Department of Geography & Environmental Studies

Carleton UNIVERSITY
Canada's Capital University

# Practicum in Geography, Geomatics & Environmental Studies
# Student Infopack 2015-2016

For students registered or intending to register in GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002
**IMPORTANT:** Contains dated material.

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

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


**Steve Prashker, Practicum Coordinator**
**A239 Loeb Building**
**Phone:** **(613) 520-2600 x2709**
**Fax:** **(613) 520-4301**
**E-mail:** **steve.prashker@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 14, 2015** **Supporting documentation for 1st Term Practicum**

**Wednesday, September 9, 2015** **Supporting documentation for 2nd Term Practicum**

**Wednesday, September 9, 2015** **Practicum meeting for 1st and 2nd Term Practicums**
**A211 Loeb, 2:30 p.m. (location and time may vary)**
**Presentation by Writing Tutorial Service, and practicum organizational discussion.**

Carleton UNIVERSITY

**Department of Geography & Environmental Studies**
**B-349 Loeb Building**
**1125 Colonel By Drive**
**Ottawa, Canada K1S 5B6**
**Tel: (613) 520-2561**
**Fax: (613) 520-4301**

Summer 2015

**To all students registered in Practicum courses GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002:**

The first meeting of the 2014-2015 Practicum class will be held on **Wednesday, September 9th, 2015 at 2:30pm in A211 Loeb (location, date and time may change)**. 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, third, to convey the rules and regulations governing off campus student placements, and fourth, a presentation from the Student Academic Success Centre. A second meeting may take place in early January 2016 - time, place and date to be announced.

In an attempt to ensure that the practicum placements are as successful as possible, I am hoping that you will be able to assist with the placement process. 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 (Some of you have already made arrangements with your own sponsors!). To assist with the process, I am including the covering letter, sponsorship form, and practicum overview sheet which I send to potential sponsors when I solicit them for student sponsorships. Feel free to present these documents when contacting or visiting potential sponsors, and use the enclosed script, if you wish, when discussing the practicum with them. 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!.

For our first meeting, unless you have already submitted these documents, **please bring one copy of each of the following with you:**

- Current c.v./resume (including your current phone number and e-mail address)
- Cover letter containing a short statement of your career aspirations and desired work experience in the practicum. Ensure to list your experience with specific computer software or data analysis techniques (this and your cv may be faxed/emailed to sponsors!)
- Student Practicum Registration Information Sheet (included in Practicum Infopack)
- Sponsor Data Form (included in Practicum Infopack) if placement is confirmed and details of any tentative / firm arrangements you have made with potential sponsors

In the event that you cannot attend this meeting, inform the course coordinator or administrator, but please ensure that we receive the above materials **by the meeting date.**
I look forward to our first gathering. See you then!

Sincerely

Steve Prashker
Practicum Co-ordinator

**SAMPLE PHONE SCRIPT FOR SOLICITING A PRACTICUM SPONSORSHIP**

I would encourage you to say something similar to this when approaching a company, agency or NGO for sponsorship:

Hi, my name is _____, and I'm a 4th year Geography/Geomatics/Environmental Studies student at Carleton University. I am participating in the Practicum program, whereby I hope to gain practical work experience in my field of expertise (or interest) by working for a sponsor, such as your company (government department, organization etc). This placement is usually for a ten week period, one day a week, during the first and/or second semester (September to December, or January to April), or during any mutually agreeable timetable. I hope to provide assistance with and contribute to projects of a geographical/geomatics/environmental nature, so that I may acquire work experience, apply my geographical/geomatics/environmental skills and knowledge, and further my education. There is no compensation required, just some sponsor enthusiasm and willingness to help a student in their field of study.

If you are interested, I can meet with you at your convenience to discuss the practicum.

For a potential sponsor interested in participating:
Thank you for your time, and I look forward to meeting with you at your earliest convenience.

For a non-participating sponsor:
Thank you for your time. Do you know of any other companies (government departments, people) that may be interested in sponsoring a student?

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Hopefully, you will get a favourable response from your enquiry. Sponsors are generally receptive to the practicum concept, but may be too busy to provide effective supervision. Don’t be discouraged – an upbeat and polite attitude will eventually provide successful results in your search.

**Practicum in Geography, Geomatics, Environmental Studies Course Infopack**
**GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002**
**Carleton University – Department of Geography & Environmental Studies**
**2015-2016, Fall/Winter Session**

## Student Information and Practicum Setup Guide

This package has been prepared to assist students with the setup procedure for the Practicum in Geography, Geomatics and Environmental Studies. It contains all the necessary information to enroll in the course, find a suitable sponsor, as well as deadlines for required student/sponsor information, and details of the course deliverables and oral presentations. Please note that deadline dates will be strictly enforced, and that attendance at scheduled meetings and the final presentations and reception is mandatory. For further information, please contact:

*Steve Prashker – Practicum Coordinator*
*Department of Geography & Environmental Studies – A239 Loeb*
*Carleton University*
*1125 Colonel By Drive*
*Ottawa, Ontario K1S 5B6*
*Phone: 613-520-2600 x2709*
*Fax: 613-520-4301*
*E-Mail: steve.prashker@carleton.ca*

*or*

*Judy Eddy – Practicum Administrator – B349 Loeb*
*Phone: 613-520-2600 x8127*
*E-Mail: judy.eddy@carleton.ca*

### Practicum Background Information

The Department of Geography and Environmental Studies at Carleton University offers a Practicum in Geography, Geomatics and Environmental Studies (GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002) to its fourth year honours students. Students can advance their education and qualifications through experience in a career-oriented work placement for one day a week over a ten week (one term) or twenty week (two term) work period. The placement is usually performed 'on site' at appropriately selected ‘sponsors’, and requires approximately seven hours a week. The final weeks of the term are set aside for report writing, evaluation and review.

