Requesting a Work Term Challenge (RHED students only)

Many students entering the field of Recreation & Health Education are admitted into the RHED program having had a range of work experiences. Completing a work term challenge is a means to honor this work experience and help you complete your degree in a timely way. If you have had relevant work experience, you may propose work term challenge in lieu of one of your required work terms. Your experience must meet the following criteria.

Provide evidence that the work experience(s) was:

1. completed PRIOR to being admitted into the RHED program (September)
2. related to the field of Recreation & Health Education
3. a MINIMUM of 455 hours (13 weeks X 35 hours/week)
4. supervised & evaluated / assessed by your employer (in writing)
5. paid / remunerated (salary, wages, honorarium, expenses, etc.)

To propose 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 the hours you worked (total hours, start & end dates) – e.g. pay stub, employer verification
- Written assessment of your work – completed by your supervisor/s (e.g. reference letter, employer evaluation or e-mail but MUST come directly from the supervisor)
- One page 'rationale' outlining how the work applies to your degree AND your career goals

Step 2: Registration

- Contact the EPHE Co-op Coordinator to book an appointment
- Bring documents during the first semester after you have been admitted into the RHED program
- EPHE Co-operative Coordinator submits this request to the EPHE faculty for approval

Step 3: If approved:

- Complete a work term challenge registration form
- Pay fees (half of regular co-op fees)
- Complete a report that outlines or demonstrates the learning and competency development supported by this work experience (further information can be found at: this webpage. (Search for EPHE program; select on “Work term report, poster presentation and alternative assignment guidelines”; then select on “Work term report”)(https://www.uvic.ca/coopandcareer/co-op/info-by-program/other-programs/index.php#acc-exercise-science-physical-and-heal)

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 that immediately follow admission into the BA, RHED program.