



OUTDOOR ADVENTURE PROGRAM

Two-Year Diploma

2011-2012 HANDBOOK FOR APPLICANTS

Algonquin College in the Ottawa Valley
Pembroke, Ontario

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

Jeff Jackson, M.Ed., B.B.A. (Hon.)
Coordinator, Outdoor Adventure Program

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. 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:

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Outdoor Adventure Program
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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 Personal Information, Consent, and Health Form, supplied by Algonquin College prior to Program Readiness Camp.

Part IV

Prior to registration in the program, accepted applicants must:

- Provide proof of current 8 hr (or greater) Emergency First Aid certification or Royal Life Saving Society Bronze Cross.
- 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 2011 and participation is mandatory for those who wish to be considered. Applicants may be invited to either the **May 15-16** or **May 22-23** (dates subject to change) Program Readiness Camp. If required, a third Program Readiness Camp may be held on August 22, 2011 (date subject to change).

Prior to your attendance at the camp, a Personal Information, Consent, and Health Form must be completed 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 Emergency or Standard First Aid, a valid Passport, and a signed release form) prior to final registration into the program.

FEES AND EXPENSES

Tuition fees listed are in effect for the 2010-2011 academic year.

Tuition Fees:	\$3,444.51 per term.
International Student Fee:	All relevant Canadian fees plus an International Premium of \$4,400.00 per term.*
Information Technology Fee:	\$62.00 per term.*
Student Activity/Sports Fee:	\$170.50 per term.*
Student Centre Building Fee:	\$17.50 per term.
Health Plan Fee:	\$114.50 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
- Rock climbing harness
- Rock climbing helmet
- Throw bag
- 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 2010-2011 academic year and are subject to change before commencement of the program for the 2011-2012 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:** \$500.00 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.

A sample of certifications which students may earn are:

Canadian Rivers Council Raft Guide
Canoe Kayak Canada Level 1 Kayak Instructor
Paddle Canada Canoe 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 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.

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 available to students at wholesale. The package includes:

- Whitewater 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.

Basic Gear list

Recommended gear list for Fall Camp:

- Rain gear hooded jacket and pants, rubberized \$30-100
- Sleeping bag summer use (to -10C), 'mummy' style \$150-\$500
- Any sleeping bag will do for Fall Camp, however, a warm winter bag must be purchased by November for fall season and into the winter semester
- Sleeping pad (evazote yellow foam)/Therma-rest - self inflating \$15-90
- 2 Nalgene-type water bottles, wide mouth, steel/plastic, unbreakable \$15
- Camp cook set: cup/bowl/generic trail eating utensils, plastic \$6
- Headlamp and batteries (specialized flashlight) \$40
- 'Day' backpack 25-45 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. \$35
- Nylon 'quick dry' shorts (+ one-piece swim suit for women)
- Sports bra for women \$40
- Long underwear tops and bottoms, 2 sets \$40/set --polyester/polypropylene or wool
- Wool or fleece toque and light gloves
- 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
- Casual clothes for evenings
- Towel and basic toiletries
- Waterproof notebook (ie. write in the rain) and pencil

Complete Gear List

In addition to the above list, students should bring any equipment already owned, but hold off buying new gear until after Fall Camp. This gear does not need to be purchased all at once.

Sleep System

- Down or Synthetic Sleeping Bag - winter use (minimum -20C) 'mummy' style \$150-500
- Sleeping pad (evazote yellow foam)/Therma-rest - self inflating \$15-90

Next to Skin Clothing

- Polyester or wool blend top/bottom (\$20-\$100)
- Sock liner--polyester
- Glove/mitt liner (slim-fitting for dexterity)

Middle Layers

- Mid-weight fleece top/bottoms, \$40+ each
- Mid-weight hiking sock - polyester or wool blend

Outer Layers

- Down or synthetic or heavy fleece jacket/parka \$100+
- Waterproof winter jacket and pants (may be able to use combination of other layers)
- Heavy duty winter mitts and toque

Footwear

- Mid-weight hiking boots--leather, mid-stiff sole, for moderate backpacking \$100-\$350
- Winter boots "Sorel" type (-30C) with removable liner \$50+
- Water Sandal - "Teva" type or OLD running shoes

