

Dear KIN 4EE3 Placement Supervisors,

I would like to extend a quick hello to our returning supervisors and a warm welcome to our new supervisors. Thank you for choosing to become KIN 4EE3: Professional Placement in Kinesiology supervisors this term. Your involvement is essential in allowing our department to provide relevant, practical and meaningful placement experiences for fourth-year McMaster Kinesiology students. This package outlines what to expect as a supervisor throughout the term and provides more information regarding required documentation, student evaluations and associated deadlines.

Looking forward to working with you over the course of the term.

Sincerely,

Colleen Cupido
KIN 4EE3 Course Instructor

Responsibilities

Supervisor

- Provide direct supervision and instruction
- Provide regular feedback (oral and written)
- Provide access to facilities
- Provide guidance for safety training as required
- Complete required enrolment forms with student
- Complete and submit student evaluations

Student

- Contact supervisor to organize a meeting before the first day of classes
- Request to arrange pre-set meeting times with supervisor for the term
- Complete and submit all enrolment forms (required by McMaster and placement agency)
- Complete and submit placement learning objectives
- Submit weekly logs
- Attend/participate in all classes and presentations (min. 50%)
- Prompt supervisor re: deadlines for all assignments and evaluations

Course Instructor and Teaching Assistant

- Schedule regular classes
- Provide instruction on course theory
- Address issues related to deadlines and course requirements
- Serve as liaison with supervisors, and between supervisors and students, as needed
- Act as mentors and advocate for students
- Collate and submit final grades

Checklist

Prior to the First Day of Class

*Fall term deadline: 1 week prior to the first day of class

*Winter term deadline: 2 weeks prior to the first day of class

- Submit your e-signature from your work email to course instructor at cupidoc@mcmaster.ca, to ensure that all documents submitted by your student(s) on your behalf can be verified
- Meet with your student(s) to:
 - Complete the following required enrollment forms (these forms will be submitted by the student(s) via Google Forms)
 - If the placement is occurring on-campus (internal):
 - “**Placement Approval Form**” (completed *with* student)
 - If the placement is occurring off-campus (external):
 - “**Placement Approval Form**” (completed *with* student)
 - “**Letter to Placement Employers**” (completed *by* supervisor)
 - “**Student Declaration of Understanding**” (completed *by* student)

On the First Day of Placement

- Ensure that your student(s) complete all required site-specific health and safety training
- Subsequently complete the “**Safety Orientation Checklist**” (completed *with* student)
 - The “**Safety Orientation Checklist**” must be completed for both on-campus and off-campus placements
 - This checklist will be submitted by student(s) via an Avenue to Learn dropbox

During the Term

- At mid-term: Review and sign the Midterm Reflection Paper
- At mid-term and at the end of placement: Review and sign student Weekly Logs to verify their completed hours
 - Please note that the 60 hours required for successful completion of the course **MUST** be completed prior to the last day of classes
- At the end of placement: Evaluate the Knowledge Translation (KT) Project
- As needed: review student progress and adapt learning objectives with student

By the End of the Term

- Complete and submit the “KIN 4EE3 Final Evaluation Form” [here](#)
- Discuss overall performance with student(s): both notable strengths and areas for improvement

Evaluation Components

Components	Value	Due Date
Learning Objectives	5%	Week 6
Midterm Reflection	10%	Week 6
Evidence Based Paper	25%	Week 11
Final Evaluation	25%	Week 13
(KIN 4EE3 Final Evaluation Google Form - 15%, KT project - 10%)		
Group Presentation	25%	Week 12
Attendance/Participation/Logs	10%	Week 13

If you have any questions leading up to or during the term, please feel free to contact Colleen Cupido - cupidoc@mcmaster.ca or (905) 525 9140 ext. 20445.