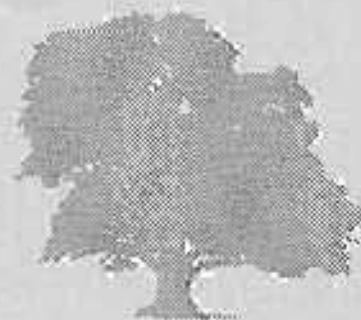


**BACHELOR OF APPLIED FOREST RESOURCE
MANAGEMENT**



SOURCEBOOK



September 1997



GRANDE PRAIRIE REGIONAL COLLEGE MISSION

The Grande Prairie Regional College exists to develop educated and skilled lifelong learners who are able to contribute to the economic and social well-being of society.

BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT MISSION STATEMENT



The Applied Forest Resource Management program in the Department of Science and Technology at Grande Prairie Regional College, through partnership with industry, will produce successful foresters with a comprehensive knowledge, practical skills and applied experience to responsibly manage and continually improve the forest resources of this country.

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DEFINITIONS

- a. **College Foundation Forestry Fund:** is a Foundation Fund established for the Bachelor of Applied Forest Resource Management (BAFRM) practicum where co-operating industries can contribute to support students (through bursaries) on practicum experience.
- b. **Conflict Resolution:** is a process to resolve differences between individuals that, if left unattended, may lead to dysfunction or inability to communicate.
- c. **Department:** in the BAFRM document means the Department of Science and Technology at Grande Prairie Regional College.
- d. **Forestry Discipline:** in the BAFRM document means the Bachelor of Applied Forest Resource Management Program in the Department of Science and Technology.
- e. **Industry:** in the BAFRM document, industry refers to a forest associated enterprise.
- f. **Logbook:** students daily record of activities, problems encountered and accomplishments.
- g. **Mandatory Competencies:** are competencies that are considered part of every forester's required capability and experience. Because of industry potential, a few of these competencies may not be completed; however, 80% must be included in each student's practica.
- h. **Mentor:** an employee of industry who has been designated by the industry to act on behalf of the company and in co-operation with the College in the designated functions of the practicum.
- i. **Optional Competencies:** are competencies considered less mandatory in their inclusion or deemed as competencies that can be acquired when required. Fifty percent of these competencies must be covered.
- j. **Portfolio:** is a compilation of a student's practicum daily log, monthly report, project report, site report, mentor's evaluation, competency coverage, final oral exam, and any other related materials.
- k. **Site Visit:** is a visit of the supervisor to an industry site where a student is on a practicum period assigned to a mentor. Normally the student and the mentor will be informed of the visit.
- l. **Student:** means a student registered at Grande Prairie Regional College and normally in a Bachelor of Applied Forest Resource Management Program.

- m. **Supervisor:** is an instructor at the College designated by the Department of Science and Technology to act on behalf of the College in the practicum program.
- n. **WHMIS:** is an acronym for Workplace Hazardous Materials Information System.

INTRODUCTION

There are many components to the Bachelor of Applied Forest Resource Management (BAFRM) Program. All of the components of the education, training and work experience are interconnected, yet somewhat autonomous. This source book will attempt to explain the Program and indicate components, people involved and interactions between the components.

The Government of Alberta established the Bachelor of Applied Forest Resource Management Program in 1995. One of the requirements in rationalizing the Program is that industry must have a major involvement. Consequently, the College, in conjunction with industry, has approved policy and procedures for this program through a Bachelor of Applied Forest Resource Management Advisory Board. This Board will continue to review and modify policy as the Program develops.

The BAFRM discipline is a section of the Department of Science and Technology. As a section of the College, the Department is responsible for the immediate administration and overall coordination of the Program. Currently the Program is composed of six semesters of instruction that are conducted through the Department. Two semesters of the Program are credit work experience (practicum) which are conducted primarily at industry work sites. Industry assumes major responsibility in providing a mentor and providing the practicum experience for the student. The student, the supervisor and the industry mentor all have important roles in the success of the practicum program.

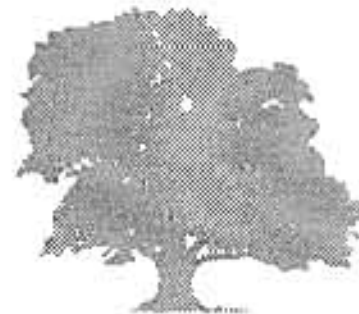
For the BAFRM Program to work successfully all participants in this Program must know and understand all components of the whole, and how each component meshes with the whole. Consequently, this source book attempts to integrate the policies, procedures, guiding principles and agreements integral to the Program. It sets out the Program curriculum and emphasizes the practicum.

A copy of this complete sourcebook is made available to:

- a. each industry
- b. the College
- c. the Department of Science and Technology
- d. the Supervisor
- e. the students (one copy)

Communications, continued evaluation and feedback are important to the continual improvement of the Program. Any suggestions for change in policy will be organized and presented to the BAFRM Advisory Board for review and approval. This principle of partnership between the College and industry is fundamental to the success of this Program.

BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT



PROGRAM OVERVIEW



September 1997

INTRODUCTION - THE APPLIED DEGREE

The Applied Degree, as defined by Alberta Advanced Education and Career Development, is a credential conferred by a public college or technical institute, that is significantly different in structure and intent from most university programs. Applied degree programs will combine six semesters of formal instruction and a minimum of two semesters of formally credited work experience.

PROGRAM DESCRIPTION

This four year applied degree program places a strong emphasis on applied learning in the classroom (six semesters) and credit working experience in the forest industry (two semesters). Upon completion, the Program will prepare the student for a broad range of employment at the management level covering technical, environmental, and ecological issues in forest resources management, such as sustainable forest management, silviculture, forest conservation, forest harvesting/engineering, forest health and protection and improvement of forest practices.

Two credited work experiences, called Practicum I and II, will provide the student an opportunity to be directly involved in components of forestry practice. Practicum I will occur during the second semester of the second year (January to April). This practicum is placed early in the student's program to provide the student with an early opportunity to observe the nature of a forester's profession. Because of limited classroom theory completed before the first practicum, Practicum I will involve more observation of tasks and mentor shadowing. The second practicum occurs in the first semester of the fourth year. The student has considerably more theoretical background and one practicum completed, and therefore will have more complex tasks to perform. Both practica have been developed in collaboration with forestry representatives. This partnership provides currency, relevance and initiation at a forestry work experience site.

The applied nature of the Program and the practica occurring at a particular forestry site provides special advantages to the student and to industry. The student has a "hands on" exposure and acquires a familiarity with current practices in the field. The advantage to industry is that they have a direct channel to the Program and an opportunity to observe the performance of specific students. This arrangement is beneficial to the student and industry for employment opportunities.

Graduates will receive a Bachelor of Applied Forest Resources Management degree. The Department of Science and Technology at Grande Prairie Regional College, which offers this Program, is currently working towards recognition of this Program with the Alberta Registered Professional Foresters Association (ARPFPA). In addition, the College will seek appropriate accreditation of the Program and transferability of courses.

BACKGROUND OF THE STUDENT

Students under 21 years of age require English 30, Chemistry 30, Biology 30, Math 30 and one other 30 level subject with an overall average of at least 60%. Students who are over 21 years of age and have completed a technical diploma in a related field should contact the office of the Registrar to apply for admission and/or advance credit for diploma work completed. If an applicant is lacking any of the pre-requisites he/she may upgrade at the College.

