



# **OUTDOOR ADVENTURE NATURALIST PROGRAM**

**Co-op Diploma Program**

**2007-2008 HANDBOOK FOR APPLICANTS**

Algonquin College in the Ottawa Valley  
Pembroke, Ontario

Murray Kyte, LL.B., B.B.A.  
Chair, Business, Technology & Outdoor Training

Ian Pineau  
Coordinator, Outdoor Adventure Naturalist Program

---

# ALGONQUIN COLLEGE IN THE OTTAWA VALLEY

## OUTDOOR ADVENTURE NATURALIST PROGRAM - COMBINING ADVENTURE GUIDING WITH NATURE INTERPRETATION!

Thank you for applying to the Outdoor Adventure Naturalist Program offered at the Pembroke Campus of Algonquin College in the Ottawa Valley. We believe our program is one of the most exciting and innovative co-op programs in all of North America.

The Outdoor Adventure Naturalist diploma program will feature nature interpretation skills combined with soft adventure guiding skills such as canoeing, sea kayaking, hiking, snowshoeing, cross country skiing, and much more. Like the Outdoor Adventure Program, it will also have a strong business component to better prepare you to work in the adventure industry. More information is available on our website listed below.

The following material provides specific information regarding the application process and details of the program. This **handbook for applicants** is designed to complement the basic overview available on our web site at [www.algonquincollege.com/pembroke](http://www.algonquincollege.com/pembroke). Please refer to these sources for general college and course information.

The attached information will guide you through the application process and help prepare you for the program. Please keep this package and refer to it often.

Once again, thank you for considering Algonquin College in the Ottawa Valley as your preferred location to complete your post-secondary studies.

Sincerely,

Murray Kyte, Chair  
Business, Technology and Outdoor Training

For additional information, please contact:

Ian Pineau, Coordinator  
Outdoor Adventure Naturalist Program  
Algonquin College in the Ottawa Valley, Pembroke Campus  
315 Pembroke Street East  
Pembroke, Ontario K8A 3K2

Phone: (613) 735-4700 ext. 2759

Fax: (613) 735-4739

E-mail: [pineau@algonquincollege.com](mailto:pineau@algonquincollege.com)

**OUTDOOR ADVENTURE NATURALIST PROGRAM  
APPLICANT HANDBOOK**

**TABLE OF CONTENTS**

Statement of Responsibility, Safety and Liability .....1  
Eligibility and Selection Process .....2  
Fees and Expenses .....3  
Additional Fees and Expenses .....3  
Financial Aid Programs .....6  
More Information.....6  
Eligibility Guidelines for Resume & Letter of Intent .....7

## **STATEMENT OF RESPONSIBILITY, SAFETY AND LIABILITY**

In order to learn the skills necessary to become an effective leader in the adventure and nature interpretation industry, students must perform beyond the limits of a mere participant and assume a greater degree of responsibility and risk.

There is an inherent element of risk which is beyond human control. Only those risks that contribute to career related skills, knowledge, and experience are acceptable, as dictated by industry standards, certification, licenses, and specific Course Outlines. This is termed 'risk appropriate' training. Risks that fall outside of the scope of industry practice are deemed inappropriate for technical training programs at Algonquin College in the Ottawa Valley. Although effort is made to minimize exposure to these risks, we can ultimately assume no responsibility for your safety or loss of personal equipment.

A signed liability release is required of all students before commencement of the program. The student is encouraged to read it carefully and fully understand its implications before signing. A parent/guardian release is required for minors (under 18 years of age).