The main goal of the practicum is to demonstrate the applicability of geographical education to real work-world experiences and problems. This will instill confidence in our students that their education is marketable in both private and public enterprise. The course has been an extraordinary success by providing our graduating students with valuable experience in the professional working environment and by providing much appreciated support for the sponsors’ projects.

The practicum is an invaluable opportunity for students to gain practical experience in their field of interest, and challenges their abilities. Students can apply and develop their skills acquired throughout their academic education, benefiting their sponsors and themselves.

Some of the placements can be arranged by the course coordinator (steve.prashker@carleton.ca), but students are encouraged to make every effort to find their own placement to ensure the job fulfils their interest. Securing their own sponsor also hones a student’s future job hunting skills. 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.

Students receive academic credit for this course, and there are no financial/monetary commitments required of the sponsoring agency. A written evaluation of the students' participation and a confidential letter grade is provided by the sponsor at the end of the course.

**Practicum Information Package Contents**

This information package should contain the following items:

1. The Course Outline
2. Overview of the 'Practicum in Geography'
3. A Covering Letter for Potential Sponsors
4. A Sponsor Data Form
5. Insurance information and forms while at your placement
6. A sample phone script to solicit sponsors
7. A description of the requirements for the oral presentation and written report
8. A Student Practicum Registration Information sheet
9. A Practicum setup and approval document

Please read all of the information contained in this package thoroughly. An overview of the information follows.

*1. Course Outline*
The course outline provides specific details pertaining to the course, particularly scheduled dates for meetings and presentations, and the course evaluation scheme.

*2. Overview of the 'Practicum in Geography'*
This sheet provides details of the Practicum to prospective sponsors. It is a source of comprehensive information for the sponsors, detailing sponsor responsibilities and provides guidelines to ensure a successful student placement.

*3. Covering Letter for Potential Sponsors*
This is a covering letter used by the Practicum coordinator to introduce the Practicum and solicit sponsors for participation in the Practicum. It can be presented to potential sponsors by students who are seeking out their own sponsor.

*4. Sponsor Data Form*
This sheet is to be completed by the sponsor. It contains important contact information such as name, affiliation, address, phone, fax, e-mail and practicum project details. This sheet must be returned to the practicum coordinator before the start of the practicum.

*5.* Insurance information and forms while at your placement
Insurance forms must be completed by the student and sponsor and returned to the practicum coordinator prior to commencing the Practicum. This ensures that the student is covered by the Workplace Safety and Insurance Board in the unlikely event of an accident while off campus. **The student is responsible that this form is filled out and returned to the Practicum coordinator in a timely manner.** These forms are available at http://carleton.ca/ehs/programs/operational-health-safety/student-unpaid-placements-mtcu-wsib/

*6. Sample phone script to solicit sponsors*
This script, or a modified version, might be used by students when phoning sponsors. This would briefly introduce the student to the sponsor and elaborate on the Practicum program.

*7. Description of the requirements for the oral presentation and written report*
This document describes the requirements, expected content, format, evaluation scheme, schedule and tentative time of the final oral presentations and written reports.

*8. Student Practicum Registration Information sheet*
This sheet is to be filled out and returned to the Practicum coordinator, along with the Covering letter and resume (see details below concerning contents of Covering letter and resume). Note the deadline dates. There is only a short time frame within which the Fall term Practicum setup can occur. **Should you not adhere to the deadline dates, you may not be permitted to register in the course.**

*9. Practicum Setup and Approval document*
This document provides information on the setup and approval procedures required to register in the practicum. It also contains useful links to various government organizations, NGO's etc. that will help you find a placement. An option to do your Practicum over the summer is offered, but note that the course itself is not offered over the summer.

**Practicum in Geography, Geomatics, Environmental Studies**
**GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002**
**Carleton University – Department of Geography & Environmental Studies**
**2015-2016, Fall/Winter Session**

## Guidelines for Set-up and Approval of GEOG/GEOM/ENST Practicum Placements

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.
3. Find a placement based on 1 and 2 above.
4. Submit ALL required documentation: cover letter, resume, student registration form, sponsor data form, workplace agreement form (insurance) to the Practicum coordinator.
5. Once the placement is approved by the Practicum Coordinator, he will contact Judy Eddy, Practicum Administrator, who will open a spot for you to register in the course once step 4 is completed.
6. REGISTER in the course.

### Practicum Registration Document Requirements

We require **three** documents from each student who wishes to register in the Practicum, and **two** documents once the practicum project has been approved:

1. A current c.v./resume, properly formatted, that includes your phone number and e-mail. Ensure that you list your experience with specific computer software or data analysis techniques. It is highly recommended that you visit the myCareer website, located within Carleton Central, Student Support Services, for tips on resume and cover letter writing, and have your resume reviewed by the staff at the Career Centre, 401 Tory.
2. A covering letter containing a short statement of your career aspirations and desired work experience in the Practicum. Please be as detailed as possible, and indicate a **PRIMARY** and **SECONDARY** choice for your field of interest. Note that these documents may be presented to potential sponsors, so proper formatting and grammar is essential.
3. The student practicum registration form.

**If we are not in receipt of these documents by the deadline date, you may not be permitted to register in the course.**

And once the project is approved by the Practicum coordinator:

4. The sponsor data form. This sheet is to be completed by the sponsor. It contains important contact information such as name, affiliation, address, phone, fax, e-mail and practicum

project details. This sheet must be returned to the practicum coordinator before the start of the practicum

5. A Work/Education Agreement Insurance form. This insurance form must be completed by the student and sponsor and returned to the practicum coordinator prior to commencing the Practicum. This ensures that the student is 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 these forms are PROPERLY filled out, legible and returned to the Practicum coordinator no later than the second week of the start of the Practicum.**

***Deadline Dates for Practicum Registration Documents:***

Fall Practicum (September to December)
**Friday, August 14, 2015**
Documents Required: Covering letter, resume, student registration info sheet

Winter Practicum (January to April)
**Wednesday, September 9, 2015**
Documents Required: Covering letter, resume, student registration info sheet

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.**

## Finding a Sponsor

You have two options for finding a sponsor:

1) You can find the sponsor yourself.
2) The Practicum coordinator can assist with finding the sponsor for you on your behalf.