PROGRAM STRUCTURE

The program structure will experience change from time to time, however, the general nature of the Program is set out in Appendix I.

PRACTICUM I AND II

The purpose of Practicum I and II is to provide an opportunity for the student to experience and implement skills related to knowledge learned in the classroom. The student should progress from observation and performance of simpler skills in Practicum I to leadership roles and project management in Practicum II. It is expected that the student will have the opportunity of being exposed to different companies and management styles during the practica.

During Practicum I and II the student is expected to complete 80% of required competencies and 50% of optional competencies. By collaboration between the student, the supervisor, and the industry mentor, the competencies will be sequentially timed and completed. Students will be assigned to a specific mentor(s) and supervisor. The mentor will, on behalf of the industry, be primarily in charge of the student's on site experience and evaluation. The supervisor will orient the student and collaborate with the mentor regarding the student's field experience and evaluation. The supervisor will normally conduct at least one site visit per term for each student and complete a site visit form.

GUIDELINES FOR SITE SELECTION FOR PRACTICA

The College will contact all forest industries in Alberta to negotiate an agreement (Appendix II) between the industry and the College for industry participation in the practicum program. This agreement will set out the obligations of the College, those of industry, indicate the competencies that can be covered at that site, the number of students that can be sponsored, and financial support by the industry (generally through the College Foundation). Once the potential industries (available competencies) are known, student placements will be reviewed by the Department

(Forestry) at the College. The agreement between the College and the industry will be reviewed annually, especially to confirm competencies that can be covered that year, number of students to be taken on for the practicum and contributions to the College Foundatio Forestry Fund.

GUIDELINES FOR STUDENT PLACEMENT FOR THE PRACTICA

The Department (Forestry) will communicate with the mentor and the student about placements and consider an appropriate site combination potential for the student to obtain a complete competency coverage. Once all practicum students have been considered the College practicum supervisor will arrange a meeting with the individual student and the mentor to conclude the Student-Supervisor-Mentor Agreement. These agreements should be concluded at least two months before the commencement of the practicum. (See Appendix III)

COMPREHENSIVE COMPETENCY LIST FOR THE PRACTICUM

The competencies in Appendix IV have been approved by the Forestry Advisory Board. Each industry will indicate the competencies that can be accomplished at their site and at which time (fall, winter, summer). These will be set out in the agreement between the College and the industry, including the number of students that can be taken on.

STUDENTS' COVERAGE OF COMPETENCIES

It is the College practicum supervisor's prime responsibility to set out the competencies to be covered by the student and to assure sequencing, location, and completeness. It is the responsibility of the student and the industry mentor to be aware of how the competencies fit into the total competency list and enable the complete coverage of the 80% of mandatory competencies and 50% of optional competencies. This balancing act will require continuing communication between the supervisor, the student and the mentor.

EVALUATION OF STUDENT ON PRACTICUM

Important to student success in the practicum is continuous feedback and discussion from the mentor and the supervisor. The mentor will provide feedback mainly on technical and managerial aspects. The supervisor will provide feedback mainly on the logbook, project report and the portfolio. The industry mentor will maintain an on-going record of the competencies performed at a particular site and evaluate competencies periodically on the forms provided. The evaluation is based on: 1) below average 2) acceptable and 3) excellent. "Below average" would be given when the performance is poor but not poor enough to fail the student. Students may be required to repeat competencies where "below average" was obtained. "Acceptable" is given when the student has shown that a competency is covered adequately. "Excellent" is given for outstanding performance.

Some students may be judged to be not suited for the Program and counselled out. This judgement should be taken following consultation between the mentor and the supervisor. The student shall be advised of concerns at an early stage during these deliberations.

Any student with an incomplete competency should attempt to complete the deficiency before being considered for the complete review of the portfolio and final oral exam. The supervisor will periodically conduct site visits. The student will be apprised of their progress and performance. Included in the review of the student by the mentor and the supervisor will be general skills and attitudes. Both strengths and weaknesses will be reviewed. Major considerations should be set out in writing.

The final evaluation of the student for a particular practicum will involve the compilation of all mentor evaluations of competencies, supervisor evaluations, a portfolio, an oral exam and may include a written exam. It is anticipated that with successful communication and evaluation, the final evaluation mark will be consistent with the practicum work and bring conclusion to the practicum. Each practicum will be considered as a full course workload for a semester (fifteen credits) (Appendix VII).

STUDENT REMUNERATION

Normally industries will provide funds to the College Foundation Forestry Fund (\$500 per student per month was suggested as a guideline. Practicum I is anticipated to be somewhat less expensive than Practicum II.) Supporting one student a year could be considered supporting one Practicum I and one Practicum II experience. The BAFRM is projected to approve 24 student intakes per year and we expect to graduate 20 students per year at optimal performance. At this student enrolment the average practicum number would be 22 students per year. Industry support for 22 Practicum I and II's would be required for the College Foundation to provide bursaries of around \$500 per practicum month.

The BAFRM Advisory Board approved that industry support of the practicum be provided on an anonymous basis and that the College provide annual financial statements of the Foundation Forestry Fund to assist industries in developing their annual contributions. The amount of an industry's financial support will be discussed in the preparation of the agreement between College and Industry and will remain confidential (Appendix II).

Some industries have indicated a desire to provide a salary to students on practicum rather than participating in the Foundation program. The Student-Supervisor-Mentor Agreement (Appendix III) will indicate the level and type of financial support to the student for a particular practicum.

STUDENT PERSONAL CONSIDERATIONS FOR A PRACTICUM

The supervisor will take into consideration personal matters in the process of student placements particularly for Practicum II. Following the placements it is the student's responsibility to arrange transportation, accommodation, meals, etc. In some cases industry may provide camp facilities. The student must inform the supervisor and the mentor of their phone number and residence.

INSURANCE AND LIABILITY

The student is obliged to follow safety requirements of the particular industry during a practicum. General insurance and liability is provided under the College provisions. The supervisor will make available the particular provisions and the students should inform themselves of the details.

BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT



STUDENT HANDBOOK



September 1997

The student handbook serves as a reference guide for Practicum I and II (credit work experience). The practica are field experiences organized by the supervisor and guided by the mentor. During the practica the student is expected to develop skills and experience basic training and project management in forestry. The student's performance is evaluated by the mentor at the completion of each competency. The supervisor will conduct on-site visits and consult with the mentor and the student. Following each practicum the student will provide a completed portfolio including project report(s) to the supervisor and take a final oral exam. At the completion of the practicum the mentor will complete the competency evaluation document and submit the materials to the supervisor.

Students will be assigned to work sites by the Department of Science and Technology (Forestry). In the process of student placement the Department will consult with the mentor and the student. Preferences and special considerations should be mentioned during early consultation. Students must recognize that relocation is an important part of gaining a broad experience involving different industries. An agreement between the student, the supervisor and the mentor will set out the industry, the competencies to be covered and the expectations for the student, the supervisor and the mentor. The details of the practicum are set out in this document.

PRACTICUM I AND II

Practicum I occurs during the second semester of the second year of the Program. The student will participate in winter forest activities at an early stage in the Program. This exposure will provide an early impression of forest practice. Because of minimal theory obtained by this time in the Program, the practicum will involve more observation and student participation in projects with considerable shadowing by the mentor. The advantage of an early Practicum I is:

- a. the exposure to forest practice will serve as a great motivation for the student's future learning.
- b. the student will acquire a working knowledge of the role of a professional forester and be better able to judge the suitability of the profession for themselves.

