

School of Exercise Science, Physical & Health Education

Requesting a Work Term Challenge

Students admitted into the BA Recreation and Health Education or BSc Kinesiology programs often enter the program with a range of prior work experiences. Valuing this work experience helps students reflect on their abilities and complete their studies in a timely way. You may propose a Work Term Challenge by providing evidence that your work experience(s) meet the following requirements:

1. Related to the fields of Recreation & Health Education or Kinesiology
2. Completed PRIOR to being admitted into the BA RHED or BSc KIN program (e.g. prior to September). You may partner more than one position together in your proposal
3. At LEAST 420 hours (e.g. full time, 35 hours/week, over 12-weeks)
4. Supervised and assessed by an employer/supervisor in writing
5. Paid or remunerated (salary, wages, honorarium, expenses, etc.)

Proposing a Work Term Challenge

Step 1: Gather the Work Term Challenge documents

- Name of the organization and address
- Copy of your job description
- Supervisor's name, position title and contact information (address, phone number, email)
- Rate of pay and other remuneration received, and evidence of hours worked (total hours, start & end dates). Examples include 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 directly from the supervisor)
- One page rationale outlining how the work applies to your degree studies AND career goals

Step 2: Propose and register your Work Term Challenge

- When: Within the first 8 months following admission into the BA RHED or BSc KIN program (i.e. in either the Fall or Spring terms, September through April)
- Book an appointment and bring your challenge documents to the EPHE Co-op Coordinator
- Review the information together
- Complete a Work Term Challenge registration form

Step 3: Approval of Work Term Challenge

- If approved, the EPHE Co-op Assistant will registers the Work Term Challenge
- You pay Work Term Challenge fees (half of regular co-op fees)
- Complete a work term report that demonstrates the learning and competency development you experienced as an outcome of this work. Samples of work-term reports can be found at www.uvic.ca/ephecoop
- Submit the report to epheco@uvic.ca on or before the agreed deadline

Work Term Challenges must be completed within the first 8 months following admission into the BA RHED or BSc Kinesiology program