



# **Fitness Leader Practicum Guidelines**

# **Fitness Practicum Placement Program**

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## **Purpose of the program**

- To assist new Fitness Instructors in achieving their goal of becoming fully registered through BCRPA, by offering them a list of quality learning facilities/individuals who can provide them the opportunity for supervised practice of their teaching skills.
- To provide supervisory opportunities for experienced instructors who wish to gain the required experience to advance their BCRPA registration status and/or share their experience and skills with prospective instructors.

## **How the Program Works**

- Individuals interested in participating in a practicum placement can review the placements listed on BCRPA's website and contact directly the placement sites that are of interest to them.
- Facilities wishing to be listed as a practicum site can do so by submitting a Fitness Practicum Placement application. Once approved the location will be added to the list of practicum sites.

## **Information For Students:**

As a Practicum Student interested in seeking the services of a Practicum Placement, we ask that you take into consideration the following points when selecting a practicum facility/instructor.

- ❑ Does the practicum supervisor fulfill the qualifications as outlined in the BCRPA Practicum Guidelines?
- ❑ Does the practicum supervisor possess the experience / skills in the area of fitness that you are most interested in?
- ❑ Does the practicum facility/supervisor run classes at times that are convenient for you?
- ❑ Are you within reasonable distance from the practicum facility location?

## **Expectations of Practicum Students**

- Complete a BCRPA recognized Theory Course and Specialty Module course
- Complete CPR and First Aid
- It is recommended that the prospective leader submit a Practicum application form with photocopies of all course completion certificates to the agency supervisor responsible for practicum placements
- To willingly commit to the practicum program requirements
- To prepare, practice and then perform the required segments of the programs as agreed to by yourself and the practicum supervisor. The methodology used by the practicum supervisor to schedule the presentations will differ between agencies
- When the required hours and/or readiness for evaluation is confirmed, the prospective instructor will arrange for an evaluator to perform the final ICE; as agreed to by the sponsoring agency and sponsoring instructor. (A different instructor from the supervising instructor ideally performs the ICE, although this may not be practical in smaller communities)

- Be available to stay after each class for 15-30 minutes for feedback from the sponsoring instructor
- Arrive early for the class; well prepared and presented
- Conduct yourself in a professional manner
- Communicate all concerns/queries regarding the teaching experiences with the supervising instructor

## **Information for Practicum Placement Facilities/Supervisors:**

### Supervising Instructor Expectations

- It is highly recommended that instructors who are BCRPA Trainers or Supervisors or those who have outstanding teaching skills and have taught for a minimum of 2 years be considered for supervising opportunities
- The Supervising Instructor will be responsible for assigning the 'teachable segments' to the practicum student, provide constructive feedback after each class, sign the class resume form, offer expertise and suggestions and indicate to the student when they are ready for the final ICE evaluation
- Wherein supervision by someone with such qualifications is not possible (i.e. remote communities), it is highly recommended that a 'peer/buddy-up' system is utilized to ensure that feedback is offered and available to the practicum student after every practicum teaching session
- It is recommended that practicum students are placed in classes that exhibit all the basic components of a fitness class vs. a more specialized class (i.e. "T.B.A." class or "Body conditioning" class) which may emphasize only one or two components of an exercise class
- If the match between supervising instructor and practicum student is not a positive one (as suggested by either the supervising instructor or the practicum student) it is recommended that an assessment of the match be made by the program coordinator and revision of the placement be made as soon as possible

### Agency/Facility Program Supervisor Expectations

- To ensure that the above expectations are continuously met throughout the practicum process
- It is recommended that some type of remuneration or perk is offered to the supervising instructor for the additional time and commitment to the practicum education process
- To ensure that all administrative correspondence is complete (i.e. photocopies of certificates as required, contract/agreement signature)

- Concerns and questions by both the practicum student and the supervising instructor are handled in a timely and efficient manner to ensure the process is completed without undue interruption
- To ensure that any concerns regarding the match between practicum student and supervising instructor are dealt with in an efficient and effective manner
- To ensure that the intent for the practicum student's future involvement following successful completion of the practicum is addressed (i.e. opportunity for future employment, opportunity for subbing, no commitment available)
- To ensure a quality learning environment for all involved in the process (i.e. information as required be made available, safe environment provided, etc.)

## SAMPLE - Practicum Placement Agreement Form

This contract is between:

Practicum Student:		Date:
Address:		
Ph (H):	Ph (W):	Email:

*and*

Supervising Instructor:		Date:
Address:		
Ph (H):	Ph (W):	Email:

I \_\_\_\_\_ (practicum student) hereby agree to the following conditions:

- I will present myself to the designated class of the supervising instructor in a professional, enthusiastic manner.
- I will keep a record/log of the practicum time for signature by the supervising instructor.
- I will always be punctual, arriving at the class at the time agreed upon by the instructor and myself.
- I will be committed and take responsibility for my own progress.
- I will be open to feedback provided by the participants and the supervising instructor and demonstrate my professional skills in the processing of this information.
- I will make every effort in order to ensure my in-class presentations are practiced, safe, and enjoyable.
- I will assist the supervising instructor with any pre and post class preparations as required.
- I will assist the supervising instructor in providing a fun, safe and positive environment for the participants; and
- I will be courteous and respectful to my supervising instructor and the participants.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ (supervising instructor) hereby agree to the following conditions:

- I will provide a professional, positive learning environment for my practicum student.
- I will provide in-class teaching opportunities suitable to the skill level achieved by my practicum student.
- I will provide a signature of supervision of the practicum sessions on a record/log as provided by the student.
- I will provide immediate, constructive (written and verbal) feedback after each in-class presentation.
- I will be courteous and respectful to my practicum student.
- I will recommend timing for the practicum student's ICE.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_