



HKIN 455 Information Session 2009

**Powerpoint slides available on the HKIN homepage –
On right side under “Quick Find” click on “HKIN 455”**

Agenda

- Introduction & HKIN 455 history
- What is HKIN 455?
- How will HKIN 455 contribute to my education?
- Criteria for admission
- Role of the placement organization
- Examples of job responsibilities & projects
- Application process
- Tips
- Important dates and contacts

HKIN 455 – History

- Introduced to HKIN in 1995 by Dr. Morford
- Started in Leisure and Sport Management
- Health and Fitness added in 1997
- Opened to all HKIN streams in 2006
- Unique structure for UBC
- Strong commitment to/by participating agencies

What is HKIN 455?

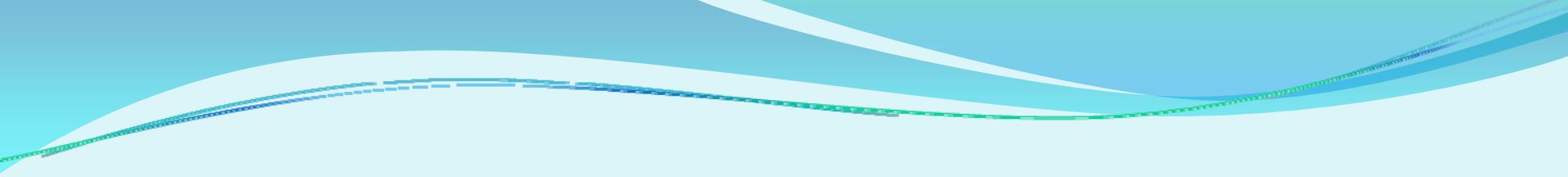
- A **third/fourth** year internship program in which students spend approximately 40 hours per week in a unique work placement, including 8 hours per week focused on project work and a 3-hour weekly seminar at UBC.
- Students are exposed to the practices of a number of different organizations, develop their own skills and networks, and apply knowledge learned in many of their undergraduate courses. This is shared with their classmates in a weekly seminar.

What is HKIN 455?

- Students gain experience in applied projects by conducting a study of interest to the placement organization.
- HKIN 455 is a 15-credit course (9 HKIN credits and 6 non-HKIN credits) and the internship is a non-paid position.

How will HKIN 455 contribute to my education?

“HKIN 455 is a learning experience that is beyond compare. I could have gone to school my whole life before I learned what I did on my placement. There is something very different about studying hypothetical situations/issues in school, and actually being there, with real people in real time; and everything you are doing is affecting someone or working towards helping them make their life better.”



“Participating in HKIN 455 has allowed me to take my education into my own hands.”

“Having this type of hands-on practical learning experience is invaluable to any student looking to develop professional skills on the job. It was the missing piece in an already great post secondary education.”

Broad based admission criteria

- 3rd/4th year standing
- GPA as of Dec. 31st, 2008 - minimum of 72%
- Completed **all core courses**
 - HKIN, and other non-HKIN courses
- Good interpersonal and computer skills
- Commitment and maturity
- Volunteer/work experience

Broad based admission criteria

- Submit completed application package to instructor
- Approval of instructor
- Selection by a placement organization (on basis of interview determined by suitability of resume)
- A focus on HKIN 455 only (no other course work permitted while registered in HKIN 455)
- Certification for applied professional practice (ie. First aid, CPR, etc. if required by placement agency)

Role of the placement organization

- To provide students with a unique and valuable learning experience
- To provide support and resources for work and projects
- To provide feedback on the student's work performance
- To coordinate with UBC to maximize learning experience

