

## Engineering Career Practicum (ECP) FAQs

### What is the Engineering Career Practicum (ECP) Program?

The Engineering Career Practicum (ECP) Program is an early-degree career preparedness program for first- and second-year engineering students who are not yet eligible for Internship. You will participate in course modules focused on developing professional and career-ready skills. The program is a mix of work experience and self-directed course work

### How long does it take to complete this program?

This program takes approximately 15 hours of online module work and 350 hours of work experience to be fully completed

### When are the online module components due?

Although you can complete the ECP course in their own timing over the first two years of your engineering degree, here is the recommended timeline:

ECP Course Section	Suggested Timeframe	Overview
Module 1: Career Readiness	September 1 – October 31	Self-discovery and starting to create job application documents
Module 2: Career Exploration	November 1 – December 31	Building on job application documents and getting ready for interviewing
Module 3: Career Preparation	January 1 – April 31	Applying for job postings while building professional skills
Module 4: Career Insights	May 1 – August 31	Completed during work term (if summer placement) and provides experiential reflections

### When are my work term hours due?

ECP hours should be completed by August 31<sup>st</sup> of the intended year of completion (by the end of first or second academic year)

### Do I have to enroll in a course?

You can enroll in the Engineering Career Practicum (ECP) program in fall term (i.e., October of your first year or second year). A D2L shell

will appear under your “Ongoing” courses section. If you have any questions please email ECC at [ecc@ucalgary.ca](mailto:ecc@ucalgary.ca).

### **When can I start applying for jobs?**

- You may start looking for jobs on the ECP Job Board (in Elevate) after you have completed Modules 1 and 2 of the online course. Access will only be given upon completion of Modules 1 and 2. ECP hours can commence after Module 3 of the online course is complete
- You can also find a job on your own at anytime, however, to create an ECP work term record you will need to complete Modules 1-3 of the online course

### **What jobs count as work experience?**

- Jobs should be 4-month summer positions of “engineering-exposed” or “engineering-adjacent” work as opposed to those intensely technical in nature
- The job must develop your sense of professionalism, at the discretion of ECC. Examples of positions include general field work, administrative support, coordination roles, and service roles
  - For example, a barista position may develop communication, time management, teamwork skills, etc.
- Jobs must be paid, full-time (for spring/summer terms), and a minimum of 350 hours is required to complete the ECP requirement
  - Part time opportunities may be pursued during the Fall/Winter terms
  - Part-time positions must be local (located in Calgary or area) for the Fall/Winter terms
    - Only positions in the spring/summer terms may be located outside of Calgary
- Positions should be a new experience or significantly different than a position that a student has previously held. If unsure, students should email [ecc@ucalgary.ca](mailto:ecc@ucalgary.ca)

### **I found a job; how do I report it to the ECP program advisor?**

- Go to [elevate.ucalgary.ca](http://elevate.ucalgary.ca) and create a Work Term Record. You will need the following information:
  - Job Title
  - Job ID (or job description if found outside of Elevate\*)
  - Company Name & Location
  - Supervisor Name & Email Address
  - Estimated Start Date
  - Estimated End Date
  - Estimated Weekly Hours

\*Jobs found outside of Elevate will need to be approved by the Engineering Career Centre for use in the ECP Program

### **Will this program interfere with my academic coursework?**

- No, the jobs obtained for the Engineering Career Practicum program are mostly full-time 4-month positions in the spring/summer terms and fall outside of the regular academic year in fall/winter. If you choose to pursue a part-time position in the fall/winter terms, you are responsible for ensuring it does not interfere with your coursework (we recommend no more than 10 hours per week).
- Students should set aside time to complete the online modules of the ECP program as outlined in the timeline above, however they are designed to be completed alongside a full course load.

**How will the Engineering Career Centre (ECC) help me to secure a job?**

- The ECC offers resume/cover letter review, career workshops & events, and one-on-one advising sessions
- **Please note:** the ECC cannot guarantee you a position and it is your responsibility to secure your own, but we are here to help!

**What are the repercussions if I drop out of the program or do not finish a component?**

- The ECP program is not mandatory. There are no negative academic consequences if you do not complete the program, however if you have any concerns about completing the course, we recommend you connect with an ECC advisor to talk about your options

**What is the difference between the Engineering Career Practicum (ECP) Program and the Engineering Internship Program (EIP)?**

- The Engineering Career Practicum (ECP) program is for first- and second-year engineering students and is designed to provide the basic professional skills required on the job such as communication, teamwork, and problem-solving skills. The Engineering Internship Program (EIP) involves more technical intensive responsibilities specific to engineering students and student do not apply until third year.

**What will I get out of this program?**

- A Digital Badge of Completion for completing the online module work and 350 hours of approved work experience
- Gain hands-on practical work experience
- Build professional skills and network
- Develop career seeking skills
- Access to our ECP Job Board on Elevate

**Where do I find Engineering Career Practicum (ECP) information and updates?**

Regularly checking the D2L shell is recommended. You can also email [ecc@ucalgary.ca](mailto:ecc@ucalgary.ca) for further information and guidance.

**When do employers start posting jobs for the summer?**

Employers typically start posting summer practicum positions as early as January, however positions may be posted all the way up until the end of April.

**How much does it cost?**

- Effective September 2024, the ECP program fee is \$250.