Practicum II occurs during the first semester of the fourth year of the Program. The student will participate in fall forest activities. At this time the student has considerable theory completed and therefore will be involved in more independent activities such as projects, team leader and project management.

Upon completion of Practicum I and II the student is expected to have completed 80% of the mandatory competencies and 50% of the optional competencies. It is the joint responsibility of the student, the supervisor and the mentor to be conscious of competency coverage during the practica to assure an appropriate mix and a completion during the two practica.

It may be possible to make arrangements to use the summer period as a practicum period. The BAFRM Supervisor would have to assure that designated competencies, a mentor and a supervisor are available. A new Student-Supervisor-Mentor Agreement would be drawn up for this period.

It is recommended that the student gain experience at different industries during the practicum periods. Some competencies may have to be covered in conjunction with Alberta Land and Forest Service.

AGREEMENT BETWEEN THE COLLEGE AND INDUSTRY

This agreement (Appendix II) sets out provisions for the College and industry, number of student positions available and designates the mentors.

AGREEMENT BETWEEN THE STUDENT, THE BAFRM SUPERVISOR AND THE MENTOR

This agreement (Appendix III) will indicate the location for a particular practicum, the competencies to be covered, the supervisor and the industry mentor. In addition the roles and expectations for the student, supervisor and mentor are set out.

STUDENT PLACEMENT

In the process of student placement the students will be made aware of the industries (sites) available and the industries will be informed of the students needing practicum. The College will take into account competencies available at a site, student's College term (Practicum I or II), student's desired specialization, personal preference, etc. For Practicum I the College is advised to stress drawing names by lot. For Practicum II the above considerations will be taken into account. Industry has clearly stated that in general they do not want to be involved in student selection.

STUDENT ROLE DURING THE PRACTICUM

The student is expected to take an active and responsible role in all aspects of the practicum.

1. The student is expected to be familiar with all documents pertaining to the practicum.

2. The student will inform the supervisor of any special considerations before student placements are considered.
3. The student will review the Student-Supervisor-Mentor Agreement and know how the contents fit into the overall practicum requirements.
4. Since the practicum is work experience, the student is expected to follow normal work requirements including:
 - a. arriving at work on time
 - b. wearing appropriate clothing and footwear
 - c. being aware of industry policy
 - d. maintaining communications with the supervisor and the mentor
 - e. showing motivation, initiative and eagerness to learn and participate appropriately in the practicum
 - f. maintaining a work portfolio
5. The supervisor will make at least one site visit per term where they will consult with the student and the mentor.
6. The practicum experience is designed to meet the industry's needs while providing for competency coverage for the student. The student must recognize this delicate balance and attempt to assist the progress of the company while maximizing individual learning and experience.
7. Withdrawal from the practicum:

Voluntary withdrawal: to withdraw from the practicum the student must complete and submit a Course Change Form to the Registrar's Office on or before the last day of official withdrawal from courses at the College.

Involuntary withdrawal: the student may be required by the mentor or the supervisor to withdraw from the practicum. All involuntary withdrawals will be investigated by the Department. A student required to withdraw may be granted one additional opportunity to repeat the practicum. The student is required to complete and submit the Course Change Form to the Registrar's Office before the last day of official withdrawal from courses at the College.

8. The student is required to report to the supervisor once a month. The report form is covered under Student Monthly Report Form (Appendix XIII).

PORTFOLIO

Each student on practicum is required to prepare, organize, and maintain a portfolio. This document will include daily logs, monthly reports, special projects reports, awards and recognitions, etc.

STUDENT EVALUATION AND REPORTING

The student will be evaluated by the mentor at the completion of each competency. The competencies to be covered during any one practicum are set out in the agreement between the student, the supervisor and the mentor. The evaluations by the mentor will be indicated on the competencies chart (Appendix IV). The mentor will initial opposite the mark given and may provide comments in the space provided. Further, at the completion of a practicum the mentor will complete the evaluation sheet at the end of the competencies chart.

The student is required to provide a monthly report to the supervisor. The report shall be submitted within a week following month end. The student report sheet is shown as Appendix XIII. At the end of the practicum the student will also complete a Student Practicum Site Evaluation Form (Appendix XIV).

At the end of the practicum the student will complete and submit their portfolio including project reports to the supervisor. The project will require student initiative, leadership, managerial skills, project design and control. Students will complete a comprehensive project report which will become part of the final evaluation. The student will then take an oral comprehensive examination before a College Forestry Committee. A student's total performance for a practicum will include review of all mentor competency ratings, student portfolio and reports, including the project reports, and performance on the final oral exam. The student will receive a mark based on the ranking of 1 to 3 for the complete practicum covering fifteen credits of course work.

STUDENT REMUNERATION

In general students will receive a common bursary during the practicum period; however, allowances will be made for special considerations, for example students living at home or living in provided camp facilities may be expected to receive less support than students required to rent accommodations. The value of the bursary will depend on support by industry. Industry has agreed to provide anonymous donations to a College Foundation Forestry Fund in support of the BAFRM practicum.

Industries wishing to employ students during the practicum period may do so. In this case industry would be responsible for insurance, liability and benefits.

Companies may choose to employ students during the summer following a practicum or before the final practicum. In some cases arrangements may be made with the supervisor to cover competencies during this period. An agreement between the student, the supervisor and the mentor is required.

BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT



SUPERVISOR HANDBOOK



September 1997

APPOINTMENT

A practicum supervisor is designated by the Department of Science and Technology and this appointment becomes part of the instructor's workload.

STUDENT SUPERVISOR'S RESPONSIBILITIES

The supervisor(s) will assume responsibility for the organization, agreement, mentor and student orientation, site visits and final evaluation of all students assigned to them for the Practicum. The supervisor will monitor the student's progress in competency coverage and assure in consultation with the mentor that each student has an opportunity to complete the 80% of mandatory competencies and 50% of optional competencies during the two practicum terms.

The supervisor(s) may also be responsible for execution of the College-Industry Agreement and the arrangements for Foundation Forestry Fund sponsoring practicum students. The supervisor(s) will determine site suitability, site selection, student placement, and inform the College Financial Aid Coordinator of the student's placement.

Maintenance of records for all of these functions is an important requirement.

SITE SELECTION

The supervisor(s) will review agreements concluded between the College and Industry to select appropriate sites to enable all students to complete their competencies between the two practicum periods and have the opportunity to experience different sites, industries and administrations. Also the practicum term (Practicum I or Practicum II) will be considered in site selection (Appendix X).

STUDENT PLACEMENT

Industries have indicated a general preference to not being involved in student placement. This task has been delegated to the College. The supervisor(s) will place students according to the following:

- a. Practicum I
 - Students will be placed generally by "lot" to sites that have appropriate Practicum I competencies. Only under special circumstances will special considerations be entertained.
- b. Practicum II
 - Students will be placed initially by "lot" followed by special considerations of the site, the student's preference and request by industry (Appendix XII).

