

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

1. Registration deadline for KHS 400, KHS 405 and HS 448, HS 450

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 KHS 450.*

2. Each student must register in person at his/her home faculty (academic unit).

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

## Forms Required

- a. Completed FW Experience Agreement **Form** including
    - i. Placement description (from agency) to accompany FW Experience Agreement Form
    - ii. Student Learning Objectives
  - b. Agency Opportunity Information and Supervisor's Data **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)
  - 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. Risk Assessment **Form** (completed by the student).
  - f. Students who will be engaging in high risk activities as identified on the Risk Assessment Form, or in an international Fieldwork Placement, need to review the Travel and Fieldwork Safety **Procedures** and complete:
    - Form 2. Safety Planning Record (this should be done in collaboration with the agency)
    - Form 4. Assumption of Risks Agreement
  - g. Students undertaking a placement in the United States must complete the Personal Accident Declaration **Form** (completed by student)
3. 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

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