

**NSERC CREATE RENEW  
Training activities checklist**

Name:	Level of Studies:
University:	Supervisor:

- a. **Health and safety** (at least one):
  - i. HAZWOPER
  - ii. During internship
  - iii. Other *specify*:
  
- b. **Field Experience** (at least one):
  - i. Field course at University of Waterloo
  - ii. Field course at Queen's University
  - iii. Field-based thesis
  - iv. Internship involved field work
  - v. Other *specify*:
  
- c. **Soft skills** (all outlined below):
  - i. Workshops (1 for MSc and PDFs, 2 for PhD )
  - ii. Webinars (75% attendance)
  
- d. **Technical skills** (all outline below):
  - i. Short courses (minimum 8 hours/year)
  - ii. Webinars (75 % attendance)
  
- e. **Mobility – Internship or International exchange** (circle which one):
  - i. Industrial          Mixed          Academic          (check one)
  - ii. IAdequate tasks (listed in the internship report)
  - iii. Time spent (months)

Signatures:

Program Coordinator: Glaucia Lima, PhD

Student's Academic Supervisor

**Supporting documentation:**

Please submit proof of participation in training activities outside the ones organized by RENEW. Examples: participation certificates, emails from workshop instructors, nametags, event content, and schedule, etc.

The Program Coordinator keeps track all your training activities.

**Proof of Internship (2 forms):**

1. Internship Information (signed by you, and your Academic and Industrial Supervisors)
2. Internship Report (use the same form to report International Exchange)

**Other forms:**

3. Registration
4. Quarterly Report – at the end of each quarter, the Program Coordinator will ask for an update on training and research accomplishments.

## RENEW training program – Explanations on the Requirements Form

1. Health and Safety Training:
  - i. HAZWOPER 40-hour training
  - ii. Health and Safety Training during Internship at Industrial Sponsor's Facility
  
2. Field Experience – options on how to obtain field experience:
  - i. University of Waterloo Field School (normally in April/May every year year, plan ahead as spaces go fast!)
  - ii. Queen's University field course with Professor Novakowski (offered every other year)
  - iii. Field-based research
  - iv. Field work during internship
  - v. Field work exposure through field trips while helping others on their work
  
3. Soft Skills training – on Project Management, Communications, Leadership:
  - i. Workshops – annual workshops – one mandatory for Master's and post-docs, and two for PhD students during the period of your degree.
  - ii. Soft skill webinars (examples: concise communications, community engagement, negotiations) – 75% attendance/year

If you miss the annual workshop organized by RENEW, please attend a MITACs workshop at your university. You may also attend workshops organized by others, as long as the content is within the soft skills requirement of RENEW. Please submit proof of attendance, content and certificates to the RENEW Program Coordinator.

4. Technical Skills training:
  - i. Technical skills webinar organized by RENEW – 75% attendance/year
  - ii. Workshops examples: Geosyntec , Solinst during the annual meeting in 2016
  
5. Internship:
  - i. Industrial internship – you spend 20% of your time at the industrial sponsors offices (one day a week, or 3-6 months any time before you graduate)
  - ii. Mixed or hybrid internship – example: thesis objectives/results is of interest of the industrial sponsor, results will be shared with industry, methods will be implemented at field sites etc.
  - iii. Academic internship – only for PhD students on track to pursue an academic career

International Exchanges are also offered, but are optional – must submit proposal with budget to the Program Coordinator.