

# COURSE SYLLABUS



COURSE TITLE: KIN 491

CLASS SECTION: 001

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In person (lecture & lab)

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Kerry Wadsworth

EMAIL: By appointment

OFFICE: PISE 306H

HOURS: By appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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SFL 491 is a seminar and work experience based course that provides an opportunity for guided, program-related learning in a workplace setting. Bi-weekly seminars will cover profession related, professional readiness and work experience review topics.

PREREQUISITE(S): COM in COOP WEP

CO-REQUISITE(S): N/A

EXCLUSION(S): N/A

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

- Set and pursue realistic and achievable learning goals for the work experience.
- Gain exposure to current industry practices, issues, technologies and skills relevant to their program of study and desired career options.
- Observe and apply critical and creative thinking skills in the sport or fitness industry environment.
- Acquire program development and marketing skills from the work experience when possible.
- Apply the theoretical and practical knowledge and skills gained through the program in a practical fitness or sport administration setting.
- Develop practical experience in fitness testing and counselling when possible.
- Develop skills in facility and human resource management when possible.
- Develop skills in financial management and revenue generation when possible.

- Observe and demonstrate behaviours typical of and appropriate to their profession.
- Acquire other relevant work readiness skills when possible.
- Establish a network of colleagues, supervisors and associated contacts in their career field.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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- You do not need to buy a textbook for this course. The course material is based on materials posted on D2L & will be distributed throughout the term.

#### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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Seminars focus on the transition from school to career and can include topics such as resumes, cover letters, job search strategies, networking, interviewing, and hearing from various professionals in the field. The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

**Work experience:**

Schedule is dependent upon arrangements made with your placement site. Minimum of 100 hours must be obtained by the end of the semester. Student is responsible for finding her/his own placement.

**KIN 491 - Applied Exercise Management  
Winter 2024**

Date	8:30-10:20 Location – PA 103 Topic	Due Date
Week 1 Jan. 8	<b>Course Introduction</b> <ul style="list-style-type: none"> <li>• Course outline</li> <li>• Review assignments &amp; due dates</li> <li>• Review <b>Assignment #1: Interest declaration form in-class</b></li> <li>• Review <b>Assignment #2: Video</b>. Find a video (employment or career orientated) that you identify with, that strikes a cord. Due Sunday, Jan 21. Prepare to deliver it &amp; lead a discussion or commentary on Jan. 22</li> <li>• Review <b>Assignment #3: Work Experience Plan: Goals &amp; Action Steps (due by Feb. 6)</b></li> <li>• Current work experience opportunities</li> </ul> <b>Task/homework – ‘Personality Assessment’</b> - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a>	<b>#1. Interest declaration form</b> Due Sunday, Jan. 14  <b>#2. Video Assignment</b> Due Sunday, Jan. 21
Week 3 Jan. 22	<b>Task/homework –</b> <ul style="list-style-type: none"> <li>• <b>Assignment #3. Work Experience Plan: Goals &amp; Action Steps (due Sunday, Feb. 4)</b></li> <li>• <b>Assignment #4 - Career Research (due Feb. 4, discuss on Feb. 5)</b></li> </ul> <b>8:30-9:15 – Guest – Karena Dachsel (Applied Learning – COOP &amp; Career)</b>  9:45-10:15 <ul style="list-style-type: none"> <li>• <b>Student led discussion – Personality + Career</b></li> <li>• <b>Discuss Assignment #2 – Video; To be posted on D2L for group viewing</b></li> </ul>	Jan. 27 Personality Assessment  Contact Information Sheet Due Sunday, Jan. 28
Week 5 Feb. 5	<b>8:30-9:30 - Guest</b> <b>9:30-10</b> <ul style="list-style-type: none"> <li>• <b>Student led discussion - Assignment #4 - Career Research</b></li> <li>• Salary expectations</li> <li>• Review <b>Assignment #5 - Midterm Reflection on Learning (due March 3, discuss March 4)</b></li> <li>• Introduction to informational interviewing</li> </ul> <b>Task/homework – Assignment #6 - Informational Interview (due March 17, discuss March 18)</b>	<b>#3. Work Experience Plan: Goals &amp; Action Steps</b> Due Sunday, Feb. 4  <b>#4. Career Research</b> Due Sunday, Feb. 4
Week 7 Feb. 19	<b>READING BREAK – NO CLASS</b>	<b>#5. Midterm Reflection on Learning</b> Due Sunday, March 3
Week 9 March 4	<b>Student led discussion – Assignment #5 - Midterm Reflection on Learning</b> <b>GUEST - Student led &amp; designed. TBD</b>	
Week 11 March 18	<b>8:30-9:00 Student led discussion – Assignment #6 - Informational Interviews</b>  <b>Task/homework</b> <ul style="list-style-type: none"> <li>• <b>Assignment #7 – Student Work Experience Self Assessment</b></li> <li>• <b>Assignment #8 – Supervisor Assessment</b></li> </ul> <b>Guest – Student led &amp; designed. TBD</b>	<b>#6. Informational Interview</b> Due Sunday, March 17
Week 13 April 1	<b>Student presentations - KIN 491 Work Experience Reflection</b> <ul style="list-style-type: none"> <li>• Course wrap up</li> </ul>	<b>#7. Student assessment</b> <b>#8. Supervisor Assessment</b> Due Sunday, April 7

