### Student Work Placement Application Process for ENV440H1

### For Summer and Fall 2023 Work Placements\*

***You must be enrolled in an environmental program at the School of the Environment, Geography or Forestry (preference is given to School students), & have completed at least 12 credits of courses by the Fall of 2023. (\*N.B. work placements, which involve 100 hours in a work place, can be in the summer or fall, but you are only enrolled in the ENV440H1 course itself in the fall term).***

The student work placement process is designed to mimic, to the extent possible, the job application process in the market. Instead of oral references from past employers, which are often not available and are time-consuming for placement work supervisors, a detailed file on each applicant is made available to them to aid in short-listing applicants. The **work placement application process** functions as follows:

* Each applicant **submits electronically as a single Word document**, a **detailed application form**, his/her **résumé**, and a **writing sample (your best writing, academic or otherwise – environmental content not required), in that order,** to the work placement coordinator by **January 20, 2023**. ***Note: There is no advantage to submitting your application early.***
* All students who apply by the deadline will be considered for the ENV440H1 course, unless there are more applicants than can be accommodated in the course. ***If there are too many applicants, the work placement coordinator will select those students who may seek work placements.***
* Each student is interviewed by the work placement coordinator between **January 23 – February 3, 2023. Students select preferred interview times on the application form.** The work placement coordinator evaluates the student’s academic and general readiness for ENV440H1. Students receive feedback from the work placement coordinator on their application package, and guidance on the kinds of placements to which they are best suited.
* The application form, résumé, and writing sample, in addition to the student's formal letter of application (or cover letter) are sent by the student to up to 5 workplace supervisors, selected on the basis of student interest in their particular work placements. Job descriptions of the placements will be sent to students by email attachment by **February 11** - students must submit their applications to host organizations by **February 20**.
* Workplace supervisors draw up a short list of applicants whom they wish to interview (normally not more than five) and contact applicants in order to set up interviews.
* Interviews should be completed by **March 17**.
* It is possible (but not likely) that some applicants may not be short-listed by any workplace supervisors, and may not have placement interviews in this first round.
* Following completion of the formal interviews, workplace supervisors rank their preferred candidates. Similarly, interviewed students rank their preferred work placements (forms are provided on which to do this). These ranking forms must be submitted to the work placement coordinator by **March 17**.
* Using a prescribed procedure, students are matched with work placements, giving supervisors their top ranked applicants and vice versa.2
* ***At the end of this process, there will be a second round of applications for those students who have not been successful in acquiring an interview(s) or a work placement in the first round.***

**Note:** Under particular circumstances, a student may be able to apply to a work placement that is not one of those posted by the placement coordinator. In this case, the following conditions must be met:

* The student must compete for the position against other candidates, and provide the placement coordinator with proof of the competition, including a “job” description (this first condition may be waived under extraordinary circumstances).
* The work placement must have an environmental focus, and must be something not already included in the offerings posted by the work placement coordinator.
* The work placement must involve work that goes beyond routine clerical tasks or library research, and must be relevant to the student’s academic and career goals.
* The work placement supervisor must be willing to meet the requirements and responsibilities required of their position, and provide this commitment in writing to the work placement coordinator.
* The student must discuss all of the above requirements with the placement coordinator and get the agreement of the latter **before** they apply for the position.**ENV440H1 PROFESSIONAL EXPERIENCE COURSE APPLICATION FORM**

**Please append a sample of your best written work (academic or other) and your résumé to this application, and submit it as one document electronically in Word or as an .rtf file to the work placement coordinator, David Powell (****david.powell@utoronto.ca****) by January 20, 2023.**

**PREFERRED TIME SLOTS FOR INTERVIEW WITH WORK PLACEMENT COORDINATOR DURING TWO Weeks of January 23 – February 3, 2023 (list three time slots in order of preference):**

**Mon 10 – 1, 2 – 6; Tues 2 – 6; Wed 10 – 1, 2 – 6; Thurs 10 – 1, 2 – 6; Fri 10 – 1, 2 - 6**

**Top three time slots in order of preference (INCLUDE DATES): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME:** **STUDENT NUMBER:** **E-MAIL ADDRESS:**

**LANGUAGES SPOKEN:** **LANGUAGES WRITTEN:**

 English (Y/N) English (Y/N)

 French (Y/N) French (Y/N)

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACADEMIC PROGRAM:**

In which program(s) are you enrolled?

Number of credits (full courses or their equivalent) completed by August 2023? \_\_\_\_\_

Environmental or other relevant courses completed by August 2023 (taken for your environmental program(s), as well as any other relevant courses – INCLUDE THE NAME OF EACH COURSE).

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| **Environmental Courses (number and full title**) (e.g. ENV307H1 Urban Sustainability) |
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**In which sector** would you prefer to have a placement (**please rank these from 1 {highest}** if you have several sectors of interest)?

 • Government local

 • Government provincial

 • Government federal

 • Non-governmental organizations

 • Private sector

 • Broader Public Sector (e.g. educational, health care institutions)

 (please **specify the type of agency in the broader public sector**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**What are your areas of academic/career interest?** In the Comments column, you can explain the reason for having one or more of these areas of academic/career interest **where your academic background and/or extracurricular experience are not an obvious fit with these areas**. For those areas with an asterisk (\*), indicate whether your interest involves development and application of relevant technology, or implementation of policy and programs, to address the area. **Please rank only the top 5 of these from 1 {highest} to 5 {lowest}**:

|  |  |  |
| --- | --- | --- |
| **Area of Academic/Career Interest** | **Comments/details** | **Rank** |
| Environmental/Sustainable Management of Organizations |  |  |
| Public Policy and Analysis |  |  |
| Environmental Health |  |  |
| Environmental Law |  |  |
| Environmental Economics |  |  |
| Environmental Planning |  |  |
| Environmental Education |  |  |
| Environmental Advocacy |  |  |
| Urban Environmental Issues |  |  |
| Urban Agriculture/Food Security\* |  |  |
| Conservation/Biodiversity\* |  |  |
| Habitat Restoration/Naturalization\* |  |  |
| Natural Resource Management\* |  |  |
| Environmental Impact Response & Mitigation\* *(this is response to & mitigation of* ***environmental incidents & impacts that have already occurred****)* |  |  |
| Risk and/or Environmental Assessment |  |  |
| Pollution Prevention/Waste Management\* |  |  |
| Product Stewardship\* |  |  |
| Social Marketing |  |  |
| Public Participation & Community Dialogue |  |  |
| Other |  |  |

***Why would you like to take the School’s ENV440H1 Professional Experience Course? Please outline what your expectations are of this Course (4 - 5 lines).***

***What do you see as your responsibilities to your work placement and work placement supervisor, to ensure a successful work placement experience (2 - 3 lines)?***

***Do you have any commitments******which would prevent you from working during certain months, days of the week, etc****. (e.g. Are you currently working or do you plan to work part-time next academic year? During the summer?)* ***Only if these commitments could interfere with you completing the 100 hours of the work placement, should you explain how you will work around this.***

***Write a one-page essay on your educational and career goals over the next five years. If you do not have specific educational and/or career goals, indicate some possible ones that you are considering. Also indicate how you think the Professional Experience Course will help with your education and/or career plans. If you have a very focused educational and/or career goal(s), when you write your cover letters for your work placements, when you apply to specific work placements in February, you should explain how the work placements to which you apply are relevant to these goals, where this is not obvious.***