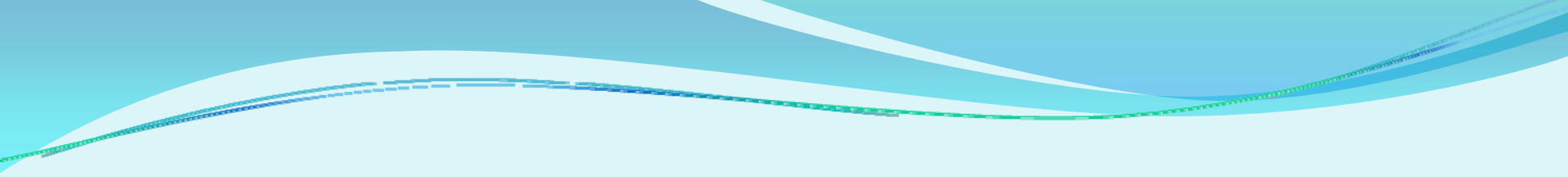
Examples of Placement organizations

- **Community wellness** (Municipal recreation, Vancouver Coastal Health, YWCA, SportMed BC, City of Vancouver, Healthy Heart Society)
- **High performance/Personal Training** (Performance Inst, Twist Conditioning, Innovative Fitness, DRIVE Fitness)
- **Specific population wellness** (Cardiac rehabilitation – Peace Arch and VHG)
- **Sport development agencies** (2010 LegaciesNow, Canadian Sport Centre - Pacific, VANOC)
- **Private health/fitness, sport ventures** (Citahealth)

- **Corporate wellness/fitness** (Lifeworks - BC Hydro/VANOC, UBC Land and Building Services)
- **Rehabilitation/work re-conditioning** (Columbia Rehabilitation, Physio clinics)
- **Sport marketing/management** (New Balance, MacLaren Momentum, IMG)
- **Non-profit organizations** (Provincial Sport Organizations, Sport BC)
- **Exercise/physiology testing** (Canadian Sport Centre Pacific - Lab)
- **Administration, instructing, coaching in physical activity settings/sport governing bodies** (Action Schools! BC)

Examples of job responsibilities

- Creating manuals, videos, resources for client and agency use
- One on one training and group instruction
- Exercise prescription, appraisal/testing
- Programming - planning and development (seniors, children, etc.)
- Marketing, public and community relations and promotions

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- Proposal development
 - Needs assessments
 - Participation in inter/multi-disciplinary teams
 - Consumer research
 - Exercise science research
 - Biomechanical analysis
 - Event planning
 - Customer service

Examples of projects

- Client satisfaction survey
- Program evaluation
- Training programs/manuals
- Feasibility studies
- Literature review
- Proposal development
- Program design, analysis and comparison

The application process

- By **February 18th @ Noon**, submit an application package to the instructor (Auditorium Annex)
 - Application form
 - Résumé
 - Statement of interest letter (1 page maximum)
 - 2 confidential reference letters (can be sent directly to instructor)
 - Copy of most recent transcript (can print off UBC website)

Tips: Statement of interest letter

- Explain your background and interests related to HKIN 455 and your future goals.
- Indicate the type of placement you would prefer and why. Discuss how you feel you could make a contribution to a placement agency and how you would benefit.
- Indicate how you can be contacted during the current and summer term.

Reference Letters

- Confidential (e-mailed to simone.longpre@ubc.ca or sealed by referee and delivered or mailed to Simone Longpre, School of Human Kinetics, 156 – 1924 West Mall, Vancouver, BC, V6T 1Z2). References must be received no later than February 18th, 2009.
- Academic: Addresses issues such as ability to represent UBC in the community, ability to work in groups, intellectual capability, communication skills, ability to apply knowledge to practical situations, ability to respect deadlines, etc.
- Personal: Addresses issues such as ability to problem solve, initiative skills, communication skills, ability to follow directions, team work skills, reliability, motivation, ability to produce work, etc.

