



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

## ENGINEERS AND GEOSCIENTISTS BC

### GUIDELINE TO COMPLETING GEOSCIENCE CHECKLIST & COURSE DESCRIPTIONS

#### **I. GEOSCIENCE CHECKLIST**

The Geoscience checklist is required for all G.I.T. and P.Geo. applicants who require an academic assessment. If you are required to complete a checklist, you will be directed to complete this requirement via a request made through your Document Requests page.

You will need to select the checklist that corresponds to the discipline (Geology, Environmental Geoscience, or Geophysics) selected on your application and will also need to select a checklist that corresponds to where you completed your studies at.

When determining which checklist to use, please consider the following:

- Engineers and Geoscientists BC has specific course equivalency lists for most BC institutions. If you have completed your studies from one of the institutions listed on the Geoscience Self-Evaluation Checklists page, please ensure that you use the equivalency list for the institution that you studied at.
- If you are applying in Geophysics, have attended a post-secondary institution outside of BC, or completed your education at a BC institution that does not have a course equivalency list, please use a general checklist listed under the “General Self-Evaluation Checklists” section.
- If you have completed courses at two different BC institutions or a BC institution and a post-secondary school outside of BC, please select the checklist that corresponds to the school that you completed a majority of your courses at. In the event that you have completed a majority of your courses outside of BC, please use a general checklist.

#### **I. (a) GUIDELINES TO COMPLETING THE CHECKLIST**

Each checklist will contain information on the required number of courses or courses that meet a specific requirement. In addition to these requirements, please consider the following as you are completing your checklist:

- Course names and/or course codes need to be recorded on your checklist as the courses are listed on your official transcripts and course descriptions (if applicable (see page 3 for more information on course descriptions)). Please refrain from submitting checklists with a  $\checkmark$  or X beside each requirement.
- If you have completed courses from multiple institutions please ensure that:
  - Engineers and Geoscientists BC receives official transcripts from each institution
  - The name of each school is written beside each course name and/or code that is recorded on your checklist

**For example:** Applicant A is applying in Geology. Applicant A has completed a degree at SFU, but has also completed a few courses at University A (located outside of BC). Selecting the SFU Geology Checklist, Applicant A ensures that each course code corresponds to the course codes used on the official transcripts. In addition, Applicant A indicates which university each course was completed at.

	Number	Description	SFU Course	For Applicant Use
<b>Group: 1A – Compulsory Foundation Science – 11-GEOCOM- Fundamental Science (3 Required)</b>				
	FS-A1	Calculus (1 semester)	MATH 150, 151, 154, 157 (Choose One)	<b>MATH 150 SFU</b>
	FS-A2	Physics (1 semester)	PHYS 101, 120, 125, 140 (Choose One)	<b>PHYS 123 University A</b>
	FS-A3	Chemistry (1 semester)	CHEM 121	<b>CHEM 121 SFU</b>

- Please include all post-secondary courses that meet the requirements on your checklist. The checklist is not restricted to only courses that you completed during an undergraduate program or your most recently completed program.
- You should not use one course for multiple checklist requirements unless the course content clearly includes two or more different topics listed in the requirements.

To account for course/program differences across international institutions, individual reviews will be conducted to see if multiple-topics can be satisfied. If you believe that a completed course covers multiple topics, you will be required to provide an addendum outlining these course(s) and how the content satisfies multiple topics. Please attach this addendum to the end of your checklist.

## **I. (b) USING EXAMINATIONS, HIGHSCHOOL COURSES, OR COURSES TAUGHT**

In the event, that you feel that you have science courses taken during high school or have taught courses that may qualify towards some of the academic requirements, please note that you can

use them on the checklist; however, these courses will be reviewed on a case-by-case basis and equivalency is not guaranteed.

- In general, high school courses are not acceptable; however, it is recognized that in certain academic systems, the Foundation Science courses (e.g. Calculus) are covered in a final year of high school or through exams and considered equivalent to first year courses at a post-secondary institution.

If you completed high school courses or exams that are equivalent to post-secondary courses, please indicate this on your checklist. If this applies to you, please note that an official transcript or proof of completion for an examination will need to be submitted. You will also need to submit additional information that confirms that the course or exam is equivalent to post-secondary course.

- If you have taught a course as a teaching assistant or university/college instructor, you may claim the course against the checklist requirements. A course description for the course you taught and a letter from your supervisor will be required. On the checklist, please clearly indicate which courses you taught.

## **II. COURSE DESCRIPTIONS**

Course descriptions are required if any one of the following apply:

- Completed courses outside of BC.
- Completed examinations or high school courses that may be equivalent to post-secondary courses and are looking to use these courses on the checklist.
- Taught a course as a teaching assistant or university/college instructor and are looking to use the course on the checklist.

You will be directed to submit course descriptions via a request made through the Document Requests page.

### **II. (a) GUIDELINES TO SUBMITTING COURSE DESCRIPTIONS**

Course descriptions are only required for courses that you will be recording on your checklist. You do not need course descriptions for every course that you have completed during your studies.

Engineers and Geoscientists BC accepts course descriptions via the following methods. Please note that the source of all course description documents must be indicated on your course description document.

- A copy of your official course descriptions sent directly from your institution to Engineers and Geoscientists BC by mail, fax, or e-mail.
- Course descriptions downloaded or obtained from the official website of your academic institution. You can upload a list of the course descriptions you have completed with the school's website URL clearly indicated on the document.

- Course descriptions obtained from a professor or faculty advisor from your school of graduation. If you receive course descriptions directly from a professor or faculty advisor, please attach your email correspondence or a signed letter with your course descriptions. Contact information (direct phone number, school email address, etc.) of the professor or faculty advisor must be provided in the letter or the email correspondence.

## **II. (b) GUIDELINES TO WRITING YOUR OWN COURSE DESCRIPTIONS**

If you are unable to obtain course descriptions directly from the university or through the university's website, you are permitted to author your own course descriptions.

Please follow the following instructions when authoring your course descriptions.

- Please indicate that you are the author of your course descriptions and provide an explanation as of why course descriptions could not be obtained directly from the school.
- Course descriptions must be written for all courses listed on your checklist. You are asked to recall as much detail concerning courses as possible. The inclusion of a course outline, course content, textbooks used, hours required to complete the course, etc. are all helpful in assessing your academic background.

**Note:** You may be contacted for further explanation regarding any self-created descriptions.

## **II. (c) COURSE DESCRIPTIONS FOR EXAMS, HIGHSCHOOL COURSES, AND COURSES TAUGHT**

Please follow the same guidelines to writing or submitting course/exam descriptions as described above. In addition to your descriptions for your exams, high school courses, and courses taught, you will be asked to provide the following:

- To accompany your course descriptions, exams and high school courses that are used on the checklist need to be submitted with information that explains how the exam or high school course is equivalent to a post-secondary course.
- To accompany course descriptions on courses taught, please also submit a letter from your supervisor that confirms your role as an instructor or teaching assistant. The letter should also confirm the topics taught in the course.