Requesting a Work Term Challenge

Students admitted into the BA, Recreation and Health Education or BSc, Kinesiology programs often bring a range of prior work experiences. Valuing this work experience and helping students reflect on their abilities and complete their studies in a timely way. You may propose a work term challenge in lieu of one of your required work terms by following the steps you see below.

Provide evidence that your work experience(s) was:
1. related to the fields of Recreation & Health Education and Kinesiology
2. completed PRIOR to being admitted into the BA, RHED or BSc, KINES program (September) – you may partner more than one position together in your proposal
3. at LEAST 420 hours (12 weeks X 35 hours/week). Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks per work term is 12 (your work experience can be work done over a longer period of time)
4. supervised & evaluated / assessed by an employer / supervisor (in writing)
5. paid / remunerated (salary, wages, honorarium, expenses, etc.)

Proposing a work term challenge:

Step 1: Gather the evidence / documents including:
- Name of the organization you worked for and their location / address
- Copy of your job description
- Supervisor’s name, position title and contact information (address, phone number, email)
- Rate of pay / other remuneration received, and evidence of hours worked (total hours, start & end dates) – e.g. pay stub, employer verification, notice of separation, etc.
- Written assessment of your work – completed by your supervisor/s (e.g. reference letter, employer evaluation or e-mail. This MUST come directly from the supervisor)
- One page 'rationale' outlining how the work applies to your degree studies AND career goals

Step 2: Registration
- When: During the semester after you have been admitted into the BA, RHED or BSc KINE program – either Fall term (Sept – Dec) or Spring term (Jan-April)
- Book an appointment and bring your ‘evidence’ (documents) to the EPHE Co-op Coordinator
- Review the information together. EPHE Co-op Coordinator and submits this request to the EPHE faculty for approval
- Complete a work term challenge registration form

Step 3: If / when approved:
- EPHE Co-op Assistant registers the Work Term Challenge
- You pay co-op fees (half of regular co-op fees)
- Complete a report that outlines / demonstrates the learning and competency development you experienced as an outcome of this work (Further information can be found at: https://www.uvic.ca/coopandcareer/co-op/info-by-program/other-programs/index.php#acc-exercise-science-physical-and-heal. (Search for EPHE program; Select “Work term report, poster presentation and alternative assignment guidelines”; Select “Work term report“)

NOTE: All co-op challenge requests MUST be approved by a Co-op Coordinator.

Work term challenges must be completed within the first 8 months following admission into the BA, RHED or BSc, Kinesiology program.