Other

- Compass with base plate, only these makes and models accepted:
 - Make: Silva; Model: Voyager series - 9020, 8040, 8010; Model Ranger 515
 - Make: Suunto; Model M-3DL NH base plate compass or M-2
 - Make: Brunton; Model 9020G, 8010G; Model: Satalign
- Pocket knife and river knife \$10-40 each
- Whistle Fox 40
- Full size backpack (65-80 liter capacity for multi-day hiking trips) \$100-\$400
- Neoprene booties and gloves \$20-40
- 'Skull' cap or bathing cap to wear under helmet for warmth \$3-15
- Extra foam pad for winter camping
- Small dry bag (optional) \$15

Optional

- Paddling jacket/dry top (optional) \$65-200
- Bivy bag or over bag for sleeping bag (increases warmth - optional) \$100
- Rock climbing shoes (optional) \$90 Insulated 'booties' (optional) \$25+
- Stuff sacks/compression sacks (basic design, can waterproof with plastic bags)
- "Write In The Rain" fieldbook, (\$5-\$15) available at campus bookstore
- Camera (optional)

*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. Fleece and polyester stay dry and are warmer. These items are available at any outdoor store and at outdoor shops in the Pembroke area. Program instructors and staff will provide advice on requirements and best value for each piece of equipment needed through workshops and training.

Gear Provided by the Program

- Rock Climbing equipment
- Ice climbing equipment
- Mountain bikes and helmets
- Raft, whitewater kayak, sea kayak, flatwater / whitewater canoes, skirts and paddles
- Full wet suit
- Alpine and Nordic (classic & skate) skis, boots & poles
- Snowboards and boots
- Snowshoes
- 3 season tents
- Single burner/double burner stove
- Camping pot sets
- Water purification
- 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.

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. ***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
Emily Quenneville, Coordinator, Admissions/Registration	X 2811

ALGONQUIN COLLEGE IN THE OTTAWA VALLEY OUTDOOR ADVENTURE PROGRAM

PROGRAM READINESS CAMP AGENDA

**Sunday, Monday - May 15 & 16, 2011 or
May 22 & 23, 2011**

(Hosted at Wilderness Tours, for directions please visit www.wildernesstours.com)

SUNDAY:	<u>Arrive no later than 11:30 a.m.</u>
11:00 - 12:00 Noon	Sign in and register at Reception Desk - Rafters
12:00 p.m.	Lunch and Opening Comments – Rafters Restaurant
12:45 p.m.	Pick up wetsuits and change.
1:30 p.m.	Bus departs for raft trip – break into groups
2:00 p.m.	Rafting on the Ottawa River – Swimming evaluation
6:30 p.m.	Return from raft trip – Return your wetsuits
6:45p.m.	Time to use facilities
7:15 p.m.	Dinner – Rafters Restaurant
8:30 p.m.	Group work – Case study/preparation/presentation - Rafters
MONDAY:	
6:30 a.m.	Breakfast – Rafters Restaurant
7:15 a.m.	Intro to rappelling/ sizing for all equipment
8:30 a.m.	Group A & B: Mini-duathlon (bike, run)
	Group C & D: Tower climb/rappelling, Personal interview
10:30 a.m.	Switch activities
10:45 a.m.	Group C & D: Mini-duathlon (bike, run)
	Group A & B: Tower climb/rappelling, Personal interview
1:00 p.m.	Lunch – Rafters Restaurant
1:30 p.m.	Submit personal essay/Closing Remarks – Rafters Restaurant

PROGRAM READINESS CAMP ACTIVITIES

Eligible applicants who have been invited to the Program Readiness Camp will be evaluated in a number of challenging, but fun activities. This will help us determine an applicant's physical fitness level, comfort level with swift-moving water, moderate heights, and teamwork and leadership abilities.

The camp includes:

- Two meals per day (vegetarian option available)
- Transportation to and from activity sites
- Rafting
- Use of equipment*
- Use of Wilderness Tours facilities
- All Program Readiness Camp activities

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 (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 use an assigned Wilderness Tours life jacket.

Program Readiness Camp Statement and Policies

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 in place. There will be no consumption of any alcohol while participants are at the Program Readiness Camp.

2. Drugs

- A zero tolerance policy 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.

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, April 29, 2011.**

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

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

TO WHOM IT MAY CONCERN:

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Outdoor Adventure Program at Algonquin College, Pembroke Campus

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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 or 1-800-565-4723 Extension 2704, or by e-mail at jacksoj@algonquincollege.com, if you have any questions.

Sincerely,

Jeff Jackson, Coordinator, Outdoor Adventure Program