

**UNIVERSITY OF REGINA
FACULTY OF KINESIOLOGY AND HEALTH STUDIES**

FIELDWORK EXPERIENCE AGREEMENT

This Agreement is made between the University of Regina, the Agency and the Student. It must be fully executed **before the Fieldwork Placement can begin.**

1. Fieldwork Placement Particulars (to be completed by the Student and the Agency):

Student Name: _____ Student No: _____

Fieldwork Agency: _____

Agency Supervisor _____

Title: _____

Email: _____

Description of Fieldwork: _____

Position Title: _____

Hours per week _____ No. of weeks: _____

Proposed Starting date: _____ Proposed End date: _____

2. General Conditions

2.1 The Agency will serve as a Fieldwork facility for practical education and training for the Student and will provide personnel who will direct and supervise the Student during a placement with the Agency (the **“Placement”**).

2.2 The Student is not an employee of the Agency during the Placement nor will the Student be entitled to receive any remuneration from the Agency for any services the Student may render during the Placement.

2.3 The University shall be under no obligation to compensate either the Agency or any of its employees for educational work or services provided by the Agency or any of its employees in connection with this Agreement.

2.4 All relevant rules, regulations, policies and procedures of the Agency will apply to persons involved in the Placement unless otherwise agreed to by the Parties. For further certainty, the Student must comply with the requirements of this Agreement and all reasonable directives of

the Agency. If the Student fails to do so, the Agency may refuse the Student access to its facilities and may terminate the Placement.

- 2.5 The activities and assignments of the Student and will be planned and scheduled by the Agency staff involved in the Placement (the “**Designated Staff**”), in consultation with the Student and the University.
- 2.7 The Student will have the status of a learner while at the Agency and shall not replace the Agency’s staff, or render services except as identified by the University for educational value and that are compatible with the Fieldwork objectives.

3. The Special Project and Learning Objectives

- 3.1 The Placement will generally be in accordance with the Fieldwork placement description (job description) and the Learning Objectives. The Student will also complete a Special Project during the Placement in accordance with the Special Project Proposal.
- 3.2 The parties acknowledge and agree that the job description and Special Project may need to be adjusted as the Placement advances and the Student progresses with his/her Learning Objectives.

4. Responsibilities of the Parties

- 4.1 The Agency shall comply with all of the KHS Fieldwork Agency Responsibilities as set out on Schedule A.
- 4.2 The Agency shall complete the Frontrush questionnaire – at the following database link for Contacts (Supervisors)
https://www.frontrush.com/FR_Web_App/Player/PlayerSubmit.aspx?sid=MTIxMTM=-W3+KGfJuZUs=&ptype=contact
- 4.3 The Student shall comply with all of the KHS Fieldwork Student Responsibilities as set out on Schedule B.
- 4.4 All of the KHS Fieldwork Policies shall apply to the Placement:
<https://www.uregina.ca/kinesiology/fieldwork-opportunities/objectives.html>
- 4.5 The Student hereby consents to the disclosure of the Student’s personal information between the Agency and the University for the purposes of the Placement, including the supervision and assessment of the Student.
- 4.6 The University shall:
 - (a) provide all relevant Program information and guidelines to the Agency (through the Designated Staff), and advise the Agency of all applicable policies, rules and regulations of the Fieldwork and the University;
 - (b) discuss with the Student, prior to the Placement, the Student’s responsibilities during the Placement including the maintenance of confidentiality in matters entrusted to them and direct the Student to become aware of and comply with the policies and regulations of the Agency;

- (c) arrange meetings as required to deal with issues arising from the Placement or pertaining to the Student;
- (d) maintain workers' compensation or appropriate insurance coverage for the Student on the Placement within Saskatchewan, at no cost to the Agency.

