

**INFORMATION FOR PROFESSIONAL MEMBERS SUPERVISING
ENGINEERING INTERNS (EITS) AND GEOSCIENCE INTERNS (GITS)**

Latest Update by Sharon Sankar, P.Eng., P.E., Director of Admissions, Engineers
Geoscientists Manitoba on March 1, 2017

INTRODUCTION

The Association

Engineers Geoscientists Manitoba is the regulatory body, comprising all of the registered engineers and geoscientists in Manitoba, responsible for the regulation of the practices of engineering and geoscience in this province.

The Association is responsible to the people of Manitoba for administering the Engineering and Geoscientific Professions Act. It is the Association's responsibility to ensure that all persons registered to practice engineering or geoscience in Manitoba are qualified to do so; that no one who is not registered with the Association is practicing engineering or geoscience; and that those who are registered with the Association are practicing engineering or geoscience responsibly.

The Engineering and Geoscientific Professions Act requires that anyone practicing engineering or geoscience legally in Manitoba be, or be working under the supervision of, a professional engineer or professional geoscientist registered with Engineers Geoscientists Manitoba.

Requirements for Registration

To be eligible for registration, a person must first be academically qualified (i.e. hold an accredited engineering degree or equivalent or a recognized geoscience degree or equivalent), then enroll as an Engineering Intern (EIT) or a Geoscience Intern (GIT) with the Association, pass the Association's Professional Practice Examination, and satisfy the Association's Pre-Registration Program, all while obtaining at least four years' acceptable work experience, under the guidance and direct supervision of a professional engineer or professional geoscientist registered with the Association. (As of June, 1999, this Association is now prepared to consider exceptional pre-graduation experience, as part of the four-year requirement, provided that it meets the following criteria and satisfies the definition of Acceptable Engineering or Geoscientific Work Experience.)

WORK EXPERIENCE

The Practice of Engineering

The practice of professional engineering in Manitoba is defined by the Engineering and Geoscientific Professions Act as follows:

“practice of professional engineering” means any act of planning, designing, composing, measuring, evaluating, inspecting, advising, reporting, directing or supervising, or managing any of the foregoing, that requires the application of

engineering principles and that concerns the safeguarding of life, health, property, economic interests, the public interest or the environment.

The Practice of Geoscience

The practice of professional geoscience in Manitoba is defined by the Engineering and Geoscientific Professions Act as follows:

“practice of professional geoscience” means any act of documenting, analyzing, evaluating, interpreting or reporting on the earth’s materials or on resources, forms or processes, or managing any of the foregoing, that requires the application of the principles of geology, geophysics or geochemistry and that concerns the safeguarding of life, health, property, economic interest, the public interest or the environment.

Satisfactory Work Experience

Satisfactory work experience has been defined as comprising the practice of professional engineering or professional geoscience, which **must include** the application of theory, and **must include exposure to** the areas of practical experience, engineering or geoscience management, communication skills development, professionalism, ethical responsibilities, and the social implications of engineering or geoscience.

Supervision of Work Experience

Satisfactory engineering or geoscientific work experience must be obtained under the guidance and direct supervision of a registered professional engineer or a registered professional geoscientist who assumes full responsibility for the EIT’s or GIT’s work.

Semi-Annual Reporting

In order to ensure that the work experience being obtained provides appropriate preparation for registration in terms of both technical content and progression of responsibility, each EIT/GIT and his or her supervisor is required, every six months (or more often, if the EIT or GIT changes positions), to complete and submit to the Association a progress report describing the EIT’s/GIT’s work experience. Each progress report will describe the EIT’s/GIT’s experience, growth, and progress in, or exposure to, each of the areas of application of theory, practical experience, engineering or geoscience management, communication skills development, professionalism, ethical responsibilities, and the social implications of engineering or geoscience.

The Association recommends that EITs/GITs keep detailed records of their work experience as well as activities related to technical, professional, and personal development, to assist both them and their supervisors in preparing their semi-annual reports.

The Association also recommends that EITs/GITs establish informal relationships with registered professional members other than their supervisors, to provide advice, support, and impartial, third-party guidance.

