



- To provide opportunities to gain relevant employment skills and realistic expectations of the work force before graduation;
- To test and gain a broader understanding of career options;
- To develop maturity and self-esteem as productive members of the work force as well as confidence and skills developed through working with others;
- To document practical experience, a résumé, job search skills and a network of contacts upon graduation;

#### LEARNING OUTCOMES:

At the end of this course students will:

- Have a clear understanding of employer requirements for success in the field in which they have been working;
- Be better prepared for upcoming classes through having experienced a practical context in the professional world;
- Improve their own work performance through the application of feedback from the employer, the instructor, and their own structured self-reflection and reporting.

#### TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* 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

#### EVALUATIONS:

Resume and Cover Letter Assignment:	20%
Interview Preparation Assignment:	15%
Employer Evaluations:	25%
Work Experience Check-ins:	5%
Final Report:	35%

#### GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit IF your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59

B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Content	Assignments/Exercises
		Submit Resume & Cover Letter
		Submit Interview Assignment

**Week 1**