

# Registration Procedures for Fieldwork (KHS 400/405 & HS 448/HS 450)

1. Registration deadline for KHS 400, KHS 405 and HS 448, HS 450 (Use URself serve as usual)

Winter Semester	November 25 of the previous calendar year
Spring/Summer or Fall Semester	March 25 of the current calendar year

You will not be allowed to register late so please be on time. *You do not need a placement finalized in order to register for KHS 400 and KHS 405 or HS 448 and HS 450.*

2. Fieldwork Form Submission

No Fieldwork placement can start until **all** the necessary forms and paperwork have been submitted.

**Recommended Due date for Forms to be submitted:** last day of classes in the semester in which you register for Fieldwork you must provide the following documentation

On November 25 or March 25 of the semester prior to your registered fieldwork, you will receive the frontrush **ROSTER** link to complete regarding your situation. As you complete the forms and gain new information about your fieldwork, you will need to update your profile using that same link (scan forms if needed and attach them to the corresponding field; word or **pdf format only**, jpegs will not be accepted). \*Fall fieldwork students will not receive the email until the end of June.

## Forms Required

- a. Completed FW Experience Agreement **Form** including
    - i. Placement description (from agency) to accompany FW Experience Agreement Form
    - ii. Special Project Proposal
    - iii. Student Learning Objectives
    - iv. Agency Opportunity Information and Supervisor's Data Contact **Link** –send link to agency to submit [https://www.frontrush.com/FR\\_Web\\_App/Player/PlayerSubmit.aspx?sid=MTIxMTM=-W3+KGfJuZUs=&ptype=contact](https://www.frontrush.com/FR_Web_App/Player/PlayerSubmit.aspx?sid=MTIxMTM=-W3+KGfJuZUs=&ptype=contact)
  - b. (note only **NEW** agencies need to submit link...past agencies may update any changes)
  - c. Student Work Placement Health & Safety Checklist **Form** (completed by the agency)
  - d. "Schedule B" Work-Based Learning Consent Agreement **Form** (only for students completing FW in SK – completed by the student)
  - e. Students who will be engaging in an International Placement must fill out additional forms as recommended by UR International.
2. All **Forms** are available at: <http://www.uregina.ca/kinesiology/fieldwork-opportunities/forms.html>

If you have any problems attaching any of the forms to the link or need assistance, please contact  
Brandy West-McMaster  
Faculty of Kinesiology and Health Studies  
CK 164.12  
University of Regina  
Regina, SK S4S 0A2  
306.337.3146 (phone)  
306.585.4854 (fax)  
[khs.fieldwork@uregina.ca](mailto:khs.fieldwork@uregina.ca)