### Finding the sponsor yourself

You are required and encouraged to make an effort to find your own placement to ensure the job duties and responsibilities fulfils your academic and/or career interests, as finding the sponsor yourself can ensure the most appropriate and suitable practicum placement has been found that meets your requirements and expectations. Securing your own sponsor also hones your future job hunting skills!. 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. However you find your sponsor, we have included in this package a Covering Letter for Potential Sponsors and a Sponsor Information Sheet, to be presented to the sponsor when first contacted. A visit with the sponsor in person is suggested to establish the working arrangements. The Practicum coordinator must be informed of the arrangements by early August, certainly by the start of the academic term, and appropriate sponsor documentation must be submitted. 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).

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**

After 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 (c.v. and covering letter) to the 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 information you provide to the coordinator helps in determining which sponsors to solicit, so specific and accurate information is most helpful. 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. The Practicum coordinator will typically inform the student of their placement before the start of the academic term.

## Practicum Approval

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 an 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). In order that a practicum experience meets the requirements of the course, it should have an academic as well as practical component. Filing documents in an office setting is not considered an academic experience. Reviewing documents to prepare for an environmental assessment report, for example, is. If you have a full time job, this generally cannot be used as a practicum. However, if there is a separate project at your place of work, different from your day to day job, where you would learn something new, then this experience may be acceptable as a practicum, upon approval by the practicum coordinator. We do not run the practicum courses over the summer term but, as a convenience to students, we are permitting students to use their summer job venue 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 educational value from it
3. The practicum project itself is unpaid work and is a project separate from the job.
4. The practicum coordinator approves the project/placement prior to the student commencing their summer job

An example of a summer practicum experience that would not be approved: tree planting
An example of a summer practicum experience that would be approved: tree planting for a conservation authority, city or environmental agency. In this 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 eg. 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.

## Conflict of Interest Guidelines

No conflict of interest, either personal or financial, is permissible, nor if students have worked at an agency or company previously, can constitute a practicum. Certain exceptions may be considered, but at the discretion of the Practicum coordinator.

**To avoid any potential conflicts of interest, you acknowledge that:**
**1. You are not getting paid for the Practicum portion of any placement and**
**2. You do not have a personal relationship (parent, uncle, spouse etc) with the sponsor, nor have you worked with the sponsor previously**

## 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 ie 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'. The key is to provide Google with appropriate keywords to get the results you require!

For further assistance, contact the Practicum Coordinator or Administrator:
Coordinator: Steve Prashker, 613-520-2600 x2709, A239 Loeb, steve.prashker@carleton.ca
Administrator: Judy Eddy, 613-520-2600 x8127, B349 Loeb, judy.eddy@carleton.ca

NGO links for Geography, Geomatics and Environmental Studies

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 - 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 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

**Practicum in Geography - Geomatics - Environmental Studies**
**GEOG4406/4408 - GEOM4406/4408 - ENST 4001/4002**
**Carleton University – Department of Geography & Environmental Studies**
**2015-2016, Fall/Winter Session**

## Student Practicum Registration Information Sheet

Please fill out and check off the appropriate items below. This information must be supplied no later than **August 14, 2015** for the Fall term, or **September 9, 2015** for the Winter term. Return all documents to:


***Steve Prashker – Practicum Coordinator***
***Department of Geography & Environmental Studies – A239 Loeb Building***
***Carleton University*** ***Phone:*** ***613-520-2600 x2709***
***1125 Colonel By Drive*** ***Fax:*** ***613-520-4301***
***Ottawa, Ontario K1S 5B6*** ***E-Mail:*** ***steve.prashker@carleton.ca***


Name: _____ ___ I have a vehicle

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 or ___ 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 9, 2015 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

E-Mail Save Print

**Practicum in Geography - Geomatics - Environmental Studies**
**GEOG4406/4408 - GEOM4406/4408 - ENST 4001/4002**
**Carleton University – Department of Geography & Environmental Studies**
**2015-2016, Fall/Winter Session**

## Student Practicum Registration Information Sheet

Please fill out and check off the appropriate items below. This information must be supplied no later than **August 14, 2015** for the Fall term, or **September 9, 2015** for the Winter term. Return all documents to:


***Steve Prashker – Practicum Coordinator***
***Department of Geography & Environmental Studies – A239 Loeb Building***
***Carleton University*** ***Phone:*** ***613-520-2600 x2709***
***1125 Colonel By Drive*** ***Fax:*** ***613-520-4301***
***Ottawa, Ontario K1S 5B6*** ***E-Mail:*** ***steve.prashker@carleton.ca***


Name: _____ ☐ I have a vehicle

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

**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 school 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 9, 2015 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

**Practicum in Geography, Geomatics, Environmental Studies**
**GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002 Course Outline**
**Carleton University – Department of Geography & Environmental Studies**
**2015-2016, Fall/Winter Session**

**Practicum Coordinator**: Steve Prashker, Room A239 Loeb Building
Tel: 520-2600 ext. 2709, E-mail: steve.prashker@carleton.ca

**Practicum Administrator:** Judy Eddy, Room B349 Loeb Building
Tel: 520-2600 ext. 8127, E-mail: judy.eddy@carleton.ca

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**Course Description:** 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.

**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 a few times during the year for administrative purposes. Students are to prepare a final report and deliver an oral/poster presentation at the end of the term.

