



Carleton
UNIVERSITY



Department of
**Geography &
Environmental Studies**

Practicum in Geography, Geomatics & Environmental Studies
Student Infopack 2017-2018

For students registered or intending to register in GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002

IMPORTANT: Contains deadlines for materials.

Please read the materials enclosed in this Practicum Infopack. This contains the information and appropriate forms, for students and sponsors, pertaining to these courses. Please adhere to the deadline dates for the submission of all required information.

If you require further information or assistance, contact the Practicum Coordinator or Administrator. They are:

John Milton, Practicum Coordinator
A239 Loeb Building
Phone: (613) 520-2600 x6209
Fax: (613) 520-4301
E-mail: john.milton@carleton.ca

Judy Eddy, Practicum Administrator
B349 Loeb Building
Phone: (613) 520-2600 x8127
Fax: (613) 520-4301
E-mail: judy.eddy@carleton.ca

Deadline Dates

Friday, August 11, 2017

Supporting documentation for 1st Term Practicum

Monday, November 6, 2017

Supporting documentation for 2nd Term Practicum

Wednesday, September 6, 2017

Practicum meeting for 1st and 2nd Term Practicums
A211 Loeb, 2:30 p.m.

1.0 About the Practicum Program

This course is intended to provide fourth-year honours Geography, Geomatics or Environmental Studies students with appropriate work experience within government, private industry, NGOs or educational institutions. Students are placed with "sponsors" and work on a project under the sponsor's supervision in a field related to the student's academic interests and the sponsor's workplace requirements.

1.1 Course Format

Students typically work one day a week for 10 weeks, during the first and/or second term, at the sponsoring agency. Meetings may occur during the year for administrative purposes. Students are to prepare a final report and a poster, and deliver an oral presentation of their experience at the end of the term.

1.2 Admission Requirements

Acceptance into the course requires:

1. Fourth-year honours standing in one of the Department's undergraduate degree programs;
2. Completion of all required paperwork;
3. Securing of an appropriate placement; and
4. Departmental approval.

1.3 Registration Procedure

Registration in all our practicum courses requires Departmental approval. This is contingent upon you successfully securing a placement and providing the necessary paperwork outlined below. The procedure for registering in any of our practicum courses is as follows:

Step 1: Submit Override Request (CROS) at time of Fall Registration. When you register for your fourth-year courses, you must submit an override request for the appropriate practicum course. If you are uncertain about which one to register for, contact Judy Eddy for assistance.

Step 2: Review the Instructions for Registering. Upon submission of this override request a window with instructions will appear directing you to the InfoPacks prepared for both the student and for the sponsor. Write these instructions down and follow them to download these documents.

Step 3: Required Documents for Registration. To be admitted into a practicum course, you are required to submit two documents and your sponsor's one document:

- a. *Current c.v./resume* (including your current phone number and e-mail address);
- b. *Student Practicum Registration Information Sheet* (Appendix 1); and
- c. *Sponsor Data Form* (Appendix 2) completed by your sponsor.

Step 4: Departmental Approval. Upon receipt of these four documents, the Practicum Coordinator will review the placement for appropriateness and either approve the placement or reject it. Rejection is based upon the nature of the proposed project/work (see Section 2.2).

Step 5: Register in the Appropriate Course. Upon approval of the placement, the Practicum Coordinator informs the Practicum Administrator who releases your reserved place. You will receive a notification that your override request has been approved and for you to formally register in the course. Follow up on this immediately!

Step 6: Insurance Forms. Insurance forms (Appendix 3 and 4) must also be completed in full the first day of your practicum and no later than the second week of January, and then returned immediately to the Practicum Coordinator. This is also very important. This ensures that you are covered by the Workplace Safety and Insurance Board in the unlikely event of an accident while off campus.

The student is responsible to ensure that all forms are properly filled out, legible and returned to the Practicum Coordinator according to the set deadlines.

1.4 Registration Deadlines

The deadlines for submission of these completed forms and supporting materials are:

Fall Practicum (September to December)

Friday, August 11, 2017

Winter Practicum (January to April)

Monday, November 6, 2017

If you plan to register in both terms, **we require duplicate documents**, since these are separate courses.

IMPORTANT: Students who do not provide the necessary documentation prior to the deadline date may not be permitted to register in the course.