5. Performance Issues / Suspension / Termination

- 5.1 If issues arise concerning the performance of the Student during the Placement, a plan shall be developed by the Agency and the University to assist the Student to meet the goals of the Placement. If reasonable efforts to carry out the plan are not successful, the Agency or the University may discontinue of the Placement for the Student.
- 5.2 The University or the Agency may initiate action as is mutually agreed upon through discussion to suspend the participation of the Student in a Placement if (i) the Student is conducting himself or herself in such a manner that the health, safety, or security of Clients or the Agency's staff is at risk, (ii) the Student's continued participation in the Placement is not in the best interest of the Student or the Agency, or (iii) the Student acts in any other inappropriate manner. The Agency shall supply written reasons for its actions to the University as soon as reasonably possible.
- 5.3 The Agency shall retain, at all times, overall responsibility for the care, treatment and safety of all Clients of the Agency. In keeping with such responsibility, any member of the staff of the Agency shall have the right to intervene in those instances where the Student may be functioning in a manner considered by the Agency to be of potential danger to the well-being of any Client or the Agency's staff, or contrary to the Agency's regulations, rules, policies or procedures. The Agency will report any such incidents to the University forthwith.
- 5.4 If circumstances arise beyond the control of the Agency, such as a community disaster, job action by its employees, fire or other situation, and continued provision of the Placement substantially interferes with the Agency's primary duty of care to its Clients, by notice in writing to the University and the Student, it may suspend its obligations under this Agreement until its facilities are suitable for continuation of the Placement.

6. COVID-19

- 6.1 The Parties acknowledge that the Placement is proceeding during the COVID-19 public health emergency. As a result:
 - (a) The Agency will ensure that all applicable COVID-19 health and safety workplace requirements (including social distancing, disinfection, self-monitoring, personal protective equipment use, etc.) (collectively, the "**COVID-19 Requirements**") will be implemented during the Placement;
 - (b) The Student:
 - i. acknowledges and agrees that the Placement may not provide an optimal or traditional practical experience, given the COVID-19 public health emergency and the COVID-19 Requirements;
 - ii. agrees to participate in the Placement notwithstanding the COVID-19 public health emergency; and

iii. agrees to comply with all COVID-19 Requirements during the Placement, including at the Facilities.

6.2 The Parties acknowledge and agree that the Student's activities and assignments may need to be adjusted or modified from time to time during the Placement in order to comply with the applicable COVID-19 Requirements. The Agency will make reasonable efforts to make such modifications in order to provide the Student with a meaningful practical experience notwithstanding the COVID-19 Requirements, and the Student shall cooperate with the Agency with respect to such modifications.

6.3 If the COVID-19 Requirements render the continuation of the Placement unsafe, unfeasible or impossible, the Agency or the University may suspend or discontinue the Placement.

7. General

7.1 **Relationship:** The arrangement under this Agreement shall not, under any circumstances, constitute a partnership, employment agreement or joint venture between the Agency and the University or an employment relationship between the Agency and the Student, nor shall any agency relationship arise as a consequence of this Agreement.

7.2 **Governing Law:** This Agreement shall be construed in accordance with the laws of the Province of Saskatchewan.

7.3 **Counterparts:** This Agreement may be signed in counterparts (including by facsimile counterparts) and each counterpart shall constitute an original document, and all counterparts, taken together, shall constitute an original document.

[AGENCY]

Per: _____
Name: _____
Title: _____

University of Regina

Per: _____
Brandy West-McMaster
Experiential Learning Coordinator

Student Signature

Attachments:

- Student Work Placement Health & Safety Checklist
- Work-Based Learning Consent and Agreement (for Saskatchewan placements / WCB coverage)

The Student will submit the following documents on the Frontrush ROSTER database:

- Fieldwork placement description (job description)
- Special Project Proposal (template provided)
- Learning Objectives

Schedule A
KHS Fieldwork Agency Responsibilities

The agency supervisor and/or the immediate supervisor will be involved with providing an action-rich and valuable learning experience for the student in cooperation with the Faculty of Kinesiology and Health Studies.

The Agency shall:

- (a) retain the overall responsibility for activities involving clients or / patients of the Agency (“**Clients**”) and the facilities’ operations;
- (b) advise the University of all applicable policies, rules, procedures and requirements, and all other applicable orientation information and materials, applicable to the Placement;
- (c) make reasonable efforts to have its staff comply with the applicable policies and regulations of the University;
- (d) provide the Student with practical experience through supervised practice that is consistent with the aims, objectives, policies and services of the Agency;
- (e) in collaboration with the Student and the University, select specific and appropriate learning activities for the Student that will meet the educational objectives under the Fieldwork Program and the Placement and will ensure that at all times the Student is assigned to, and under the supervision of, Agency staff who have the knowledge and understanding of the purpose and objectives for the Student’s learning experience;.
- (f) provide appropriate workplace facilities to complete the goals of the Placement, and to permit the Student reasonable access to and use of the facilities, resources and services of the Agency in accordance with the policies, rules, regulations and procedures of the Agency;
- (g) not require the Student to undertake activities, responsibilities or duties that exceed the appropriateness for students and oversee the services rendered by the Student to Clients;.
- (h) provide support services normally required to carry out the work of the Agency. If any out-of-pocket expenses are incurred by the Student, the Agency will reimburse the Student in accordance with its normal policies and procedures;
- (i) prepare an evaluation of the Student’s performance in the Placement, in the manner requested by the University; and
- (j) report any problems encountered with the Student to the University.

The following list outlines the specific responsibilities for Agencies:

- Interview and evaluate the student's potential for a Fieldwork placement at the Agency.
- Develop a formal job description outlining specific roles, responsibilities, and expectations of the student during the Fieldwork placement. This job description should be developed taking into consideration the student's learning objectives. It is anticipated the immediate supervisor will assist the student to review and revise the learning objectives in light of the Agency's needs and resources. It is also expected that the immediate supervisor will work with the student to find challenging, suitable tasks which assist the student in achieving the desired learning objectives.

Please note: The job description and revised learning objectives must be delivered to and approved by the Experiential Learning Co-ordinator, prior to the commencement of the Fieldwork placement.

- Assist the student in designing a schedule that will allow for the completion of the required weeks/hours of Fieldwork with the Agency. Fieldwork consists of a minimum 15-week placement, averaging 37.5 hours per week, with no less than 32 hours per week, for no less than 560 total hours.
- Establish at least **one special project** (in addition to normal daily work experiences) to be completed by the student during the Fieldwork placement. The student will take the lead on this project and it should be completed within the required 560 hours. It is recommended the agency supervisor and/or immediate supervisor discuss potential special projects with the student within the first two weeks of the Fieldwork placement. This should allow ample time for the student to exert the appropriate energy and resources into the assignment. If necessary, please contact the Experiential Learning Co-ordinator to discuss potential special projects. The special project is part of the pass/fail component of the placement and a description/evaluation is required on the final appraisal from both the perspective of student and the supervisor.
- Provide as widely varied an experience as is feasible without unnecessary disruption with the normal business of the Agency, including, but not limited to:
 - Providing an in-depth orientation for the student with regard to the Agency's, philosophy, purpose, goals, objectives, programs, services, and introduction to other key Agency personnel, and to acquaint them with the Agency's facilities, and its rules, regulations, policies and procedures of the Agency;
 - Orienting other appropriate Agency personnel with regard to the Fieldwork Program and the student's role and purpose of the placement;
 - Assisting the student to operationalize the learning objectives, as incorporated within the job description, relevant to the student's interests and needs of the Agency;
 - Providing opportunities for the student to observe and/or participate in meetings, case or care conferences, and transition/discharge planning meetings in order that the student may gain a more thorough insight into and understanding of the entire Agency.
- Encourage, direct and support high standards of performance and professional behaviour through the supervision, guidance and modelling.
- Assist the student, when necessary, in preparation of regular reports and submissions to the Experiential Learning Co-ordinator.
- Meet with the Experiential Learning Co-ordinator at the Agency, (or remotely, if agreed to by the Experiential Learning Co-ordinator), twice during the placement to discuss the placement and the student's performance.
- Meet with the student to discuss performance and progress towards learning objectives and assigned tasks on a regular basis.
- Complete all necessary appraisal forms (Midterm Appraisal, Final Appraisal, Fieldwork Program Appraisal).
- Notify the Experiential Learning Co-ordinator if for any reason the Fieldwork placement is not going as planned (e.g. change in duties or responsibilities, student's performance is unsatisfactory, or the student is demonstrating lack of professional commitment). A team effort may be necessary to rectify concerns of this nature.

Schedule B
KHS Fieldwork Student Responsibilities

Responsibilities of a Fieldwork student continue far beyond simply arranging for placement with the agency. Indeed, the real test begins the first day in the placement with the selected agency.