---

## ELIGIBILITY AND SELECTION PROCESS

### Part I

- Meet College Eligibility Requirements
- Meet Program Eligibility Requirements; English Grade 12 (ENG4C or ENG4G or equivalent is required) and Mathematics Grade 12 (MAP4C, MTB4G, MTT4G, MAT3A or a mathematics with a similar content is acceptable). For information regarding admission requirements for students graduating from the new Ontario Secondary School Curriculum, please visit our website at:  
[www.algonquincollege.com/registrar/admissions/](http://www.algonquincollege.com/registrar/admissions/)

### Part II

- Submission of a Resume and Letter of Intent (see below for guidelines and deadline for submission)

### Part III

Prior to registration in the program, accepted applicants must:

- Provide proof of current basic/standard First Aid and CPR (Level C) certification
- Sign and submit an Outdoor Adventure Naturalist Program Assumption of Risk and Indemnifying Release form and Parental Consent if the applicant is under 18 years of age
- Have a physician complete and sign the Confidential Health Assessment Form

Applicants who have met Part I of the Eligibility and Selection process and have submitted the required Resume and Letter of Intent (Part II) will be assessed and ranked by a selection committee.

Based on the evaluation of Part I and Part II, selected applicants will be ranked for selection into the program. Ranking will be on the basis of the Resume and Letter of Intent.

Upon final acceptance into the program, students must complete Part III (provide proof of basic/standard First Aid and CPR Level C and a signed release form) prior to registration into the program. Also, students will be asked to submit a confidential Health Assessment form, supplied by Algonquin College and completed by a physician (at the student's expense), prior to the beginning of the program.

## FEES AND EXPENSES

Tuition fees listed are in effect for the 2006-2007 academic year.

Tuition Fees:	\$1,850.00 per term (See “ <u>Note</u> ” below under “Additional Fees and Expenses.”)
International Student Fee:	All relevant Canadian fees plus an International Premium of \$5,333.33 per term.
Student Activity/Sports Fee:	\$150.50 per term
Student Centre Building Fee:	\$17.50 per term
Information Technology Fee:	\$50.00 per term
Health Plan Fee:	\$121.13 paid once annually
Graduation Fee:	\$30.00 payable in the final term
Transcript Fee:	\$25.00 in level 01

*Please note that the above fees are current for the 2006-2007 academic year and are subject to change before commencement of the program for the 2007-2008 intake.*

Beginning for the 2007-2008 academic year, the program will include an optional co-op semester during the summer months. As such, the program delivery schedule is as follows: Level 01 (fall), Level 02 (winter), co-op (summer), and Level 03 (fall).

## ADDITIONAL FEES AND EXPENSES

Note: In Levels 01 and 03, two days of every week take place at Wilderness Tours, our partner training facility, or at another designated training site, usually in the Ottawa Valley. During those training days and for the Fall Leadership Camps, transportation, outdoor equipment, accommodations, and meals are provided (i.e. Thursday lunch and dinner, Friday breakfast and lunch). In Level 02, transportation and outdoor equipment are provided. Meals will only be provided on multi-day expeditions organized and run by Wilderness Tours. (When students are taking classes at the Pembroke Campus in all levels, they are responsible for their own meals.)

- **Books:** \$500 per term (approximate).
- **Certifications:** Optional and at the cost of the student.

Certain skill courses deliver equivalent-to-certification content. In certain cases, and at additional cost, students may apply for certification.

A sample of certifications which students may earn are: Canoe - Basic Instructor, Mountain Bike - Trail Guide and Trip Leader, and Wilderness First Responder.

In addition, the program is structured in such a fashion that the student, through the Canadian Tourism Human Resource Council, works toward their certification as a National Heritage Interpreter. Upon completion of the program, it is expected that the

student will have successfully completed the workbook and examination criteria of the certification requirements.

- **Clothing & Equipment:**

Suitable outdoor clothing and gear is vital, not only for comfort, but for safety. Most students will already own appropriate items; therefore, not all of the listed equipment need be purchased. Students reporting to Fall Camp must have all of the equipment on the “Basic Gear list,” but should not purchase items from the “Complete Gear list” until after Fall Camp. Advice from faculty and special workshops will ensure students spend their money on appropriate equipment. If a student has absolutely no personal gear, expect to spend **\$1500** on gear for the duration of the program. Keep in mind this equipment is required for work in the industry, and has a useful life far beyond the Outdoor Adventure Naturalist Program.

