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Faculty of Applied Health Sciences



Graduate Student Handbook

For the Professional Graduate Program

Master of Professional Kinesiology
(MPK)

MASTER'S STUDENT HANDBOOK

GRADUATE PROGRAM in APPLIED HEALTH SCIENCES

Master of Professional Kinesiology (MPK)

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1.0 Master's Program in Professional Kinesiology (Department of Kinesiology in Applied Health Sciences)

1.1 Introduction

The Master of Professional Kinesiology (MPK) program in the Department of Kinesiology in the Faculty of Applied Health Sciences at Brock University is designed to train students to be leading practitioners in the healthcare system. Students will acquire an advanced understanding of the latest evidence-based research to improve function, health, and wellness in diverse populations. The MPK program will provide course work and practicum courses that: a) provide students with scholarly competencies in the field of Kinesiology that are required to safely practice the profession, and b) provide the opportunity for students to gain practical experience by working directly with patients/clients/participants and, thus, increase their professional confidence and competence.

1.2 Mission of the Master of Professional Kinesiology Program

The MPK program offers students an educational opportunity encompassing innovative lecture and lab-based course work, professional development courses, and a unique opportunity for practicum experiences with diverse populations across the lifespan. The required course work provides students with advanced knowledge of human movement and physical activity, while fostering professionalism, communication and problem-solving skills. The practicum experiences allow students to work directly with unique and varying populations gaining applicable knowledge and practical skills. The applied nature of many of the MPK courses will provide students with an understanding of the assessment, rehabilitation and management processes involved in improving, maintaining or enhancing movement and performance across a wide spectrum of populations. Students will gain in-depth training, knowledge, and applicable experience through their course work, while also benefiting from a broad, cross-disciplinary pedagogical approach, with extensive small group learning. The MPK program will assist in preparing students to pursue a wide variety of career paths in health, wellness, kinesiology, and recreation/leisure.

Thus, the MPK program in Applied Health Sciences at Brock University is a professional graduate education program designed to prepare students primarily for an evidence-based, clinically-oriented career in healthcare. The MPK program objectives are:

- *to instill knowledge of concepts, theories, new research advances, and practices in kinesiology*
- *to foster functional assessment skills and exercise prescription skills necessary to optimize performance and rehabilitative needs in diverse populations*
- *to provide students with the necessary professional skills to practice as healthcare professionals. Students will become acquainted with the methods appropriate to ensuring safe, ethical, and effective care.*
- *to contribute to the mission and the strategic priorities of the Faculty of Applied Health Sciences at Brock University.*

2.0 Governance of the Program

2.1 Senate Committee on Graduate Studies

The MPK Graduate Program in the Department of Kinesiology under the Faculty of Applied Health Sciences is overseen by Brock University's Faculty of Graduate Studies and the Brock University Senate Standing Committee on Graduate Studies. The Standing Committee on Graduate Studies is responsible for considering and reporting to Senate on all matters relating to graduate studies, making recommendations to Senate on matters relating to graduate student admission, awards, curricula, standing, examinations and promotion, and considering appeals and petitions concerning Senate regulations or actions of Departments and Officers of the University with respect to graduate academic matters. Policy development and the administration of Graduate Studies are the purview of the Faculty of Graduate Studies.

2.2 Faculty of Applied Health Sciences - MPK Graduate Program Committee

A Graduate Program Committee, comprised of eight (8) faculty and staff members representing various fields in Kinesiology, manages the MPK Graduate Program on behalf of the Department of Kinesiology in the Faculty of Applied Health Sciences. This committee establishes MPK policies and procedures regarding admissions, curriculum, and examinations. Day to day operations of the MPK Graduate Program are administered by the Graduate Program Director - MPK and the MPK Program Coordinator.

3.0 Administration of the Program

3.1 Admission Policy - General

Admission to the MPK Graduate Program in the Department of Kinesiology under the Faculty of Applied Health Sciences requires that the student fulfill admission requirements of both the Brock University Faculty of Graduate Studies and the Master of Professional Kinesiology Graduate program. Final recommendation for admission is by the MPK Graduate Committee of the Department of Kinesiology in the Faculty of Applied Health Sciences.

The Brock University Faculty of Graduate Studies establishes regulations for admission, which specify the minimum entrance requirements. These requirements are designed to ensure that students entering a graduate program have both the capacity and preparation necessary to effectively undertake a program of study at the graduate level. However, possession of the minimum entrance requirements is not a guarantee of admission. Resource allocations play a significant role in the number of students that any graduate program may adequately accommodate. The University reserves the right to limit enrollment and to refuse admission to any candidate. The MPK program is currently only accepting a maximum of 19 full-time domestic students, and a maximum of 1 full-time international student.

Brock University has a non-discriminatory policy to ensure against discrimination of applicants based on race, color, national or ethnic origin, creed, sex, or sexuality.

3.2 Admission Requirements & Procedures

3.2.1 Minimum Admission Requirements

The Department of Kinesiology MPK program accepts only full-time, degree students. Admission to part-time study is not available for the MPK program. Visit [Graduate Studies](#) for more information on how to apply.

To be eligible for admission, applicants typically have:

- a) Bachelor's degree in the areas of kinesiology, physical education, human kinetics, or an equivalent field.
 - Students with a Bachelor's degree in fields such as psychology, sociology, gerontology, biology, health or medical sciences, etc., may also be eligible, although additional course work may be required in order to prepare the student for the program;
 - Students must have completed course work in human biomechanics, human psychomotor learning, assessment and exercise prescription, ergonomics, and exercise physiology.
- b) An in-depth comprehension of kinesiology and all its relevant disciplines; the MPK program will build on these competencies to achieve high-level knowledge and practical competencies;
- c) A minimum B+ (78%) average or equivalent¹;
- d) A statement of intent no more than 1 page in length outlining relevant background experience in Kinesiology, and how the MPK degree will facilitate the applicants career aspirations;
- e) A current resume/CV and
- f) Two references; a minimum of one referee must be an academic reference; health professionals or an additional academic referee can be used as the second reference

NOTE: See section 3.2.2 for more details regarding the application form, statement of intent, transcripts, and letters of reference.

