



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/](http://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