

Theory

OBJECTIVES (OPTIONAL):

Prepare or review/reformat a résumé for a new career in Power Engineering

Prepare a cover letter

Go to websites for employment and see the methods of applying

Discuss email etiquette, and email user names

Practice interview techniques TRANSFERABILITY: As per ABSA requirements

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|---------------------------------|--------------------|-----------------------|-------------------------------------|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A+ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A- | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B+ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B- | 2.7 | 70 – 72 | |
| C+ | 2.3 | 67 – 69 | SATISFACTORY |
| F | 0.0 | 0 – 66 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

EVALUATIONS:

| Method | Percentage | Minimum |
|--------------------|------------|-------------------------------------|
| Course assignments | 10% | 67% |
| CML quizzes | 10% | 67% |
| Labs | 10% | 67% |
| Unit Exams | 30% | 67% |
| Final Exam | 40% | 67% |
| | 100% | 67% |
| | | 67% average, with no mark below 50% |

STUDENT RESPONSIBILITIES:

*Students must complete all courses with no failing grades and a minimum of 67%, and attend a minimum of 80% of all classes and 100% of labs to successfully complete the program.

STATEMENT ON PLAGIARISM AND CHEATING:

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 www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

January 8, 2018 – February 16, 2018

- Fall intake