1.5 First Meeting Announcement

The first meeting of the 2017-2018 Practicum class will be held on **Wednesday, September 6th, 2017 at 2:30pm in Azzo Loeb**. Attendance is mandatory. The purpose of the meeting will be first, a general introduction to the practicum, second, to ensure students have appropriate sponsors and documentation, and third, to convey the rules and regulations governing off campus student placements. A second meeting may take place in early January 2017 - time, place and date to be announced. Please note two points:

- If you have not already submitted the documents listed in section 1.3, please bring one copy of the necessary documents with you to this meeting. This might well be the case if you live outside of Ottawa and are unable to secure all the paperwork from your sponsor in August.
- In the event that you cannot attend this meeting, inform the Practicum Coordinator or Administrator, but please ensure that we receive the above materials by the meeting date.

2.0 How to go about Securing a Placement

The Practicum gives students the opportunity to apply their skills in the workplace. Before you register in the Practicum:

1. Self-reflect and determine your academic and career interests and then the type of work you would like to be engaged in.
2. Determine your preferred placement venue: government, non-government organization, private industry. What you may generally expect - Government (Federal, Municipal): Large organization, potential to move laterally, you may be a small cog in a big project, good supply of potential mentors offering career advice, possible job prospects, cubicle setting; Non-Government Organization: Smaller organization, your contribution may be more easily appreciated and recognizable, more chance of independent work, more flexibility, more grassroots and community based projects; Private Industry: More structured and formal, opportunity to use latest technology and innovations, possible job prospects, interesting work depending on the company.

THEN

3. Find a placement based on 1 and 2 above.

2.1 Finding a Sponsor

You are responsible for securing your Practicum placement. If you are sure of the type of work that you would like to engage in during your practicum, and have some idea as to the companies or government agencies that you would like to approach, then I *strongly* encourage you to arrange the practicum yourself. *Setting up the sponsorship yourself will more likely ensure a satisfactory matchup of your interests with those of your sponsor, and will give you invaluable experience in the job-hunting process!*

Finding the sponsor yourself

Use your contacts! You know what type of career you are interested in. Some of you may have a parent or relative that works in the Government who could assist you in finding a placement, or you may have

your own contacts, for example, from past summer jobs. A visit with the sponsor in person is suggested to establish the working arrangements.

The sponsors that participate in the program come from all levels of government (federal, provincial, municipal), private industry, non-profit associations and educational institutions, and cover a range of geographical interests. Sponsors have all demonstrated great enthusiasm for the program. Each year, some students are offered employment and continue with their sponsor as a paid employee after graduation.

The Practicum coordinator can help find the sponsor for you

If you have exhausted all placement search possibilities, the Practicum Coordinator may assist in finding an appropriate sponsor for you. The success of the search is based upon information you supply (resume and covering letter) to the Practicum Coordinator, and it is highly suggested to discuss your placement options with the Practicum Coordinator. This student information may be sent to the sponsor, at their request, to determine the suitability of the student to the project. The Practicum Coordinator will endeavour to contact a sponsor meeting the student's primary choice of field of study; if that fails, the secondary choice will be attempted.

2.2 Practicum Approval

A practicum should be a professional/technical experience. Because of this, the practicum placement must be approved by the Practicum Coordinator *PRIOR* to the student getting permission to register in the course and starting the placement. The approval can be based on a meeting with the Practicum Coordinator or through e-mail correspondence with the Practicum Coordinator. Just make sure to include details of any tentative/firm arrangements you have made with potential sponsors (if you have found or are planning to find your own sponsor).

What is an appropriate practicum? Here is an example: simply filing documents in an office setting is not considered appropriate placement BUT reviewing documents to prepare for an environmental assessment report is. Here is a second example: Tree planting for a forestry company would not be considered a practicum BUT coordinating tree planting for a conservation authority, city or environmental agency would be. In this later context, it would be expected that the student attend any planning meetings within this agency and get involved with the planning/assessments associated with the plantings: Why is this area selected for planting, what varieties of trees, how were they selected, what is the projected impact of this planting etc., essentially, some theoretical and practical background material as to the 'who, what, when, where and why' of the tree planting. This logic would be extended to other types of appropriate summer jobs/practicum experiences.

A full-time job cannot be used as a practicum. If your full-time job is a professional one, you can opt not to do a practicum provided your full-time job is not professional or in a field associated with your degree. You can also choose to do a practicum with a different organization. You should meet with the Practicum Coordinator to discuss your situation.

Although the Department does not offer the practicum courses over the summer term, as a convenience to students we permit students to use their summer jobs as a practicum under these conditions:

1. The job pertains to the student's academic interests and program of study;
2. The job entails a bona fide learning experience whereby the student will gain professional/technical value from it; and

3. The Practicum Coordinator approves the project/placement prior to the student commencing their summer job.

NOTE: as this is an informal arrangement, you are not covered by the university's insurance should an accident occur. Care must be taken here to ensure that you are properly protected.