**Admission Requirements:**
Acceptance into the course normally requires:

1. Fourth year honours standing in Geography and permission of the department
2. Preparation of a detailed C.V., covering letter and registration form submitted to the Practicum Coordinator prior to starting the Practicum;
3. Suitable skills and a practicum sponsor (the latter to be arranged by the student or, in some cases, in conjunction with the course coordinator); and willingness to visit potential sponsors and be interviewed by them.
4. A willingness to learn in a work environment and to make a valuable contribution to the sponsoring agency;
5. Participation in one full office work day per week (normally) during the term; and
6 Participation in up to two practicum administration sessions on campus during the fall term and up to two sessions during winter term (subject to change).

**NOTE:** Although every effort is made to find a sufficient number of placements for all students admitted to the practicum, **no guarantee of sponsorship can be made**. The placement process can be competitive, and academic performance, skills, motivation, maturity, attitude and potential will, together, determine whether a student can be placed with a suitable sponsor. If the coordinator cannot find a sponsor, the onus can and will be placed on the student to find a suitable sponsor, subject to permission, verification and acceptance by the course coordinator and compliance to the rules and regulations of the course. A Practicum Approval document and contract is included in the Infopack, in order to maintain the integrity of the program.

**Fall Term Practicum:**
The setup for the Fall term practicum occurs in August or earlier, and must be completed by early September, since students start their Practicum in September. There will be one initial meeting, on **Wednesday, September 9, 2015, 2:30 pm, A211 Loeb (subject to change),** to assign/verify students to sponsors, to discuss details of the Practicum deliverables, and a possible presentation by the Writing Tutorial Service. Attendance is required. If another meeting is required during the term, details will be posted.

**Winter Term Practicum:**
The setup for the Winter term practicum occurs in the Fall term, and is usually completed by early December, since students start their Practicum in January. There will be one initial meeting, on **Wednesday, September 9, 2015, 2:30 pm, A211 Loeb (subject to change),** to assign/verify students to sponsors, and to discuss details of the Practicum deliverables. Attendance is required. If another meeting is required during the term, details will be posted.

**Practicum Details:** Students will 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.

Students are required to prepare a written report and deliver an oral/poster presentation at a final "conference". Spread over one or two days late in the term, the *whole class* will meet to present their projects and to discuss their work experience and its linkages to geography (times to be announced). The various sponsors, students, faculty and staff will 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. Additional information concerning the arrangements and deliverables for the practicum are contained in the **Practicum Infopack,** available in hardcopy (main office) or from the Department of Geography & Environmental Studies website.

**Correspondence:** All correspondence with the Practicum coordinator or administrator should be through your Cmail e-mail account, as mandated by the University. If you use other e-mail systems, please forward your Cmail e-mail to those systems to ensure your receive all correspondences from the course coordinator. Relevant information pertaining to the course will be available for download from the Geography website or from CuLearn.

**Course Grade:** Final grade composed of: Project/final paper **70%**, Oral presentation and poster **30%.** Marks will be reduced for: Missing Sponsor evaluation form (-**10%)**, Attendance at meetings/seminars (-**5%)**, and missing CV/Covering letter/Documentation (-**5%)**. Final paper is due NO LATER than the day of the oral presentations. 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.

**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.**

**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 me at least two weeks prior to the first in-class test or itv midterm exam. This is necessary in order to ensure sufficient time to make the necessary arrangements. Please note there are deadlines for submitting completed forms to the Paul Menton Centre – please visit http://www.carleton.ca/pmc/ for further information."

**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.

Carleton UNIVERSITY

**Department of Geography & Environmental Studies**
**B349 Loeb Building**
**1125 Colonel By Drive**
**Ottawa, Ontario**
**K1S 5B6 CANADA**

# 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 in order 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. This sheet will be presented to the appropriate student, who will then make arrangements 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.

**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. The insurance information and forms to be filled out are available at this website: http://carleton.ca/ehs/programs/operational-health-safety/student-unpaid-placements-mtcu-wsib/

**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. One form contains an overall letter grade, and the other contains comments on the student's achievements in the workplace. These 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 a 10-12 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:

**Steve Prashker, Practicum Coordinator, A239 Loeb Building**
**Phone:** **(613) 520-2600 x2709**
**Fax:** **(613) 520-4301**
**E-mail:** **steve.prashker@carleton.ca**

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

**Web : www.carleton.ca\geography\practicum**

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

Carleton UNIVERSITY

**Department of Geography & Environmental Studies**
**B-349 Loeb Building**
**1125 Colonel By Drive**
**Ottawa, Canada K1S 5B6**
**Tel: (613) 520-2561**
**Fax: (613) 520-4301**

September 2015

Dear Sponsor:

Once again the Department of Geography and Environmental Studies at Carleton University is preparing to offer the Practicum in Geography, Geomatics and Environmental Studies for its fourth year honours students. These highly successful and popular courses (labelled GEOG 4406/4408 - GEOM 4406/4408 - ENST 4001/4002) have introduced our graduating students to the working environment. 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. We will, however, appreciate and expect a written evaluation of the students' participation and a confidential letter grade.

I have included a sheet describing the practicum program in more detail. If you are interested in participating in the practicum as a sponsor, we would be delighted if you would fill in the attached form and mail it, fax it to (613-520-4301) or e-mail it to steve.prashker@carleton.ca as soon as possible, since placement sponsorships must be allocated to students early in the fall term (September). For winter term placements (January), a response before December would be appreciated. Should you decide to participate, the student(s) will arrange to meet with you before the start of the placement to discuss the practicum project. If you have suggestions or require further information regarding the practicum, please contact either Mrs. Judy Eddy, the Practicum administrator at 613-520-2600 x8127, judy.eddy@carleton.ca, or myself, the Practicum coordinator at 613-520-2600 x2709. We look forward to your participation.

