ongoing concerns
- Check student log entries
- Complete evaluation



## COMMUNITY LEADERSHIP PLACEMENT CONTRACT

The community leadership placement is an exciting opportunity to apply learned theory and course work in a vocational setting. This contract is intended to imply the importance of the three-way relationship necessary for this opportunity between the student, host organization and the Physical and Health Education program at Nipissing University. Please ensure you are clear of the roles and responsibilities expected, in signing this contract you are accepting its terms including placement with the host organization detailed within.

### **The student agrees to:**

- Complete placement hours within an approved sponsoring organization or program/project within the community;
- Conduct him/herself accordingly, responsibly, and professionally in all aspects of the placement including attitude, manners and appearance;
- Inform him/herself of duties and expectations as assigned by the host supervisor;
- Act as a physical and health education student well within the scope of abilities and training. Ensure that no duties are given or responsibility taken on beyond the scope of abilities. Immediately tell the host supervisor if left uncomfortable with completing an assigned task.
- Be flexible to situations as they arise.
- Acknowledge there are risks with everything one does, take every step possible to avoid and minimize these risks for him/herself, as well as notify the host of any potential concerns;
- Fulfill 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 his/her actions impact his/her own performance in this placement and represent the reputation of the BPHE program and Nipissing University in the community.

### **I (the host supervisor) agree to:**

- Support the Physical and Health Education program in providing relevant practical experiences appropriate for a students 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 and promote placement opportunities that complement the curriculum of the Physical and Health Education program;
- Provide pre-placement orientation sessions to prepare students;
- Offer direction in obtaining (before placement) the necessary requirement such as a criminal record check, first aid and CPR, 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.

**Placement Description**

Host Organization: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Telephone number: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**Student Information**

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

Student ID: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Please return completed contract to:

Jennifer Buell, BPHE Placement Officer, A112B, Nipissing University.

## COMMUNITY LEADERSHIP PLACEMENT EVALUATION

The following is a summative assessment to be completed by the student's supervisor. Once completed please review with the student.

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Course (please circle): PHED 2106 3106 4106

Organization/Supervisor's Name: \_\_\_\_\_

Brief Description of Student's activities: \_\_\_\_\_

\_\_\_\_\_

- This placement involved working with school-aged children and is eligible for the Orientation to Teaching Option.

Please check (✓) the appropriate level of performance. (Use "not applicable" if an individual criterion does not apply or if you feel you have no basis for a rating).

	Exemplary (100-90%)	Proficient (80-89%)	Adequate (70-79%)	Ineffective (<70%)	Not Applicable
<b>Attitude and Initiative</b>					
Willingness to accept constructive criticism					
Self-motivation					
Dependability					
Flexibility					
Enthusiasm					
Resourcefulness					
Professionalism					
Commitment					
<b>Performance</b>					
Preparedness					
Time management					
Follows instructions					
Completes tasks					



	Exemplary (100-90%)	Proficient (80-89%)	Adequate (70-79%)	Ineffective (<70%)	Not Applicable
<b>Synthesis of Knowledge and Skills</b>					
Active engagement and critical thinking					
Decision making					
Leadership style					
Log Book					
<b>Communication Skills</b>					
Oral					
Written					
With clients/community					
<b>Relations to Others</b>					
Supervisor/Co-workers					
Clients/community members					
Contribution to team/ organization effectiveness					
<b>OVERALL RATING</b>					

### General Comments

Areas of Strength: \_\_\_\_\_

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Areas for Development: \_\_\_\_\_

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ONE STUDENT AT A TIME



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