



Member in Training (MIT)/Supervisor/Mentor  
PROGRESS REPORT FORM  
Instructions to MIT, Supervisor and Mentor (If Applicable)

*Note: All MITs are required to have a professional member take responsibility for their work. If the MIT is a GIT, he/she must have either a P.Geo or a P.Eng. with geological expertise take responsibility for his/her work. If the MIT is an EIT, he/she must have a professional engineer take responsibility for his/her work.*

*If the direct supervisor is not a professional member, then the MIT is required to find a professional member either from inside or outside the company to act as a mentor and to take professional responsibility for their work.*

*Note: This form is to be submitted by the MIT, their direct supervisor and their mentor (if applicable) for every six month employment period, or/and whenever there is a change in supervision/employment. The following procedure should be followed:*

- 1. MIT completes his/her portion of this report, including the Professional development and Volunteer service reports downloaded from the APEGM website.*
- 2. MIT submits the report to APEGM, keeps a copy, and submits one copy each to supervisor and mentor (if applicable).*
- 3. Supervisor completes the Supervisor/Mentor declaration shown on the next page, completes his/her portion of the report, and submits the entire report to APEGM.*
- 4. Mentor (if applicable) completes the Supervisor/Mentor declaration shown on the next page, completes his/her portion of the report, and submits the entire report to APEGM.*

*If supervisor and/or mentor portions of the report can be completed at the same time as the MIT's report, it would be acceptable for the report to be submitted as one (or two) document(s). If, however, the report cannot be submitted on time (within 8 months of the start of the reporting period ), it is advisable that the MIT submit a copy to APEGM before sending it to his/her supervisor and his/her mentor (if applicable). Otherwise, the MIT will be penalized for late reporting.*

*APEGM encourages collaborative reporting between the MIT, supervisor and the mentor; however, should the supervisor or mentor prefer to have his or her reports remain confidential from the MIT, we ask that it be so indicated in the supervisor or mentor declaration on the following page.*

*In the event that there are two or more consecutive supervisors (or two or more consecutive mentors) for one six month reporting period – e.g. one supervisor for 4 months and another supervisor for the next 2 months, more than one progress report will be required to cover the 6 month period in question.*

***Note to Master's and PhD students:** Experience credit can be claimed for project and thesis work only. Generally, the candidate should submit his/her progress report for every six month period, and have the supervisor indicate the number of months of equivalent to full time thesis work that was done during those six months.*

*After January 1, 2004, APEGM is subject to PIPEDA. For details on APEGM's Privacy Policy in general, and how it relates to this report in particular, please see [www.apegm.mb.ca](http://www.apegm.mb.ca) after January 1,2004.*

**Declarations of Supervisor or Mentor \*\*PLEASE READ & SIGN\*\***

**Section A:** to be completed by a professional member registered in the location of the MIT's place of employment.

A1. I \_\_\_\_\_ Oscar Wilde \_\_\_\_\_ have been registered as a professional engineer  geoscientist  (check one) since  
(Name)  
\_\_\_\_\_ 2000 \_\_\_\_\_ in \_\_\_\_\_ Manitoba \_\_\_\_\_ with expertise in \_\_\_\_\_ Hydrogeology \_\_\_\_\_.  
(year) (province) (discipline)

A2. I have taken professional responsibility for the quality of the MIT's work as described in this report for the period from  
\_\_\_\_\_ 05/04/2005 \_\_\_\_\_ to \_\_\_\_\_ 05/10/2005 \_\_\_\_\_. See Note 1. **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(d/m/y) (d/m/y)

**Section B:** to be completed by a supervisor if the supervisor is **not** a professional member registered in the location of the MIT's place of employment

B1. I \_\_\_\_\_ am qualified to take responsibility for the quality of the MIT's work by reason of the following:  
\_\_\_\_\_.