STUDENT AND MENTOR ORIENTATION

Before each practicum term, the supervisor will conduct and participate in an orientation for the student(s) and mentor(s) to review the practicum process including:

- a. overview of the practicum
- b. College-Industry Agreement
- c. Student-Supervisor-Mentor Agreement
- d. supervisor responsibilities
- e. mentor responsibilities
- f. student responsibilities
- g. evaluation
- h. competency coverage (level), evaluation and signing off or further requirements
- i. communications
- j. records

SITE VISITS

The supervisor will conduct at least one site visit per term for each student. The supervisor will make prior arrangements for the visit with the mentor and the student. The main purpose of the visit is to assess the progress of competency coverage, the student's maintenance of their portfolio and to discuss any issues with the mentor and the student. At the completion of the visit the supervisor will complete and file a site visit report (Appendix VI). If there are any recommendations for the student or the mentor it will be communicated.

STUDENT REPORTS

Students will report monthly in writing to the supervisor. A copy of this report will be maintained by the student as part of their portfolio. The supervisor will review, assess and retain the student report which will be part of the student's record. Any feedback regarding the student report will be issued promptly. The mentor will be copied on any issues relating to the site or competency coverage.

FINAL STUDENT EVALUATION

The supervisor is responsible for organizing and conducting the final evaluations for their students on practicum. The evaluation will be conducted by an examination committee as soon after completion of the practicum period as possible. The procedures for the evaluation are set out in the student evaluation guidelines. For each practicum the student will receive a mark based on the ranking of 1 to 3 for the completion of 15 credits of credit work experience (Practicum) (Appendix VII).

UPDATING OF THE BAFRM PROGRAM AND PRACTICUM

The supervisor(s) will assume major responsibility to record and tabulate all suggestions for changes to the Program. The suggestions will be rationalized by the Department and set out for consideration of the BAFRM Advisory Board.

BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT



MENTOR HANDBOOK



September 1997

MENTOR DESIGNATION, QUALIFICATIONS AND RESPONSIBILITY

The industry will designate the mentor(s) who should be a respected competent forester with extensive experience in forestry. The mentor(s) should possess good communication and supervision skills and be able to evaluate the competencies.

The industry is responsible to designate mentor(s) who will orient, supervise, guide, coach and evaluate the student on practicum experience. The mentor on behalf of the industry must be informed on the practicum program and co-operate with the supervisor and the student on practicum in providing a fruitful experience for the student. The role of the mentor is partially set out in the Student-Supervisor-Mentor Agreement.

MENTOR ORIENTATION AND RECOGNITION

The College will sponsor orientation sessions to review the practicum program with the mentor particularly emphasizing the role of the mentor, the supervisor and the student. The supervisor will conduct site visits where the student's progress, coverage of competencies, evaluation, etc., can be further discussed. In addition to organized orientation and site visits, any issues or questions should be addressed by informal communication.

At the termination of a practicum term, the College will sponsor a mentor recognition and appreciation event.

STUDENT, SUPERVISOR, MENTOR AGREEMENT

The mentor, acting on behalf of the industry, will co-operate with the supervisor and the student in setting out the competencies to be covered by a student during a particular practicum. In setting out the competencies the mentor will have a vision of a critical path for the students to experience different agreed competencies within the time frame. Once the competencies are identified and briefly reviewed, the agreement is signed by the student, the supervisor and the mentor.

STUDENT ORIENTATION AT THE PRACTICUM SITE

The mentor is responsible to orient the practicum student to the worksite at the beginning of the practicum period. Orientation should include at least:

- a. Overview of the industry
 - the company
 - the local site
 - mill
 - woodlands
 - organization
 - facilities -library, cafeteria or eating area, washrooms
 - company policy
 - company safety requirements
- b. Work arrangements
 - work time, location and supervision
 - competency coverage
- c. Discussion of ongoing feedback and evaluation
 - of issues during the practicum period
 - of work habits, coverage of competencies and individual progress (from observation of competencies to project supervision)
 - of procedures in completing and evaluating competencies

STUDENT SUPERVISION DURING THE PRACTICUM TERM

The mentor is responsible to arrange appropriate supervision of the practicum student(s). On occasion, a mentor may make arrangements for a student to work under another forester for competency coverage. The mentor will assess a student's work habits, knowledge and skill in performing a competency, including considerations of safety. The mentor will coach the student in their progression of the competency coverage from observing competencies to being in charge of project management. The mentor will also judge reasonable expectations and progression between Practicum I and Practicum II. Students in Practicum I have three semesters of theory and therefore are limited in basic knowledge and therefore expectations. Students in Practicum II have five semesters of theory and one semester of practicum experience completed. These students are near the end of their training and therefore are expected to perform in a leadership role or project management level for the different competencies.

The mentor may consult with the supervisor on any supervision issue.

The mentor is authorized to summarily suspend a practicum student for violation of industry regulations. This provision would be used where a regular employee of the industry would be released from work for the same infraction.

COMPETENCY EVALUATION

A single copy of the Competencies and the Mentor Overall Evaluation of the Practicum Student Form will be provided to the mentor for each student in the form of the Student-Supervisor-Mentor Agreement. The competencies to be covered during the particular practicum will be identified under the "Availability" column of the Competencies Form.

The master Student-Supervisor-Mentor Agreement is found in Appendix III.

The mentor is responsible for the evaluation of the student's performance on each competency. At the completion of each competency the mentor will evaluate the student's performance on the rating scale of 1 to 3, where 1 is below average, 2 is acceptable and 3 is excellent. "Acceptable" (2) is the benchmark of practice normally found in industry. A "below average" (1) rating is below normal practice and depending on the competency, may require repetition and upgrading. The mentor will indicate in the comment column, any special considerations or required improvement. "Excellent" (3) shows performance that is superior to normal practice. The mentor will provide the student with ongoing feedback on their performance on competencies.

At the completion of a term or posting at a particular site, the mentor will complete the evaluation form of the competencies and the Mentor Overall Evaluation of the Practicum Student form attached to the competency list. These forms will then be forwarded to the supervisor within a week following the completion of the site competencies or the term.

MODIFICATION OF THE MENTOR HANDBOOK

The mentor will provide feedback to the supervisor on suggestions for revision of the Mentor Handbook and the practicum policies and procedures.

CURRICULUM Bachelor of Applied Forest Resource Management at GPRC (as of October 5, 1997)