Sincerely

Steve Prashker
Practicum Coordinator

**PRACTICUM IN GEOGRAPHY - GEOMATICS - ENVIRONMENTAL STUDIES**
**SPONSOR DATA FORM - CARLETON UNIVERSITY**

*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:*
***Steve Prashker, Practicum Coordinator, B349 Loeb Building, Department of Geography & Environmental Studies, Carleton University, 1125 Colonel By Drive, Ottawa, Ontario K1S 5B6 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 2015 - December 2015 _____ and/or January 2016 - April 2016 _____(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)

_____

_____

_____

Save Print

**PRACTICUM IN GEOGRAPHY - GEOMATICS - ENVIRONMENTAL STUDIES**
**SPONSOR DATA FORM - CARLETON UNIVERSITY**

*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:*
***Steve Prashker, Practicum Coordinator, B349 Loeb Building, Department of Geography & Environmental Studies, Carleton University, 1125 Colonel By Drive, Ottawa, Ontario K1S 5B6, fax it to 613-520-4301 or e-mail to steve.prashker@carleton.ca***

Yes, I would like to sponsor a Geography student(s) for one day a week for ten weeks between September 2015 - December 2015 _____ and/or January 2016 - April 2016 _____(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)

**Practicum in Geography, Geomatics, Environmental Studies**
**GEOG4406/4408 - GEOM4406/4408 - ENST4001/4002**

# Oral presentations:
# Format and guidelines

Practicum oral presentations will be scheduled late in each term, usually the last Friday of classes. Students will have a maximum of 3 minutes to talk about their practicum experience, accompanied by a poster, followed by a few minutes of questions. You are required to attend the full session of presentations scheduled for that day, and are recommended to attend any other sessions, if scheduled. The time limit will be strictly enforced, given that we have a very tight schedule. You may be notified about the schedule of presentations by email when it is finalized; the schedule will also be posted on or near my office door (A239 Loeb).

A panel of a few faculty members will evaluate the quality and content of each presentation. Roughly half the grade is for presentation, and the other half for content.

***Strategies for an effective presentation:***

## 1. Preparation

The objective of your presentation is to describe your practicum experience in a clear and concise manner. You should also make the audience aware of the broader context of the project during your introduction, and why your project is topical and relevant. You want to convey to the audience that you have contributed to this project by providing appropriate expertise, knowledge and/or skills that is/are beneficial to the sponsoring agency.

Your project may have involved several steps or processes, but you only have a few minutes for the presentation. Try to elaborate on the salient things you performed, without being overly technical. Remember we have an audience with a wide variety of interests, so attempt to gear your presentation so it has mass appeal!

The presentation must be well organized. First of all, make sure that the content flows in a logical sequence. A good presentation takes time to prepare. Do not leave it to the last minute. Also, rehearse your presentation. Make certain that it can be completed in the allotted time. Try to anticipate questions, so that you are not taken by surprise.

## 2. The presentation

Although oral presentations can be done in a variety of ways, effective presentations tend to follow the following pattern. The presentation should have:

- An introduction of yourself and the topic of your practicum placement
- A brief description and mandate of the company/agency/department where you worked
- A discussion of what the nature of your project was and its context within the organization
- A main body including what you did, how you did it (and if appropriate, including the methods of data collection, data used, types of analysis performed, the results generated), and any constraints or limitations.

- A conclusion that summarizes the work and how your geography education may have helped you and/or your sponsor.
- It is also required that you prepare a poster summarizing your work experience to accompany your oral presentation. Poster guidelines are contained in another document.

Establish eye contact with the audience. Try to infuse enthusiasm and animation in the way you speak, as opposed to a quiet monotone. Do not read your presentation. If you take the time to prepare and practice your presentation several times, you will be more confident and relaxed, and the presentation will proceed smoothly.

More suggestions on how to give an effective oral presentation can be found in Kneale, 1999 "*Study Skills for Geography Students*" (supplemental book on reserve), pages 96-103.

**3. Self-evaluation**

The ability to present and communicate information to an audience is an extremely valuable skill. One helpful strategy for improving is to rehearse your presentation and ask a colleague to take notes on your style (your speaking voice, the effectiveness of the slides, timing etc). Take the time to reflect on the strengths and weaknesses of your presentation and think about the feedback you have received. This will help you improve your presentation skills and make changes as necessary.

**4. Suggestions for the audience and question period**

Be attentive and respectful during the presentations of your colleagues. If you want to ask a question, be careful how you pose it so that you do not put the presenter on the defensive. Instead of starting a question with something like "I disagree with…", try to find a more respectful option, like "Have you considered the alternative method of…".

When answering questions, listen carefully to what is being posed and ask for clarification if the question is not clear. It is fine to pause for a few moments to collect your thoughts. Be prepared to say that you do not know the answer but that it is something that you feel is important to pursue, although you may not do this yourself for this project.

**Practicum in Geography, Geomatics, Environmental Studies**
**GEOG4406/4408 - GEOM4406/4408 – ENST4001/4002**
**Carleton University – Department of Geography & Environmental Studies**
**Final Report/Paper, Testimonial and Oral Presentation/Poster Guidelines 2015-2016**

This document summarizes the final deliverables for the practicum. Detailed information is contained in separate documents.

## Oral Presentation and Poster

Each of you is required to make a brief (3 minutes) oral presentation on your practicum work, with an accompanying digital poster. If maps, computer graphics, photographs, or other visual media were part of your work, they should form part of your presentation. **Ensure your electronic presentation is compatible with the software on the computers in the Geomatics Labs, and that the resolution of your electronic slides matches the projection equipment.** A separate document will describe in more detail the expected contents and design suggestions for the poster.

The oral presentations should explain exactly what the mandate of your sponsoring agency is, what the nature of your task was, how you went about it, the difficulties you overcame, what you learned about geography in the work place, how your geography training helped you, how information exchange helped you or your sponsor, and conclusions. Be prepared to respond to a few brief questions from the course coordinator or your peers after your presentation. We will be strictly following the schedule, so please keep the duration of your presentation within your allotted time slot. The presentations are 3 minutes each, with a few additional minutes allotted for questions. The date of the presentation will be announced later, but is typically the last Friday of classes each semester. If circumstances arise that we are not able to coordinate the many oral presentations, we may have an alternate presentation format, such as a poster presentation.

