OUTDOOR ADVENTURE PROGRAM

Two-Year Diploma

2019-20 HANDBOOK FOR APPLICANTS

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Algonquin College
Pembroke, Ontario
OUTDOOR ADVENTURE PROGRAM

THE MOST EXHILARATING COLLEGE PROGRAM ON EARTH!

Thank you for applying to the Outdoor Adventure Program offered at Algonquin College’s Waterfront Campus in Pembroke, Ontario. Our program is like no other college education. It 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 is designed to complement the basic overview available on our web site at www.algonquincollege.com/pembroke/program/outdoor-adventure/. Please refer to these sources for general college and course information.

The attached information will guide you through the application process. As this is a unique college education with very specific demands, there is a multiple-step application process to assess applicants and to help you prepare. Please keep this package and refer to it often.

You have made the right choice by applying to the Outdoor Adventure Program. With half of our program hours delivered outdoors, technical skills training taught by industry-leading experts, several expeditions, and a comprehensive business-of-tourism education, graduates are equipped to pursue their dream job. Our alumni are leaders in the adventure industry across Canada and around the world. Once again, thank you for considering Algonquin College as your preferred location to complete your post-secondary studies.

Note that we also host the Outdoor Adventure Naturalist Program, a sixteen-month nature guiding diploma program which includes a co-op semester. Different than the Outdoor Adventure Program, the Naturalist Program has a strong focus on appreciating the natural environment, both in the classroom and in the field. Consider applying to this program as well. The Outdoor Adventure Naturalist diploma features nature interpretation skills combined with easy adventure skills such as flatwater canoeing, sea kayaking, snowshoeing, and cross country skiing. More information is available on our website as http://www.algonquincollege.com/pembroke/program/outdoor-adventure-naturalist/.

Sincerely,

Sarah Hall, BSc, MSc
Chair
Business, Technology and Outdoor Training

For additional information, please contact:

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# OUTDOOR ADVENTURE PROGRAM
## APPLICANT HANDBOOK

## Table of Contents

- STATEMENT OF RESPONSIBILITY, SAFETY, AND LIABILITY ................................................................. 4
- ELIGIBILITY AND SELECTION PROCESS .......................................................................................... 5
- FEES AND EXPENSES ......................................................................................................................... 7
- DOCUMENTATION ............................................................................................................................... 9
- FINANCIAL AID PROGRAMS ............................................................................................................... 9
- MORE INFORMATION AND QUESTIONS ............................................................................................. 9
- LETTER OF INTENT GUIDELINES ....................................................................................................... 10
- LETTER OF INTENT SUBMISSION DEADLINE .................................................................................... 10
- MANDATORY PROGRAM READINESS CAMP ORIENTATION INFORMATION ...................................... 12
- DATES FOR MANDATORY PROGRAM READINESS ORIENTATION CAMP 2019 ............................... 12
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. 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 (check each item as it is completed)

☐ Meet College Eligibility Requirements (see Outdoor Adventure Admission Requirements available on program website, link here).

☐ 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). **There are several math equivalents, including Grade 11 university level. If you have questions as to whether your 12C or 11U will fit, please call our Admissions office at (613) 735-4700 ext. 2811.

Part II (check each item as it is completed)

☐ Submission of Letter of Intent and Resume (see below for guidelines and deadline for submission). You can do this online here. These can be submitted at any time.

Part III (check each item as it is completed)

Prior to commencement of the program, accepted applicants must:

☐ Participate in a mandatory Program Readiness Camp orientation weekend (several dates available, details and information below).
  o Ensure registration in advance for the date of your choice.

☐ Submission of Applicant Personal Information, Consent and Health form (available on program website, link here), prior to attending mandatory Program Readiness Camp orientation weekend.

☐ Provide proof of current Standard First Aid certification (email or fax to the Program Coordinator, contact information below).