CODE	CREDITS	TITLE	PREREQUISITES / COREQUISITES (c)
<i>Term One</i>			
FIRST YEAR			
FO 1010	(3)	Orientation to Forestry	
BI 1080	(3)	Organisms in Their Environment	
CS 1570	(3)	Introduction to Computing Science	
CH 1010	(3)	Introductory University Chemistry	
EN 1201	(3)	Composition	
FO 1200	(3)	Dendrology	
<i>Term Two</i>			
BI 2080	(3)	Principles of Ecology	BI 1080
CH 1610	(3)	Organic Chemistry I	
ST 1510	(3)	Introduction to Applied Statistics	
FO 1220	(3)	Introduction to Soil Science and Geomorphology	CH 1010
BT 2400	(3)	Plant Physiology	BI 1080, CH 1610 (c)
SECOND YEAR			
<i>Term Three</i>			
FO 2020	(3)	Forest Ecology	BI 2080, FO 1220, BT 2400
FO 2370	(3)	Forest Mensuration I (Photogrammetry & Remote Sensing)	ST 1510
FO 2130	(3)	Forest Soil and Hydrology	FO 1220
EC 1010	(3)	Introduction to Microeconomics	
<i>Elective</i>			
1) BA 1040	(3)	Small Business Management	EC 1010 (c)
2) MA 1150	(3)	Calculus (for RFP)	
<i>Term Four</i>			
FO 2200	(15)	Credit Work Experience I	
THIRD YEAR			
<i>Term Five</i>			
FO 3000	(3)	Computer Applications (GIS & Models) in Forestry	CS 1570
FO 3130	(3)	Silviculture I	FO 2020
FO 3120	(3)	Forest Economics	EC 1010
FO 3010	(3)	Forest Engineering Principles	
FO 2670	(3)	Forest Ecosystem Management	FO 2020
FO 3270	(3)	Forest Fire Management	FO 2020
<i>Term Six</i>			
FO 3060	(3)	Forest Entomology and Pathology	BI 1080
FO 3350	(3)	Timber Harvesting and Transportation	FO 3010
FO 3050	(3)	Silviculture II	FO 3130
FO 3300	(3)	Forest Management	FO 2020, FO 3130
FO 1670	(3)	Management of Organizations and Human Resources	
FOURTH YEAR			
<i>Term Seven</i>			
FO 4000	(15)	Credit Work Experience II	
<i>Term Eight</i>			
FO 4240	(3)	Forest Management Planning	FO 3300
FO 4220	(3)	Forest Policy and Regulation	
SO 1000	(3)	Sociology and Applications in Forestry	
FO 4200	(3)	Wood Technology and Utilization	FO 1200
FO 4280	(3)	Forest Mensuration II	FO 2370
<i>Non-academic requirements:</i>			
1) Safety and first-aid			
2) WHMIS			
<i>required prior to taking FO2200</i>			

INTRODUCTION TO THE COLLEGE-INDUSTRY AGREEMENT

The agreement between the College and Industry sets out provisions between the two parties regarding the number of students that can be accommodated, number and name(s) of mentor(s), meaningful involvement for the student, insurance and liability carrier, and the College's administration of the practicum program.

The agreement between the College and Industry must be considered along with the agreement between the student, the supervisor, and the agency mentor for a more comprehensive understanding of the contractual provisions covering the practica. The agreement between the student, the supervisor and the agency mentor, primarily sets out the responsibilities of the student, the supervisor, and the mentor. In addition, the competencies to be covered at the particular industry are listed.

The BAFRM Program Overview sets out definitions, the general parameters, provisions and procedures for the practicum. Feedback is important in maintaining currency and relevance. Feedback may be communicated through the mentor, the supervisor, or to the contact people indicated. Changes to the BAFRM Program will be reviewed and rationalized by the BAFRM Advisory Board. In this way the Program and the practicum will have considerable input from industry.

The agreement between the College and Industry should be reviewed annually to assure approval of the number of students that can be accommodated, and the mentor that will be involved. This agreement should be signed at least one year in advance so that the particulars of the student, supervisor, and mentor agreement can be finalized.

AGREEMENT CONCERNING CREDIT WORK EXPERIENCE (PRACTICUM)
for the BACHELOR of APPLIED FOREST RESOURCE MANAGEMENT (BAFRM)
PROGRAM STUDENTS

BETWEEN

GRANDE PRAIRIE REGIONAL COLLEGE
(HEREINAFTER CALLED THE "COLLEGE")

AND

(HEREINAFTER CALLED THE "AGENCY")

This agreement shall come into force on the date of the signature, and shall remain in effect until termination. Either party shall have the right to terminate this agreement by giving to the other party, at any time, notice in writing of its intention to terminate. It is further provided, however, that following the giving of the Notice of Intention to Terminate, the company will allow any student presently enrolled in their practicum at the company to complete their practicum term as scheduled. It is understood that either party to the agreement may ask for a review of the agreement at any time.

It is agreed that the practicum services of the agency may be utilized by the students and staff of the BAFRM Program, Grande Prairie Regional College, for required learning experiences.

The College hereby agrees with the agency as follows:

1. To be responsible for the operation, and administration of the Program.
2. To co-operate with and abide by the policies, administrative directives and regulations of the agency while utilizing their facilities.
3. To interpret the Program to the staff of the agency and to receive recommendations from the staff in planning future experiences.
4. To plan the practicum experiences for the students in consultation with the mentor of the agency at least one month before beginning the practicum semester.
5. To carry comprehensive general liability insurance and Workmen's Compensation coverage for students and faculty of the BAFRM Program. The coverage will be effective while the students and faculty are engaged in practicum activities at the site. The coverage includes claims which may arise as a result of their omissions and/or commissions.

The College shall defend, indemnify, and hold the agency, its employees, officers, directors, and contractors harmless from and against all claims, actions, liabilities, losses, damages, costs, and expenses but excluding liability for loss of profits and consequential damages, that the agency may incur as the result of bodily injury (including death) or damage to property arising out of the Program.

6. The College shall promptly notify the agency of any issues or concerns regarding any participating students.
7. To provide College instructor(s) (supervisors) for consultation and guidance to students and collaboration with Mentors during the practicum experience.

The agency hereby agrees with the College as follows:

1. To enable Program students and faculty of the College meaningful involvement and use of field facilities and equipment for experience and observational opportunities as listed below in the Agreement between the student, the supervisor and the mentor.
2. To provide the supervisors and students with information about site activities and the agency policies that will help ensure the continuity of an effective practicum experience.
3. To provide BAFRM Program students and faculty of the College access to such sources of information for educational purposes as are deemed necessary.
4. To allow students and faculty use of facilities such as:
 - a. suitable conference room space
 - b. cafeteria
 - c. locker space
5. To co-operate with the College in scheduling meetings with the mentor and staff of the agency, including administrative-level representatives for the purpose of interpreting, discussing and evaluating the educational program in the BAFRM practicum.
6. To co-operate with the College to ensure that the practicum aspects of the Program are carried out at such time, in such manner and during such periods as the supervisor of the Program and the mentor designated by the agency may determine to ensure that the students derive the greatest possible advantage from this phase of the Program.
7. That the agency may, at its sole discretion, remove any student from the Program. The mentor will inform the supervisor and normally provide reason for the action.
8. To recommend, in consultation with the College, the number of students that can effectively be accommodated in the agency at a particular time.
9. To designate the mentor from the agency.

Particular Provisions

All students must receive medical clearance (including drug screening) by the agency's doctor of choice prior to commencement of the practicum experience.

Technology developed during the practicum is owned by the agency and the agency shall have the sole discretion to seek and maintain any and all forms of proprietary protection, and as such will be responsible for funding, filing, maintenance, and other costs associated with patents, copyrights, and trademarks, if any.

Agencies will advise all students of the agency's ownership of its proprietary information and that such information shall not be used or disclosed by students other than as directed by the agency.

The terms of this agreement may be amended by reciprocal correspondence.

Agency Designated Mentor(s)

Number of Students

Signed

Date

Grande Prairie Regional College

Name: _____

Title: _____

Agency: _____

Name: _____

Title: _____

INTRODUCTION TO THE STUDENT-SUPERVISOR-MENTOR AGREEMENT

The agreement between the student, the College BAFRM supervisor, and the mentor sets out the responsibilities of the student, the supervisor, the mentor and the competencies to be covered. All parties shall also take into account the BAFRM Program Overview and the agreement between the College and the Industry.

