

<http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinerearch.html?SearchMode=S&step=2>

**** 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:

- If the student has satisfactorily met the expectations of the supervisor and the faculty advisor during the work experience period, the student shall receive credit for the course.
- No letter grade shall be assigned to this course.
- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED

STUDENT RESPONSIBILITIES:

- To read, understand and comply with GPRC academic policies.
- To come prepared and meet for 3 seminars during the semester:
 1. Wednesday January 8th at 11:30, A313
 2. Wednesday February 26th at 11:30, A313
 3. Wednesday, April 8th at 11:30, A313
- The faculty advisor, in consultation with the student, shall determine the company with whom work experience shall take place. A resume and cover letter is to be handed in to your advisor for the purpose of sending to potential placement sites (the resume and cover letter are required for the January seminar).
- The student will complete a Workplace Orientation booklet and prepare a timesheet to record their running hours. The work place orientation booklet will be handed in by January 31st.
- The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, evaluation procedures, etc.
- Student is required to hand in Bi-Weekly Reports during the employment period on a regular basis and retain a copy for their own records.

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.**