B2. I have taken responsibility for the quality of the MIT's work as described in this report for the period from \_\_\_\_\_ to \_\_\_\_\_  
(d/m/y)  
\_\_\_\_\_. See Note 1. **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(d/m/y)

**Section C: THIS SECTION MUST BE COMPLETED BY THE SUPERVISOR & THE PROFESSIONAL MEMBER**

C1. In an effort to ensure the timely assessment of this report, I will endeavor to complete my portion of this report no later than a month after receiving the report from the MIT.

Yes  No If the answer is No, please provide a reason: \_\_\_\_\_

C2. In my opinion, the MIT has completed \_\_\_\_\_ 6 \_\_\_\_\_ months equivalent to full time experience. See Note 2.

**It is important that you answer this question.**

C3. I do  or do not  authorize APEGM to provide information contained in this report or a copy of this report to the MIT.

See Note 3. **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note 1: The reporting period should cover the same period as the MIT reporting period shown on item 1. If the reporting period for which you have taken professional responsibility does not correspond to the MIT reporting period shown on item 1 of the progress report please explain why:*  
\_\_\_\_\_.

*Note 2: normal vacation, bank time, family leave, for which the employee is entitled, is not discounted. Overtime is not counted extra. If, however, the MIT has been absent for a significant amount of time due to special circumstances – disability leave for example, this time should be discounted from the full time number of months of experience. If the MIT has made sub-standard progress in this time frame, the number of months given may also be discounted, if you feel it is warranted. If the number of months is discounted for any reason, please provide an explanation in section 10. If the time is discounted for any reason, APEGM reserves the right to indicate the fact that the time was discounted to the MIT, and to indicate that the time was discounted at the request of the supervisor/mentor.*

*Note to supervisors of Master's and Phd students: Experience credit can be claimed for project and thesis work only. Generally, the candidate should submit his/her progress report for every six month period, and have the supervisor indicate the number of months of equivalent to full time thesis work that was done during these six months.*

*Note 3: If authorization is not granted, for our information purposes only and recognizing that you are not obligated to do so, please provide a reason for withholding this authorization: \_\_\_\_\_.*

**Note 4: Each supervisor and mentor should complete a separate declaration page.**

**1. MIT to complete all portions of this report except for areas specifically marked “to be completed by supervisor/mentor”.**

*Note: Before completing this form, please familiarize yourself with APEGM’s document entitled “Nature of Acceptable Work Experience”. An important aspect of this program is progression in responsibility and complexity of work; therefore the answers to question #4 and #5 are of particular interest. You are encouraged to use this report as a guide for both yourself and your supervisor in order to indicate the kind of progress you are making as a member-in-training.*

I, Austin Jane Sarah  
Surname Given Name Middle Name(s)  
(FULL LEGAL NAME)

Currently Employed  Enrolled in a program of study  Or Unemployed:

By	<u>Manitoba Water Stewardship</u>	<u>200 Saulteaux Crescent Winnipeg MB</u>	<u>R3J 3W3</u>	<u>204-945-1234</u>
	<small>Company Name</small>	<small>Address</small>	<small>Postal Code</small>	<small>Phone Number</small>
	<u>jaustin@gov.mb.ca</u>	<u>1-111 Thompson Drive Winnipeg MB</u>	<u>R3J 3S6</u>	<u>204-832-1234</u>
	<small>Company Email</small>	<small>Home Address (See Note 1)</small>	<small>Home Postal Code</small>	<small>Home Phone Number</small>

hereby submit the following report on my Pre-Registration Program participation from

05/04/2005 to 05/10/2005  
(d/m/y) (d/m/y)

During this period, I was employed by:

	<u>Manitoba Water Stewardship</u>	<u>200 Saulteaux Crescent Winnipeg MB</u>	<u>R3J 3W3</u>	<u>204-945-1234</u>
	<small>Company Name</small>	<small>Address</small>	<small>Postal Code</small>	<small>Phone Number</small>
	<u>jaustin@gov.mb.ca</u>			
	<small>Company Email</small>			

as Licensing Hydrogeologist under the immediate supervision  
Description of position held

of	<u>Oscar Wilde</u>	<u>200 Saulteaux Crescent, Winnipeg MB</u>	<u>R3J 3W3</u>
	<small>Supervisor’s Name (see Note 2)</small>	<small>Present Address</small>	<small>Postal Code</small>
	<u>204-945-9876</u>	<u>owilde@gov.mb.ca</u>	
	<small>Supervisor’s Phone No.</small>	<small>Supervisor’s Email</small>	

*If your supervisor was not a P.Eng. or P.Geo. registered in Manitoba, please provide the name of the professional member who is taking responsibility for your work during this period (mentor):*

<u></u>	<u></u>	<u></u>
<small>Mentor’s Name (See Note 2)</small>	<small>Present Address</small>	<small>Postal Code</small>
<u></u>	<u></u>	<u></u>
<small>Mentor’s Phone No.</small>	<small>Mentor’s Email</small>	

*Note 1: Provision of home information is voluntary. Please see Privacy Policy at [www.apegm.mb.ca](http://www.apegm.mb.ca) for further details.*

*Note 2: Under PIPEDA, you may not give any information other than the name, title, business address, and business phone number of an individual without the consent of that individual. Please see Privacy Policy at [www.apegm.mb.ca](http://www.apegm.mb.ca) for further details.*

2. Work Experience:

2.1 Please give a description of your Engineering/Geoscientific Work Experience for the period noted in question #1, **including** information in support of your responses to questions 2.2, 2.3, 2.4 and 2.6. Append additional sheets as necessary:

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Core Functions

- ongoing licensing of supply wells for municipal tank loading stations
- ongoing licensing of supply wells for municipal water distribution systems for villages and towns.

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- Conducted file research, assessed project proposals and information provided by clients and/or their consultants, undertaking field inspections of projects as necessary, consulted with clients and affected interests, and assessed geological and hydrogeological conditions of aquifer for project development
  - Assessed pump test data on a project by project basis to ensure that aquifers can support the requested withdrawals and to ensure that other existing local groundwater users would not be detrimentally impacted

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Expanded Functions

- licensing of supply and return wells for geothermal systems. Impact assessment includes thermal interference, in addition to hydraulic interference. (Note: expanded functions will become core functions as the backlog of applications for licensing of municipal water distribution systems is reduced)
- Supervised term staff member who is responsible for file preparation and data compilation for licensing of municipal tank loading stations.
- Assumed responsibility for agricultural livestock licensing during the four month period that the staff position was vacated.

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Related Experiences

- attended professional development activities related both to my assigned licensing responsibilities and to the wider functions of the Water Licensing Branch
  - Started two courses – Social Aspects of Resource & Environmental Management and Ecological Principles of Resource & Environmental Management – with the intention of obtaining a Masters of Natural Resource Management (M.N.R.M.) through part-time study
  - Participated in two hydrogeological scoping/planning meetings regarding a proposed project to withdraw groundwater from within a Provincial Park to service a water short area
  - Acted as part of the Water Licensing Branch's team at the Oak Lake Aquifer Management Advisory Board meeting to offer technical advice and information on aquifer related issues
  - Attended a meeting with Ducks Unlimited staff to discuss the legal history of the land use agreements with land owners affect by development of the Alexander Marsh, developed as a waterfowl and flood protection system in 1976
  - Attended a meeting with municipal staff as part of the Water Licensing Branch's team to discuss Manitoba Water Stewardship and Manitoba Floodway Authority's concerns about possible future claims by the municipality for any possible local water quality degradation that may occur in the carbonate aquifer resulting from pumping a new supply well in the carbonate aquifer on the embankment of the floodway
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- Participated in a meeting with a hog company to discuss concerns of the livestock industry about lack of licensing action because of a recent staff vacancy in the agricultural livestock program area – loss of this staff member has had serious economic impacts on the livestock industry
- Coordinated development of the proposed Water Licensing Branch’s website to incorporate the new departmental look and to revamp internal pages with a client-centered approach and presented a power pint presentation of the re-designed website to Water Licensing Branch personnel and later to website committee personnel
- Attended the APEGM professional development event on Mitigation Strategy to Control Combined Sewer Overflows in Winnipeg
- Coordinated organization of the APEGM WAC’s networking event on Corporate Dining and Entertaining for Business
- Attended the APEGM professional development event on Wind Power Realities in Manitoba
- Attended the OSD one day training course on emotional intelligence
- Participated in APEGM WAC planning meetings and represented the APEGM WAC at the CCWESTT annual general meeting in Calgary
- Attended the CGS Manitoba networking event on Glacial Lake Agassiz: Catastrophic Floods, Tsunamis, Global Change and Noah’s Flood

