

TRANSFERABILITY:

University of Alberta, Augustana Faculty-University of Alberta, Concordia University College, Canadian University College, King's University College

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

EVALUATIONS:

Attendance	>90% of the class session
Individual presentation	20 points
Two business letters	20 points
Engineering literature search	20 points
Resume	20 points
Final Exam (Combined)	20 points

GRADING CRITERIA:

- These are pass/fail courses. The final grade will be based on written submissions, presentations, final examination, attendance in the class and relevant activities.
- All assignments must be type-written using a word processor. Late assignments will NOT receive any points.
- In order to pass the course, you must:
 - Receive minimum 70% points in each of the five components individually.
 - Attend > 90% of the class sessions

COURSE SCHEDULE/TENTATIVE TIMELINE:

M 1500 – 1550

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

****Note:** all Academic and Administrative policies are available on the same page.