Applicants who graduated five or more years ago without achieving sufficiently high standing for admission as outlined above may be considered for admission if they have completed significant relevant work in an applicable field. Such applicants must present substantial evidence that, in the interval since graduation, they have achieved qualifications at least equivalent to those stated in the preceding section. Where relevant, significant professional accomplishments will be considered as evidence of equivalent qualifications; such students may be required to take additional, qualifying courses.

Applicants who have not completed three or more years of post-secondary work at a Canadian institution or at an institution at which English was the primary language of instruction will be required to provide certification of English language proficiency through one of the accepted program/examinations listed below:

- Successful completion of Level 5 of the Brock Intensive English Language Program; or
- A minimum TOEFL PBT (Paper Based Test) score of 550 plus 4.0 minimum for the TWE (Test of Written English), or TOEFL iBT (Internet based) minimum overall score of 80 with no sub-test score under 19; or
- A minimum score of 6.5 on the International English Language Testing System (IELTS), with no section under 5.5; or

¹ International applicants should refer to the Brock University Graduate Studies Calendar for equivalency standards.

- A minimum overall score range of 520-545 (Range 2), with a minimum writing score of 225-235 on the Brock University International Test of English Language Proficiency (ITELP); or
- Achievement of an overall Band Score of 60, with 60 in writing, and no other under 50 on the Canadian Academic English Language Assessment (CAEL); or
- An average of at least 4.5 with no band score lower than 4.0 on the CanTest (Canadian Test of English for Scholars and Trainees).

Applicants who have completed three or more years of post-secondary work at an institution where English was not the only language of instruction must provide confirmation from the institution that their program of study was taught exclusively in English.

Please note that some graduate programs may require higher English language test scores or additional English language proficiency verification. This may include an interview with members of the MPK committee.

Students admitted on the basis of an English Language Proficiency test score are required to take the Brock University ITELP test upon arrival at the university as a condition of admission (cost of test \$65.00). Depending on the result, applicants may be required to complete English language courses (e.g. APLS 1P90, 1P91 or Intensive English Upgrading Program for Graduate Students) along with their graduate program. Test results and recommendations will be forwarded to the Faculty of Graduate Studies and the student's graduate program.

An applicant requesting a waiver of the English Language Proficiency Test submission requirements must do so in writing, providing verification from the university at which they completed their most recent degree (undergraduate or graduate) that the language of instruction for that degree program was English. It should be noted that, to maintain a high academic standard, very few waivers are granted. It is recommended that all applicants for whom English is not their first language submit an English Language Proficiency Test result with their application. In all cases of requests for a waiver, the Faculty of Graduate Studies, in consultation with the graduate program, will make the final determination.

3.2.2 Admission Process

Initial inquiries concerning Graduate Studies at Brock University may be made to the Faculty/ Department offering the desired program or inquire via Experience Brock. Formal application for admission is through completion of the online application only. [How to apply](#) information can be found online through the Faculty of Graduate Studies.

All applications must be completed and submitted online through the Faculty of Graduate Studies on-line system. Included with the application form, applicants must upload the following:

- A Statement of Intent. This is written as a free form essay, of *no more than one (1)* page in length. Applicants should indicate their relevant background and experience in Kinesiology, and how the MPK program will facilitate the applicant's careers aspirations.
- Transcripts. One official, original, scanned copy of the student's complete academic record from each university and institution attended. Faxed records are not considered official. Academic records become the property of the Brock University Faculty of Graduate Studies and *are not returned to the applicant*.
- Letters of Reference. The email address of two (2) individuals who can provide a reference report on your behalf. One (1) referee must be a qualified scholar attesting to and documenting

the applicant's potential in graduate level academics and scholarly activities. One (1) referee can be a health professional attesting to the applicant's potential as a health professional, or an additional academic reference. Each reference report is submitted electronically by the referees through the electronic reference report system. Referees will be prompted to do so by an automated email invitation with the link to the system. Hard copy (paper) reference letters will not be accepted.

NOTE: Applications with documentation written in languages other than English or French must include a certified English translation of all documents.

3.2.3 Receipt of Applications

February 15 is the date by which completed applications should be received by the Brock University Faculty of Graduate Studies. A completed application consists of all application materials and supporting documentation (the two reference letters must be submitted electronically to the Brock University Faculty of Graduate Studies by each referee, and must be received by February 15). Only those applicants whose materials are received by *February 15* may be assured that they will be considered for a place in the program of their choice and for financial support (more details in Appendix 3.6). *Applicants are to monitor the application and document status on the Brock Portal using their campus ID.*

Applications received after *February 15* will be considered only if places in the program are still available. Applications from outside Canada should be made well in advance of the desired date of admission to ensure timely completion of the online application, particularly where special documentation (and/or translation) and proof of English language facility is required.

3.2.4 Acceptance

Assessment of academic background and eligibility for admission to graduate programs is the responsibility of the MPK Graduate Program Committee. Recommendations for acceptance of applicants are made by the MPK Graduate Program Committee to the Brock University Faculty of Graduate Studies. The official letter of acceptance and offer of admission will be issued by Brock University's Dean of Graduate Studies.

