



University
of Windsor

Faculty of Human Kinetics

UNDERGRADUATE INTERNSHIP PROGRAM PACKAGE KINE 4980

UNIVERSITY OF WINDSOR - DEPARTMENT OF KINESIOLOGY

Academic Instructors:

Fall & Winter Semesters:

Chad A. Sutherland
Depart. of Kinesiology
Faculty of Human Kinetics
HK Building Room 114
chads@uwindsor.ca
519-253-3000 Ext 4050

Summer Semester:

Patrick Donovan
Depart. of Athletics & Recreational Services
Faculty of Human Kinetics
St. Denis Centre Room 6E
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Program Description:

This internship course offers senior undergraduate students a supervised, experiential learning placement in one of two majors:

1. **Kinesiology & Health Studies**
2. **Sport Management & Leadership**

Students will engage in a professional work environment where they can apply the theoretical knowledge and practical skills gained through coursework, tutorials, and laboratory experiences. The internship provides an opportunity to become immersed in the daily operations of a relevant organization, gaining insight into potential career pathways and the real-world application of their academic training. This course promotes professional growth by allowing students to explore various career opportunities aligned with their major, engage with professionals in the field, develop essential workplace competencies such as communication, teamwork, and ethical practice, and gain a clear understanding. Students may complete their internship in traditional settings within their major or pursue an individualized placement aligned with their future career goals within the broader scope of Kinesiology.

Program Details:

- Open to 3rd and 4th year Kinesiology & Health Studies and Sport Management & Leadership undergraduate students
 - Must have completed 20 course credits towards your degree
 - Must be in good academic standing
- Volunteer/work for 9 hours a week for 12 weeks (108 hours in total)
- Available in all 3 semesters (Fall, Winter, Summer)
- Counts as a major course in Kinesiology
- Each student is limited to 1 KINE 4980 Internship credit
- Evaluated as Pass/Fail

Program Learning Outcomes:

By the end of this internship placement, successful students will be able to:

Number	Learning Outcome	Code
1	identify the professional behaviour required to be successful in the workplace	A
2	explain the varying methods of applying knowledge and skills, they gained in the classroom, to real-world situations	A
3	describe the scope of practice related to the discipline of their internship	A – I
4	evaluate their educational and career goals to determine if the internship discipline is a career they want to pursue	B – E – I
5	apply communication and problem-solving skills to collaborate successfully with their co-workers and clients to provide realistic solutions to existing problems	C – E – F – G
6	critically reflect on their internship performance, service to the community, their personal strengths and opportunities for growth and development	C – D – E – I
7	execute networking skills and strategies to obtain a placement and initiate a professional network	E – F – G

Program Registration Process:

1. Finding a placement - a student can either:

(1) find their own placement

- Research internship opportunities related to your future career goals
 - If you are interested in Chiropractic → contact Chiropractic offices
 - If you want to be a teacher → look for opportunities within a school
 - If you want to be in Sport Management → contact sport organizations

(2) apply to the internship positions that are sent via email from the instructors or posted on the Centre for Human Performance & Health social media channels (@CHPHUWindsorKIN)

****The Department of Kinesiology does not seek out internship positions for students. However, if the instructors receive Internship positions from potential employers, they will email them to all Kinesiology Students who are eligible to complete an internship.**

Examples of Internship Placements and Positions:

Schools	Teaching Assistant, Team Coach, Education Assistant
Chiropractic Clinics	Student Kinesiologist, Chiropractic Assistant
Physiotherapy Clinics	Student Kinesiologist, Physiotherapy Assistant
Occupational Therapy Clinics	Student Kinesiologist, Occupational Therapy Assistant
Athletic Therapy Clinics	Student Kinesiologist, Athletic Therapy Assistant
Speech Therapy Clinics	Speech Therapist Assistant
Community Health Clinics	Kinesiologist Assistant, Chronic Disease Management
Fitness Facilities	Fitness Trainer, Strength & Conditioning Assistant, Member Services
Hospitals	Student Kinesiologist, Patient Educator, Patient Assistant
Research Laboratories	Research Assistant, Social Media Coordinator, Program Manager, Program Development Assistant
Ergonomic Companies	Student Ergonomist, Ergonomist Assistant
Not for Profit Organizations	Chronic Disease Management, Program Coordinator, Sponsorship and Fundraising Intern, Communications Assistant
Lancer Recreation	Student Trainer, Summer Camp Supervisor, Program Assistant
Lancer Athletics	Student Athletic Therapist, Student Trainer, Sport Information Assistant, Team Manager, Fundraising Assistant
Sport Organizations	Fan Development Coordinator, Media Relations Intern, Leadership Development, Team Coach, Team Therapist, Sponsorship Intern, Communications Assistant, Marketing Assistant, Ticket Sales Assistant, Suite Sales Assistant
Marketing Companies	Executive Assistant, Sales and Marketing Assistant
Media Companies	Media Intern, Social Media Coordinator, Client Liaison
Retirement Homes	Student Kinesiologist, Therapy Assistant
Rehabilitation Equipment Companies	Bracing Assistant, Account Manager, Fit Specialist

2. Registering in KINE 4980:

All internship positions must be formally approved by the academic instructor in advance of registering for KINE 4980. If you have secured a placement, you must complete **ALL** of the following documents, with the appropriate signatures, and email them to the appropriate instructor (Fall and Winter Semesters: Prof. Sutherland chads@uwindSOR.ca – Summer Semester: Prof. Donovan pdonovan@uwindSOR.ca) in order to get signed into KINE 4980.

If your position is unpaid, you need to complete the following documents:

1. Work Placement Information Form
2. Internship Agreement Form
3. Letter to Placement Employer – Workplace Insurance
4. Student Declaration of Understanding

If your position is paid, you need to complete the following documents:

1. Work Placement Information Form
2. Internship Agreement Form

WORK PLACEMENT INFORMATION FORM

Student Information:

Name: _____ Student #: _____

Email: _____@uwindsor.ca

Major: _____ Year of Study: _____

Work Placement Information:

Name of Organization: _____

Name of Supervisor: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ Postal Code: _____

Internship Information:

Title: _____

Volunteer: _____ Paid: _____

Responsibilities (can also attach job description):

Special Skill Requirements/Certifications:

INTERNSHIP AGREEMENT FORM

Internship Guidelines:

The student will complete 108 hours of work during the semester (9 hrs/week for 12 weeks).

Please check: Term: Fall: _____ Winter: _____ Summer: _____

Volunteer: _____ Paid: _____

Student will complete the responsibilities as outlined in the Work Placement Information Form or the attached Job Description.

Placement Supervisor will provide the learning environment and complete the midterm and final evaluation forms provided by the Academic Supervisor.

The undersigned agree to the above conditions:

Student:

_____	_____	_____
Print Name	Signature	Date

Placement Supervisor:

_____	_____	_____
Print Name	Signature	Date

Academic Supervisor:

Fall and Winter Semesters:

Chad A. Sutherland

_____	_____
Signature	Date

Summer Semester:

Patrick Donovan

_____	_____
Signature	Date

LETTER TO PLACEMENT EMPLOYER - WORKPLACE INSURANCE

Process for Workplace Insurance for Postsecondary Students on Unpaid Work Placements

The Ministry of Training, Colleges and Universities (MTCU) has implemented a new process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study.

The Government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), pays the WSIB for the cost of benefits provided to Student Trainees enrolled in an approved program at University of Windsor and participating in unpaid work placements with employers who are either compulsorily covered or have voluntarily applied to have Workplace Safety and Insurance Board (WSIB) coverage.

MTCU also covers the cost of private insurance with ACE-INA Insurance for Student Trainees enrolled in an approved program at University of Windsor and participating in unpaid work placements with employers that are not required to have compulsory coverage under the Workplace Safety and Insurance Act.

