



OUTDOOR ADVENTURE PROGRAM

Two-Year Diploma

2008-2009 HANDBOOK FOR APPLICANTS

Algonquin College in the Ottawa Valley
Pembroke, Ontario

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ALGONQUIN COLLEGE IN THE OTTAWA VALLEY

OUTDOOR ADVENTURE PROGRAM - THE MOST EXHILARATING COLLEGE PROGRAM ON EARTH!

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

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 in either the “Outdoor Adventure” monograph or on our web site at www.algonquincollege.com/pembroke/programs/outdoor/prog_over.html. 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.

Also note that our Outdoor Adventure Program is very popular and oversubscribed each year. For those students who are interested in the outdoors combined with interpretive skills, we recommend that you also apply to our **Outdoor Adventure Naturalist Program** which now has a co-op semester. The Outdoor Adventure Naturalist one-year co-op diploma program will feature nature interpretation skills combined with soft adventure skills such as flatwater canoeing, sea kayaking, 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 above.

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:

Jeff Jackson, Co-ordinator
Outdoor Adventure Program
Algonquin College in the Ottawa Valley, Pembroke Campus
315 Pembroke Street East
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**OUTDOOR ADVENTURE PROGRAM
APPLICANT HANDBOOK**

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STATEMENT OF RESPONSIBILITY, SAFETY AND LIABILITY

In order to learn the skills necessary to become an effective leader in the Outdoor Adventure Tourism 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 the form's legal 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 (see “Outdoor Adventure” monograph - Admission Requirements).
- \$ Meet Program Eligibility Requirements; English Grade 12 (ENG4C or equivalent is required) and Mathematics Grade 12 (MAP4C, or a mathematics with a similar content, is acceptable).

Part II

- \$ Submission of Resume, Letter of Intent, and two Letters of Reference (see below for guidelines and deadline for submission).

Part III

- \$ Participation in Program Readiness Camp.
- \$ Submission of confidential Health Assessment form, supplied by Algonquin College and completed by a physician, prior to Program Readiness Camp.

Part IV

Prior to registration in the program, accepted applicants must:

- \$ Provide proof of current basic/standard First Aid and CPR certification.
- \$ Obtain a valid passport as courses involve international travel.
- \$ Sign and submit an Outdoor Adventure Program Assumption of Risk and Indemnifying Release form and Parental Consent if the applicant is under 18 years of age.

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

Applicants will be invited to a one/two day Program Readiness Camp (Part III). The camp will be held in May 2008 and participation is mandatory for those who wish to be considered. Applicants may be invited to either the **May 11-12 OR May 18-19** (dates subject to change) Program Readiness Camp. If required, a third Program Readiness Camp may be held in August 2008 (actual day to be determined at a later date).

Prior to your attendance at the camp, a confidential medical form must be completed by a physician (at your expense) and submitted to the Outdoor Adventure Program Coordinator.

After the Program Readiness Camp assessment, participants will be ranked for selection into the program. Ranking will be on the basis of the Resume, Letter of Intent, two Letters of Reference, and physical and interpersonal skills and abilities.

Upon final acceptance into the program, students must complete Part IV (provide proof of First Aid & CPR, and a signed release form) prior to final registration into the program.

FEES AND EXPENSES

Tuition fees listed are in effect for the 2007-2008 academic year.

Tuition Fees:	\$3,169.40 per term.
International Student Fee:	All relevant Canadian fees plus an International Premium of \$4,200.00 per term.*
Information Technology Fee:	\$50.00 per term.*
Student Activity/Sports Fee:	\$150.50 per term.*
Student Centre Building Fee:	\$17.50 per term.
Health Plan Fee:	\$123.08 paid once annually.*
Incidental Fee:	\$395.00 in level 01 and \$80.00 in level 02.**
Graduation Fee:	\$35.00 payable in the final term.
Transcript Fee:	\$25.00 in level one.
Health Service Fee:	\$10.00 per term.

* Please see Outdoor Adventure monograph or Algonquin website for details on these fees.

** Incidental Fee of \$395.00 (first term) and \$80.00 (second term) is a required “Safety Equipment Package,” which becomes the property of the student. This gear is required to learn and work in the industry, and is available to students at wholesale cost. The package includes:

- Whitewater personal floatation device
- Whitewater helmet
- Throw bag
- Rock climbing harness
- Rock climbing helmet
- Snowsport helmet
- Snowboard wrist guard

Note: If equipment becomes damaged to the extent that it is considered unsafe, the student will be required to provide an approved replacement.

Please note that the above fees are current for the 2007-2008 academic year and are subject to change before commencement of the program for the 2008-2009 intake.

