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**WORK EXPERIENCE 15-25-35**

**RAP**

**Career Internship 10**

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**RESOURCES**

1. Job Safety Skills Society (HCS3000/HCS3010/AGR3000)
2. [www.myblueprint.ca](http://www.myblueprint.ca) Resume, Cover Letter, Self Assessment & Occupation Planner
3. Alberta Education Off Campus Education Handbook

# COURSE OBJECTIVES

* To gain valuable knowledge and skills in the workplace
* To be better prepared for the workforce and successful in employment

## To gain workplace safety knowledge

* To provide students an opportunity to explore careers and determine suitability
* To properly market themselves through completion of a Resume and Cover letter
* To plan and prepare for future career pathways through the use of exploration and assessment tools

# TIMELINE

1. Complete myblueprint updates and prepare a Resume and Cover Letter for placement. Complete self assessment (Who Am I?) and occupation assignment
2. Complete HCS3000 (25 hours) HCS3010 (RAP) online Safety Program
3. Secure appropriate work placement with Coordinator assistance
4. Submit Student Handbook with Safety Plan, Learning Plan, Goals and Signatures
5. Submit monthly timesheets for records/credits
6. Submit Employer Evaluations

# COURSE EVALUATION (Based on Point System)

* Documentation (Student Handbook, Resume/Cover Letter/Occupation Assignment) **40 pts**
* Evaluations (Employer) **50 pts**
* Placement Report/Final Reflection **10 pts**

## EXPECTATIONS

* Regular attendance in your Work Experience Placement (monthly time sheets)
* Be at your work site on time as determined by your supervisor, report if ABSENT
* Work safely wear all necessary PPE and adhere to safety procedures/policies
* Accept direction and feedback from supervisor and coordinator to improve
* Submit proper documentation on time for course marks and credits