This agreement should be signed at least three months in advance of the commencement of the practicum to enable appropriate planning. Feedback on the agreement or the practicum arrangements are always welcomed. Any changes will be reviewed by the BAFRM Advisory Board.

GRANDE PRAIRIE REGIONAL COLLEGE
BACHELOR of APPLIED FOREST RESOURCE MANAGEMENT (BAFRM)

CREDIT WORK EXPERIENCE (PRACTICUM) AGREEMENT BETWEEN
the STUDENT, the COLLEGE BAFRM SUPERVISOR, and the AGENCY MENTOR

Grande Prairie Regional College offers a Bachelor of Applied Forest Resource Management in which its students are required to participate in Credit Work Experience (Practicum). This agreement sets out the specific field site and competencies for the student. (The competency list may be appended)

PARTIES TO THE AGREEMENT

Agency Mentor _____

Supervisor _____

Student _____

COMPETENCIES to be COVERED (See attached list)

The student will:

1. become informed about the competencies involved in the practicum experience and the location of the field experience;
2. maintain regular attendance;
3. actively participate in the practicum experience to cover as many competencies as feasible;
4. maintain a log book and reports as required;
5. complete a site suitability evaluation;
6. communicate and co-operate with the mentor and the supervisor;
7. report any accidents immediately to the mentor and the supervisor;
8. demonstrate professional behaviour, personal initiative and motivation;
9. co-operate in evaluation as required.

The mentor will:

1. negotiate, arrange and supervise the student's practicum within the industry in consultation and collaboration with the student and the supervisor. These negotiations are to be regarded as an integral part of the practicum;

2. provide orientation and support to the student in the industry;
3. provide the student with agency policies and regulations;
4. ensure that the student is made aware of health and safety factors in the situations in which they are placed;
5. provide a wide variety of practicum experiences for the students and encourage their active participation and skill development;
6. delegate supervisor responsibilities to the relevant agency person when the student is placed in situations in which the mentor is not directly involved;
7. maintain records of attendance and practicum experiences;
8. meet with the student at regular intervals to provide feedback (the intervals should be discussed at the original negotiations);
9. evaluate the student as required by the College;
10. communicate any concerns regarding the student or practicum experience to the College Forestry supervisor;
11. along with the College practicum supervisor and the student, involve concern resolution where appropriate.

The supervisor will:

1. negotiate with the student and the mentor the location (placement), the direction, remuneration, accommodation, family constraints, financial constraints, and details of the practicum. He/she will ensure that the practicum experience is of sufficient range and quality that the student could attain the goals of the Bachelor of Applied Forest Resource Management degree Program;
2. with arrangement with the mentor, oversee the overall process of the practicum including frequent site visits and consultation with the mentor in monitoring the student's progress on behalf of the BAFRM Program;
3. with the knowledge of the mentor, coach the students in the development of their skills;
4. coach the student in the development of their portfolio;
5. assist the mentor with student evaluation criteria and methods to ensure fairness and consistency;
6. oversee the overall evaluation of the student;
7. facilitate conflict resolution relating to practicum issues.

Signed:

Student: _____ Date: _____

Agency Mentor: _____ Date: _____

College BAFRM
Supervisor: _____ Date: _____

Grande Prairie Regional College
Bachelor of Applied Forest Resource Management
Credit Work Experience (Practicum) Competencies
(as of September 22, 1997)

The following tables set out the credit work experience (practicum) competencies by experience areas, importance ranking, period, evaluation and rating, and comment section as agreed to by the BAFRM Advisory Board (meeting of April 22, 1997). This document will (may) serve as the source document for:

1. The agreement between the student, the college BAFRM supervisor, and the agency mentor, indicating the competencies to be covered by the industry;
2. Student Handbook list of competencies;
3. Mentor Handbook list of competencies;
4. Supervisor Handbook list of competencies.

The student, mentor and supervisor will periodically review the competency list to check the stage of a particular student's competency completion, including percentage of mandatory and optional competencies covered. The competency list will also be used by the Examination Committee to assure completeness of coverage.

Legend of columns	
Competency	Specific skill area to be covered and evaluated
Avail.	Availability at your company
Import.	Importance ranking for the specific competency; M , mandatory; O , optional; and U , undecided (subject to further discussion)
Period	The most likely timing for the competency to be covered: 1 , Practicum I; 2 , Practicum II; and Summer .
Evaluation	Evaluation of the student's performance for the competency with a rating: 1 , below average; 2 , acceptable; or 3 , excellent. Mentor's initial is required after the completion.
Comment	Any useful comments are appreciated.

Area of Experience: Administration

Business Development and Project Administration

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Able to prepare a project management plan		O						
Able to administer a contract for a project including:		M						
1) Legals/ives		M						
2) Processes		M						
- writing and understanding a simple contract		M						
- call for contract tender		M						
- select contract		M						
3) Manage contract for quality and completeness		M						
		M						
Budget and cost analysis		M						
Monitoring productivity		M						

Communication (Oral and Written)

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Ability to write and prepare detailed reports and presentations		M						
Ability to write letters of substance		M						
Prepared and delivered talks to community groups, organizations and schools		M						
Able to organize and conduct work group meetings		O						
Working with public input sessions and Advisory Committees		O						

Management of Organizations and Human Resources

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Exposure to supervision		M						
Time management		M						
Ability to handle several projects at one time		M						

Safety and Waste Management

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Demonstrates safe work habits in and around all work sites		M						
Knowledge of company's safety programs and integration into it		M						
Working knowledge on disposal of hazardous wastes		M						
Working knowledge on proper disposal of all wastes		M						
Understanding of the processes and policy with regard to spill containment and reclamation (petroleum industry techniques)		O						

Area of Experience: Forest Resource Management

Resource Inventory

Competency	Avail	Import	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Ability to use and interpret aerial Photography		M						
Understanding of using GPS for fieldwork		M						
Ability to use maps and carry out basic surveying		M						
Basic understanding of GIS working skills		M						
Basic timber cruise and compilation		M						
AVI inventory work and Phase III		M						
Identification of trees, shrubs and key indicator plants (Ecological site assessment)		M						
Identification of soils and their properties		M						
Ability to identify major damage agents and their symptoms		M						
Knowledge of Forest Care standards		M						
Identification of wildlife habitat		M						
Classification of streams including their fish bearing qualities		M						
Working knowledge of the management of forest ecosystems at the landscape and stand levels		M						
Digital terrain modeling		O						
Knowledge of legislated standards i.e. Forests Acts and Regulations, ground rules etc.		M						

Planning

Competency	Avail	Import	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Understanding of sustainable forest management and computer models to calculate sustainable yield, harvest expansion & AAC		M						
Understanding of the processes and linkages in planning, developing and maintaining major timber management plans (10 years, GDP)		M						
Understanding the processes in developing an operational plan		M						
Ability to develop detailed cut block plans		M						
Woodlot management (company specific)		O						
Private timber purchase evaluation		O						

Area of Experience : Forest Operations and Manufacturing

Timber Harvesting

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Participation in field layout of cut units and roads		M						
Experience in logging operations including: -harvest systems -exposure to scheduling & costimating -equipment use -exposure to reclamation & cleanup		M M M M						
Operational inspections and field audits		M						
Exposure to operational site evaluation including soil disturbance and erosion		M						
Working knowledge of logging equipment functions and able to match capability and production to various timber and soil conditions		O						
Knowledge of company procedures governing private land harvesting		O						
Developing harvest plans on private lands		O						