The application process

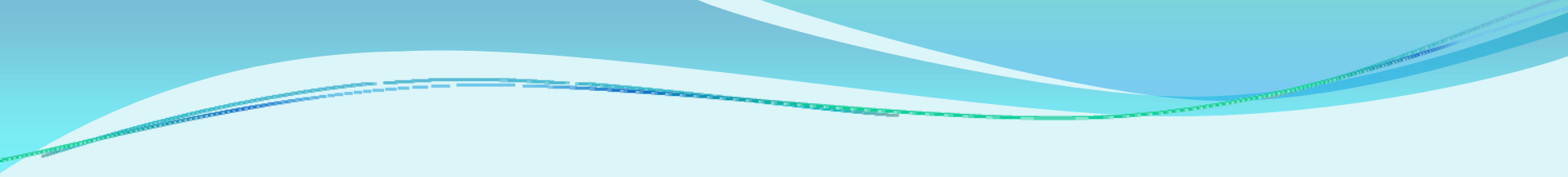
- Book a 10 minute screening interview with HKIN 455 instructor. You can book when dropping off your application to the Auditorium Annex reception (Reception hours: Mon & Tues – 8:30-2:30, Wed – 8:30-2:00)
- The screening interviews will be held February 23rd - March 13th. Your application to HKIN 455 must be in prior to booking your screening interview.
- Instructor will E-mail confirmation by March 20th (acceptance into course).

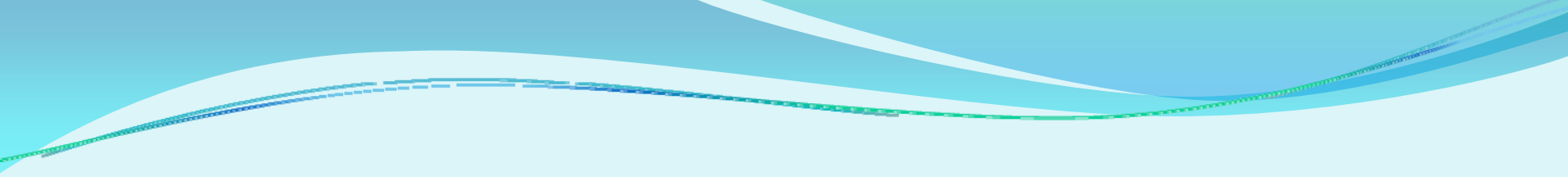
Tips: Preparing for the screening interview

- Relax and be yourself!
- Be prepared to talk about your interest in HKIN 455, your abilities, your experiences, your career goals, your learning goals, the type of placement that you would thrive in, areas you want to work on before starting the placement.

The application process for confirmed HKIN 455 students

- Attend information sessions with potential Internship Supervisors in early-mid April. (Usually between last day of classes and final exams.)
- Rank the top 3 organizations and submit 3 copies of your résumé electronically with your cover letter 2 days after the last information session.
- Potential supervisors will select the students they want to interview and HKIN 455 instructor will notify the students ASAP.

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- Arrangements for interviews will be made between the sponsor and the students. All interviews must be completed by April 24th
 - Placement organizations will rank students interviewed and students will rank organizations. This information will be filtered by the instructor and matches will be made.

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- Placements should be finalized by the 1st week of May.
 - Students should contact supervisors in the summer to confirm start dates. Work should start on the same day as first day of classes for 13 weeks. Student will attend a 3 hour seminar at UBC each week. Day and time to be determined.

Evaluation

- Supervisor evaluates work performance on a pass/fail basis
- The students designs and signs their own learning contract with the instructor using a combination of the following assessment tools:
 - Journal/portfolio
 - Projects
 - Seminar participation
 - Literature Review, etc.

Important dates

- February 18th at Noon: Deadline for application
- February 23rd to March 13th – screening interview. Book at reception in Auditorium Annex.
- March 20th: Instructor will confirm intern list for September 2009
- Early-mid April – Potential supervisor presentations
- Submit 3 resumes electronically two days after last presentations
- Schedule and complete interviews before April 24th
- By April 24th Submit your ranking to instructor
- First week of May: Placement confirmed
- Early September: First day of practicum is first day of Sept. term

Contacts

- Simone Longpre
 - Auditorium Annex - #156 – 1924 West Mall (corner memorial road and west mall) Office 155A
 - (604) 822-4794 (ph) ; 604-822-5884 (fax)
 - simone.longpre@ubc.ca
- Auditorium Annex Reception
 - Reception hours:
 - Mon & Tues – 8:30-2:30
 - Wed – 8:30-2:00
 - Reception Phone: (604) 822-3903