☐ Sign and submit an Outdoor Adventure Program Assumption of Risk & Release form (available at program website, link here).
  o Those under the age of 18 must submit Parental Consent documentation (click ‘Under 18’ on the online form above)
  o *Upon arrival at our Program Readiness Camp orientation weekend and again at program start, applicants will be required to sign a Wilderness Tours Waiver; Wilderness Tours is our delivery partner in our skills training, and we use their facilities and equipment.

☐ Obtain a passport valid for duration of program prior to commencement of winter term.

Applicants who have met Part I of the Eligibility and Selection process and have submitted the required Letters of Intent and Resume (Part II) will be accepted into the program. If the number of applicants exceeds the number of positions available, applicants will be assessed and ranked by a selection committee based on the Letters of Intent and Resume.

Those applicants successfully accepted into the program must plan to attend a mandatory Program Readiness Camp orientation weekend (Part III). Several dates are available over the spring and summer (details below).
Prior to the orientation camp, a Personal Information, Consent and Health form, along with an Outdoor Adventure Program Assumption of Risk & Release form must be completed online (links above).

Prior to the first day of class, the student must provide proof of current Standard First Aid and a signed release form. An additional waiver form will need to be signed at Wilderness Tours, our skills training delivery partner. All of these forms are available on the program website.
FEES AND EXPENSES

Visit our program webpage for the most recent year’s tuition fees and expenses: link here.

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 (i.e. in the Ottawa Valley, Algonquin Park, Quebec, or New York). During those training days, all 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 and Fall Camp are also provided. (When students are taking classes at the Pembroke Campus, they are responsible for their own meals.)

- **Program Readiness Camp**: $159.00 + tax (subject to change)
  This mandatory orientation weekend includes all meals, whitewater rafting, all activities and equipment, access to Wilderness Tours’ recreation facilities, and program assessment. Students must provide their own transportation to the orientation weekend. Details on the Program Readiness Camp are below.

- **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. Certification fees are included in tuition, however textbooks, annual membership dues and future re-certification fees are at the expense of the student. NOTE: Certifications are subject to change as all are regulated by various external national bodies.

  A sample of certifications which students may earn are:
  - Canadian Rivers Council Raft Guide
  - Canoe Kayak Canada Level 2 Kayak Instructor/River Leader
  - Paddle Canada Canoe Instructor
  - Canadian Professional Mountain Bike Guide Trip Leader
  - Leave No Trace Camping Skills Trainer
  - 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 a group chooses a final expedition destination that exceeds the budget allotted by the program, 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; if starting from scratch, 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. As a rule, students will not be wearing cotton t-shirts, sweat shirts, jeans, etc. during outdoor skills days, since cotton gets wet and cold. Specific outdoor clothing is required.

  Please refer to the program website for a required gear list. 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.

• **Safety Equipment Package:** (Listed as the Incidental Fee first term, which becomes the property of the student.)

  This gear is required to learn and work in the industry, and is purchased for students at wholesale cost. The package includes:
  • Whitewater rescue PFD
  • Whitewater helmet
  • Rock climbing harness
  • Rock climbing helmet
  • Throw bag
  • Ski/Snowboard helmet
  • Wrist guards

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

• **Gear Provided by the Program:**
  • Rock Climbing equipment
  • Ice climbing equipment
  • Mountain bikes and helmets
  • Raft and paddles/rescue gear
  • Whitewater kayak, sea kayak, flatwater/whitewater canoes, skirts, and paddles
  • Full wet suit
• Alpine and Nordic (classic & skate) skis, boots, and poles
• Snowboards and boots
• Snowshoes
• Three (3) season tents
• Single burner/double burner stove
• Camping pot sets
• GPS units
• Tarps

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.

DOCUMENTATION

Certain courses may travel to the United States and possibly other international destinations. As such, a passport (mandatory) or other travel visas or documentation (depending on location) will be needed. Proof of "out of country" insurance will be required on a per-trip basis and is the responsibility of the student. **All students must have a valid passport at the start of the second semester.**

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](http://osap.gov.on.ca).

