



## Our partners

- Department of Geography
- Career Centre
- Robert Gillespie Academic Skills Centre
- SAGE (Student Association for Geography and Environment)
- Internship Office

## What is PAGES?

PAGES is a professional-development certificate program based on a series of workshops, career events, and activities. The program is open to all undergraduate students who are enrolled (active) in a Geography, GIS, or Environment program at UTM. Activities are designed to help students develop:

- awareness of research and career possibilities for Geography and Environment graduates
- skills required to successfully apply for employment and graduate studies in Geography and Environment related fields
- personal skills (such as presentation, communication and interpersonal skills) to improve self-confidence and potential within the workplace; and professional direction and self-awareness.

The program is administered by Dr. Barbara Murck and Dr. Joseph Leydon.

## Why is this necessary?

To acquire skills beyond those learned within Geography and Environment undergraduate academic programs; to help students communicate more effectively; to recognise the potential of their education; to develop confidence; and to assist in their career development and employment marketability.

## How does it work?

Students self-enrol through the Geography and Environment Students Community Shell on Portal. Participants will select from a number of activities arranged by cluster, and will receive a certificate of recognition upon completion of the required number of activities and an **official annotation on your university transcript**. Minimum time commitment of thirty-six hours is required for completion of the program. Activities must be completed by time of graduation. Participants will maintain a journal on the Portal with personal reflections on what was learned in each of the completed activities, and how this knowledge will contribute to their professional development. Journal entries **must be submitted within two weeks of the completion of the specific activity**. The journal entries will be reviewed by the program administrators and will receive either a complete or incomplete notation. An explanation will be provided for an incomplete notation. In addition to completing a journal entry, some activi-

### Learning Goals for Cluster 1:

- Awareness of Geography, GIS, Planning, Environmental Science, and Environmental Management as professional fields
- Awareness of career paths available for Geography and Environment graduates
- Community involvement and professional service

## CLUSTER 1: What We Do

Minimum time requirement: 26 hours

### Requirements for Cluster 1:

Complete either activity 1 **or** activity 2 **and** either activity 3 **or** activity 4.

#### 1. Awareness of Geography and Environment Research

Approx. Time Commitment: 6 hours

Attend four academic seminars (non-course-related). The most convenient will likely be the Csillag Seminars, which are hosted by the UTM Department of Geography and run approximately monthly on Wednesdays from September to April. Consult the Community Shell on the Portal for details on times, locations, and topics. There will be many additional professional seminar opportunities throughout the year; these will be posted on the Portal and will be identified as Cluster 1 options. You must complete a journal entry for each seminar attended and complete the appropriate verification form uploaded from the 'verification forms folder' on the PAGES site.

## 2. Attendance at an Academic Conference

Approx. Time Commitment: Minimum of 6 hours

Attend one workshop, symposium, or conference related to your field of interest. Several options will be available each year in the local area. Consult the Community Shell on the Portal for a list of suitable conferences and symposia. In addition to your journal entry, you must provide proof of registration and the conference, the program for the conference (identifying titles of paper presentations), and personal reflections on two paper session attended. This documentation must be submitted to the program administrators.

## 3. Service in the Academic Context

Approx. Time Commitment: 20-80 hours

Hold an executive position in a Geography- or Environment-related student society for one academic year; or serve as a Facilitated Study Group Leader for a Geography or Environment course for one academic year; or serve as a mentor in the Geography Peer Mentor Program for one academic year; or serve as a Green Team member for one academic year; or serve as a core volunteer at any six approved special events, such as (but not limited to) Environment Week, UTM Orientation, UTM Head Start, Program Week, Universities and Colleges Fair, or Peer Mentoring for the Robert Gillespie Academic Skills Centre. Successful completion of each activity will be verified by the position's supervisor. In addition to your journal entry, you must complete the appropriate verification form uploaded from the 'verification forms folder' on the PAGES site.

## 4. Community Service

Approx. Time Commitment: 20-80 hours

Hold a post in a local community organization, for which you are required to use some of the skills and knowledge you have gained from your academic program. The commitment to the organization should be at least 20 hours and will need to be verified by the position's supervisor. In addition to your journal entry you must complete the appropriate verification form uploaded from the 'verification forms folder' on the PAGES site.