Basic Gear List: Students must have this gear for Fall Camp (approximate retail costs provided). Students soon realize that practical, effective gear is recommended over the brand name/”look” of the gear.

- |                          |                           |   |  |
|--------------------------|---------------------------|---|--|
| <input type="checkbox"/> | Compass                   | - | Mirrored-sighting compass with adjustable declination setting, \$60-80.  |
| <input type="checkbox"/> | Binoculars                | - | Compact, high quality, waterproof, rubber-coated, 8x35 power or better, i.e. Bushnell Fisherman’s, \$65+.  |
| <input type="checkbox"/> | Notebook and pen          |   |  |
| <input type="checkbox"/> | Rain gear                 | - | Hooded jacket and pants, rubberized, \$30-\$100. “Real” rain gear is essential.  |
| <input type="checkbox"/> | Sleeping bag              | - | Summer and winter use (-20°C), “mummy” style, \$150-\$500. (Any sleeping bag will do for Fall Camp; however, a high quality bag must be purchased by the end of September and for cold weather. Students will sleep outside during the winter semester.) |
| <input type="checkbox"/> | Sleeping pad/Therma-rest  | - | Ensolite or self-inflating, \$15-\$90.   |
| <input type="checkbox"/> | Nalgene water bottles (2) | - | Wide mouth, plastic, unbreakable, \$15.  |
| <input type="checkbox"/> | Carabiners (2)            | - | Inexpensive ones, clips for attaching water bottle to canoe, etc., \$5.  |
| <input type="checkbox"/> | Cup/bowl/spoon            | - | Generic trail eating utensils, plastic, \$6.   |
| <input type="checkbox"/> | Headlamp and batteries    | - | (specialized flashlight) i.e. Petzl “Zoom”, \$40.  |
| <input type="checkbox"/> | “Day” backpack            | - | 24-45 litre capacity, medium-sized, \$35-75.   |
|                          |                           | - | Not to be confused with a “book bag.” Students need a sturdy, mid-sized backpack for day hikes.  |
| <input type="checkbox"/> | Personal first-aid kit    | - | Band-aids, swabs, Polysporin, etc., \$15.  |
| <input type="checkbox"/> | Nylon “quick dry” shorts  | - | Plus one piece swimsuit for women.   |
| <input type="checkbox"/> | Nylon “quick dry” pants   | - | \$60   |
| <input type="checkbox"/> | Sports bra for women      | - | \$40   |

- Underwear tops & bottoms - Long, 2 sets, polyester or polypropylene\* (no cotton!), \$40/set.
- Toque and light gloves - Wool or fleece toque.
- Warm layers - Fleece pants and sweater, \$50 each. Trim fit to be layered under and over other clothes.
- Windproof jacket - "Warm up" or gym-style, among others.
- Sun hat/ball cap
- Sunscreen and bug repellent
- Sunglasses and retainer/string
- River shoes or sandals - Old running shoes or non-velcro sandals are appropriate.
- Casual clothes for evenings
- Towel and basic toiletries

Complete Gear List: In addition to the above list, students should bring this equipment but wait until after Fall Camp before purchasing (if not previously owned). Also, this gear does not need to be purchased all at once.

- Sleeping bag - High quality summer/winter use (-20°C), "mummy" style, \$150-\$500. See notes referring to the "Sleeping bag" item under the Basic Gear List.
- Jacket or parka - Down or synthetic insulated, \$150+.
- Underwear, top & bottom - "Expedition weight" fleece, \$70 set.
- T-shirt(s)\* - Polyester, \$20.
- Spare fleece layers - Vest, pullovers, etc, \$50 each.
- Socks - Polypro light liners and heavy wool winter, \$5-12/pair.
- Mid-weight hiking boots - Leather, stiff sole for light backpacking \$100-\$200.
- Winter boots - Sorel type (-30°C) with removable liner, \$50+.
- Winter mitts and hat - Heavy-duty
- Pocket knife and river knife - \$10-\$14 each.
- Whistle - Fox 40, "pea-less" style.
- Hand lens - Hand-held or pocket magnifier, \$10.
- Full-size backpack - 65-90 litre capacity for multi-day hiking trips, \$100-\$300.
- Bivy bag or over bag - For over the sleeping bag (increases warmth - optional), \$100.
- Extra foam sleeping pad - For winter camping - optional.
- Small dry bag - Optional, \$15.
- Camera - Optional