MORE INFORMATION AND QUESTIONS

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

613-735-4700 or 1-800-565-4723

Jeff Jackson, Ph.D., Program Co-ordinator  jeff.jackson@algonquincollege.com  X 2704
Jamie Bramburger, Manager, Community & Student Affairs  X 2756
Emily Quenneville, Co-ordinator, Admissions/Registration  X 2811
LETTER OF INTENT GUIDELINES

Once it has been established that your application meets the basic college eligibility guidelines for this program, you will be notified and asked to provide us with information about your skills and experiences.

It is recommended you submit a Letter of Intent and a résumé as soon as possible after you apply. The information here is a guide to preparing your information. Please complete your letter of intent with the online form (link here) – hard copies are not required.

LETTER OF INTENT SUBMISSION DEADLINE

For those who apply by the February 1 Equal Opportunity date, Letters of Intent are due: **January 30** (Offers of Acceptance will follow the first week of February).

For those who apply after February 1 and for all late applicants, Letters of Intent are due: **within 1 week** after application (Offers of Acceptance will follow within three weeks).

**Letter of Intent Requirement (this information is also available on the program website)**

- There are limited seats available and 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 our program. We would like you to write us a letter explaining as fully as possible why you would be a good candidate. Please respond to each of the points below, and include specific details and examples:
  - Qualifications: Detail your relevant experiences, special skills, qualifications, and knowledge about the outdoor adventure industry.
  - 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 that you think might be useful or beneficial to the program or to a future employer.
  - Documentation: Include additional documentation that validates your qualifications.
  - References: Provide the name and contact information (phone and email) for two individuals who can act as a reference on your behalf. These individuals should have first-hand knowledge of your outdoor background and/or school and/or work experience. A suitable reference may be a high school teacher, employer, coach, camp counselor, or community leader. A family member cannot act as a reference for you.
  - Contact information: How you can be reached for questions, if any arise.
- *Submit your Letter of Intent online by completing this form* – [click here to go to the online form](#).
- Attach a résumé to the online Letter of Intent form that highlights the above areas but also covers your traditional work experience and community service or qualifications.

If you choose to, please mail your letters to:

Outdoor Adventure Program Selection Committee
Attn. Jeff Jackson, Program Co-ordinator
Algonquin College, Pembroke Campus
1 College Way
Pembroke, ON K8A 0C8
MANDATORY PROGRAM READINESS CAMP ORIENTATION INFORMATION

The Program Readiness Camp is a mandatory orientation weekend full of activities and acts as an introduction to the Outdoor Adventure Program. Students meet the program instructors and other students, are introduced to our skills training activities, learn program policies and expectations, have their physical readiness assessed, and learn the details of the program. As the Outdoor Adventure Program is like no other college education, it is imperative our students are fully prepared and know what is expected of them to be safe and successful in our program.

Prior to the Program Readiness Orientation Camp, students must complete the Personal Information, Consent and Health form (available on program website, link here).

Attendance (via advance registration) at one of the Program Readiness Camps is mandatory, and a student may not start the program without first attending the mandatory orientation weekend. If, after participation and assessment in the orientation camp, a candidate’s physical or mental fitness is evaluated as poor and jeopardizes their safety and/or ability to successfully progress through the program, the student will be coached on options, which may include postponing program start to the following year.

Parents are welcome to attend, too! We host parents with a parallel information session, tour, and familiarization with the program. Details are available on our website here.

DATES FOR MANDATORY PROGRAM READINESS ORIENTATION CAMP 2019

Choose the date that works for you: May 26 and 27 (Sunday & Monday) OR June 9 and 10 (Sunday & Monday). If you are unable to make either of these dates, be sure to contact the Program Coordinator (contact info on page 9).

