

Practicum I (ENST 4001/GEOG 4406/GEOM 4406)

September 11 – December 4, 2026

Instructor: John Milton

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Office Hours: Following class Fridays or by appointment

Course Timetable: Fridays, 8:35 am – 11:25 am

BrightSpace course site: <https://brightspace.carleton.ca/d2l/home/467937>

Course Description

Undergraduate Course Catalogue: “ENST 4001 [0.5 credit] *Environmental Studies Practicum I*. Students apply their knowledge and research skills and gain experience through field placements in government, the private sector, non-government organisations and with community organisations in the environmental field.”

Elaboration: Welcome to practicum. This course is intended to provide fourth-year honours geography, geomatics, and 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. For many of you, this course will offer you your first professional work experience.

In addition to your required 70 hours working for a sponsor in your placement, you will be required to attend three workshops and complete three associated assignments. These assignments, plus your final video report/blog poster, are used when calculating your final course grade. You are not 'graded' by your sponsors although you will receive an evaluation of your performance from these dedicated individuals. Attendance is mandatory for the workshops. It is important to remember that this course is a professionally focussed course and therefore you are also being graded on your professionalism.

Learning Objectives

The goal is to encourage you to explore your current skills and the skills of today's work world in preparation for graduation. This course seeks to provide you with both a professional work experience relevant to your future career plans and to provide you with a professional package to use in your job search.

Course Outline

Week	Topic
September 11 (on-line)	<i>Introducing the Course and Expectations</i> What does work mean to you? This class will run from 10:00 – 11:25.
September 18	<i>Workshop 1. Preparing to Market Yourself (mandatory)</i> Today the Career Development Team will take you through the steps you need to take to get ready for the job market. The topics to be covered will include skills assessment, writing accomplishment statements, professional resumes/ CV writing, cover letters/letters of application, and interview skills. This class will run from 8:35 – 11:25. Assignment 1 due: October 9 before start of class
October 9	<i>Workshop 2. Promoting Yourself (mandatory)</i> Today the Career Development Team will take you through the strategies you can apply in marketing yourself. The topics to be covered in this workshop include networking, social media presence (Linkedin), and the next steps in your career journey. This class will run from 8:35 – 11:25. Assignment 2 due: October 30 before start of class
October 19- 23	<i>Fall Break</i>
October 30	<i>Workshop 3. Your Career Plan (mandatory)</i> Careers don't always just fall into place; for most, careers evolve over time as one acquires more experience, knowledge, and skills. Today you will take what you have learnt in the first two workshops and develop your personalized job hunt strategy. This class will run from 10:00 – 11:25. Assignment 3 due: November 20 before start of class
November 20 (on-line)	<i>Blog Poster/Video Report Review (mandatory)</i> As your final tasks, you are expected to submit your two final deliverables, your video report presentation, and your blog poster. Both are directly related to your practicum experience. Use the guidelines and the blog poster template for preparing these deliverables. Today we will go over my expectations and the templates I have provided for you to use. This class will run from 10:00-11:25. Blog Poster and Video Placement Report due: December 4 end of day

Course Deliverables: Dates and Grading

This course is organised into a series of three workshops. As summarised above in the course outline, these workshops are scheduled throughout the semester to provide you with ample time to produce the professional tools you will be able to use right away.

As this is a professional course, professionalism matters and will be a factor in calculating your final grade. It is mandatory to attend the workshops, be on time, meet deadlines, and submit professional work. Keep all of this in mind.

Final Grade Calculation. The grading of these components is as follows:

Workshop 1 Assignment – Resume/Covering Letter	15%
Workshop 2 Assignment – Your LinkedIn Site	15%
Workshop 3 Assignment – Your Career Plan	30%
Blog Poster	15%
Video Placement Report	15%
Professionalism	10%
Total	100%

In accordance with the Carleton University Calendar, the letter grades assigned in this course will have the following percentage equivalents:

A+ 90-100	B+ 77-79	C+ 67-69	D+ 56-59	F Below 50
A 85-89	B 73-76	C 63-66	D 53-56	WDN Withdrawn
A- 80-84	B- 70-72	C- 60-62	D- 50-52	DEF Deferred

ABS = Student absent from final exam

FND (Failed, no Deferral) = Student could not pass the course even with 100% on final exam.

Final grades are subject to the Dean's approval.

Late Submissions of Assignments. You are expected to meet your deadlines. Learn to meet deadlines. You have lots of time to complete each assignment. I want you to take deadlines seriously as this is a professional course. You will be penalised for late submissions 20% of your earned grade.

Deferred Assignments/Grades. Only official deferrals petitioned through the Office of the Registrar will be honoured. Students who are unable to complete a final paper or write a final examination because of illness or other circumstances beyond their control or whose performance on an examination has been impaired by such circumstances may apply within five working days to the Registrarial Services Office for permission to extend a term paper deadline or to write a deferred examination. Permission can be granted only if the request is fully and specifically supported by a medical certificate or other relevant documents.

Written Assignments

If you feel you need assistance in improving your writing skills, you are encouraged to get in touch early in the term with the Writing Tutorial Service. They are located in Room 229, Patterson Hall (<http://www.carleton.ca/wts/>).

Retain Copies of Work Submitted. Students are strongly advised to retain a hard copy (and electronic backup) of all assignments and term papers in the event of loss for whatever reason.

Plagiarism. The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes

reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations. This also includes any AI-generated work.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else,
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment,
- using another's data or research findings without appropriate acknowledgement,
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own,
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks, and
- submitting any work generated by an AI chatbot program (e.g., ChatGPT), unedited or modified/ edited by the student.

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

In addition, students cannot submit work produced in any other course. The work submitted must be original and based on the materials presented in this course.

Statement on Student Mental Health

As a university student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

Statement on On-going Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are a number of actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's symptom reporting protocols.

Masks. Masks are no longer mandatory in university buildings and facilities currently. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

Vaccines. While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in cuScreen as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

Requests for Academic Accommodations

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Pregnancy obligation. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For accommodation regarding a formally scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

Religious obligation. Write to me with any requests for academic accommodation as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

Academic Accommodations for Students with Disabilities. The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally scheduled exam (if applicable).

Survivors of Sexual Violence. As a community, Carleton University is committed to maintaining a positive learning, working, and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities. Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. That way we can make alternative arrangements. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>