The Workplace Educational Placement Agreement (WEPA) Form has been replaced by the *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form*. Placement Employers and Training Agencies (universities) are not required to complete and sign the online *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* for each placement that is part of the student's program of study in order to be eligible for WSIB coverage. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease. Please note that universities will be required to enter their MTCU- issued Firm Number in order to complete the online claim form.

The MTCU *Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements* and the new claim form are posted on the Ministry's public website at:

<http://www.tcu.gov.on.ca/pepg/publications/placement.html> (English) or
<http://www.tcu.gov.on.ca/epep/publications/placement.html> (French).

Please note that all WSIB or ACE-INA Insurance procedures must be followed in the event of an injury/disease.

Declaration:

By signature of an authorized representative, the Placement Employer hereby agrees to the following:

That it will immediately report to the University any workplace injury or disease involving a student on an unpaid work placement. Where the Placement Employer is covered by the WSIB,

the Placement Employer will comply with all WSIB reporting procedures. If the Placement Employer is not covered by the WSIB, then it will comply with the ACE-INA reporting procedures found in the MTCU “Guidelines for Workplace Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements.”

When the Placement Employer is covered under the Workplace Safety and Insurance Act, a Form 7 will be completed and submitted to the University within three days of learning of a work related accident. The Placement Employer agrees to complete a **Letter of Authorization to Represent the Placement Employer** and to provide it to the University along with the completed Form 7.

The Placement Employer agrees that it will provide the Student Trainee with health and safety training and take appropriate precautions to ensure that the Student Trainee is supervised in order to protect the Student Trainee from health and safety hazards that may be encountered at the placement organization.

The Placement Employer agrees to provide written confirmation that the Student Trainee has received the appropriate health and safety training.

In the event of a claim, the Placement Employer agrees that it will review the Student Trainee’s restrictions and, where possible, modify the program as required in order to accommodate the Student Trainee to facilitate return to the program.

Organization:	Date:
Title:	Signature:
<i>Employer’s organization is covered under the Workplace Safety & Insurance Board?</i> YES ☐ No ☐	

A signed copy of this document is to be returned to the University of Windsor placement coordinator, prior to the commencement of the work/education placement, and a copy is to be kept by the placement employer.

STUDENT DECLARATION OF UNDERSTANDING

Workplace Safety and Insurance Board or Private Insurance Coverage For Students on Program Related Placements

Student coverage while on unpaid placement:

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study.

MTCU also provides private insurance through ACE-INA to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act* and limited coverage where placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions). However, students are advised to maintain insurance for extended health care benefits through the applicable student insurance plan or other insurance plan.

Please be advised that the University of Windsor will be required to disclose personal information relating to the unpaid work placement and any WSIB claim or ACE-INA claim to MTCU.

This Agreement must be completed, and signed to indicate the Student Trainee's acceptance of the unpaid work placement conditions, and a copy provided to the University of Windsor placement coordinator prior to the commencement of the work placement.

Declaration:

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on a placement as arranged by the university as a requirement of my program of study.

I agree that, over the course of my placement, I will participate in and implement all safety-related training and procedures obtained from the University and the Placement Employer. I will provide the University with written confirmation that I have received safety training.

I will promptly inform my Placement Employer of any safety concerns. If these concerns are not resolved, I will contact the University's placement coordinator within my faculty and notify them of any unresolved safety concerns.

I understand that all accidents sustained while participating in an unpaid work placement must be immediately reported to the Placement Employer and my University of Windsor placement

coordinator. An MTCU Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form must be completed and signed in the event of injury and submitted to the University placement coordinator.

In the event of an injury, I also agree to maintain regular contact with the University and to provide the University with information relating to any restrictions and my ability to return to the placement.

I understand the implications and have had any questions answered to my satisfaction.

Student Name:	Student Signature:	
Program:	Date:	
Organization:	Total Placement Hours:	Visa Student? Yes ☐ No ☐
Parent/Legal Guardian's Name (for student less than 18 years of age) <i>please print</i> :		
Signature:	Date:	

A signed copy of this document is to be returned to the University of Windsor placement coordinator, prior to the commencement of the work/education placement, and a copy is to be kept by the placement employer.