**Note:** Supervisor and Mentor assessments are to be shown by indicating either **Yes** or **No** in the space following the question:

**Do you agree with the answer provided by the MIT?**

If you are a professional member supervisor or a mentor, complete the Professional Member field. If you are a non-member supervisor, complete the non-member field.  
 Comments should be made as applicable especially if the answer is No.

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) \_\_\_ Yes \_\_\_ Non-Professional Member (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 2.2 While undertaking the work experience indicated in 2.1, I have applied theory in:
- i) Analysis  ii) Design & Synthesis  iii) Testing/Verification
  - iv) Implementation  v) Other(s)  groundwater use regulation licensing
- (please identify)

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No)  Yes  Non-Professional Member (Yes/No)

Comments: Jane must apply the principles of hydrogeology to assess a projects impact on the resource base and third party effects though the licensing process.

- 2.3 While undertaking the work experience indicated in 2.1, I obtained practical experience by:
- i) Studying or being exposed to existing engineering works
  - ii) Applying designs as parts of larger systems
  - iii) Experiencing the limitations of engineering designs
  - iv) Experiencing time as a factor in the engineering process
  - (i) Other(s)  applying geological and hydrogeological knowledge and principles
- (please identify)

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No)  Yes  Non-Professional Member (Yes/No)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 2.4 While undertaking the work experience indicated in 2.1, I was exposed to the following areas of engineering/geoscientific management:
- i) Planning  ii) Scheduling  iii) Budgeting  iv) Supervision
  - v) Project Management  vi) Risk Assessment
  - Other(s)  \_\_\_\_\_
- (please identify)

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No)  Yes  Non-Professional Member (Yes/No)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.5 During this period, my communications skills improved, as follows:

(i) Oral presentations

- 
- Presented a power point presentation of the re-designed Water Licensing Branch's website to Water Licensing Branch personnel and later to website committee personnel
- 
- 

(ii) Written documents

- 
- Prepared draft and final licensing reports and recommendations for water use licensing under the Manitoba Water Rights Act
  - Prepared draft letters on regulatory issues for signature by more senior staff
- 
- 

(iii) Interaction with others

- 
- Communicated regularly with Manitoba Water Services Board regarding project works details and water use records from municipal tank loading stations and municipal water distribution systems installed under the MWSB Community Well Program
  - Communicated regularly with consultants on various aspects of groundwater development projects
  - Communicated with Office of Drinking regarding development of new regulations for semi-public water systems under the Drinking Water Safety Act
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(iv) Other(s)

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**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) \_\_\_\_ Yes \_\_\_\_ Non-Professional Member (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.6 During this period, I was required to make decisions based on an engineer's/geoscientist's professional and ethical responsibilities as follows, to:

- i) The public
- ii) The profession
- iii) The client and/or employer
- iv) Co-workers
- v) The environment

<p><b>Supervisor/Mentor Assessment:</b> Do you agree with the answer provided by the MIT?</p> <p>Professional Member (Yes/No) <input type="checkbox"/> Yes <input type="checkbox"/> Non-Professional Member (Yes/No) <input type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
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2.7 During this period, I had to consider the social implications of my work in the following areas:

- Third party impacts of project pumping on local water supplies by dialoguing regularly with municipalities, consultants and residents to ensure that private wells in the local vicinity of projects would not be adversely impacted by the water withdrawal.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<p><b>Supervisor/Mentor Assessment:</b> Do you agree with the answer provided by the MIT?</p> <p>Professional Member (Yes/No) <input type="checkbox"/> Yes <input type="checkbox"/> Non-Professional Member (Yes/No) <input type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
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3. Personal Development

3.1 Examples of my ability to work effectively as part of a team, during this period, include:

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- Worked at all stages of the licensing process with the sections database manager to ensure that all relevant information was accurately entered into the Water Rights Management database

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  - Consulted with supervisor when a client did not have the legal ability to use water and when a potential third party impact existed

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  - Acted as part of the Water Licensing Branch's team at the Oak Lake Aquifer planning meeting to offer technical advice and information on aquifer related issues and opportunities

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  - Coordinated development of the proposed Water Licensing Branch's website to incorporate the new departmental look and to revamp internal pages with a client-centered approach

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  - Coordinated organization of the APEGM WAC's networking event on Corporate Dining and Entertaining for Business. Organization involved advertising the event through APEGM and IEE, ordering refreshments, finding affordable audio equipment arrangements, and recruiting volunteers to collect entrance fee.
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**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) \_\_\_ Yes \_\_\_ Non-Professional Member (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.2 Examples of my ability to assume responsibility during this period include:

- 
- Charged with the responsibility to clear up a multi-year backlog of licence applications and expired licences for municipal groundwater source tank loading stations and municipal water supply distribution systems

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  - Supervised term staff member who is responsible for file preparation and data compilation for licensing of municipal tank loading stations

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  - Assumed responsibility for agricultural livestock licensing during the four month period that the staff position was vacated
- 

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) \_\_\_ Yes \_\_\_ Non-Professional Member (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I have shown progress since the last report (where applicable) as follows:

- At the time I submitted my last report, I worked almost exclusively on licensing municipal groundwater source tank loading stations and municipal groundwater source distribution systems. Over the last six months, I have also been assigned responsibility for licensing projects using water for agricultural livestock, industrial, geothermal, and recreational purposes, as well as three dewatering projects.

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) \_\_\_\_ Yes \_\_\_\_ Non-Professional Member (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I consider myself to be lacking in exposure to, or requiring improvement in, the following areas:

- Oral presentations

**Supervisor/Mentor Assessment:** Do you agree with the answer provided by the MIT?

Professional Member (Yes/No) \_\_\_\_ Yes \_\_\_\_ Non-Professional Member (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. During this period, I undertook the (additional) continuing education and professional development activities that are shown on the attached form.

7. During this period, I undertook the (additional) volunteer activities shown on the attached form.

8. I would like to provide the following additional, relevant information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. I understand that this progress report will be reviewed by my immediate supervisor and, where applicable, by the mentor who took responsibility for my work. (If you have not completed this report in conjunction with your supervisor, please submit a copy to him/her for completion.)

A copy of this report has been submitted to my supervisor.

*Note: Your report will not be considered unless it is signed and dated.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**To be completed by Supervisor/Mentor:**

10. Supervisor/Mentor Comments:

I would like to provide the following additional relevant information about the MIT's progress and/or character (**Note: you must complete this portion**)

- Jane has been given added responsibilities, as described in this report that are outside the core function of the position. This was necessitated because of a rapid increasing work load situation in the Water Licensing Branch and the need to carry out licensing action on critical projects in a timely manner. Jane's core responsibilities have been increased to include municipal pipeline projects in addition to the previous core function of licensing municipal loading stations. Jane continues to show progress in understanding and applying hydrogeological principals as these apply to groundwater development projects.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor/Mentor Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Note: This report will not be considered unless it is signed and dated.*

*Note: Each supervisor or mentor should complete a separate page.*

**For Professional member only:**

Please affix and sign seal: