

PAGES

Professional Advancement for Geography and Environment Students

What is PAGES?

PAGES is a professional development certificate program open to all undergraduate students enrolled (active) in a Geography, GIS or Environment program at UTM. Students enrolled in PAGES participate in activities such as workshops, networking events, and career events to develop:



- Awareness of research and career possibilities for Geography and Environment graduates
- Skills required to successfully apply for employment and graduates studies in Geography and Environment related fields
- Personal skills (including presentation, communication and interpersonal skills) to improve self-confidence, ability and potential within the workplace; and professional direction and self-awareness

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

How does it work?

Students self-enroll in PAGES through the Geography and Environment Student Community Shell on Portal. Participants will select from a number of activities arranged by cluster (see information below). Upon completion of the required number of activities, students will receive a certificate of recognition and an official annotation on their university transcript.

Requirements for completion include a minimum time commitment of thirty-six hours, completion of activities by time of graduation, and completion of required journal entries. Participants 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**. These 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). Some activities will require tasks in addition to the journal entry.

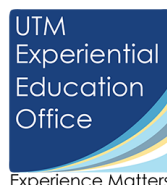
Why is it necessary?

PAGES helps to acquire skills beyond those acquired throughout undergraduate academic programs; it promotes effective communication skills; it demonstrates the potential of your education to support your professional future; it builds confidence; and encourages career development.

Our Partners:



Geography
UNIVERSITY OF TORONTO
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CLUSTERS

CLUSTER 1: What We Do

Minimum time requirement: 26 hours

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

Activity 1: Awareness of Geography and Environment Research

Time commitment: 6 hours

Attend **four** (non-course related) academic seminars. The most convenient will likely be seminars hosted by the Department of Geography such as the Csillag Seminars series and research presentations by current graduate students, typically run on bi-monthly basis from September to April. Consult the Community Shell on the Portal site for details on times, locations and topics. There will be many additional professional seminar opportunities throughout the year; these will be posted on 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, downloaded from the 'verification forms' folder on the PAGES site.

Activity 2: Attendance at an Academic Conference

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 Portal for a list of suitable conferences and symposia. In addition to your journal entry, you must provide proof of registration at the conference, the conference program (identifying titles of the presentations) and personal reflections on two of the presentation sessions attended. This documentation must be submitted to the program administrators.

Activity 3: Service in an Academic Context

Time commitment: 20-80 hours

Serve for one of the following groups for **one academic year**: a member of the executive of a Geography or Environment related student society; a Facilitated Study Group Leader for a Geography or Environment course; a mentor in the Geography and Peer Mentor Program; serve as a Green Team member **OR** 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 must be verified by the position's supervisor and completion of the appropriate verification form.

Goals: Learning Cluster 1

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

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Activity 4: Community Service

Time commitment: 20-80 hours

Hold a position 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 downloaded from the 'verification forms' folder on the PAGES site.

CLUSTER 2: Personal and Professional Skill Development

Minimum time requirement: 10 hours

*Complete at least **six** of the following. Check portal for dates & locations*

Activity 1: Resume and Cover Letter Workshop

Time commitment: 2 hours

A well-written cover letter and clearly constructed resume are essential to getting an interview. This workshop provides practical advice on how to develop letters and resumes that match your skills to employers needs. You must complete a journal entry for this activity.

Activity 2: Effective Interviews Workshop

Time commitment: 2 hours

UTM Career Centre Staff 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.

Activity 3: Cover Letter and Resume Critique

Time commitment: 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 be critiqued and re-submit a modified copy for a final critique. You must complete a Journal entry for this activity.

Activity 4: LinkedIn Essentials for Job Search

Time commitment: 1.5 hours

Networking is crucial to finding and securing a job. In this workshop learn how to use LinkedIn effectively in your job search, networking and career ventures. This session is interactive and it is best to create a profile before attending. You must complete a Journal entry for this activity

Activity 5: Stand Out and Succeed at Work

Time commitment: 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.

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Activity 6: Learn to Network

Time commitment: 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 session organized through UTM Career Centre. You must complete a Journal entry for this activity

Activity 7: Jump Start Your Job Search

Time commitment: 1-2 hours

This workshop is geared toward assisting graduating students learn and apply job search strategies to make their job search more effective in difficult economic markets. You must complete a journal entry for this activity.

Goal: Learning Cluster 2

Development of skills for success in the workplace.

Activity 8: Now That I'm Graduating What's Next (NTIGWN)

Time commitment: 1.5 hours

Tailored to recent or graduating students this workshop helps you to consider your next steps in your career. In this workshop you will learn to market yourself and tap into the "hidden job market," effectively match your skills to employers needs and identify your target area. You must complete a journal entry for this activity.

CLUSTER 3: Career Development

Minimum time requirement: 4 hours

*Complete at least **two** of the following. Check portal for dates & locations*

Activity 1: Is Teaching in Your Future?

Time commitment: 2 hours

A discussion about careers in teaching and how to complete an effective teacher training college application. You must complete a journal entry for this activity.

Activity 2: The Road to Graduate School

Time commitment: 2 hours

A discussion about graduate studies and how to prepare an effective graduate school application. You must complete a journal entry for this activity.

Goals: Learning Cluster 3

- Knowledge of career options
- Start career planning process

Activity 3: Jump Start Your Job Search

Time commitment: 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.

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CLUSTER 4: Professional Self-Awareness

Minimum time requirement: 6 hours

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

Activity 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 a 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 from the PAGES site.

Activity 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 different types of work. You will be required to write a brief self-critique on the pieces, 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.

Goals: Learning Cluster 4

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

Activity 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 Environment Professional In Training). Additional suggestions and details will be provided on Portal. Provide proof of membership to the program administrators.