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

As this course is a seminar, it is expected that students meet the goals, criteria or competencies established for this course. Assignments and presentations will be marked as COMPLETE or INCOMPLETE. If a student is given an INCOMPLETE, the student will be required to resubmit the assignment. The purpose of the INCOMPLETE is to ensure the student understands the basic concepts and materials covered in the assignment. The following are a list of competencies that must be met to receive a COM in KIN 491:

- **Participation in bi-weekly seminars** - *must attend and participate in **all** seminars.*
- **Placement hours** – *must complete 100 hours **by Apr. 14, 2024 before midnight***
- **Term Placement Assignment** (in this order) – *due **by Apr. 14, 2024 before midnight.*** The following are to be submitted on D2L dropbox:
  - a. Copy of contract
  - b. Updated resume
  - c. Timesheet
  - d. Samples of work
  - e. Student Self-Assessment
  - f. Student Reflection (what you learned, how does this relate to career path and goals etc.)
  - g. Work Experience Supervisor Assessment(to be emailed in by supervisor to [wadsworthk@camosun.ca](mailto:wadsworthk@camosun.ca) )

**GRADINGSYSTEMS**<http://www.camosun.bc.ca/policies/policies>.

### Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
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I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress</i> : A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal</i> : A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

If you have a concern about a grade you have received for an evaluation, please address it as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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Students MUST complete/submit each part of the term assignment in order to be able to pass this course.

**Attendance:** Students are expected to attend all classes. Attendance is mandatory unless you have a medical reason for missing it, in which case you should email the instructor ahead of time to make note of your reason for missing class. Failure to attend the seminar sessions could result in failure of the course.

An excused absence includes:

- A medical certificate
- An intercollegiate trip
- Permission of instructor prior to absence
- Compassionate reasons &
- Signs & symptoms of COVID-19

*Absences from Campus due to COVID-19:* If a student is feeling unwell, they should inform their instructor that they will be unable to participate in any in-person classes. Where possible, alternative means of participating in the learning will be arranged. Students will not be academically penalized for such absences.

**Policy on Calculators:** Calculators will be permitted during tests. Permission is restricted to non-programmable calculators only. Cell phone calculators cannot be used during tests.

**Office hours:** While office hours are noted on the course outline, students are free to make an appointment with their instructor at a time that is mutually convenient. Another option is to email your question. Questions sent by email must be brief (think the length of a tweet). If it is impossible to reply with a brief response (due to the nature of the question) then you will be asked to make an appointment. Your instructor will respond to emails as quickly as possible, however, please keep in mind that this reply may be delayed when the instructor is tied up with other courses or if it is outside of work hours.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

- It is the student’s responsibility to ensure hours are being collected within the designated time frame of 14 weeks. If there is a problem with acquiring the required hours, contact the instructor or placement coordinator immediately. If the instructor does not hear from a student, it will be assumed that the required hours will be achieved.
- It is the student’s responsibility to record and keep track of all placement hours. Retain all previous and current log sheets in an organized binder.
- At any time during the term, the instructor may ask to meet and review your logbook. You are expected to have your logbook updated and ready for evaluation.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

**If you have a mental health concern**, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.