

It's that time of year again! The Olds College Land Agent Program is canvassing for practicum placements for this academic year. We have approximately 45 students who will be completing their directed field studies in the fall.

**Would you or your company be able to take a student for a week – between February 27 and March 7?**

We firmly believe that practical experience is a necessity for students in the Land Agent Program. We hope that companies participating and supporting the program can provide the students with practical experience in their chosen profession. The Olds College Land Agent Practicum has been an unqualified success for over twenty years. We attribute this success to the support and cooperation of various sectors of the energy and utility industries.

The following is a list of the general areas that hopefully would be examined by our students while on their practicum with your firm:

- company background, policies and philosophies;
- meeting the personnel in the land department with an overview of job functions and duties;
- brief introduction to other company departments that have a bearing on the land department;
- office procedures and filing systems;
- public relations carried out by the company;
- flow of information, orders and documentation in reference to various aspects of land acquisition;
- notifications, negotiations and/or acquisitions; and
- land systems.

We are aware that time will not permit all the areas to be examined in detail, but we request the student's time be put to the most effective use. The following is a suggested list of specific activities that we would like our students to discuss and experience while with your company:

- office procedures used by surface land personnel;
- document preparation, crown and freehold; oil and gas or utility;
- document verification;
- if possible, follow the procedures used by the land agent and land administrator in an acquisition situation;
- review expropriation, damage claims, releases and ERCB Directive Requirement procedures;
- completing field work in the office; and
- data entry.

We would appreciate your immediate response and/or feedback and your help to strengthen the program. Please feel free to contact me with any questions. I look forward to hearing from you soon.

Thank you,

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