



**MEDICINE HAT
COLLEGE**

Division of Arts, Education & Business

To Whom It May Concern:

Students registered in the Administrative Office Management program must complete a practicum component that is for credit, and is integral to the completion of their program of study. The practicum does not exceed more than 50% of the total program of study.

As part of the program, students must successfully complete four work terms. These terms completed over the two years of the program as follows:

- First term is 35 hour completed in the month of December
- Second term is 90 hours in the month of April
- Third term is 42 hour from September to December
- Fourth term is 42 hours from January to April.

Students are scheduled to complete their program at the end of their final semester in their second year.

These involve practical and experiential learning in various locations. Duties may include, but are not limited to, assisting office staff with administrative duties.

We are asking that a co-op work permit be granted to the applicant registered in our program, in order to fulfill program requirements as outlined in our academic calendar.

Thank you for your attention to this matter.

Regards,

Marla Middleton-Freitag, Coordinator
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