## Written Report

In preparing your submission, please keep in mind that you have done about 70 hours work and that this is a fourth year course. The final report should be an approximately 10 -12 page carefully written academic term paper. Make absolutely sure that your final report shows clearly what you have learned and its relevance to geography. Please submit report in a duo-tang or similar binder.

The guidelines for the final reports remain deliberately flexible to accommodate the wide diversity of topics that are covered in the practicum. Nonetheless, the final paper should convey **what you did in your practicum, how and why you did it, mandate and information on the sponsoring company/agency, what you learned, how your geography education helped you, etc.** Projects involving high technology will not produce papers that are similar to urban planning exercises. Students doing a practicum involving teaching may submit something different again. Those of you working on research and writing projects may conclude that the most interesting aspect of what you did, and what is appropriate to write about, was learning about the practical details of getting hard data into print.

If your sponsor requires a final report, you should include this report as an appendix to your final paper submitted to the practicum coordinator. Any practical or theoretical materials you produced during the practicum (reports, computer code, subroutines etc, maps, study aids, lesson plans and materials etc.) should also be submitted. If you keep a consistently detailed log/work diary of your work tasks and experiences, it will assist you in preparing your final report/paper.

Grading will likewise be customised to fit the project. Remember that this practicum is also credit for an academic course. Whatever your project is, you are supposed to absorb something academic about the field of geography, geomatics or environmental studies, gain insights into the practical application of geographical ideas and training, as well as learn practical skills. In other words, this is an academic exercise in addition to a work experience. Make the most of it for your own benefit! Because this is a 4$^{th}$ year paper, ensure that your writing style and grammar are appropriate. **Poor grammar will be penalized.**

Final papers/reports should be handed in on or before you make your presentation. A separate document will describe in more detail the expected contents and formatting suggestions for the written report.

## Written Report Submission Guidelines

1. Students must adhere to the practicum report submission deadline date (typically the last day of classes each semester), and submission after that date may result in an Unsatisfactory grade or failure, unless a formal request for deferral is made to the Practicum coordinator.
2. Students are to submit their practicum report in a duo-tang or similar binder. Attach appendices or reports created for your sponsor separately.

## Testimonial

We require a short paragraph and optional accompanying photo that will highlight your successful Practicum experience, which may be used for promotional purposes. Share your experience with future Practicum students!

**Date of Report**

**Title of Report (Your Task/Project)**
**Final Report**



**Student name (Student number)**
**Practicum course code**

**Client:** name of Mentor/Sponsor, Company and full contact information

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**Purpose**

In this section you are expected to introduce why you undertook this practicum (the following):

1. That this report is in partial fulfillment of GEOG/GEOM/ENST XXXX Practicum. Its purpose is to …
2. To undertake … the specific task(s) that you undertook in your practicum.

**Background**

In this section you are expected to provide details concerning the following:

1. A description of the practicum program – background to the practicum program, the objectives of the practicum, the number of hours applied to the stated project (and how this was allocated on a weekly basis).
2. Background to the company/organization where you undertook your practicum – the scope of its work/mandate, a brief history of the company/firm/organization, a brief introduction to your mentor/sponsor.
3. Why you choose to undertake your practicum at this location – was it because of the project, the nature of the work, the type of company/firm/organization (e.g., to gain experience working in a small NGO).
4. What skills are highlighted in your task and how these relate to your resume.

**Project Overview**

You are expected to provide details concerning the following:

1. A description of the specific project. You need to answer the question: what is the specific project?
2. Your specific task(s) under this project.
3. The context of the project to the overall activities of the firm/company/organization (e.g., is your project part of a major project; is it part of a proposal; is it part of some ongoing program/activity; is it part of a project analysis/report).
4. Your approach to your specific tasks. This should be in some detail. You need to answer the question: how did you go about doing your assigned tasks? This should be done using a step-by-step description.

**Project Deliverable(s)**

You are expected to provide a description and details of your final deliverable. Was it a report? Was it a background document? Was it a GIS product? Basically, what did you produce during your practicum? You need to state whether:



1. The task(s) were completed in full or not.
2. If they were not completed in full, then explain why not.
3. What obstacles did you encounter doing your work (e.g., did other priorities come up; did they re-assign you to other duties; were there security issues; were there data issues).
4. How would you improve your final product if you had the opportunity?
5. What other projects/tasks did you identify while doing your practicum that build on your specific task? Did you share your ideas with your mentor/sponsor?
6. What other possible projects did you identify while working at your practicum placement? Did you share these ideas with your mentor/sponsor?

**Discussion of your Experience**

This is your opportunity to talk about your experience candidly. This is not shared with your mentor/sponsor (or with anyone else but me as the grader). As this is limited to my eyes only, I encourage you to be open about the overall experience. Specifically,

1. *What is your opinion of the placement experience (your 'office' experience)?* Was it what you expected? If not, how did it exceed/not live up to your expectations? If you took on your placement to gain experience working for a specific type of organization (a small NGO, a government office or agency, a consulting firm), how did the experience influence your future career objectives – if it did (e.g., did the experience encourage you to possibly seek employment in such an organization OR did it scare you away)?

2. *What is your opinion of the project/task(s) experience provide through this practicum?* Was the project interesting? Were the tasks both interesting and challenging? Did they draw upon the skills you have acquired in your undergraduate program? Would you be interested in such a position as a full-time job? Did you view your placement as a 'professional' position or was it simply a support placement? Elaborate upon your answers here.

3. *What is your opinion of the practicum program itself?* Did it provide you with a valuable and positive experience? Did it provide you with an opportunity to explore career interests? Did it provide you with a placement in keeping with your academic interests? Did it open new doors to you that you had not considered before? I really want you to be honest here. While I hope that everyone has a positive and rewarding practicum placement, this is not always the case. Be honest with me – your opinions can help in the direction of the program and while this may not be helpful for your placement, others that follow will benefit.