ADDITIONAL FEES AND EXPENSES

Note: 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, transportation, outdoor equipment, accommodations, and meals are provided (Day 1 lunch and dinner, Day 2 breakfast and lunch). Meals required for the multi-day expeditions, Fall Camp, and Leadership Camps are also provided. (When students are taking classes at the Pembroke Campus, they are responsible for their own meals.)

- **Program Readiness Camp:** \$150.00 (subject to change)

Includes your meals, whitewater raft, all activities and equipment, access to Wilderness Tours' recreation facilities, and program assessment.

\$ **Books:** \$400.00 per term (approximate).

\$ **Certifications:**

Students may be able to earn up to 18 industry certifications through the program at a significantly lower cost than if attained independently. Incorporating many certifications directly into the curriculum ensures graduates are immediately qualified for employment. The fee itself reflects the costs imposed by governing bodies for administration and processing. NOTE: Certifications are subject to change as many are regulated by different national bodies.

Sample certifications which students may earn are:

Canadian Rivers Council Raft Guide
Ontario Whitewater/Paddle Canada Level 1 Kayak Instructor
Ontario Recreational Canoe Association Instructor (many levels)
Canadian Professional Mountain Bike Guide Trip Leader
Leave No Trace Camping Skills Certificate
Swiftwater Rescue Training (Basic and Advanced)
Wilderness First Responder First Aid Certificate
Alpine Ski and Snowboard Level 1 Instructor (CSIA and CASI)
And others

\$ **Advanced Expedition (Level 04):**

If the class chooses a final expedition destination other than those designated by the college, additional costs for transportation, accommodation, documentation, etc. may be incurred by each student, depending on their choice of destination and activity.

\$ **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 \$1,500 on gear over the two years 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 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.

'	Rain gear	- Hooded jacket and pants, rubberized, \$30-\$100. "Real" rain gear is essential.
'	Sleeping bag	- Summer and winter use (-20EC), "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 regularly sleep outside during the winter semester.)
'	Sleeping pad/Therma-rest	- Ensolite or self-inflating, \$15-\$90.
'	Nalgene water bottles (2)	- Wide mouth, plastic, unbreakable, \$15.
'	Locking carabiners (2)	- Pear-shape, for personal protection while climbing, \$14.
'	Webbing	- 1 inch tubular climbing webbing, 20 ft, \$8.
'	Carabiners (2)	- Inexpensive ones, clips for attaching water bottle to canoe, etc., \$5.
'	Cup/bowl/spoon	- Generic trail eating utensils, plastic, \$6.
'	Headlamp and batteries	- (specialized flashlight) i.e. Petzl "Zoom", \$40.
'	"Day" backpack	- 24-45 litre capacity, medium-sized, \$35-75. - Not to be confused with a "book bag," need sturdy, mid-sized backpack for day hikes.
'	Personal first-aid kit	- Band-aids, swabs, Polysporin, etc., \$15.
'	Nylon "quick dry" shorts	- Plus one piece swimsuit for women.
'	Nylon "quick dry" pants	- \$60
'	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	
'	Notebook and pen	

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 (-20EC), "mummy" style, \$150-\$500.
'	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 (-30EC) with removable liner, \$50+.
'	Ski jacket and pants	-	May be able to use combination of other layers.
'	Winter mitts and hat	-	Heavy-duty
'	Compass	-	Basic style, \$15+.
'	Pocket knife and river knife	-	\$10-\$14 each.
'	Whistle		
'	Full-size backpack	-	65-90 litre capacity for multi-day hiking trips, \$100-\$300.
'	Rock-climbing shoes	-	Optional, \$90.
'	Bivy bag or over bag	-	For sleeping bag (increases warmth - optional), \$100.
'	Neoprene booties and gloves	-	\$20-\$40
'	"Skull"/Bathing cap	-	To wear under helmet for warmth, \$3-\$15.
'	Paddling jacket/dry top	-	Optional, \$65-200.
'	Extra foam pad	-	For winter camping.
'	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). 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:

- ' Climbing ropes and gear
- ' Raft, kayak, and canoes plus paddles
- ' Mountain bikes and helmets

- ' Tent, camp kitchen and stove
- ' Full wet suit
- ' Alpine and Nordic skis and boots
- ' Snowboards 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.

SELF-DIRECTED WORK TERM

In order to apply what the students have been learning and gain “real life” experience, students will participate in an 8-week, self-directed work term in the outdoor adventure industry (in the summer vacation period between years one and two). Students will research and apply for the summer job of their choosing, providing it meets program criteria. Possible options include raft guiding, canoe tripping at a children’s camp, working support at Outward Bound or NOLS, or working at a provincial park. Algonquin College does not set up these jobs, and as such, pay and work contracts vary depending on what employment opportunity the student chooses to pursue.