Students must register in advance by calling the Pembroke Campus Admissions (no online registration for this event):

613-735-4700, ext. 2735 or 2811

Payment can be made by credit card. For payment by other means, please discuss by phone with Admissions officers at the numbers above.

Note: The Program Readiness Camps take place at Wilderness Tours; for directions, please visit www.wildernesstours.com.
## PROGRAM READINESS CAMP AGENDA
### Sunday & Monday

(Hosted at Wilderness Tours; for directions, please visit [www.wildernesstours.com](http://www.wildernesstours.com))

### SUNDAY:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 - 12:00 Noon</td>
<td>Arrive at Wilderness Tours no later than 11:30 a.m.</td>
</tr>
<tr>
<td>11:00 - 12:00 Noon</td>
<td>Sign in and register at Reception Desk – Rafters</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Lunch and Opening Comments – Rafters Restaurant</td>
</tr>
<tr>
<td>12:45 p.m.</td>
<td>Pick up wetsuits and change</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Bus departs for raft trip – break into groups</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Rafting on the Ottawa River – Swimming evaluation</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>Return from raft trip – Return your wetsuits</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Dinner – Rafters Restaurant</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>Group work – Case study/preparation/presentation – Rafters</td>
</tr>
</tbody>
</table>

### MONDAY:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 a.m.</td>
<td>Breakfast – Rafters Restaurant</td>
</tr>
<tr>
<td>7:15 a.m.</td>
<td>Intro to rappelling/sizing for all equipment</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td><strong>Group A &amp; B</strong>: Mini-duathlon (mountain bike 10km, run 4km)</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td><strong>Group C &amp; D</strong>: Tower climb/rappelling, Personal interview</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>Switch activities</td>
</tr>
<tr>
<td></td>
<td><strong>Group C &amp; D</strong>: Mini-duathlon</td>
</tr>
<tr>
<td></td>
<td><strong>Group A &amp; B</strong>: Tower climb/rappelling, personal interview</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Gear list and information</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Lunch – Rafters Restaurant</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Submit personal essay/Closing Remarks – Rafters Restaurant</td>
</tr>
</tbody>
</table>
The Camp Includes:
- Two meals per day (vegetarian option available)
- Whitewater rafting
- Duathlon fitness assessment
- Rappelling (weather permitting)
- Use of equipment*
- Use of Wilderness Tours facilities

Supplies Required for Program Readiness Camp:
There will be a variety of physical and group activities, so you should pack accordingly. Please include the following supplies:

- Sleeping Bag
- Tent
- Footwear for rafting/swimming that won’t fall off in water (i.e. sport sandals or old running shoes; flip flops or Croc type footwear is inappropriate)
- Running shoes for Duathlon
- Appropriate clothing for cool weather conditions
- Swimsuit
- Bicycle helmet (if you already own one)
- Wool or fleece sweater
- Shell or windbreaker
- Towel and toiletries
- Sunblock/insect repellent

*Note: All activity equipment is supplied. Participants will be required to sign a Wilderness Tours waiver form and use an assigned Wilderness Tours life jacket.
In order to learn the skills necessary to become an effective leader in the outdoor adventure industry, we believe that individuals must perform beyond the limits of a mere participant and assume a greater degree of risk and challenge.

In the activities involved, there is an element of inherent risk which is beyond human control. Although we go to great lengths to manage these risks, we cannot assume responsibility for participant’s safety or loss of personal equipment.

A signed liability release is required of all Program Readiness Camp participants before the Camp begins. A parent/guardian release must be completed for minors (under 18 years of age).

Applicants will not be able to participate in the Program Readiness Camp unless Algonquin College receives a signed liability release waiver prior to the Camp.

1. Alcohol
   - A zero tolerance policy is in place. There will be no consumption of any alcohol while participants are at the Program Readiness Camp.

2. Drugs
   - A zero tolerance policy is in place.

3. Smoking
   - No smoking is allowed at any time during any Program Readiness Camp activities.
   - No smoking is allowed in vehicles or near equipment.