

**JEG 400Y5Y (Sci) or JEG 401Y5Y (SSc)**  
**GEOGRAPHY/ ENVIRONMENT INTERNSHIP**  
**APPLICATION INSTRUCTIONS**

**JEG 400 or JEG 401Y** is a **work placement/internship course**. Some of the goals of the course are to expose you to work situations in which geographical or environmental expertise is required; to integrate you into the local professional community; to provide an opportunity to make career contacts; and to develop skills that will help you succeed in the workplace. **The application deadline is April 2, 2018. See application details below.**

We try to find a placement that suits your needs, skills, career aspirations, and transportation options, however, there are no guarantees concerning the type of placement that you will receive. Placements in corporations; municipal and regional government, provincial government; federal government and non-profit and non-governmental organizations are possible.

The placement will require a volunteer (unpaid) work commitment of **200 hours**. This is equivalent to approximately **one day per week** for the school year. You will be responsible for getting yourself to your workplace. It is crucial that you conduct yourself as a **professional** in all dealings with your employer; you are a representative of the University of Toronto Mississauga in the community. Please note that although this is an unpaid placement you will have complete safety insurance coverage for the time you spend on the job.

The class will meet six or seven times throughout the academic year (about once per month). Once you have been accepted into the course you will be given a detailed schedule with the meeting dates and other course information. **Attendance at all class meetings is required and comprises part of the course mark.** At the end of the academic year, you submit a written **report** and give an **oral presentation** at the annual symposium.

**The first official class meeting, a pre-placement orientation, will take place on May 2, 2018 from 9 am-1 pm. You will be notified of the location.** Please note that this is before term begins. Attendance is mandatory; please ensure that you are available for this session.

**Important:** Please use only your **mail.utoronto.ca** e-mail address for all course-related correspondence and check it regularly (at least once per day). If you have a message for voice mail on your phone, please make sure that it is professional in tone, and that you only answer your phone when you are free to speak, in a quiet location, with a potential supervisor.

## Application Process

Submit a Statement of Interest, Resume, Course List and Academic Record in electronic format only in MS Word only, no pdfs.

Complete the application form (**fillable pdf**) and email it with the other required documents (as MS Word docs - see checklist below) to [ggr.env41@utoronto.ca](mailto:ggr.env41@utoronto.ca) by **April 2, 2018**.

The **file names** should follow this pattern, as closely as possible: **Your Name JEG40X Item** (for example: ShearH\_JEG400 resume)

## Required items checklist

- The application form (**fillable pdf**).
- Statement of interest (one page or less, in the form of a cover letter), identifying your work interest (based on the skills acquired to date and your intended career path ) and your reasons for applying to this course (**MS Word**)
- Your resume (**MS Word**)
- A list of completed relevant courses (Course code + name, e.g.: GGR252H Retail Geography) (**MS Word**)
- Academic record (**downloaded from ROSI or Acorn**)

**The application committee will not review incomplete applications.** The committee will call selected applicants for an interview in late April and successful applicants will be admitted into the course.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FIPPA) Policy for Soliciting Personal Information on Student Application Forms

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. Portions of: your digital resume; information related to marks in your undergraduate courses; and your personal contact information will be shared with potential work placement supervisors, as needed for the purpose of securing a work placement. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

### Note:

*Should students from abroad wish to participate in a paid or unpaid Internship, Community Engaged Service Learning (CESL) courses, and/or to conduct on-campus research, **it is highly recommended that the UTM International Education Centre (IEC) be contacted early on** to ensure that you are applying for the proper documentation as the process differs for undergraduate and graduate students. Please contact Cristina Puha, International Immigration Student Advisor [cristina.puha@utoronto.ca](mailto:cristina.puha@utoronto.ca) to determine your eligibility.*