Engineering and Construction

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Understanding of: -road layout and surveying -cuts and fills -layout of curves -alignment		M						
Exposure to the construction and reclamation of temporary roads of common standards and designs		M						
Ability to locate and design, basic stream crossings		M						
Knowledge in installation and reclamation of culverts and bridge to acceptable standards		M						
Working knowledge of construction equipment capability on a steep area (size)		O						
Production expectation & cost		U						

Log Transportation Systems

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Working knowledge of common truck/trailer configuration and limitations (Alberta Transportation); knowledge of R-Tac specifications & Alberta transportation		M						
Laws governing transportation of logs (e.g. haul route approval process)		M						
Understands budget and cost; knowledge on setting cycle times and routes		M						
Log truck safety; vehicle loading problems and weight restrictions; monitoring program requirements		M						

Manufacturing and Mill Yard Operations

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Scaling, volume calculations, and records		M						
Quality control - company specific		O						
Understanding of mill needs and wood flow		U						
Stumpage, scaling, dues		M						
Relationships between standing timber / hauling / grading / recovery / lumber / production etc.		U						
Knowledge of product end use		O						

Area of Experience: Silviculture

Reforestation of cutover and naturally disturbed sites

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Working knowledge of: -Silviculture records systems -Silviculture systems guidelines -Pre and post Harvest survey		M						
Ability to conduct a Pre- and Post-Harvest Assessment		M						
Capability of developing reforestation prescriptions & plans		M						
Worked in: -Site preparation -Planting -Seeding		M M M						
Working knowledge of seedling performance surveys		O						

Stand Tending

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Exposure to Vegetation Management: -cultural methods -herbicide application -fertilization		M						
Capable of conducting Spacing / Density surveys		U						
Exposure to cleaning and thinning programs		U						

Growing Trees and Tree Improvement (flexibility required)

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Understanding and/or experience of cones and seed collection, cone purchase programs and the handling / caring for cones		U						
Experience or exposure in seed extraction and storage		O						
Working knowledge of seeding methods		O						
Experience in nursery operations and the raising of seedlings		O						
Good knowledge in seedling types and their most suitable use		M						
Experience in transporting and caring for seedlings at a planting site		M						
Experience of Seed Orchards and Progeny sites		M						
Improved stocks		M						

Area of Experience : Forest Land Management

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Understanding of petroleum and mineral industry including: - Geophysical systems - Drilling and associated activities - Reclamation of dumps and surface disturbances - Pipeline - Mining		O O O O O O						
Understand ranching and livestock grazing requirements and can conduct range condition surveys		O						
Familiar with forest recreation values and management approaches		O						
Understands the trapping industry and the needs of trappers		O						
Understands Land and Surface Rights dispositions		M						
Differences among FMA and quota holders		M						
Assessment of land use disposition for timber damage		O						
Road use agreement and negotiation		O						
Providing consent/land withdraws		O						
Understanding and appreciation of other land uses		M						
Aboriginal tradition uses		O						

Area of Experience: Fire Management

Competency	Avail.	Import.	Period			Evaluation		Comment
			1	2	Summer	Rating	Mentor Initial	
Exposure to wild fire management and administration		O						
Has a working knowledge of fire suppression, methods of initial attack, fire equipment and their proper use		M						
Understands the role of fire in the ecosystem		M						
Understands fire management plan (theory)		M						

**BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT
MENTOR'S OVERALL EVALUATION OF THE
PRACTICUM STUDENT**

Name of Student: _____

Name of Mentor: _____

Industry: _____

Period of Practicum: _____ to _____

Date of Completion of This Form: _____

This evaluation is to be completed by the student's mentor at the end of the practicum period. The mentor should discuss with the student the points being rated periodically during the practicum period. Expectations of the mentor (industry) and the understanding of the student of these expectations are important in the workplace. The mentor is expected to circle the level that the student has achieved by the end of the practicum. Evidence may be given particularly for ratings of 1 and 3.

Competency: The student demonstrated:	Rating: 1) excellent, 2) acceptable, 3) below average n/a				Evidence:
quality work performance	1	2	3	n/a	
speed of work accomplished	1	2	3	n/a	
ability to perform work without close supervision	1	2	3	n/a	
ability to complete tasks	1	2	3	n/a	
ability to follow instructions	1	2	3	n/a	
organizational skills	1	2	3	n/a	
punctuality and reliability	1	2	3	n/a	
a positive response to constructive feedback	1	2	3	n/a	

Competency: The student demonstrated:	Rating: 1) excellent, 2) acceptable 3) below average n/a	Evidence
care of equipment	1 2 3 n/a	
appropriate communication skills	1 2 3 n/a	
acknowledgement of laws and regulations	1 2 3 n/a	
technical, scientific and practical knowledge	1 2 3 n/a	
ability to apply theoretical knowledge to practical tasks	1 2 3 n/a	

Please comment on the following

student strengths

areas for improvement

suggestions for Program improvement

Has the evaluation been discussed with the student? _____

Total number of hours worked by this student during the Practicum _____

Mentor's Signature

Date

Student's Signature

Date

BAFRM SUPERVISOR'S SITE VISIT REPORT FORM

by _____
College BAFRM Supervisor

Date

Student

Phone

Industry

Industry Mentor

Phone

Site Address

1. Student's current tasks (areas of practicum).

2. Supervisor's assessment of placement to date (discuss in context of a complete practicum requirement).

3. Concerns (work, skills, knowledge, personal, interpersonal).
 - a. Perceived by mentor

 - b. Perceived by student

4. Practicum supervisor's comments

Needs future site visit? Yes No

Things to be accomplished at site visit.

1. Review with the mentor the evaluation process and leave the evaluation document with the mentor.
2. Explore with the mentor the possibility of the student continuing work during the summer for the first Practicum, or starting during the summer for the second Practicum.
3. Request a walk-about site visit.
4. Review with the student the evaluation process and the reports that are required to complete the practicum.

GUIDELINES FOR STUDENT EVALUATION

Student evaluation for practicum will include:

1. mentor's evaluation of each competency and general evaluation at the end of the practicum period;
2. supervisor's evaluation of monthly reports, site visits, portfolio, and project reports;
3. the oral comprehensive exam to be conducted by an examination committee (the student's mentor will be informed of the exam time and is invited to attend).

Competency Marks

The competencies will be reviewed for completion of the 80% for mandatory competencies and 50% for optional competencies. The practicum evaluation committee will review the total competencies and give an overall average mark between 1 and 3. The rating scale is the same as is used in the Mentor's Overall Evaluation of the Practicum Student.

Overall Distribution of Marks and the Final Mark

The distribution of marks over the practicum will be as follows:

		Scale of 1 to 3
Competencies	60% =	
Monthly reports		
Project reports	20% =	
Portfolio		
Final oral	20% =	
	Total =	Scale of 1 to 3

The final tabulated mark will be judged on the basis of the percentage available for each component and provide a final mark of 1, 2 or 3. Each component may be a fraction between 1 to 3. That amount may be multiplied by the percentage for that category. The marks for each category may be added, giving the final mark. The final mark should be rounded to the nearest integral (1, 2 or 3)

GUIDELINES FOR INDUSTRY CONTRIBUTION TO THE COLLEGE FOUNDATION FORESTRY FUND

Industry has indicated to the Advisory Committee a general preference to contribute funds to a Foundation rather than hire students. The College will be responsible for liability insurance, and Workmen's Compensation.

