

Completing Progress Reports for the Experience Review Committee November 28, 2016.

\*\*\*\*This was sent as a notification to all EITs/GITs and Students sent on February 17, 2015. It is repeated here for your information. \*\*\*\*

By S.E. Sankar, P.Eng., P.E., Director of Admissions, Engineers Geoscientists Manitoba

Dear EITs/GITs and Students:

The Experience Review Committee would like to take steps to ensure greater quality control of the progress reports.

Many of you have been submitting excellent reports, particularly in the last few years, however, the committee would like to ask that everyone complete the reports following the guidelines in the appropriate document cited below:

[www.apegm.mb.ca/pdf/Registration/ProgressReports/05engexp.pdf](http://www.apegm.mb.ca/pdf/Registration/ProgressReports/05engexp.pdf)

[www.apegm.mb.ca/pdf/Registration/ProgressReports/05geoexp.pdf](http://www.apegm.mb.ca/pdf/Registration/ProgressReports/05geoexp.pdf)

It's important to have lots of detail and lots of examples. Those of you who wish to include additional details may do so after describing the competencies below. For example, you could say, "and in addition to the projects described, I have also done the following ---- a), b), c)"

When you complete your reports you MUST make sure that in Section 1 you divide it into the following headers and describe each criteria/competency in detail. Ideally, you should then divide these into the appropriate sub-headers as shown below:

Application of Theory

Analysis:

Design and synthesis:

Testing

Implementation

Practical Experience

Visits to existing engineering works

Application of equipment

Opportunities to observe the limitations of practical experience

Opportunities to experience time constraints

Engineering Management

Planning

Scheduling

Budgeting

Supervision

Project Control

Risk Assessment

Professional and Ethical Responsibilities to:

The Public

The Profession

The Client and/or Employer

Co-Workers

The Environment

We realize that many of you have already submitted excellent reports following a more 'free format' and we will not ask you to rewrite reports already submitted, if they are otherwise ok, however, for your next submittal you MUST try your best to follow the format above.

If you have any questions, please contact me at [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca) .

Sincerely,

Sharon Sankar, P.Eng., P.E.

Director of Admissions, Engineers Geoscientists Manitoba