\* As a rule, students will not be wearing cotton t-shirts, sweatshirts, jeans, etc. during outdoor skills days, since cotton gets wet and cold. Fleece and polyester stay dry and are warmer. These items are available at local "outdoor" stores,

Canadian Tire, or the Mountain Equipment Coop by mail-order ([www.mec.ca](http://www.mec.ca)). Staff will provide advice on requirements and best values for each piece of equipment required through workshops and training. In addition, students have an opportunity to purchase gear through outdoor adventure “preferred suppliers” discounts.

Gear Provided by the Program:

- Kayak, canoes, and paddles
- Mountain bikes and helmets
- Tent, camp kitchen and stove
- Full wet suit
- Nordic skis and boots
- Snowshoes

Please bring any of the above gear you may already have. Please note, if any of the faculty have safety-related concerns with your gear, you may be asked to use program equipment instead.

## FINANCIAL AID PROGRAMS

Financial assistance programs are meant to supplement, not replace, the financial resources which the student is expected to contribute toward his or her own education. Financial aid is designed to help students from lower-income families meet the costs of tuition fees, books and supplies, and basic living expenses.

Students planning to apply for financial aid through OSAP (Ontario Student Assistance Program) or other provincial funding programs, are advised to do so as soon as applications are available, usually around May 1. You do not have to wait until you are accepted into a program to apply. It is recommended that students find more information and apply on-line at <http://osap.gov.on.ca>.

## MORE INFORMATION

The information here reflects the most current at the time of publication. Modifications may be made prior to program commencement. For inquiries, please contact:

Ian Pineau, Program Coordinator  
 Jamie Bramburger, Manager, Community & Student Affairs  
 Vicki Van Hoof, Admissions/Registration

613-735-4700  
 X 2759  
 X 2756  
 X 2811

## ELIGIBILITY GUIDELINES FOR RESUME & LETTER OF INTENT

As per Part II of Eligibility and Selection on page 2, the Resume and Letter of Intent are key elements of your application. Please submit your documentation within **three (3) weeks of receiving this package**.

### Documentation Requirement

There are 40 seats available in the program. We want to ensure that all eligible applicants have an opportunity to demonstrate why they should be considered for our program.

We want to know more about you and why you want to take Algonquin College's program. We would like you to write us a letter explaining, as fully as possible, why you would be a good candidate. This letter is to be **two pages in length, typed, and double-spaced**. Please respond to each of the points below and include specific details and examples.

#### Letter of Intent:

- **Contribution:** A statement outlining your interest in the program and how you think you can contribute to it.
- **Career Goals:** Your expectations of how the Outdoor Adventure Naturalist Diploma will further your career goals.
- **Additional Skills:** Any additional special skills or knowledge **unrelated** to the outdoors which you think might be useful or beneficial to the program or to a future employer.

#### Resume:

- **Qualifications:** A resume that details your relevant experiences; specific skills, qualifications, and knowledge about the outdoor adventure industry.
- **Documentation:** Include additional documentation that validates your qualifications.

**Your Resume and Letter of Intent are due within three (3) weeks of receiving this package. Please mail these documents to:**

Outdoor Adventure Naturalist Program Selection Committee  
Attn: Ian Pineau  
Algonquin College, Pembroke Campus  
315 Pembroke Street East  
Pembroke, ON K8A 3K2