THE COLLEGE FOUNDATION FORESTRY FUND

The College will arrange for a particular fund for the BAFRM practicum purposes. Funds contributed by industry will be receipted by the College Foundation. The College will supply the BAFRM Advisory Board and industry with an annual financial statement. The statement will not show individual company contributions. The College Foundation Officer will also inform the College Student Financial Aid Officer of available funds for the ensuing year. The College Financial Aid Officer will restrict the bursaries within available funds.

Any surplus funds in the College Foundation Forestry Fund will be forwarded to the following year.

INDUSTRY CONTRIBUTIONS

Contributions from industry are confidential and therefore only the practicum supervisor, the industry, and the College Foundation will handle the account. Industry can judge for budget purposes the status of the accounts from the financial statements supplied by the College Foundation. As a guideline it is suggested that initially industry consider providing \$500 (five hundred dollars) per student per month. Each practicum is four months duration. Sponsoring one student equivalent per year would include covering a Practicum I and a Practicum II. As indicated in the Sourcebook, page 8, the College anticipated a graduating group of 20 students per year. Consequently the BAFRM will require 20 Practicum I and II terms sponsored.

GUIDELINES FOR STUDENT BURSARIES

Purpose and Principles

Student bursaries will be provided to students who are engaged in practica (Practicum I or Practicum II). The bursaries will be provided to students from available funds in the College Foundation Forestry Fund. The bursaries are provided to students as a financial assistance for the practicum. The Bursary is to be allocated on the basis of equity between students with some consideration for special circumstances.

Allocation of the Bursaries

The Advisory Board has directed that student bursaries be allocated on the basis of the guidelines established by the Advisory Board. The available funds are limited by contributions to the Foundation Forestry Fund by cooperating industries.

The Financial Aid Coordinator of the College will administer the bursaries subject to the constraints of available funds, and taking into account other factors such as relocation, distance from work and residence location, industry provisions and other personal considerations.

To provide student financial support over the practicum period, students will receive a quarter of the total allocated bursary at the end of each month that the student is on practicum. If a student withdraws from the program during the month, the bursary will be discontinued and no funds will be awarded for that month.

**GRANDE PRAIRIE REGIONAL COLLEGE
BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT PROGRAM
GUIDELINES FOR SITE SELECTION**

All forest industries in Alberta will be invited to participate in the BAFRM practicum program. Should there be more sites available than student places required, then a rotational system will be instigated. If there are more students than industries, then some industries may accommodate more than one student per practicum.

In site selection, the following shall be considered:

1. available competency experience
2. available mentors
3. signing of College-Industry Agreement
4. industry's participation in the College Foundation Forestry Fund or employment of the student while on practicum.

**BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT PROGRAM
CHECKLIST FOR PRACTICUM STUDENTS**

- | | Check |
|--|-------|
| 1. Be familiar with the BAFRM program and the particulars of the practicum. | _____ |
| 2. Review the College-Industry Agreement. | _____ |
| 3. Review the Student-Supervisor-Mentor Agreement. | _____ |
| 4. Be familiar with the competencies list. | _____ |
| 5. Inform the supervisor of preferences and special considerations for practica. | _____ |
| 6. Prepare a list of requirements for the practicum site.
a. text material and log book, etc.
b. work clothing and footwear
c. personal requirements | _____ |
| 7. Following announcement of placements, become informed of the company and the site. | _____ |
| 8. Attend a meeting which the supervisor will organize between the student, mentor and the supervisor to sign the Student-Supervisor-Mentor Agreement. | _____ |
| 9. Make arrangements for the mandatory medical clearance (including drug screening) by the agency's doctor of choice before commencement of the practicum period or as required. | _____ |
| 10. Complete First Aid and WHMIS certificates before the practicum commences. | _____ |
| 11. Co-operate with the mentor in an orientation session and obtain available information regarding the company and the site. | _____ |
| 12. Exchange addresses and phone numbers with the supervisor and mentor. | _____ |
| 13. Discuss accommodation and meal arrangements with the mentor. If the industry does not provide accommodation and meals you will be responsible for your own arrangements. | _____ |
| 14. Discuss transportation to work and location of the site experiences. | _____ |

**GRANDE PRAIRIE REGIONAL COLLEGE
BACHELOR OF APPLIED FOREST RESOURCE MANAGEMENT PROGRAM
GUIDELINES FOR PRACTICUM STUDENT PLACEMENT**

Most industries have stated a preference to not be involved in student placement. Students will be placed at sites by the supervisor taking into account:

1. assuring different sites and experiences for each student
2. assuring an appropriate competency coverage
3. student and industry preferences

Practicum I (winter term of second year)

Students are generally placed by "lot" selection. Special considerations will only be taken into account for exceptional circumstances.

Practicum II (fall term of fourth year)

Students are generally placed to sites by a combination of "lot" selection followed by special consideration of available competencies and projects, industry preference and student preference. To enable these special considerations, the supervisor will inform the industry of the students needing placement and inform the student of industry sites available. The supervisor will also inform both parties of when placements will be allocated. If there are any special considerations, the mentor and the student will inform the supervisor before placements are completed.

STUDENT MONTHLY PRACTICUM REPORT FORM

At the end of each month, the student will complete this form and submit the document to the supervisor.

Student's Name: _____ ID Number: _____

Date: _____ Report for the month of: _____

1. Summary of Activities.

Activity	Time Spent
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
i)	
j)	
k)	

2. Were any concerns encountered? Give a brief description.

3. Accomplishment

a. list accomplishments

b. list learning experiences

c. documented experiences

d. list any deficiencies in your experience for the given competencies

STUDENT PRACTICUM SITE EVALUATION FORM

Name of Student: _____ ID Number: _____

Industry: _____

Placement Location: _____

Name of Mentor: _____

This form is to be completed by the student at the end of the Practicum. The student will submit this within five working days after completing the Practicum. The student should select the level which best describes the situation. Explanatory comments will be greatly appreciated; use extra pages if required. Submit to Practicum Supervisor.

1. How satisfactory was the orientation presented by the mentor at the beginning of the Practicum?

Below Average

Acceptable

Excellent

Comments (on length, content, adequacy, areas of improvement, etc.)

2. How satisfactory were the availability and variety of work experience?

Below Average

Acceptable

Excellent

Comments _____

3. How well were you able to meet the work expectations made to you?

Poor

Moderate

Good

Very Good

Comments _____

4. How much responsibility were you given for jobs that you were asked to perform?

None

Little

A Lot

Great Deal

Comments _____

5 a) How relevant did you feel your theory was in preparing you for this Practicum?

Poor

Moderate

Very Well

Excellent

Comments _____

b) Do you feel there are gaps in the education provided? Please provide comments and possible solutions:

Comments _____

6. In future years, should the College use this placement again?

Definitely Not

With Change

Definitely

Strongly Recommended

Comments _____

7. What did you like most and least about this Practicum placement?

8. In what ways could the Practicum experience be improved?

9. What areas or topics do you feel were not relevant in the College BAFRM Practicum program?

10. What areas or topics do you feel should be added and/or should receive greater emphasis in the College BAFRM Practicum program?