# CLUSTER 2: Personal and Professional Skills Development

Minimum time commitment: 6 hours

### Requirements for Cluster 2:

Complete **at least four** of the following activities (check the Portal for information about specific dates, locations, and sign-up procedures):

#### 1. Resume and Cover Letter Workshop

Duration: 2 hours

A well-written cover letter and clearly constructed resume are essential to getting an interview. The workshop provides practical advice on how to develop letters and resumes that match your skills to employer needs. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 2. Interview Techniques Workshop

Duration: 2 hours

UTM Career Centre staff will provide guidance on what questions to expect, how to respond to them, and how to present yourself positively to a potential employer. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 3. Cover Letter and Resume Critique

Duration: 1.5 hours

Participate in three individual half-hour critiques organized by the UTM Career Centre. Participants provide a copy of a resume/cover letter to critique and re-submit modified copies for the final critique. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 4. Practice Interview

Duration: 1-2 hours

Improve your interview techniques through practice typical interview questions and receive feedback on your responses. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 5. Behaviour and Communication Workshop 1

Duration: 2 hours

Improve your workplace potential with insights on appropriate personal style and on how to impress on first contact in person, by phone or in writing. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 6. Behaviour and Communication Workshop 2

Duration: 2 hours

Understanding the workplace culture will improve your success in the workplace. This workshop allows self-assessment on communication, work, and personal styles and provides advice on different work, communication and supervisory styles in different workplace settings.

You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

### Learning Goals for Cluster 2:

- Development of skills for success in the workplace



You Need: 4

### 7. Public Speaking Workshop

Duration: 2 hours

Public speaking is a requirement of many careers. This workshop provides guidance on the skills involved in public speaking and an opportunity to develop confidence in public speaking. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

### 8. Networking Night for Geography and Environment

Duration: 3 hours

Make a lasting impression in business and social settings with techniques to develop job leads and make contact with prospective employers. Attendance at the networking event will include one mandatory network preparation sessions organized through the UTM Career Centre.

## CLUSTER 3: Career Development

Minimum time commitment: 6 hours

### Requirements for Cluster 3:

Complete **at least two** of the following activities (check the Portal for specific dates, locations, and sign-up procedures):

#### 1. Is Teaching in Your Future?

Duration: 2 hours

Discussion about careers in teaching and how to complete an effective teacher-training college application. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 2. The Road to Graduate School

Duration: 2 hours

Discussion about graduate studies and how to prepare an effective graduate school application. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

#### 3. Graduate Programs in Geography, GIS, and Environment

Duration: 2 hours

Discussion led by current graduate students on their experiences in applying to graduate programs and life as a graduate student. Sessions will be arranged for Human and Physical Geography, GIS, Planning, Environmental Management and Science, and related fields. You must complete a journal entry for this activity. Attendance data will be recorded by the program administrators.

#### 4. Jump-Start Your Job Search

Duration: 2 hours

A workshop focused on job search strategies, how to access the hidden job market, and how to make a positive impression with employers. You must complete a journal entry for this activity. Attendance data will be recorded by the Career Centre and forwarded automatically to the program administrators.

## CLUSTER 4: Professional Self-Awareness

Minimum time commitment; 6 hours

### Requirements for Cluster 4:

Complete activity 1 **or** activity 2 **and** activity 3

#### 1. Present Yourself as a Professional

Give a presentation on a Geography- or Environment-related topic, to an audience that includes professionals from your field. This requirement can be completed by presenting a talk or a poster at an academic conference, or it can be completed in the context of an internship, independent research, or ROP-type course, as long as external professionals are involved and attending the presentation. In addition to your journal entry you must complete the appropriate verification form uploaded from the 'verification forms folder' on the PAGES site.

#### 2. Professional Portfolio

Select any three pieces of work that you have completed during the course of your academic program, and of which you are particularly proud. These can be examples of written work, mapping projects, data analysis, field or lab reports, or even a videotape of a presentation. Try to choose two different types of work. You will be required to write a brief self-critique of the piece, explaining why you are proud of the work and how it relates to your career path. The professional portfolio including the self-critique should be submitted to the program administrators no later than the second Friday of March of your graduating year.

#### 3. Professional Affiliation

Join any Geography- or Environment-related professional organization as a student member. Options include but are not limited to CAGONT (Canadian Association of Geographers, Ontario Chapter) and ECO-CEPIT (Environmental Careers Organization Canadian Environmental Professional in Training). Additional suggestions and details will be provided on the Portal. Provide proof of membership to the program administrators.

#### Learning Goals for Cluster 3:

- Increased knowledge of career options
- Start career planning process

#### Learning Goals for Cluster 4:

- Development of a professional portfolio
- Self-awareness and motivation as a professional



You Need: 2



You Need: 2