BCIT ™   # PRACTICAL WORK EXPERIENCE RECORD

Civil Engineering
3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

All students seeking to complete the B.Eng. in Civil Engineering must satisfy the **practical work experience requirement**. This work requirement can be met by completing a minimum of 700 hours of relevant work experience before B.Eng. graduation. At least 300 of these hours must be completed before entering Level 5. The remaining hours must be completed prior to entering Level 7. The summer periods between academic years 2 & 3 and years 3 & 4 provide sufficient time to complete these requirements.

PART I (TO BE COMPLETED BY STUDENT FOR EACH EMPLOYER)

Student Name	Student #
Employer	Employer's Mailing Address
Supervisor's Name	Supervisor's Phone

Attachment #1

Applicants must provide a short report in the form of a business letter containing a written description of responsibilities undertaken for this employer **and** an estimate of the hours associated with each of the relevant items included under the Appendix A – Profile of Technology Practice (Page 67) of the current ASTTBC Bylaws: https://asttbc.org/asttbc-bylaws/. The submission must also include your employment start/end dates and the total number of hours of practical work experience earned. The letter must be dated and signed by you and your supervisor.

Number of work experience hours with this employer:

PART II (TO BE COMPLETED BY THE EMPLOYER)

This confirms the information shown above and on Attachment #1 is correct.

Name	Position
Signature	Date

Forward completed form (and attachment) to:

If your absence from BCIT exceeds 4 months:

Complete the above sections, sign and date for upload along with attachment #1 as part of your on-line application for re-admission

If you are returning directly after a summer absence only:

Complete the above sections, sign and date for upload along with attachment #1. This form and attachment should be uploaded to the CIVL Home Room on Learning Hub, https://learn.bcit.ca/d2l/home/652679 under "Assignments".