



**Carleton**  
UNIVERSITY



Department of  
**Geography &  
Environmental Studies**

Practicum in Geography, Geomatics & Environmental Studies  
Student Infopack 2023-2024

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**

Phone: (613) 520-2600 x6290

Fax: (613) 520-4301

E-mail: [JohnMilton@cunet.carleton.ca](mailto:JohnMilton@cunet.carleton.ca)

**Karen Tucker, Practicum Administrator**

Phone: (613) 520-2600 x8127

Fax: (613) 520-4301

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

**Note Regarding COVID-19**

Although the World Health Organisation (WHO) has declared an end to the emergency phase of the COVID-19 pandemic, we remain vigilant. We do expect students to be back, and that life will have returned to some semblance of normality. However, if circumstances change, we will inform you and adjust meetings to on-line accordingly.

We will be holding an introductory meeting on Friday, September 8 beginning at 8:35. The timetable has yet to be released so stay tuned for the official day and time. It will be the time slot for the practicum courses. Attendance is mandatory.

## **1.0 About the Practicum Program**

This course is intended to provide fourth-year honours Geography, Geomatics or Environmental Studies students with appropriate professional experience. This experience can be a work experience within government, private industry, NGOs, or educational institutions, or community-based experience working with a local community organisation. 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 requirements.

### **1.1 Course Format**

In addition to your hours working for your sponsor, you are also required to attend three on-line workshops during the semester and complete three assignments. You will then be required to attend an end-of-semester roundtable where you will make a three-minute presentation of your practicum experience to 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 of the proposed placement.

### **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 28, 2023 (tent.)</b>
Winter Practicum (January to April)	<b>Monday, December 11, 2023 (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 8, 2023 (LA – A220), 8:35 – 11:25**

The first meeting of the 2023-2024 Practicum class will be on the first official class day, Friday, September 9. However, it will be the first class of the semester. 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 a professional setting. 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 or the experience you wish to have.
2. Determine your preferred placement venue: government, non-government organisation, private industry, community organisation. What you may generally expect in each category of organisation:
  - a. Government (Federal, Municipal): Large organisation, 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.
  - b. Non-Government Organisation/Community Organisations: Smaller organisation, your contribution may be more easily appreciated and recognizable, more chance of independent work, more flexibility, more grassroots and community-based projects.
  - c. 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!*

With the ending of the pandemic, I am again emphasising in-office/in-field experience. Try to avoid remote placement opportunities. The in-office/in-field experience is an important component of your practicum.

### 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 organisation 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, an increasing number of our students are being offered employment and continue with their sponsor as a paid employee after graduation. Your practicum, therefore, can open doors as you set out upon your professional career.

### 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 can be recognised as a practicum if it meets certain requirements. 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. Simply apply to do so. However, if your current job 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 organisation. 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. Again, such potential conflicts with 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.qc.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 Organisation

<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 Organisations 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 organisation 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 15% of your final grade, and
5. An oral presentation, weighted at 15% of your final grade.
6. As a professional course, your professionalism is also being graded (e.g., meeting deadlines, attendance) (10% weighting).

In addition, marks will be reduced for missing deadlines for 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 28, 2023** for the Fall term, or **December 11, 2023** for the Winter term. Return all documents to:

**John Milton, Practicum Coordinator**  
A239 Loeb Building  
Phone: (613) 520-2600 x6290  
Fax: (613) 520-4301  
E-mail: [JohnMilton@cunet.carleton.ca](mailto:JohnMilton@cunet.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 the first official class according to the university course class timetable.

\_\_\_\_\_

**I have read all the information contained herein 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, A239 Loeb Building, Carleton University via e-mail: [JohnMilton@cunet.carleton.ca](mailto:JohnMilton@cunet.carleton.ca).

Yes, I would like to sponsor a Geography student(s) for one day a week for ten weeks between September - December 2023 \_\_\_\_\_ and/or January - April 2024 \_\_\_\_\_ (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:** \_\_\_\_\_

**ORGANISATION:** \_\_\_\_\_

**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 organisation is covered under the Workplace Safety & Insurance Board? Yes No	
Organisation:	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 Peter Cech, Risk & Insurance Manager at Carleton University 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 Peter Cech, Risk & Insurance Manager at Carleton University at [peter.cech@carleton.ca](mailto:peter.cech@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
Organisation (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 Peter Cech, Risk & Insurance Manager at Carleton University at [peter.cech@carleton.ca](mailto:peter.cech@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 more than 30 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.

The main goal of the practicum is to demonstrate the applicability of geographical education to real work world experiences and problems. This will instil confidence in our students that their education is marketable in both private and public enterprise. We hope that you will consider sponsoring and supervising a student and we are assured that we can find a student who has the skill sets that meets your requirements. Our students are looking to advance their geographical education by working on career-oriented projects for one day a week over a ten-week work term. The project should be performed 'on site' and should require approximately seven hours a week. The final weeks of the term should be set aside for report writing, evaluation and review. As the students are offered academic credit for this course there will be no financial/ monetary commitments involved with sponsoring the project in your office.

Students meet with sponsors prior to commencing the Practicum to review the details of the project/work and to set out a work schedule. These arrangements are made by the sponsor and student. 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 should 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. This sheet will be presented to the appropriate student, who will then arrange to meet with you to discuss the project. In all cases, the student must obtain project approval from the course coordinator prior to the work project being undertaken. This is provided at the end of this document for your use.

*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 and be challenging. 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:* Engagement is an important part of this experience. A sponsor should meet regularly with the student. This is to ensure that the student is completely aware of what is required, that the sponsor can monitor progress, and that any 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, in the real world, oversight by a supervisor is inevitable and such oversight is encouraged.

*Workspace:* Similarly, a workplace experience is important. All our students have experience working on assignments at home. However, even as we moved towards a hybrid work environment, a workplace experience is a desire component of the placement experience. Different sponsors and sponsoring institutions or organisations have their own limitations and this, too, is part of the experience for students. However, it is hoped that even for placements where a 'permanent' workplace space is not possible, the students will be included in meetings and other in-workplace activities, so they gain that vital workplace experience.

*Timeframe:* The student is required to work 70 hours during the school term. This is usually organised as one day a week for 10 weeks. If mutually agreeable, if schedules permit, and depending upon the nature of the project itself, the student may complete the 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. We do ask that the sponsors keep in mind that the students are taking a full course load and so this means that they are taking another four courses.

*Insurance:* The university 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 two short forms to assess the performance of the student. We ask that these be returned 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 a report on their Practicum project and give a 5-minute oral/poster presentation describing their Practicum experience to their peers and to the Department of Geography and Environmental Studies faculty. Upon finalisation of course grades, the students will receive your appraisals. We want to emphasise that these appraisals are very important insofar as they provide the majority of the students with their first, professional evaluation.

*Help:* If you require further information or assistance, or if you have suggestions on ways to improve these courses, please do not hesitate to contact the course coordinator and/or administrator. They are:

John Milton, Practicum Coordinator  
Phone: (613) 520-2600 x6290  
Fax: (613) 520-4301  
E-mail: [JohnMilton@cunet.carleton.ca](mailto:JohnMilton@cunet.carleton.ca)

Karen Tucker, Practicum Administrator, B349 Loeb Building  
Phone: (613) 520-2600 x8127  
Fax: (613) 520-4301  
E-mail: [karentucker@cunet.carleton.ca](mailto:karentucker@cunet.carleton.ca)  
Web: [www.carleton.ca/geography/practicum](http://www.carleton.ca/geography/practicum)

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