Remember that during your Fieldwork you are a representative of the University of Regina (BKIN, BHS) or First Nations University of Canada (BHS). Review and keep in mind the following general considerations during the course of your coming Fieldwork:

1. Adhere to the rules and regulations of the Agency including conducting yourself as a member of the organization and operating within the policies and expectations of the Agency.

- Be punctual.
- Maintain the security and confidentiality of, and to not disclose to any third party, confidential information of the Agency, including personal information of clients of the Agency. You may in fact be asked to sign an Oath of Confidentiality / Confidentiality Agreement. Non-adherence to your confidentiality obligations could result in termination of the Fieldwork placement.
- Abide by the dress code of the Agency. Some organizations will be more formal than others, taking a business casual approach at all times; others may have a somewhat more relaxed dress code. Anticipate dress code and grooming expectations and demonstrate your willingness to cooperate.
- Become familiar with the policies, programs and procedures of the Agency prior to initiation of the Placement. Comply with all rules, regulations, policies and procedures of the Agency and its facilities in connection with the Placement

2. Assume responsibility for planning your learning experience with the Agency. Achieve competence in performing the stated learning objectives set out in your Fieldwork Agreement as well as all other duties that may be assigned to you by the Agency supervisor.

- Develop, with your Agency and/or immediate supervisor, a schedule that is specific and detailed but flexible enough to outline what is expected of you on a week-to-week basis.
- Conduct yourself professionally and personably at all times in contact with staff and clients. Observe interpersonal techniques that work best, and worst, in particular situations and practice the best of these techniques throughout the placement.
- Carry out your Placement responsibilities in a safe and professional manner.

3. Complete all required and supplemental assignments given by your Agency supervisor and the university Experiential Learning Co-ordinator by the applicable deadline. This includes written reports, special projects, evaluations, and meetings with supervisors.

- You can consult with the Agency supervisor and/or Experiential Learning Co-ordinator for direction or guidance with regard to concerns or clarification of assignments. You must also complete all assignments and reports following specified guidelines, within designated time requirements.

4. Regularly interact with other Fieldwork students and the Experiential Learning Co-ordinator.

- The interaction between Fieldwork students will take place, at minimum, through on-line, UR Courses discussion forums. In addition, students are encouraged to communicate over UR Courses email with each other and the Experiential Learning Co-ordinator. There may be an opportunity for some students to visit other agencies hosting a student with permissions from both agencies.
- Students should maintain regular (biweekly) contact with the Experiential Learning Co-ordinator (via telephone, UR Courses email or video-conference).

5. Notify the Experiential Learning Co-ordinator about any issues that significantly change the nature of your Fieldwork placement, duties or learning objectives.

- It is both expected and considered professional to consult with the Agency supervisor and/or immediate supervisor on an on-going basis and confront problems and concerns as they arise. However, should you experience a drastic change in assignment(s), a change of immediate supervisor, or have negative experiences that cause you to question your involvement with the Agency, advise the Experiential Learning Co-ordinator immediately.

6. Model your performance and behaviour as if you were a regular employee of the Agency.

- It is expected that professionals continually strive towards higher levels of personal and professional growth. This same expectation is placed on our students during the Fieldwork experience. It is important to lay the foundation for a commitment to personal and professional excellence as you prepare for your career.
- The results (appraisal) of the Fieldwork experience become a part of a student's permanent record at the University. Potential employers may contact the University to discuss student Fieldwork Evaluations.

7. Identify, with the Agency supervisor, and complete ONE SPECIAL PROJECT.

- During the Fieldwork semester, the student is expected to complete one special project (in addition to normal Fieldwork duties and experiences). The student will take the lead on this project and it should be completed within the required 560 hours. Consult with the Experiential Learning Co-ordinator within the first two-three weeks (Initial Meeting) of the Fieldwork placement to discuss the special project. The special project is a part of the pass/fail component of the placement and a description/evaluation is required on the final appraisal from both the perspective of student and the supervisor.

Personal initiative and reliability will have a chance to blossom in this experience. Be cooperative and do your best. If you should err, and we all do, admit it and demonstrate your willingness to learn from the experience. Accepting the challenge of hurdles in life is what life is all about, and this acceptance is what maturity is all about.

Many students have reported that Fieldwork is the most exciting and interesting of their academic career... so take the challenge and make the most of it.