



Department of Physical Education and Recreation Studies

**Bachelor of Applied Business and Entrepreneurship
Sport and Recreation
Practicum Work Experience**

Dear Sport and Recreation Student;

Welcome to the Bachelor of Applied Business and Entrepreneurship in Sport and Recreation (BBE – SR) program. As a student in this program, you will take part in a unique component we call Practicum Courses...you can call them real life experiences!

Each Practicum will allow you, as a student, the opportunity to gain work experience in the vast network of the inter-related business of the Sport and Recreation environment. For each placement (two and four months), you will work “in the industry”.

This information pamphlet has been designed to answer some of the questions you might have about your Practicum. It is also meant to help prepare you for what’s ahead.

We hope you look forward to taking part in this exciting component of your program.

Sincerely,

Gisele Marcoux
Practicum Coordinator
Bachelor of Applied Business and Entrepreneurship Program
Mount Royal University
403. 440.5022
gmarcoux@mtroyal.ca

Frequently Asked Questions About
BBE – Sport and Rec
Practicum Component

What is a Practicum?

In the BBE-SR program you will complete two (paid or unpaid) work experiences that will provide an opportunity to put your on-campus education into practice. We recognize that academic learning is enhanced by real life experience gained while working within businesses associated with the sport and rec industry. Your first Practicum I will be 175hrs (approx. two months) and your second Practicum II will be 450hrs (approx. four months).

Who is expected to complete a Practicum?

All students who expect to graduate with a Bachelor of Applied Business and Entrepreneurship degree will be required to complete these components (I and II).

What will I do?

Sport and Rec students may work with professional or amateur sports organizations, private or nonprofit fitness centres, recreation facilities, sporting goods manufacturers, eco adventure businesses doing management, program planning, event planning, marketing or fund raising.

Where can I go?

As a Sport and Rec student, you could be offered a work term position in Calgary, throughout Alberta, across Canada, or internationally. It is expected that students will be prepared to relocate for work experience opportunities. To date students have worked all over Canada, the USA and various other countries. The opportunities are endless!

Can I use previous work experience as a Practicum?

Students with work experience relating to their area of study acquired **prior to entering the Applied Degree program** can apply for Prior Learning Assessment Recognition (PLAR). Credit will only be considered for the first Practicum course. Prior Learning Assessment Recognition will be in keeping with the University's policies regarding prior

learning as outlined in the Mount Royal University Calendar, and must be approved by faculty. The PLAR procedure guidelines are available through the Practicum Coordinator in the Department of Physical Education and Recreation Studies, U241 & U243.

How will I secure a Practicum placement?

Option 1 A major component of the Practicum Coordinator's role is to establish and maintain employer contacts for the purpose of promoting the degree and providing Practicum opportunities for Sport and Rec students. When positions become available, employers provide a job description which is then emailed to all Sport and Rec students and posted on the department bulletin board. Students review the position details and submit a resume to the organization (or as specified in the posting). The employer will receive the resume package, select interview candidates and may hire a student for a Practicum.

Option 2 Students are encouraged to seek and secure a Practicum to their individual areas of interest and career goals by networking and self marketing to secure a position. The Practicum Coordinator will assist and support students as needed and supply marketing materials as requested.

****Please note: All Practicum positions are approved by the Faculty and the Practicum Coordinator. Positions are not guaranteed and active participation is critical for student success.***

Will I get help when it comes time to apply for Practicum positions?

Yes. In addition to core Business & Entrepreneurship courses, the Faculty and your Practicum Coordinator work collaboratively to prepare students for their Practicum. In addition, the Practicum Coordinator will present a series of professional development aids to assist you in preparing for the job search and job posting process.

What about expenses?

By starting to plan now, you can be financially prepared for your work terms. Expenses include:

- Practicum course fees (see the Mount Royal University calendar for details)
- Re-location expenses which are incurred by the student who completes a practicum position in a town or city outside of Calgary. Planning for travel expenses to and from the workplace location and paying rent on a different place to live for four months should be budgeted for
- The use of a vehicle
- Visas and work permits for an international placement

Will I be paid while I'm on my work term?

You may or may not receive remuneration for your placement. This will be determined by the nature of the placement and the agency. For paid positions, salary will be stated on the job postings. In previous years, the common range has been \$11 to \$15 per hour. It is important to budget for the expenses incurred prior to your first pay day.

When will I take my first Practicum course?

You will be expected to complete your work terms during the spring/summer semesters. Practicum I in semester 5 following your second year in the program.

When will I take my second Practicum course?

Your second work term occurs during the spring/summer semester following your 3rd year (semester 8) of the program. The BBE-SR program has been designed for you to complete your final semester on campus.

Can I defer my Practicum?

Students are required to take their Practicum in semesters five and eight. In extenuating circumstances, students may be permitted to defer their Practicum for one year. This may affect your sequencing of courses and is highly discouraged.

Will there be support for me while I'm on my Practicum?

Yes. During your Practicum you will have access to both your Faculty Instructor and your Practicum Coordinator. Each have a specific role, but work closely together to provide you the support you need on the job. The Faculty Instructor is there to help you with the academic components, resources or technical advice that relates to your job. You will be required to complete assignments, work reports and projects specific to each program. Your course outline will provide more in-depth details. The Practicum Coordinator maintains ongoing contact with your employer to ensure their needs are being met and to answer any questions about the work term while continuing to promote further participation in the program. We also encourage you to contact us at any time if you have any questions or concerns about your jobs in the workplace.

Can I work internationally?

It is possible to work internationally for your practicum however students should be aware of the additional costs of an international practicum, such as airfare, accommodations, vaccinations, insurance and living expenses that may be significant. Arrangement for an International Practicum must be made at **least 3 months in advance** by filling out the International Declaration of Intent form available from the Practicum Coordinator.

If I have other questions, who can I call for answers?

If you would like to talk with the BBE – Sport and Rec Practicum Coordinator, please contact Gisele Marcoux at 440-5022 or send an email to gmarcoux@mtroyal.ca.

What employers had to say about their Practicum experience:

"Alberta Alpine benefited greatly from our partnership with MRU's work experience program. Our student hit the ground running and was very versatile. Her education and enthusiasm to contribute to the entire organization made this a unique and rewarding experience."

Monica Zyla
VP Corporate Services
Alberta Alpine Ski Association

"We were very pleased with the knowledge that the student brought to the role and her ability to adapt to a new team and contribute from day one. We would gladly hire a Sport and Recreation student for future projects."

Randy Paquette
Director, Alumni Relations
Mount Royal College

What can I do to secure a position for my practicum placement?

Securing a Practicum is a joint effort between the Practicum Coordinator and the student. The type of position available to students depends on a variety of factors including: previous work experience, professional certifications, market demand, seasonal fluctuations and previous performance by past students. Securing a winter position is generally more challenging. Below is a sample of positions filled by BBE-SR students from the past Spring/Summer and Winter Directed Field Study (DFS) semesters. The examples are from DFS placements because there has not yet been a full year of practicum students. There is no guarantee that these positions will be available in the future and ultimately hiring decisions are made by the employers so we can not guarantee placements. However, it is reasonable to assume that, if you are active in the job search process and conduct your search in a professional manner, the chances are good that you will secure an appropriate placement.

Positions filled by BBE-SR students in the DFS for 2010-2011

Games <ul style="list-style-type: none"> • Games Assistant • Volunteer Programme Intern • Intern, Freestyle Skiing 	Amateur Sports <ul style="list-style-type: none"> • Coach • Summer Tournament Assistant
Non-Profit <ul style="list-style-type: none"> • Program Leader • Recreation Support Worker • Summer Wilderness Leader • Intern Sport Services • Event & Administrative Assistant 	Pro Sports <ul style="list-style-type: none"> • Communications Intern • Community & Media Relations Intern • Merchandising/Promotions/Community Relations Intern • Flames Foundation for Life-Internship • Marketing Intern
City and Community Associations <ul style="list-style-type: none"> • Day Camp Coordinator • Recreation Technician 	Facilities <ul style="list-style-type: none"> • Sports Office Representative • Player Assistant/Marshall/Starter • Intramural Assistant • Assistant Manager
Private Businesses <ul style="list-style-type: none"> • Events and Special Projects Coordinator • Marketing and Events Coord 	Provincial and National Organizations <ul style="list-style-type: none"> • Race Support Coordinator • Social Media Summer Intern • National Team Projects Assistant



Important Note

Salaries may vary considerably, however students should expect to make an average of \$11-\$15 per hour.

Bachelor of Applied Business and Entrepreneurship – Sport and Rec

Practicum Checklist – PHED 1050 and PHED 3150

Please ensure that all of the following items have been completed by the end of your Practicum semester.

FOR ACTION BEFORE YOUR WORK EXPERIENCE BEGINS:

_____ Any student who has identified a position must submit the Practicum Position Proposal form to the Practicum Coordinator, and it must then be approved by faculty prior to the start of your position. If a position is not submitted and approved before you start, you will be unable to count any hours accumulated until the above criteria has been met.

_____ Any requests for time off must be discussed with your employer before you start your work experience. ***FOR ACTION AFTER YOUR PRACTICUM BEGINS:***

_____ Complete your Job Start Verification form and fax it to the Department of Physical Education and Recreation at 440-6744 during your FIRST week of employment.

_____ Follow Course Outline and establish contact with your Faculty Instructor during your first week of employment.

FOR ACTION DURING YOUR PRACTICUM:

Students are responsible for ensuring that the completed Employer Evaluations are faxed back to the Practicum Coordinator at the mid-term and final point of the Practicum semester.

_____ Mid-Term Evaluation completed and faxed back to the Practicum Coordinator at 403-440-6744

_____ Final Evaluation completed and faxed back to the Practicum Coordinator at 403-440-6744

_____ Assignments as directed in your Course Outline

FOR ACTION AFTER YOUR FIRST PRACTICUM

_____ Hand in a copy of your updated resume (including revised/updated skills section and work experience gained in PHED 1050 or PHED 3150)

_____ Assignments as directed in your Course Outline

FOR ACTION ANYTIME

_____ Contact your Faculty Instructor and/or Practicum Coordinator if you have any concerns while you are on your work experience

_____ Notify the Practicum Coordinator (440-5022) of any changes in your address, phone number or e-mail address

David Legg
Practicum Instructor
Phone: 403-440-6495
Fax: 403-440-6744
dlegg@mtroyal.ca

Sarah Brown
Practicum Instructor
Phone: 403-440-5632
Fax: 403-440-6744
sebrown@mtroyal.ca

Gisele Marcoux
Practicum Coordinator
Phone: 440-5022
Fax: 403-440-6744
gmarcoux@mtroyal.ca