Applicants who are admitted, pending receipt of final transcripts, must submit an official copy of their final transcripts to Brock University's Faculty of Graduate Studies before registration in the Graduate Program.

Students accepted for admission to the MPK program in the Department of Kinesiology in the Faculty of Applied Health Sciences must commence their program of study on the date specified in their letter of acceptance. If circumstances prevent a student from starting study on the specified date, the MPK Program can rescind the original offer, and the applicant will be required to submit a new application.

Applicants receiving an offer of admission to the MPK program in the Faculty of Applied Health Sciences must normally **accept that offer within three weeks from the date of issue**. Failure to do so may result in the offer being withdrawn.

3.2.5 International Applicants

International applicants who are considering graduate studies at Brock University should not leave for Canada until they have received an official offer of admission into a graduate program from the

Faculty of Graduate Studies. Applicants should have their status cleared with the appropriate immigration authorities and ensure that they have in their possession a Study Permit Form issued by Canada Immigration. Due to the time required to complete the immigration formalities and obtain the necessary documentation, applicants are advised that it may take several months from the time of admission to the receipt of a student visa. For additional information see:

<https://brocku.ca/international-services/student-services> or <http://www.cic.gc.ca/?english/index.asp>.

It is strongly recommended that international students apply at least 6 months prior to deadline, as official documentation is required to consider applications.

NOTE: The University may nullify an admission and revoke registration for admission if it finds that an applicant has in the process provided false or incomplete information.

3.3 Registration and Residency Requirements

Information regarding course registration is provided to incoming students during the Summer, preceding Fall registration, and are in accordance with those procedures outlined in the "*Academic Regulations*" section of the current Graduate Studies Calendar.

Students must register each term by the deadline and have their registration approved by the MPK Program Coordinator. Registration information is available at <https://brocku.ca/registrar/guides-and-timetable/graduate-students>

For more information regarding course work see section 4.4.1.

3.4 Academic Regulations and University Policies

Academic regulations and university policies are outlined in the Graduate Studies Calendar. All students are required to be aware of, and adhere to, these regulations and policies. In the event of a change in policies, students shall be guided by those policies that were in effect upon their entry to the degree program. Go to <http://www.brocku.ca/webcal/current/graduate>

3.5 Fees

The fee structure of the degree programs offered through the Faculty of Applied Health Sciences are as outlined by Brock University in the Graduate Studies Calendar. Go to <https://brocku.ca/safa/tuition-and-fees/overview/graduate/>

3.6 Financial Assistance

Many graduate students require financial assistance to pursue their studies. MPK Graduate Students in the Faculty of Applied Health Sciences are eligible for a variety of scholarships, bursaries, and awards administered by Brock University. MPK students are not eligible for program funding in the form of fellowships or external funding support (OGS, NSERC, SSHRC). A complete listing of these awards may be obtained by consulting the section on Financial Assistance in the Graduate Studies Calendar, or at <https://brocku.ca/graduate-studies/current-students/financial-resources>.

The Faculty of Graduate Studies also attempts to offer financial support, where possible, in the form of entrance scholarships. These entrance scholarships are awarded based on Graduate Studies calculated average from your provided transcripts. MPK student are eligible to apply to Graduate

Teaching Assistantships, however these assistantships are provided to MA, MSc, and PhD students first and foremost in the Faculty of Applied Health Sciences. Upon acceptance to the program, and every semester thereafter, students will have an opportunity to apply for available assistantship/instructor positions within the Faculty. A listing of available positions and information on how to apply may be found in the Career Opportunities section of the Human Resources web page: <http://www.brocku.ca/hr/careers/positions.php?id=cupe>.

4.0 Department of Kinesiology in the Faculty of Applied Health Sciences' Master of Professional Kinesiology

4.1 Overview

The intent of the MPK program in the Department of Kinesiology is to broaden the students' level of understanding of the field of Kinesiology. The MPK program aims to provide students with the necessary understanding of evidence-based research and practical skills to be leading practitioners in the healthcare system. The program features innovative lecture and lab-based coursework, professional development opportunities, and a unique opportunity for practicum placements with diverse populations across the lifespan.

The three (3) practicums allow students to work with unique and varying populations, gaining applicable knowledge and practical skills. The practicums may include the following experiences for 150 hours per practicum: clinical, therapeutic, high performance, health promotion and education, fitness, recreation, and movement analysis. Each practicum experience must involve working with a different population and/or be in a different setting and be approved by the MPK Program Coordinator.

4.2 Residency Requirements and Recommended Timelines

Full-time MPK students, once registered, must maintain continuous registration each term, for the duration of the program (12 months) until all degree requirements have been fulfilled. The residency requirement of a graduate degree program is the minimum number of terms in which the student must be registered on a full-time basis. **The residency requirement for the MPK program in the Faculty of Applied Health Sciences is three (3) terms (one year) of full-time registration.**

The MPK program is only offered on a full-time basis. There are maximum time limits for the completion of graduate programs. In the Department of Kinesiology, MPK graduate students must complete all degree requirements within three years from the date of first registration. However, MPK students are expected to complete the graduate program in 12 months (3 terms). Application for extension beyond these terms may be made to the MPK Graduate Program Director and the Associate Dean, Research and Graduate Studies, FAHS. The request is ultimately approved by the Brock University Faculty of Graduate Studies.

4.3 MPK Student Expectations

The MPK program is a Professional Graduate level program. Students are representative of the program and Brock University during course work, practicum experiences, and when communicating with fellow students, University staff, and course instructors/faculty. Students are required to use their BrockU email account exclusively; emails sent from alternative accounts will not be answered. Students are required to monitor their BrockU email account regularly.

The Brock University Faculty of Graduate Studies supports graduate students in their pursuit of a higher standard of scholarship, teaching, and research. MPK students are expected to uphold a strong personal and professional ethic within their own work and that of their colleagues. MPK students are required to demonstrate respect and acknowledgement of others' words and ideas when conducting research, writing, publishing, teaching, and during course work and practicum experiences. For more information visit the Graduate Students' [Studying with Integrity](#) page on the Academic Integrity webpage.

MPK Program Requirements. MPK students are required to use only Brocku email for communication with faculty, staff, and practicum supervisors. To ensure that all MPK students are completing required course work, practicums, and are on-track to complete the program in August, students **must** set-up a meeting with the MPK Program Coordinator **every term**. These meetings must be completed within the first **6 weeks of the term** and are the responsibility of the student to arrange. Meetings with the MPK Program Coordinator can be arranged via email, at a time that is mutually convenient to both the student and the MPK Program Coordinator.

4.4 MPK Degree Requirements

4.4.1 Course Work

Course Requirements. MPK students must complete ten (10) courses to fulfill the requirements of the MPK degree. Seven (7) of these courses are required courses and three (3) are electives, chosen from the provided course bank below. Course availability is based on the course offerings of the current calendar year and not all courses will be offered every year.

Students must also register in and complete KINE 5N98 and KINE 5N99. Students are expected to complete their degree requirements within three academic terms (12 months). Consult the Graduate Timetable for more information.

Required courses. Required courses, including three (3) mandatory practicums are:

- **KINE 5P00 Professional Practice in Kinesiology** - An introduction to the profession of Kinesiology and examination of selected topics including ethics and administration for the practice of Kinesiology.
- **KINE 5P01 Professional Kinesiology Practicum I** - Clinical, therapeutic, high performance, or health promotion experience in Kinesiology, working with diverse populations. Three (3) different experiences with different populations must be completed
- **KINE 5P02 Professional Kinesiology Practicum II** - Clinical, therapeutic, high performance, or health promotion experience in Kinesiology, working with diverse populations. Three (3) different experiences with different populations must be completed
- **KINE 5P03 Professional Kinesiology Practicum III** - Clinical, therapeutic, high performance, or health promotion experience in Kinesiology, working with diverse populations. Three (3) different experiences with different populations must be completed
- **KINE 5P05 Physiological Assessment of Human Performance** - Applied course work in a variety of techniques commonly used by Kinesiologists in the assessment of exercise performance. Specific topics will include the techniques necessary to assess: body composition, aerobic power, anaerobic power and capacity, functional and muscular strength, flexibility, and cardiac electrophysiology.
- **KINE 5P06 Functional and Ergonomic Assessment** - An overview of various functional assessments used in healthy and special populations will be covered. Topics include musculo-skeletal evaluation, neurological screening, and biomechanical assessments of posture, balance, and gait. Ergonomic assessments will focus on understanding and

measuring physical workplace demands such that work-related musculo-skeletal injuries of non-traumatic origin (i.e. low back pain, carpal tunnel syndrome) can be limited.

- **MBAB 5P23 Entrepreneurship** - Theories of entrepreneurship and intrapreneurship, entrepreneurial attributes, new venture creation processes, web based business operations, and business plan preparation.

Non-Credit Courses. Required, non-credit courses to be completed in the Fall/Winter and Spring/Summer:

- **KINE 5N98 Seminars in Professional Kinesiology**
This non-credit required course will expose students to seminars and guest lectures from Faculty, Practitioners, Community Leaders, and other guest speakers on topics related to the field of Kinesiology, linking theory and practice.
- **KINE 5N99 Professional Development in Kinesiology**
This non-credit required course will expose students to workshops and seminars from Faculty, Practitioners, Staff, and other guest speakers on topics related to Professional Development in the field of Kinesiology.

Elective Courses. MPK students must choose three (3) electives from the list below to fulfil program requirements. Most electives included below are offered in the Fall and Winter terms. For full course descriptions visit the current [Graduate Calendar](#):

- KINE 5P04, KINE 5P07, KINE 5P08, KINE 5P09, KINE 5P10, KINE 5P11, KINE 5P12, KINE 5P13, KINE 5P14 and/or AHSC 5P11, AHSC 5P18, AHSC 5P81, AHSC 5P85, AHSC 5P86, AHSC 5P91, AHSC 5P93, AHSC 5P94, AHSC 5P95, AHSC 5P98, AHSC 5P99, AHSC 7P10, AHSC 7P92, AHSC 7P97, GERO 5P12, GERO 5P88.

*Course offerings vary from year to year. Check the [Graduate Timetable](#) for a schedule of the current course offerings.

- MPK students are not permitted to complete AHSC 5P60 or 5P61 to fulfil their electives. Independent study and independent reading courses are for MA and MSc students only.

When to Register. Students are required to register for the Fall and Winter semester prior to the commencement of the school year in September. Registration opens in June for Graduate students (see [Important Dates](#) in the Graduate Calendar). The Spring/Summer timetable is not published and/or available for registration until March. Students must register for Spring/Summer courses in March. Sample schedules included are just guidelines for the program; each student will have an individual schedule based on chosen electives (see appendix A).

Grading. Evaluation procedures for courses will follow the current academic regulations for graduate studies at Brock University. As such, a candidate must achieve and maintain satisfactory academic performance, with a standing of at least a 70% in all graduate level courses, with a minimum of a 70% overall average each term. A student whose academic performance is unsatisfactory may be required to withdraw from the program.

For more information regarding grading, please see the Academic Regulations in the Brock [University Graduate Studies Calendar](#).

Extra or Audit Courses. Full-time MPK students, with the permission of the Graduate Program Director, may take up to one (1.0) extra graduate or undergraduate credit (including audit status courses) that are not directly related to their graduate degree program. For more information

regarding audit and extra courses, please see Registration Policies and Procedures in the Brock University [Graduate Studies Calendar](#).

4.4.2 Practicums

Each MPK student is required to complete three (3) practicums to fulfil the course requirements for the program. Practicums are each 150 hours in length and must be approved by the MPK Program Coordinator. Practicum settings may include but are not limited to: clinical, therapeutic, recreational, coaching, and high-performance experiences in Kinesiology. Three different experiences must be completed. Practicum experiences may include but are not limited to health promotion, program development and implementation, exercise prescription and delivery, and/or clinical work. Students should register in one practicum experience per semester.

No more than one practicum may be completed with a Brock University program; at least 2 practicums must be completed in settings outside Brock University/Brock programs. All practicums must be directly supervised by a regulated health professional (e.g., RKin, CSEP-CEP, nurse practitioner, occupational therapist, physiotherapist, athletic trainer, medical doctor, or equivalent). The MPK Program Coordinator must approve all practicum positions prior to the start of the experience.

At least 75% of each practicum experience must involve directly working with clients/patients/participants/members. No more than 25% of a practicum experience can be devoted to administrative work.

Practicum sites may require MPK students to have their Standard First Aid and CPR-C, a Police Background Check, or a Police Vulnerable Sector Check. It is the responsibility of the student to obtain these certifications and checks and ensure they are up to date.

MPK students are solely responsible for any additional expenses associated with practicums, which may include, but are not limited to: transportation costs, uniforms, certifications, and/or police record checks with vulnerable sector screening.

4.4. 2.1 Process

Practicum opportunities are posted on the MPK Class shared [Sakai](#) site prior to the start of each semester. MPK students must apply to practicum positions according to the outlined instructions on each posting prior to the application deadlines.

Application deadlines by term:

Duration	Fall (D2)	Winter (D3)	Spring/Summer (D4)
Deadline	August 15 th	November 1 st	March 1 st

*Depending on the nature of the practicum, the dates above may change on a case-by-case basis.

During the Fall semester (D2), students are only able to complete one (1) practicum experience if they have attended the mandatory MPK student orientation in August. The MPK Program Coordinator must approve all practicum positions prior to the start of the experience.

Practicum supervisors will contact students as soon as possible to set up interviews with MPK candidates. Practicum Supervisors have three weeks to complete the interview process. Upon completion of interviews, Practicum Supervisors may offer positions to students, who are able to accept or decline these positions within 3 days. Students may also wish to ask for an extension on their decision if they still have other interviews scheduled. It is up to the discretion of the Practicum

Supervisor to grant an extension or not. Once a student accepts a practicum placement, the student should not take part in any more interviews, as they cannot decline a placement once it has been accepted. Any amendments to this process will be outlined on the MPK Class Sakai site.

Forms. All practicum forms for the MPK program are found on the MPK Class shared [Sakai](#) site or are included in the appendix of the handbook. *It is the responsibility of the MPK student to ensure that these forms are completed and submitted to Dropbox on the MPK Class shared Sakai site.*

- **Student Terms and Conditions** - September 15th (Appendix B)
- **AODA and Human Rights Training Certificate** - September 15th On MPK Class Sakai Site

The following forms must be completed prior to each practicum and must be submitted to the corresponding Practicum Course Sakai Site:

- **MTCU Form** - submitted prior to commencement of each practicum
- <http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RD&TAB=PROFILE&SRCH=&ENV=WWE&TIT=1352&NO=022-13-1352E>
- **MPK Student/Practicum Contract** - submitted prior to the commencement of each practicum (Appendix C)
- **Mid-term Student Evaluation** - Submitted no later than 5 weeks after the commencement of each practicum (Appendix D)
- **Final Student Evaluation** - Submitted no later than 2 weeks after the completion of each practicum (Appendix E)

Failure of a Practicum. MPK students are required to successfully complete three (3) practicum experiences as a part of their required course work. Should a student fail a practicum experience, the student may be required to complete extra course work, supplementary hours at their practicum experience, or repeat the practicum experience entirely. The MPK Program Coordinator will recommend the course of action for the student to the GPD. The GPD will inform the student what will be required to obtain the course credit for the failed practicum through the MPK Program Office. Failure to succeed in two practicum experiences will result in dismissal from the MPK program. Marking criteria is available in Appendix D.

5.0 Appeal Procedures

5.1 Grades. Students who have concerns about a grade in a particular course should first discuss the issue with the Instructor of the course in question. If the issue cannot be resolved, the student should refer the matter to the MPK Graduate Program Committee through the MPK GPD. If the student is not satisfied with the decision of the MPK Graduate Program Committee, the student may appeal to the Associate Dean Graduate and Research of Applied Health Sciences. If the student is not satisfied with the decision of the Associate Dean Graduate and Research of Applied Health Sciences, the student may appeal to the Dean of Graduate Studies. Lastly, if the student is not satisfied with the decision of the Dean of Graduate Studies, the Student may appeal to the University's Student Appeals Board (see the Brock University [Graduate Studies Calendar](#) for the appeals process and timing).

5.2 Academic Decisions. Students who have concerns about decisions regarding academic standing should be referred to the MPK Graduate Program Committee through the MPK GPD. If the student is not satisfied with the decision of the MPK Graduate Committee, the student may appeal to the GPD. They will work with the Associate Dean Graduate and Research of Applied Health Sciences. If the

student is not satisfied with the decision of the Associate Dean Graduate and Research of Applied Health Sciences, the student may appeal to the Dean of Graduate Studies. Lastly, if the student is not satisfied with the decision of the Dean of Graduate Studies, the student may appeal to the University's Student Appeals Board.

Appendix A: Course Program Planner

*Please note: This is only an example of course schedules. Students can create and adjust their schedule accordingly through their electives.

MPK Program Outline					
Fall		Winter		Spring	
Credit	Course Code and Description	Credit	Course Code and Description	Credit	Course Code and Description
0.5	KINE 5P01- Professional Kinesiology Practicum I	0.5	KINE 5P02- Professional Kinesiology Practicum II	0.5	KINE 5P03- Professional Kinesiology Practicum III
N	KINE 5N98 - Seminars in Professional Kinesiology			N	KINE 5P99 - Professional Development in Kinesiology
0.5	KINE 5P00 - Professional Practice in Kinesiology	0.5	KINE 5P06 - Functional and Ergonomic Assessment	0.5	MBAB 5P23 - Entrepreneurship
0.5	Elective	0.5	KINE 5P05 - Physiological Assessment of Human Performance	0.5	Elective
0.5	Elective	0.5	Elective	0.5	Elective

*elective options include (but not limited to; see calendar for list of all electives)

Fall KINE 5P08, KINE 5P09, KINE 5P10, AHSC 5P86, GERO 5P88

Winter KINE 5P07, KINE 5P12, KINE 5P14

Spring KINE 5P13, GERO 5P12

*Note: 3 electives are required in total



Brock University
Faculty of Applied Health Sciences

Master of Professional Kinesiology
Practicum Terms and Conditions

The following regulations apply to graduate students enrolled in the Master of Professional Kinesiology graduate program in the Department of Kinesiology in the Faculty of Applied Health Sciences. The regulations that follow are in addition to policies and regulations listed in the [Graduate Calendar](#).

All Master of Professional Kinesiology graduate students must agree to all regulations stated in this document to continue in the program.

Please review all the statements below carefully before accepting these terms and conditions. In doing so, you indicate your acceptance and understanding of the regulations. If you do not understand any of these statements, please contact the MPK Program Coordinator for clarification **before signing**, as you will be bound by this agreement.

General Policy

1. I understand it is my responsibility to ensure that I am entitled to study in Canada as a graduate student. If I require additional documentation, I must obtain such documents following instructions provided by the International Office at Brock University prior to start of my program.
2. I understand that I **MUST** inform the Master of Professional Kinesiology Coordinator immediately of any change in circumstances (e.g. withdrawal/removal from academic program) that would affect my ability to participate in the practicum component of my program.
3. I understand I must keep my contact information up to date on my.brocku.ca, and I will use my **Brock email address** for all communications. I understand that I must **check this account daily**.
4. I understand that the Master of Professional Kinesiology program office will provide information or announcements related to the program to all students via email and/or on Sakai (course announcements, practicum events etc.).
5. I understand that I must promptly respond to and meet all required deadlines and requests from the Master of Professional Kinesiology program office.
6. I understand that I am required to complete the AODA and the Health and Safety training modules found on the shared Sakai space for the "MPK Class" students. Certificates of completion must be uploaded in the Dropbox on Sakai.
7. I understand that if I wish to withdraw from a practicum, extend my practicum, or make ANY type of change to my practicum experience, I must obtain permission from the Master of Professional Kinesiology Program Coordinator.
8. I understand that I am required to complete three different 150-hour practicum experiences.
9. I understand practicum supervisors reserve the right to terminate my practicum if my performance does not meet their expectations.
10. I understand that my confirmation of enrolment in the Master of Professional Kinesiology Program results in my obligation to pay any associated fees that may include but is not limited to: CPR First Aid, Vulnerable Sector Police Checks, etc.
11. I understand that I must attend ALL mandatory workshops and seminars offered by the Master of Professional Kinesiology Program Office.
12. I understand that during professional workshops and seminars I must arrive in appropriate attire and act in a mature and professional manner. Cell phone use and other disruptive behaviours (talking, using laptops other than taking notes) are

prohibited in workshops and seminars. Students acting in a manner that is deemed inappropriate by presenters/faculty/staff will be removed from the workshop/seminar and be marked as absent.

Practicum Experience Search Policy

1. I understand that I must use a resume and cover letter **approved by Brock University's Career Services** when applying to practicum positions.
2. I understand that I am obligated to provide the Master of Professional Kinesiology Program Office and prospective practicum supervisors with accurate and appropriate information about my qualifications and experiences.
3. I agree to attend all interviews with practicum supervisors that have selected me as a candidate until the specified date that I can accept a practicum placement.
4. I understand that I am not permitted to complete a practicum experience at an organization at which I have worked or volunteered in the past for more than 10 hours.
5. I understand that I am expected to avoid a class conflict when scheduling interviews.
6. I understand that missing interviews reflects poorly on my participation in the MPK program, and on the MPK program.
7. I understand that securing a practicum position is **not guaranteed**.
8. I understand that if offered a practicum, I agree to accept or decline the practicum within 3 days, or ask for an extension to make my decision. I understand that the decision to grant an extension is up to the discretion of the Practicum Supervisor.
9. I understand that once I have accepted a verbal or written offer of practicum placement, I am obligated to that contract and I am no longer eligible to search for a practicum.
10. I understand that if I break my contract of practicum (i.e. renege on an offer after either verbal or written acceptance), that I will receive a failing grade for that placement.
11. I understand that I am not permitted to negotiate any salary within a practicum. Practicum positions are **unpaid positions**.

Privacy Policy

1. I agree that my picture (if taken at an AHSC Graduate Student event or MPK program event or activity) may be used in the MPK Graduate Office publications or the web site or social media.
2. I understand that my contact information will be provided to the Office of Alumni and Donor Relations upon graduation.
3. I understand that the MPK Program office will not release any information regarding my status as a Master of Professional Kinesiology student to anyone outside of the University without my expressed written permission.

Student Consent

I have read and understood the information and policies as set out in the Master of Professional Kinesiology Practicum Terms & Conditions. I agree to abide by all regulations and policies indicated above.

I accept these terms & conditions: YES

Full Name (print):

Date:

Signature:

The information collected in this form, under the authority of the Brock University Act, will be used by the Brock University Master of Professional Kinesiology Program Office and is directly related to the activities of this office. The purpose of this form is to inform students of, and formally contract students to important program requirements. Information collected will

be stored in the Master of Professional Kinesiology electronic database. If you have any questions about the collection and use of this information, please contact the Master of Professional Kinesiology Program Coordinator, Allison Flynn-Bowman.



Brock University Faculty of Applied Health Sciences

MPK Student Practicum Contract

SECTION TO BE COMPLETED BY MPK STUDENT

I, _____, am a graduate student in the Master of Professional Kinesiology within the Faculty of Applied Health Sciences. I agree to serve as a practicum student with:

Organization:

Address:

Postal Code:

Supervisor's Name (please print):

Supervisor's Title:

Supervisor's Phone:

Supervisor's Fax:

Supervisor's Email Address:

Student Information: VISA Student? Y N

Student's Personal Phone:

Student's Brock Email:

SECTION TO BE COMPLETED BY PRACTICUM SUPERVISOR

Job Title:

Hours/Wk (equate to 150 hrs):

Please Select Term: Fall Winter Spring/Summer

Start Date:

End Date:

Is the Practicum Organization covered by the Workplace Safety & Insurance Board (WSIB)? Y N

Is the practicum delivered: Online In Person Hybrid If this changes, please update the Coordinator at MPK@brocku.ca

Practicum description can be found on Sakai (responsibilities, objectives, duties)

The undersigned agree to the above conditions:

Student

Date

Practicum Supervisor

Date

Note: This form must be completed and signed prior to beginning the Internship experience. The student is responsible for submitting this form on the MPK Class of 2021 Sakai page. It is the student's responsibility to gain an understanding of which type of insurance coverage they have access to and the parameters and limitations of said coverage. Additional information regarding coverage can be directed to Brock University, Health, Safety and Wellness Department at besafe@brocku.ca 905 688-5550 ext. 4237 or ext. 6086.

*August 2020, adapted from 2017

Appendix D: Mid-term Student Evaluation - fillable version on SAKAI



Faculty of Applied Health Sciences
Graduate Programs - Master of Professional Kinesiology

Niagara Region
1812 Sir Isaac
Brock Way
St. Catharines, ON
L2S 3A1 Canada
T 905 688 5550
brocku.ca

Mid-Term Student Performance Appraisal

Graduate Program Director: Dr. Kim Gammage
MPK Program Coordinator Allison Flynn-Bowman
Email: MPK@brocku.ca
Phone: 905-688-5550 x3934
Brock University
1812 Sir Isaac Brock Way
St. Catharines, ON L2S 3A1

Thank you for your support of the Master of Professional Kinesiology program. Practicum experiences involve the synthesis of knowledge and application which integrates students' academic study with meaningful work-place experience. It is our hope that this experience is a positive one for you and your organization.

The attached performance appraisal is to be completed by you; it will be used towards the student's mid-term grade in their practicum course. The rating scale used in this performance evaluation is an adaptation of the Canadian Physiotherapy Assessment of Clinical Performance (ACP) and is used to identify the level of competency demonstrated by our student at the current time in their practicum. A written section is included at the end of the evaluation which will allow you to discuss their areas of strength and areas to focus on for improvement for the rest of the term. Thank you for taking the time to complete this evaluation. Your partnership with our program is appreciated!

How to complete and submit the evaluation form at the end of a practicum:

- Complete and sign the evaluation form
- Keep a copy of the completed evaluation for your records and give a copy to the student
- The student must sign and submit the evaluation form via Sakai Dropbox.

Rating Scale - **Adapted from the ACP:** Use the scale below to evaluate and assess the student's level of competence and performance at the end of their practicum experience.

Beginner	Advanced Beginner	Intermediate	Advanced Intermediate	Entry Level	With Distinction
The student requires supervisor close to 90-100% of the time The student requires frequent cueing and feedback	The student requires supervision 75-90% of the time The student demonstrates consistency in developing proficiency with simple tasks	The student requires supervision 50-75% of the time The student is proficient with tasks and developing the ability to consistently perform	The student requires supervision less than 50% of the time The student is consistent and proficient with tasks	The student requires minimal supervision The student is consistent and proficient in tasks, and requires minimal to no cueing	The student requires no supervision or guidance The student is capable of supervising others
Grading scale 70%>	70-74%	75-82%	83-90%	91-95%	96-100%

General Information	
Student Name:	Organization Name:

Practicum Term: September - December January - April May - August	Organization Location:
Supervisor Name and Title:	Supervisor Email:

Communication

1. Effectively communicates verbally and non-verbally with practicum population										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

2. Ability to use professional and technically correct terminology										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Professional Development and Integration

3. Acts professionally in the practicum setting										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

4. Ability to manage time effectively (i.e. ability to multitask)										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Safety

5. Practices in a safe manner that minimizes risk to client(s), self, and others										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

6. Acknowledges own scope of practice and requests assistance when necessary										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Theory and Skill Application

7. Ability to apply knowledge and previous experiences to practicum										
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Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction
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8. Critically analyzes information to find appropriate and/or creative solutions										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

9. Ability to accept feedback constructively for improvements										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

10. Ability to adhere to relevant College of Kinesiology Standards, ethical codes, and jurisprudence										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Please identify:	
Major Strengths	Areas for Improvement
Any additional comments or feedback:	

Has this evaluation been discussed with the practicum student?

(Student must submit a copy)

YES

NO

Supervisor's Signature: _____

Student's Signature: _____

Date: _____

Date: _____

Appendix E: Final Student Evaluation - fillable version on SAKAI



Faculty of Applied Health Sciences
Graduate Programs- Master of Professional Kinesiology

Niagara Region
1812 Sir Isaac
Brock Way
St. Catharines, ON
L2S 3A1 Canada
T 905 688 5550
brocku.ca

Student Performance Appraisal

Graduate Program Director: Dr. Kim Gammage
MPK Program Coordinator: Allison Flynn-Bowman
Email: MPK@brocku.ca
Phone: 905-688-5550 x3934
Brock University
1812 Sir Isaac Brock Way
St. Catharines, ON L2S 3A1

On behalf of the Master of Professional Kinesiology program, thank you for the time, effort, and mentorship you provided to our graduate student over the course of the term. Practicum experiences involve the synthesis of knowledge and application which integrates students' academic study with meaningful work-place experience. It is our hope that the experience was a positive one for you and your organization.

The program requires the completion of an evaluation at the end of the student's practicum to evaluate their competencies. The attached performance appraisal is to be completed; it will be used towards the student's final grade in their practicum course. The rating scale used in this performance evaluation is an adaptation of the Canadian Physiotherapy Assessment of Clinical Performance (ACP) and is used to identify the level of competency demonstrated by our student during their practicum. A written evaluation section is included at the end of the evaluation which will allow you to discuss their performance during the practicum in more detail. Thank you for taking the time to complete this evaluation. Your partnership with our program is appreciated!

How to complete and submit the evaluation form at the end of a practicum:

- Complete and sign the evaluation form
- Keep a copy of the completed evaluation for your records and provide a copy to the student
- The student must sign and submit the evaluation form via Sakai Dropbox.

Rating Scale - *Adapted from the ACP*: Use the scale below to evaluate and assess the student's level of competence and performance at the end of their practicum experience.

Beginner	Advanced Beginner	Intermediate	Advanced Intermediate	Entry Level	With Distinction
The student requires supervisor close to 90-100% of the time The student requires frequent cueing and feedback	The student requires supervision 75-90% of the time The student demonstrates consistency in developing proficiency with simple tasks	The student requires supervision 50-75% of the time The student is proficient with tasks and developing the ability to consistently perform	The student requires supervision less than 50% of the time The student is consistent and proficient with tasks	The student requires minimal supervision The student is consistent and proficient in tasks, and requires minimal to no cueing	The student requires no supervision or guidance The student is capable of supervising others
Grading scale 70%>	70-74%	75-82%	83-90%	91-95%	96-100%

General Information	
Student Name:	Organization Name:

Practicum Term: September - December January - April May - August	Organization Location:
Supervisor Name and Title:	Supervisor Email:

Communication

1. Effectively communicates verbally and non-verbally with practicum population										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

2. Ability to use professional and technically correct terminology										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Professional Development and Integration

3. Acts professionally in the practicum setting										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

4. Ability to manage time effectively (i.e. ability to multitask)										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Safety

5. Practices in a safe manner that minimizes risk to client(s), self, and others										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

6. Acknowledges own scope of practice and requests assistance when necessary										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Theory and Skill Application

7. Ability to apply knowledge and previous experiences to practicum										
---	--	--	--	--	--	--	--	--	--	--

Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction
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8. Critically analyzes information to find appropriate and/or creative solutions										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

9. Ability to accept feedback constructively for improvements										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

10. Ability to adhere to relevant College of Kinesiology Standards, ethical codes, and jurisprudence										
Not observed	Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction

Overall Performance										
Beginner		Advanced beginner		Inter-mediate		Ad. Inter-mediate		Entry Level	With Distinction	

We encourage you to provide feedback for the following:										
Major Strengths						Areas for Improvement				

Any additional comments or feedback:										

Has this evaluation been discussed with the practicum student?

(Student must submit a copy)

YES

NO

**Would you host another Faculty of Applied Health Sciences MPK
Graduate student in the future?**

YES

NO

Supervisor's Signature:

Student's Signature:

Date:

Date:

Appendix F: Important Links

Applied Health Sciences: <https://brocku.ca/applied-health-sciences/programs/graduate-programs/>

Department of Kinesiology: <https://brocku.ca/applied-health-sciences/kinesiology/>

Kinesiology Faculty Directory: <https://brocku.ca/applied-health-sciences/kinesiology/faculty-research/faculty-directory/>

Experience Brock: <https://discover.brocku.ca>

Government of Canada - Immigration and Citizenship: <http://www.cic.gc.ca/english/index.asp>

Graduate Program Application: <https://brocku.ca/nextstep/apply/>

Living in Niagara: <https://brocku.ca/graduate-studies/future-students/living-in-niagara/>

Graduate Calendar: <https://brocku.ca/webcal/current/graduate>

Graduate Course Listings: <https://brocku.ca/webcal/courses.php>

Graduate Financial Resources: <https://brocku.ca/graduate-studies/current-students/financial-resources>

Graduate Registration Guide: <https://brocku.ca/registrar/guides-and-timetable/graduate-students>

Graduate Student Association: <https://brocku.ca/graduate-students-association/>

International Student Services: <https://brocku.ca/international-services/student-services>

Experiential Education: <https://brocku.ca/ccee/experiential-education/>

Teaching Assistant, Instructor, Course Coordinator, Marker-Grader Postings:

<https://brocku.ca/hr/careers/positions.php?id=cupe>