**Conclusion**

This should consist of a relatively brief concluding remark (a paragraph) summarizing your overall impression of the experience. Would you do it over again? How has this influenced your career goals – if it has?



**Attachments**

You must attach a copy of all your deliverables in the form that they were submitted. The same professionalism expected of you in this final report is also expected of you in the final report submitted to your mentor/sponsor. The quality of this report will also be taken into consideration in the grading of this final report.

**References**

If you use references in your report, these must be properly cited in the manner you would do so in an academic paper.

**Format**

All reports must be organized in the above fashion with the necessary section titles. You may choose a professional font (serif or sans-serif) but keep in mind that it must be a professional font and not some *calligraphy* or odd-ball font. Examples of professional fonts are: Times-Roman, Verdana, Tahoma, Calibri, and Arial. Your report should be 1.5 spacing (leading) with the standard 2.5cm page borders. I have not asked for a title page; rather, I have requested that you use a heading similar to the one presented on page 1.

**A Note on Grading**

The practicum is a graded course. Its purpose is to introduce you to the professional world in a placement that is related to geography, geomatics or environmental studies and draws upon the skills you have (hopefully) acquired in our undergraduate program. Therefore, the grading of this work is heavily weighted on the professional nature, content and presentation of your final report. Specifically, the weightings associated with the grading of your reports are as follows:

- Content of your report (Is it comprehensive, clear and presented in an orderly/logical fashion?) – 25%
- Personal reflections/comments (Have you invested time and effort thinking about the lessons learnt from your practicum? Is it interesting? Does it reflect your enthusiasm for the task(s) and the project?) – 25%
- Professionalism of your report (Is it free of grammatical and spelling errors? Is it written in a clear and intelligible fashion? Is it consistent in its formatting?) – 50%

This is the opportunity to put your professional foot forward!

Courtesy John Milton 2013

**How to Produce a Kick-Ass Poster for Your Practicum**
**Courtesy of John Milton, Geography and Environmental Studies 2013**

Creating a poster is as much an art form as it is an informational tool. So don't just think of the information you include on it; think about how you are presenting it visually. As the adage goes, "Sex sells" so make it look sexy.



Think of your poster as an abstract. Usually you should not have more than 1,000 to 1,250 words on a poster, and in that limited text you need to explain the purpose of the work being presented on the poster, why you undertook that research/work (background), how you set about doing the research/project (your methodology), the results, a discussion of the key results, and a conclusion. You also need to have space for any references and other information that you believe is important. Finally, you need to include visuals – but visuals that are relevant to what you are talking about in your poster.

Take a walk around some Departments (not just our own) and look at the posters taped up on the walls. I would encourage you to go over to engineering and architecture in particular as their posters are often very sophisticated and beautiful.

**How do I create a poster?**

You don't have to create your own poster from scratch. There are many sites where you can download poster templates. Here are some sites that you may wish to check out:
Google search: https://www.google.ca/search?q=powerpoint+poster+templates&ie=utf-8&oe=utf-8&aq=t&rls=org.mozilla:en-US:official&client=firefox-a

- http://www.posterpresentations.com/html/free_poster_templates.html
- http://www.genigraphics.com/templates/default.asp

However, you can do a search on Google or some other search engine for: "PowerPoint poster templates" and you will get all sorts of sites identified. Go check out a few and select one that you like. NOTE: For your posters, you are restricted to 42" width by 36" high. This is a standard size poster. Posters outside these dimensions will be scaled to fit these dimensions ie Larger posters will be scaled down and smaller posters will be scaled up. Our printer is capable of printing 42" x 125".

**What should I include?**

A poster, like an abstract to an article, should be able to stand on its own. That is, it should present the entire story of your research or work so that a person reading the poster would not need to ask you for any clarifications. A good poster, however, should stimulate questions and conversations between the reader and you. For your practicum poster, you need to include the following (and note that this really follows the template for your report):

1. *Purpose* – what was the work and what is its purpose? Who did you do the work for?
2. *Background* – this should provide a brief (one paragraph) overview of the organization/company you worked for and a second brief description of the project you worked on, placing your specific task into the context of that project.
3. *The Work Experience* – describe the work experience itself, what you did, how you did it and what skills did you use to do the job.
4. *The Results* – describe the final product that you produced for the employer.
5. *Conclusion* – a concluding statement about the work experience.

What you **do not** include in your poster:

1. Anything considered confidential.
2. Any commentaries or personal opinions about the company/organization, your sponsor or the work experience.
3. Any comments about the nature and effectiveness of the practicum program in securing for you a professional experience.



**The Technical Specifications**

A good poster is one that is clearly organized and easy to read. Think about how you read a newspaper or a magazine with several columns on a page. You read from the top left of the page to the lower right. That is the same with a poster. Also remember that the person reading your poster is standing – this does make a difference.

1. Your poster should be organized into clearly identified sections:
   Purpose
   Background
   The Work Experience
   The Results (Products)
   Conclusion

2. Paragraphs should be very short so the reader doesn't get lost in the text. You can use bulleted lists when describing what you did, how you did it and/or results. Two examples:

   "The development a new network modeling simulator for tracking potential terrorist actions involved four steps. These were:
   1.
   2.
   3.
   4."

   "Two products were developed. These were:
   1.
   2."

3. Your poster should be easy to read from two metres away.
   a. Your font should not be smaller than 30 point. Keep in mind that we older people are losing not only our minds but our hearing and eyesight as well.
   b. Use an easy-to-read font. You do not use calligraphic (*The purpose of this work placement was to create . . . "*) or cute fonts ("The purpose of this work placement was to create …"). These are no easy to read. Use a professional font such as Times Roman, Calibri, Cambria, Arial, or Tahoma.
   c. Finally, be aware of the use of colours – this should not be either too subtle that the colours merge or too jarring in nature as to cause a stroke. Do not use colour gratuitously.