2.3 Conflict of Interest Guidelines

Avoid any conflict of interest. For example, you cannot work for any person related to you. Certain exceptions may be considered but at the discretion of the Practicum Coordinator.

2.4 Links for Placements

To assist students with finding their placements, a list of government agencies and NGOs is listed below. Students can also find links to agencies by carefully crafting search criteria in Google. For example, for companies who work in Environmental Law, try a Google search with appropriate keywords 'Environmental Law Firms Ottawa;' for International Development, try 'International Development Agencies Ottawa' and so on. The key is to provide Google with appropriate keywords to get the results you require! Some NGO links for Geography, Geomatics and Environmental Studies are:

<http://www.oen.ca/dir/list.php> - Ontario Environmental Directory

<http://www.planetfriendly.net/> - Planet Friendly

<http://www.planetfriendly.net/ecoportals.html> - Planet Friendly Eco Portal Canada Environmental Directories

<http://www.greenottawa.ca/> - Green Ottawa

<http://www.perc.ca/groups/> - Peace and Environment Resource Centre

<http://www.ec.gc.ca> - Environment Canada

http://library.duke.edu/research/subject/guides/ngo_guide/ngo_links/namerica.html - Duke University NGO database

<http://www.lib.washington.edu/subject/Geography/geog270/#country> - University of Washington International Development and Environmental Change Information Resources

<http://www.ecointernship.gc.ca/> - Eco Internship

<http://www.oaia.on.ca/> - Ontario Association for Impact Assessment

New ones:

<http://www.charityvillage.com/cv/nonpr/index.asp> - Charity Village NGO links

<http://www.campusaccess.com/internships/canadian-government.html> - Government of Canada Campus Access

<http://www.eco.ca/> - Eco Canada Environmental Careers Organization

<http://www.eco.ca/public/links/about/383/> - Eco Canada Links to NGOs and Associations

<http://pages.videotron.com/fdmillar/eps/epslinks.html#Directories> - Environment, Peace and Social Justice links

<http://www.radwaste.org/ngo.htm> - Environmental Organizations by Category and Country - Good resource!

<http://oen.ca/dir/> - Ontario Environmental Directory

<http://www.oen.ca/dir/searchguide.html> - Ontario Environmental Directory Search Guide

3.0 Some Additional Practicum Details

Students are expected to meet with the sponsor to discuss the details of the practicum project and to arrange their project schedule, *PRIOR* to commencing the practicum. Students should expect to allocate the equivalent of one full office work day a week with the organization that sponsors them for the first 10 weeks of the term (70 hours in total). Once the schedule has been worked out between the student and their sponsor, the coordinator must be informed of the detailed arrangements.

3.1 Course Deliverables

Students are required to prepare four deliverables:

1. A written report,
2. A poster,
3. A blog (non-grade), and
4. An oral presentation at a final "conference."

Spread over one or two days late in the term, each student presents his/her project and to discuss their work experience and its linkages to geography (times to be announced). The various sponsors, students, faculty and staff will then be invited to join us for a "thank you" reception in April. Student attendance is mandatory, as sponsors are genuinely interested in following up and finding out what career paths the students will be pursuing.

3.2 Grading

This is a graded course. Your grade will be based, in part, on the assessment of your sponsor and, in part, on three deliverables:

1. The written report, weighted at 50% of your final grade;
2. A practicum poster, weighted at 25% of your final grade; and
3. An oral presentation, weighted at 5% of your final grade.
4. As a professional course, your professionalism is also being graded for meeting deadlines (10%).

In addition, marks will be reduced for missing sponsor evaluation form (-5%), missing meetings/ seminars without prior communications (-5%), and missing documentation (-5%). Your final report is due on the day of your scheduled oral presentation. Students must adhere to the practicum report submission deadline date, and submissions after that date may result in an Unsatisfactory grade or failure, unless a formal request for deferral is made to the Practicum coordinator. Documents providing you with outlines for your report, poster and oral presentation will be available through the cuLearn site and will be distributed to you directly from the Practicum Coordinator.

IMPORTANT: This course requires a commitment on your part to complete the course. Sponsors are volunteering their time and effort to provide and supervise your work, so treat this placement in a professional and courteous manner. If circumstances arise that require you to withdraw from this course before or after being placed, please inform your sponsor and the course coordinator immediately. Also, should any issues or problems arise throughout your practicum, please have the courtesy to inform your sponsor and the course coordinator, so that we can assist with a resolution.

3.3 Students with disabilities

Students with disabilities requiring academic accommodations in this course are encouraged to contact a coordinator at the Paul Menton Centre for Students with Disabilities to complete the necessary *letters of accommodation*. After registering with the PMC, make an appointment to meet and discuss your needs with the Practicum Coordinator at least two weeks prior to the September meeting. This is necessary to ensure sufficient time to make the necessary arrangements. Please note there are deadlines for submitting completed forms to the Paul Menton Centre – visit <http://www.carleton.ca/pmc/> for further information.

3.4 Student Support Services

Learning Support Services (LSS) offers workshops and one-on-one study skills advising for any Carleton student looking to sharpen their academic skills in order to meet university academic expectations. Topics include everything from time management to effective research, how to writing essays and proofread, to critical thinking and many more! LSS also oversees the MyTutor application on Carleton Central -> located under MySuccess for students looking to either be a tutor, or request a tutor for any course at Carleton. For more information, please visit carleton.ca/lss, call 613-520-2600 ext. 1125, or visit the 4th floor of the Library.

Writing Tutorial Services (WTS) provides free one-on-one tutoring services to any student working on a written assignment. The WTS is happy to provide feedback to students at any stage of the writing process and can help with any kind of assignment – from essays, to research papers, to annotated bibliographies, to lab reports! For more information please visit carleton.ca/wts; and to schedule a WTS appointment contact 613-520-2600 ext. 1125, or visit the 4th floor of the Library.

Co-op and Career Services provides resources that can assist you not only for your future career but for your search for a practicum placement in terms of resume review, cover letter composition and review, and other assistance in approaching work placement opportunities. **Start your career planning today!** Career Startup is a road map for your journey of career discovery. You will find all of the services, workshop and resources you need to effectively begin your search. The career development cycle helps to clarify the process of discovery and how our services can get you there. Don't wait, start your career planning now! For further information, please visit <http://www5.carleton.ca/cc/career/> or visit Career Services – 401 Tory Building or call 613-520-6611.

Appendix 1: Student Practicum Registration Information Sheet
Practicum in Geography - Geomatics - Environmental Studies
GEOG4406/4408 - GEOM4406/4408 - ENST 4001/4002

Please fill out and check off the appropriate items below. This information must be supplied no later than **August 11, 2017** for the Fall term, or **November 6, 2017** for the Winter term. Return all documents to:

John Milton – Practicum Coordinator

Department of Geography & Environmental Studies
Carleton University
1125 Colonel By Drive
Ottawa, Ontario K1S 5B6

A239 Loeb Building
Phone: 613-520-2600 x6209
Fax: 613-520-4301
E-Mail: john.milton@carleton.ca

Name: _____ Student #: _____

Phone: _____ E-Mail: _____

Degree BA BSc GEOG GEOM ENST Minor (if applicable) _____

I will register for the GEOG GEOM ENST Fall Practicum. I will find my own sponsor

I will register for the GEOG GEOM ENST Winter Practicum. I will find my own sponsor

This will be my First Second Practicum

Note: When you find your own sponsor, have them fill out the sponsor data form, and bring the form to the course coordinator as soon as possible, **but no later than the start of the academic term**. The sponsor must be approved and verified by the course coordinator before commencement of the placement.

I have included my:

- Cover letter **Provide 2 copies of each if you are registering in the Fall & Winter terms, and provide details specific for each term ie. Do you wish to stay for both terms at the same placement, or do you wish to change the theme of the work and work at another placement?**
- Resume **Your letter(s) must contain specific details of your work requirements.**

I understand that by participating in this course, I am making a commitment between myself and the sponsoring agency. I will meet regularly with my sponsor, communicate with the sponsor and/or course coordinator to resolve any problems, and be present at the workplace at the agreed to location and scheduled time. Since I am a representative of the Department of Geography and Environmental Studies, my commitment is necessary to ensure a successful practicum for all participants, and that sponsors will continue to look favourably upon Carleton University students enrolled in this program.

I am aware that the first meeting of the Practicum (Fall and Winter terms) takes place **Wednesday, September 6, 2017 at 2:30pm in A211 Loeb (subject to change – watch for posted details)**.

_____ I have read all the information contained here and in the Practicum Infopack, I acknowledge the conflict of interest guidelines, and I understand the requirements of the course.

Signature

Date

Appendix 2 - Sponsor Data Form – Carleton University
Practicum in Geography - Geomatics – Environmental Studies

*Thank you for your interest and participation in our Geography, Geomatics and Environmental Studies Practicum. Please fill in this form (thanks for printing legibly or attach a business card!) and return it to: **John Milton, Practicum Coordinator, B349 Loeb Building, Department of Geography & Environmental Studies, Carleton University, 1125 Colonel By Drive, Ottawa, Ontario K1S 5B6 or email to john.milton@carleton.ca or fax it to 613-520-4301.***

Yes, I would like to sponsor a Geography student(s) for one day a week for ten weeks between September 2017 - December 2017 ____ and/or January 2018 - April 2018 ____ (check one or both). I have a project of a geographical nature which will provide the student with useful experience and enhance their education.

I UNDERSTAND THAT MY PARTICIPATION INVOLVES SOME SUPERVISION AND GUIDANCE OF THE STUDENT(S) IF NECESSARY, AND A FINAL EVALUATION WITH A LETTER GRADE FOR THE STUDENT'S PERFORMANCE. I AM ALSO IN RECEIPT OF AND HAVE READ THE 'OVERVIEW OF THE PRACTICUM IN GEOGRAPHY' DOCUMENT, WHICH DETAILS MY RESPONSIBILITIES AS A PRACTICUM STUDENT SPONSOR.

NAME: _____

TITLE: _____

PHONE: _____

FAX: _____

E-MAIL: _____

ORGANIZATION: _____

ADDRESS: _____

NUMBER OF STUDENTS REQUIRED: _____

STUDENT NAME (IF KNOWN): _____

SHORT STATEMENT OF PROJECT(S) TO BE UNDERTAKEN:

(use additional sheets if required)

**Appendix 3: Letter to Placement Employers Process for
Workplace Insurance for Post-Secondary Students on Unpaid Work Placements**

Student Name:	Date:
Student ID Number:	Carleton Course Number: Degree/Department:
() Undergraduate () Graduate	
Employer's organization is covered under the Workplace Safety & Insurance Board? Yes No	
Organization:	Name of Supervisor:
Estimated number of placement hours:	Date and Signature:

In the event of any workplace injury or disease claims involving a Student Trainee or for additional information please immediately contact Tony Lackey, Director, Risk and Insurance, at Carleton University (tony.lackey@carleton.ca or 613-520-2600, ext.1473) and the Departmental Coordinator.

Distribution:

Carleton University Departmental Administrators: (Copy of this document to be kept by student's Academic Department and a copy sent to Registrar's Office)

Departmental Coordinators: Sign and Date Upon Receipt
Copy of Document (for student file) to Registrar's Office, 300 Tory Building or registrar@carleton.ca : Sign and Date Upon Receipt
Additional remarks:

**Appendix 4: Insurance Documentation
Student Declaration of Understanding and Agreement**

In the event of an injury, I also agree to maintain regular contact with Tony Lackey, Director of Risk and Insurance at Carleton University at tony.lackey@carleton.ca and the Departmental Coordinator to provide all information relating to any restrictions and my ability to return to the placement.

I understand the implications and consequences of signing this agreement.

Student Name (please print): Student ID Number:	Date:
Student Signature:	Visa Student? Yes No
Course Number: Degree/Department:	() Undergraduate () Graduate
Organization (where placement occurs):	Estimated Placement Hours:
Name of Parent/Legal Guardian's (for student less than 18 years of age)	
Name (please print):	Date:
Student Signature:	

Distribution:

Carleton University Departmental Administrators: (Copy of this document to be kept by student's Academic Department and a copy sent to Registrar's Office)

Departmental Coordinators: Sign and Date Upon Receipt
Copy of Document (for student file) to Registrar's Office, 300 Tory Building or registrar@carleton.ca : Sign and Date Upon Receipt
Additional remarks:

For any questions regarding this form, please contact Tony Lackey, Director of Risk and Insurance at Carleton University at tony.lackey@carleton.ca.



Appendix 5: Overview of the 'Practicum in Geography, Geomatics & Environmental Studies'

The Department of Geography & Environmental Studies has been offering a Practicum in Geography, Geomatics and Environmental Studies course for over 25 years. This successful program gives students an opportunity to apply their geographical, geomatics and environmental knowledge and skills to finding solutions to problems in a real work environment. Students are placed at a sponsoring agency, company or NGO, without remuneration, during one academic term (usually 1 day a week for 10 weeks) and work or assist on a project of mutual interest. Students meet with sponsors prior to commencing the Practicum, to review the details of the project/work and to set out a work schedule. Sponsors from private industry and government agencies have participated in the program, and have greatly benefited from the fresh ideas and knowledge brought to the job by our students. Our students have a broad range of backgrounds and interests, encompassing the many fields within geography, including Geomatics, Cartography, Remote Sensing, Social Geography, Urban Studies, Economic Geography, Physical Geography and Environmental Management, Geotechnical Science, Historical Geography, Rural and Resource Development, and Cultural and Political Geography. All that we ask is that you share your interest and enthusiasm with that of the student, so that a rewarding experience is had by all. Of course, a few technical details must be addressed, and these are summarized below.

Sponsor Responsibility

Your participation requires a few basic steps to ensure a successful Practicum for everyone involved. Please review the following points before making your commitment.

Information: A sponsor data sheet must be completed by the sponsor and returned to the Practicum Coordinator prior to the start of the Practicum. The sheet contains sponsor contact information and a brief statement of the work project that the student(s) will be performing. In all cases, the student must obtain project approval from the course coordinator prior to the work project being undertaken.

Project: The Practicum should consist of a clear and focused project that is agreed to by both the sponsor and the student. This project should have a geographical, geomatics or environmental theme to it, be challenging, and should attempt to include several aspects of geographical, geomatics or environmental work. Research projects, teaching, GIS analysis, cartography, remote sensing, environmental impact assessment, planning, tourism, geotechnical, cultural, historical or other themes are suggested work project ideas. Projects that only focus on repetitive or tedious tasks (such as only digitizing a map, or office duties etc.) are discouraged.

Supervision: A sponsor should usually meet regularly with the student. This is to ensure that the student is completely aware of what is required, the sponsor can monitor progress, and issues can be dealt with quickly. Potential conflicts, if any, should be resolved early on. The sponsor should be available, during the work term, to resolve any problems or questions that may arise. Most students take pride in working independently, and require minimal supervision. However, depending on the nature of the project, some contact is inevitable and is encouraged.

Workspace: The sponsor should provide a suitable workspace for the students to complete the work. Computing equipment, if required, should be readily available during the scheduled time that the student is working at the sponsor's location. This is particularly important for job placements of a digital nature (GIS, remote sensing etc.). Please be prudent by ensuring that all equipment is functioning properly and that software documentation is readily available.

Timeframe: The student is required to work 70 hours during the school term, usually 1 day a week for 10 weeks. If mutually agreeable, and if schedules permit, the student may complete 70 hours in a shorter period of time (e.g. every day for two consecutive weeks). The students generally register in the practicum for one academic term (Fall - September to December; or Winter - January to April), but are also permitted to take the course for two consecutive terms, to enable them to obtain more complete exposure to and experience in the workplace.

Insurance: The university (Ministry of Training, Colleges and Universities) is responsible for claims management if any accidents should occur involving students registered in the Practicum while they are off campus at a sponsor's workplace. Students are covered by Workplace Safety and Insurance Board insurance or private insurance. Information forms must be completed by the student and the sponsor and returned to the Practicum Coordinator PRIOR to the start of the Practicum.

Assessment: At the end of the Practicum, the sponsor will be required to fill out a short form to assess the performance of the student. This must be returned (fax, e-mail or snail mail) by the last day of classes, the date of which is indicated on the forms. The students are required to submit to the Practicum coordinator an 8 to 12 page report on their Practicum project, and give a 3 minute oral/poster presentation describing their Practicum experience to their peers and to the Department of Geography and Environmental Studies faculty.

Reception: As a token of our appreciation for participating in the Practicum, the sponsors, students, faculty of the Department of Geography and Environmental Studies and a representative of the University (Dean of the Faculty of Arts & Social Sciences) are invited to a reception to celebrate the end of another successful Practicum year! This event usually takes place in early April, at a venue located on the scenic university campus. Please join us for pleasant conversation and light hors d'oeuvres. Details will be e-mailed to you at a later date.

Help: If you require further information or assistance, please do not hesitate to contact the course coordinator/administrator. They are:

John Milton, Practicum Coordinator, A239 Loeb Building

Phone: (613) 520-2600 x2709

Fax: (613) 520-4301

E-mail: john.milton@carleton.ca

Judy Eddy, Practicum Administrator, B349 Loeb Building

Phone: (613) 520-2600 x8127

Fax: (613) 520-4301

E-mail: judy.eddy@carleton.ca

We thank you for your interest in our practicum program and look forward to your participation.