



**MEDICINE HAT
COLLEGE**

Division of Arts, Education & Business

To Whom It May Concern:

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

As part of their program, students must successfully complete two work terms. These terms completed as follows:

- First term is 35 hours completed in the month of December
- Second term is 90 hours completed in the month of April

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

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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