



**Carleton**  
UNIVERSITY



Department of  
**Geography &  
Environmental Studies**

**Practicum in Geography, Geomatics & Environmental Studies**  
**Student Infopack 2020-2021**

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](mailto:john.milton@carleton.ca)

**Karen Tucker, Practicum Administrator**

B349 Loeb Building

Phone: (613) 520-2600 x8127

Fax: (613) 520-4301

E-mail: [karen.tucker@carleton.ca](mailto:karen.tucker@carleton.ca)

**Note Regarding COVID-19**

Students will not be returning to campus for the fall semester. We are therefore adjusting our practicum programs to allow for students to conduct an experiential course with a government, NOG or private sector sponsor based at-home. Please contact either of us above before exploring any opportunities. Remember, though, your safety comes first.

**We will be holding a virtual introductory meeting on Friday, September 11, 2020 beginning at 10:05am. This will take place using the Big Blue Button you will find on the practicum cuLearn course site. Virtual attendance is mandatory. Please make sure that you sign in by 10:00am.**

## **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**

This year students will be able to undertake in-office/in-laboratory OR at-home research-oriented practica. However, the expectations remain unchanged from other years. You are also required to attend three on-line workshops during the semester and complete three assignments. You will then be required to make a three-minute presentation at a virtual conference consisting of your classmates (see section 3.1).

### **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 Karen Tucker 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:

- a. *Student Practicum Registration Information Sheet* (Appendix 1) completed by you; and
- b. *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)	<b>Monday, August 31, 2020 (tent.)</b>
Winter Practicum (January to April)	<b>Monday, December 14, 2020 (tent.)</b>

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 – Friday, September 11, 2020

The first meeting of the 2020-2021 Practicum class will be held on **Wednesday, September 9<sup>th</sup>, 2020 at 10:00am via the Big Blue Button on the cuLearn course site.** Virtual 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. 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!*

NOTE: This year we will accept at-home working arrangements with a prospective sponsor. We expect such arrangements will involve you working on a specific project for a sponsor rather than working in an office or laboratory. You will still be expected to maintain regular contact and interaction with your sponsor and be professional. This means attending all virtual meetings, being courteous, meeting all deadlines, and above all, delivering a quality product to your sponsor.

### Finding a 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 or a company or an organization who could assist you in finding a placement, or you may have your own contacts, for example, from past summer jobs.

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, or if you are an adult student with years of experience, you can opt not to do a practicum. If it is not professional or in a field associated with your degree, you are expected to do a practicum. 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/ecoportal.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](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 workday 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 five deliverables:

1. A series of three workshop exercises,
2. A poster blog, and
3. An oral presentation at a final "conference."

The three workshop exercises are designed to help you develop a professional package for use in applying for jobs upon graduation. These consist of:

1. Drafting a professional resume,
2. Designing a professional LinkedIn site, and
3. Drafting a career plan.

At the end of the semester, each student will make a three-minute presentation of his/her placement experience. The student is required to submit his/her poster blog at this time as well.

### **3.2 Grading**

This is a graded course. Your grade will be based on deliverables listed above:

1. The resume exercise, weighted at 15% of your final grade,
2. The LinkedIn site exercise, weighted at 15% of your final grade,
3. The career plan, weighted at 30% of your final grade,
4. The poster blog, weighted at 10% of your final grade, and
5. An oral presentation, weighted at 10% of your final grade.
6. As a professional course, your professionalism is also being graded for meeting deadlines (10% weighting).

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 poster is due on the day of your scheduled oral presentation.

Sponsors will provide an assessment of your performance as well. This assessment does not factor into the final grade. However, the sponsor will provide valuable feedback on your performance and will outline what your strengths are and what you need to work on professionally. It is invaluable feedback so take any comments in that light!

**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](http://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](http://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 31, 2020** for the Fall term, or **December 14, 2020** 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](mailto: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 register for the: GEOG GEOM ENST Winter Practicum.

This will be my First Second Practicum

**Note:** The sponsor must be approved and verified by the course coordinator before commencement of the placement.

*I acknowledge that:*

*Initial:*

I have included my resume.

\_\_\_\_\_

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 on-line **Friday, September 11<sup>th</sup>, 2020 at 10:05am.**

\_\_\_\_\_

**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](mailto: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 - December 2020 \_\_\_\_ and/or January - April 2021 \_\_\_\_ (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	
Is the 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 <a href="mailto:registrar@carleton.ca">registrar@carleton.ca</a> : 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](mailto: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 <a href="mailto:registrar@carleton.ca">registrar@carleton.ca</a> : 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](mailto:tony.lackey@carleton.ca).**



## Appendix 5: Sponsor's 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, environmental management, geotechnical science, historical geography, rural and resource development, farm systems, 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. We hope our students will have a wide range of professional experiences working with you.

**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. If the student will be in an office, proper social distances rules must be followed.

**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 asked to fill out a short form to assess the performance of the student. This would be returned (fax, e-mail or snail mail) by the last day of classes, the date of which is indicated on the forms.

**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 x 6209**

**Fax: (613) 520-4301**

**E-mail: [john.milton@carleton.ca](mailto:john.milton@carleton.ca)**

**Karen Tucker, Practicum Administrator, B349 Loeb Building**

**Phone: (613) 520-2600 x 8127**

**Fax: (613) 520-4301**

**E-mail: [karen.tucker@carleton.ca](mailto:karen.tucker@carleton.ca)**

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