CONTINUING EDUCATION, PROFESSIONAL DEVELOPMENT AND PROFESSIONAL SERVICE

While obtaining the appropriate work experience, EITs and GITs are expected to enhance their professional and personal development by taking courses and seminars, attending conferences, participating in professional and personal development activities, participating in Association and Technical Society activities, and generally developing an appreciation of, and a commitment to, life-long learning.

The Association's Pre-Registration Program, which prescribes continuing education, professional development, and professional service activities, must be completed before the EIT or GIT will be eligible for registration.

ROLE OF THE SUPERVISING PROFESSIONAL ENGINEER OR PROFESSIONAL GEOSCIENTIST

APEGM has implemented a **combined** reporting system. Supervisors **no longer complete a separate supervisor report**. Instead we have adopted the following procedure:

1. MIT completes report and submits a copy to his/her supervisor and professional member supervisor/mentor, if applicable.
2. Supervisor and professional member complete their portions of the report either in collaboration with the MIT, or, if preferred, in confidence.
3. Supervisor and professional member submit their completed reports (which include the MIT portion) to APEGM.

NOTE: APEGM has now implemented an online reporting system which is analogous to the paper reporting system. Go to: www.apegm.mb.ca/MembersWebsite.html for details on how to log in. We ask that MITs and supervisors use the online system rather than the paper system.

Please note that Engineers Geoscientists Manitoba will no longer send copies of the progress reports to supervisors. It is up to the Intern to send the reports to supervisors (through the online system) and to guide them through the process.

The role of the supervising professional is crucial to the formation of a professional engineer or professional geoscientist. It is vital that the supervisor be aware of the Association's requirements for registration and support the EIT/GIT by providing every possible opportunity for him or her to fulfill those requirements.

The supervisor is responsible for, or involved with, the assignment of work to the EIT/GIT. It is important that the work assigned be compatible with the EIT's/GIT's education, comprise a variety of tasks of increasing responsibility and technical

complexity, and provide the opportunity for the EIT/GIT to develop professional judgement and the ability to work effectively as part of a team.

The supervisor is expected to assist in the EIT's/GIT's professional as well as technical development, by providing counselling, encouragement and support as required, while assuming responsibility for the technical quality of the EIT's/GIT's work.

The supervisor should encourage the EIT/GIT to maintain a detailed experience record, which the supervisor may wish to review and validate from time to time.

In addition to providing information on the MIT's progress reports, the supervisor may be asked to serve as a referee when the EIT or GIT is ready for registration as a professional member. As a referee, the supervisor will be asked to comment on the applicant's technical competence, communication skills, ability to exercise professional judgement, integrity, ability to assume responsibility, ability to work effectively as part of a team, and ability to recognize his or her limitations with respect to the practice of engineering or geoscience.

The Association appreciates the importance of the supervisors and/or referees tasks and we value your support.

ROLE OF THE MENTOR ENGINEER OR GEOSCIENTIST:

When an Intern is working in a company that does not require a P.Eng. or P.Geo. it is still possible for them to earn experience credit. They can do this by requesting that a P.Eng. or P.Geo. act as a mentor – in this case, meaning a professional member taking responsibility, for the purposes of the pre-registration program. It is extremely important that this person have an awareness and understanding of the type of work that the Intern is doing and the level at which they are doing it. They must endeavor to meet regularly with the Intern, possibly at least once every two weeks (depending on the nature of the work) – more often if possible. APEGM reserves the right to request that documentation of meetings be provided to ascertain the level of supervision. Mentors who are unable to fulfill this role should not agree to be mentors.

IMPORTANT:

Supervisors who are Association members, Interns, assessment applicants, former guest supervisors, retired or resigned members, etc. will already have a number on the Association database. Supervisors who have NEVER been associated with APEGM – e.g. – they are registered in another Canadian province, are foreign-trained engineers living outside the country or who are non-engineers, will NOT have a number on our system. In this case, the Intern is responsible for assisting you to create a Guest number/profile on our database. This is described at the Association website. Once you have this number and have created a login profile, you will continue to have the number and it can be used for subsequent review of reports or even review of reports from other Interns. If you are not certain whether or not you already have a number please contact the Association reception or Sharon Sankar at ssankar@apegm.mb.ca to verify. We want to avoid duplicate numbers for the same people!