DOCUMENTATION

The class will be required to travel to the United States and possibly other international destinations. As such, a passport and other documentation or proof of immunizations will be needed. Proof of “out of country” insurance will be required on a per-trip basis and is the responsibility of the student. ***IMPORTANT NOTE: All students must have a valid passport at the start of the program and be eligible to enter the United States (i.e. free of criminal record), as a trip to the United States occurs in the first few weeks of the program.*** Otherwise, being unable to do so will not allow students to participate in such activities, thus not completing all course requirements in order to graduate from the program.

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:

	<u>613-735-4700 or 1-800-565-4723</u>	
Jeff Jackson, Program Coordinator		X 2704
Jamie Bramburger, Manager, Community & Student Affairs		X 2756
Vicki Van Hoof, Coordinator, Admissions/Registration		X 2811

ELIGIBILITY GUIDELINES FOR RESUME, LETTER OF INTENT, & LETTERS OF REFERENCE

As per Part I of Eligibility and Selection on page 2, the Resume, Letter of Intent, and two Letters of Reference are key elements of your application. **Applicants are asked to submit their documentation as soon as possible after applying, but no later than **Friday, May 2, 2008**.**

Letter of Intent Requirement

Although the program will have upwards of 350 applicants, only 80 seats are available. 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.

- \$ **Qualifications:** Detail your relevant experiences; specific skills, qualifications, and knowledge about the outdoor adventure industry. A separate work-related resume is to be attached separately.
- \$ **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 Diploma will further your career goals.
- \$ **Additional Skills:** Any additional special skills or knowledge **unrelated** to outdoor adventure which you think might be useful or beneficial to the program or to a future employer.
- \$ **Documentation:** Include additional documentation that validates your qualifications.

Letters of Reference Requirement

We also require two (2) reference letters from people (such as a camp counsellor, ski instructor, coach, etc.) who can support your Letter of Intent and provide us with another perspective of you as a candidate for the Outdoor Adventure Program. Family members cannot act as your reference.

Please give the letter (on the following page) to the people who you think can provide a good insight into your skills and abilities.

Please mail all of these documents to:

Outdoor Adventure Program Selection Committee
Attn: Jeff Jackson, Coordinator
Algonquin College, Pembroke Campus
315 Pembroke Street East
Pembroke, ON K8A 3K2

On-Line Option for Letter of Intent and Reference Letters:

If you would like to submit your Letter of Intent on line, go to this link:

<http://www.algonquincollege.com/pembroke/programs/outdoor/letter.html>

If your references would like to submit their Reference Letter on-line, go to this link:

http://www.algonquincollege.com/pembroke/documents/reference_intent_form.html

TO WHOM IT MAY CONCERN:

Letter of Reference for Admission into the Two-Year
Outdoor Adventure Program at Algonquin College, Pembroke Campus

Whitewater kayaking, rock climbing, sea kayaking, backcountry skiing, and mountain biking—these are just a few of the exciting aspects of the two-year Outdoor Adventure Program at Algonquin College’s Ottawa Valley Campus.

You have been chosen to provide a Letter of Reference to Algonquin College on behalf of an Outdoor Adventure Program applicant. Your letter will be an essential part of the program eligibility requirement for entry into this physically and mentally demanding guide training program.

Our Outdoor Adventure students will be involved in both classroom theory and outdoor field trips in which they must learn and practice their skills. To ensure they are well-prepared when they enter the outdoor adventure industry as graduates, our students will participate in:

- \$ Academic theory courses that have a primary focus on business, natural resources, communication skills and outdoor industry,
- \$ Almost 1,500 hours of practical skills training,
- \$ Over 25 days of expedition training,
- \$ A 5-day Fall Camp and a 5-day Leadership Camp.

Algonquin College will select 80 students into the program. We hope that you can provide us with some insight into the unique attributes that this person will bring to the program. We request that you forward a letter that answers the questions below and give specific examples to support your response.

1. What is your relationship with the applicant and in what situations have you observed him or her demonstrating special skills and knowledge?
2. What are the relevant skills, knowledge and abilities of this applicant and how would they be an asset to our program?
3. What can you tell us about the applicant’s teamwork and leadership qualities, and what qualities separate this person from his or her peers?
4. Why do you think the applicant would excel in this program?
5. Do you know of additional skills or qualities (unrelated to outdoor adventure) that this person might possess that could be helpful to fellow students or future employers?

When you have completed your Letter of Reference, please return it to the applicant as soon as possible (in a separate, sealed envelope) so it can be forwarded to us along with other documentation required for entry into the program.

We very much appreciate the time you have taken to help us select the best possible students for our Outdoor Adventure Program. Please do not hesitate to contact me at (613) 735-4700 Extension 2704, or by e-mail at jacksoj@algonquincollege.com, if you have any questions.

Sincerely,

Jeff Jackson, Coordinator, Outdoor Adventure Program

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Sincerely,

Jeff Jackson, Coordinator, Outdoor Adventure Program