4. Visuals are encouraged to break up the text. This is easier with research posters. Your practicum may not lend itself to visuals.
   a. Nevertheless, try to use some visuals – of your work, the products you completed for your sponsor, you in the workplace. Something – but not necessarily anything. Make sure that the visuals are relevant in some fashion.
   b. All visuals – figures, photos, tables – must be titled (Figure 1. Blah blah. Table 1. Blah blah) and should be referred to in your commentary.

5. Keep your poster brief. View it as an abstract of the report that you will be submitting.
   a. Most 'experts' recommend that you limit your poster to no more than 800 words. I feel that you can go as high as 1,250 or so. This really depends upon how you write.
   b. Use short sentences. As is the case of long paragraphs, it is easy to get lost reading long sentences.

6. Do not crowd your poster. A poster has to be able to breathe. So make sure that you leave some space between sections and between columns.

7. Because this is likely the first time many of you have created a poster, I recommend that you create your poster using the template right from the start. Write your text in the template and not as a word document that you then import into the template. By creating your poster using the template, you'll see how quickly the space on your poster is filling up with text and visuals. This will allow you to edit your work as you go. It makes the process much easier. It also is a lot more fun since you are creating the poster as you go. Note that PowerPoint is not a designed as a graphics package and has limitations on the flexibility and options. Should you so desire, you can design a poster from scratch using a pure graphics package such as CorelDraw X3 or Adobe Illustrator or GIMP.

8. If you use references, make sure that that these are listed at the end of your poster in a section entitled References. Make sure that these are complete, just as you would do in a course paper.

9. Make sure that you include the following in your title header:
   a. Title of the task and brief company/organization information ex. Practicum in Terrain Analysis at PCI Geomatics
   b. Your name
   c. Your affiliation (Carleton University and its logo (you can download this from the university's web site) and the Department of Geography & Environmental Studies and its logo ( you can download that from our GIS lab server)

   Technically for a research poster that is presented at a conference, you would also include your contact information here ["For more information, contact me at ….'] but it's your choice!

10. Take your time doing this. Like everything else, the joy is in the journey. Play around with your text, your visuals, colour schemes and overall presentation. Many of you will be doing this again for your Honours thesis presentation so use this as an opportunity to hone this skill.

**ONE FINAL IMPORTANT POINT -- DEADLINES:**

Each poster will take about 10 minutes to print. Therefore it is vital that you deliver your poster for printing about a week before the presentations. This will allow me to make sure that your poster can be opened, to scan your poster with you for any potential issues (you should be there to confirm that your poster file does open and for this review), and give you time to make corrections or modifications if necessary.



For those of you who are outside of Ottawa, the best option is for you to send your poster as a PDF file by e-mail.

The cost for printing the poster is $20.00 – a small price since you have not had to buy a text book or any other materials for the course. Payment will be by cash, and we can provide a receipt if required.

If you need help or further guidance, get in touch with me and we can sit down together and work through the production of your poster. If there are sufficient numbers of you who feel that you may need help, we can set up a workshop in the GIS lab. But if we do this, you should at least have a rough poster ready (for example, it may still have too much text and you may need help boiling it down).

And a final comment: **you should be starting work on this now ('now' being two weeks before it is due)**. You've been working on your practicum placement most of the semester so you should be able to do much of your final report and your poster right now. Don't wait for the last minute.

Oh yes, make sure that you **proof-read your work**. Don't rely on spell checks. Every year we find at least one example of the classic mistake:

Instead of "To assess …."
We get "To asses"
And that's a bummer…

GEOG4406/4408 - GEOM4406/4408 – ENST4001/4002
Practicum In Geography, Geomatics, Environmental Studies

# Checklist for Final Report

*Please note that this checklist has been constructed in an open-ended way. The items included are drawn from past problem areas in student reports in this course. Add appropriate items to the checklist as you analyze the assignment sheet and seek clarification from your professors.*

## As you work with your sponsor:

- ❑ Are you keeping a work diary?
- ❑ Does your work diary include enough detail? (skills used, software used, analysis performed, research done, etc...)

## As you work on your report:

- ❑ Did you first review the requirements as outlined by your professors and clear up any questions you have about them?
- ❑ Are you clear about the purpose of writing this report?
- ❑ Are you clear about the style and tone required?
- ❑ Have you allocated enough time to writing this report? (Rule of thumb: choose a "reasonable" length of time, then double it)
- ❑ When you allocated time to writing this report, did you take the entire writing process into account – do you have time to seek feedback as necessary? Do you have time to revise?

## Before you hand in your report:

Does your report have...?

- ❑ Title page
- ❑ Table of Contents
- ❑ Numbered pages
- ❑ Numbered appendices
- ❑ Correct labelling of figures and tables
- ❑ Proper binding (duotang or equivalent – NOT staples or paper clips!)

- ❑ Has your report been proofread extensively to catch spelling mistakes, faulty grammar and typos?

- ❑ Is your formatting impeccable?

Academic Writing Centre, Writing Tutorial Service
404 MacOdrum Library
(613) 520-2600 x1125

## Practicum Testimonial

A highly successful practicum experience necessitates that you have a strong understanding of your academic and career interests and personally choose a real world experience that relates to these interests. In addition to this, the process of determining whether the area that you worked in while doing you practicum is the right fit for you requires self-reflection of your experience.

In a brief paragraph please provide a testimonial of your practicum experience. Here are some of the key questions and components you should ask yourself when reflecting on your practicum experience.

1. Where did you do your practicum and why did you choose the organization or company that you did?
2. What was the task that you were assigned while working for your sponsor?
3. What did you particularly like/dislike about the experience?
4. How would summarize the experience as a whole?
5. How do you see this experience informing your future career aspirations?

Please summarize these reflections into a brief paragraph including a photo (optional but recommended) of yourself in the practicum work environment. Exceptional testimonials may be featured throughout the Department of Geography and Environmental Studies.

