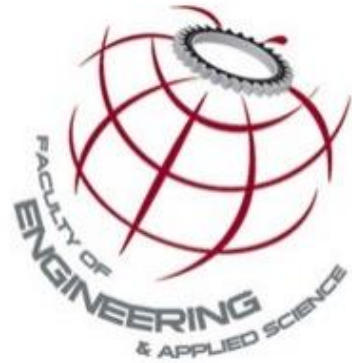




CO-OPERATIVE  
EDUCATION

Faculty of Engineering and Applied Science



# **Engineering Co-operative Education Graduate Internship Program**

# **Student Rules and Regulations Handbook**

*Effective Date: Fall 2023*

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## 1. INTRODUCTION

This “Engineering Co-operative Education Graduate Internship Program Student Rules and Regulations Handbook” of the Faculty of Engineering and Applied Sciences (FEAS) helps to provide structure and guidance in decision making in order to maximize a student’s internship learning experiences. The rules and regulations herein must be followed to help ensure success in the Graduate Internship Program (GIP). This handbook encompasses the Engineering Co-operative Education Office (ECEO) rules and regulations related to program requirements and internship standards, the job competition, internship approval, registration, eligibility, and procedures to follow while on an internship.

The table below demonstrates the typical path most students will take as they work through the program. Students’ intake into the program will determine the number of academic terms (AT) before completing the internship. If there are questions about a specific sequence, students should speak with the Engineering Graduate Office (EGO).

If students are experiencing any significant issues during any part of their engineering internship education program (before, during, or after an internship), they are advised to contact the ECEO immediately.

### Internship Sequencing

#### **For Fall intake**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
AT1	AT2	AT3
AT4	ENGI 901W	ENGI 902W
AT5		

#### **For Winter intake**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
	AT1	AT2
AT3	ENGI 901W	ENGI 902W
AT4	AT5	

AT = Academic Term

Electronic communications between the student and the ECEO will be via their @mun.ca email address. This is the official address for University correspondence and helps maintain a level of professionalism.

## **2. PROGRAM REQUIREMENTS AND INTERNSHIP STANDARDS**

### **2.1 Number of Internships**

The Engineering Co-operative Education Graduate Internship Program at Memorial provides the opportunity for students to complete one eight-month internship. For registration purposes, students will have to register for ENGI 90W and ENGI 902W during the internship.

### **2.2 Internship Approval**

All Internship details must be reviewed and approved by the ECEO. Considerations will include: technical attributes of the position; the length of the placement; appropriate supervision; and remuneration. For self-found internships the type of work and its appropriateness to the student's discipline will also be considered.

### **2.3 Standard Internship Length**

A standard internship is between 32 - 34 weeks of full time employment. Occasionally students may be offered a position less than that amount. Students should continue looking for work opportunities until the ECEO indicates that there is no longer sufficient time to complete a suitable work experience. Students who find a work position of less than 30 weeks should contact the ECEO prior to accepting the position.

Students are expected to work until the last day of the internship. If mutually agreed to with their employer and ECEO, they may work beyond this day. Students who for some reason wish to finish before the last day of the internship must get approval in writing in advance from their assigned Academic Staff Member in Co-operative Education (ASM-CE).

### **2.4 Internship Remuneration**

To be an approved internship the student must be paid for their work. It is expected that salaries will be aligned with compensation standards where the internship is located. The ECEO webpage provides guidance to an employer on average salaries for the undergraduate engineering program for reference.

### **2.5 Student Conduct**

Within the University community there is an individual and collective responsibility to maintain a high level of scholarly integrity and students enrolled in professional programs must adhere to those principles and/or codes of ethics which inform conduct suitable for their profession. This means that students will conduct themselves with integrity, fairness, courtesy, and good faith in an honourable, equitable, respectful, and ethical manner towards others.

Expectations of conduct suitable for the profession apply to students throughout their period of enrollment in the Engineering Co-operative Education Graduate Internship Program during academic terms (in class and online), co-operative education internships, and through in-person and/or various communication media and/or social media platforms.

Conduct unsuitable for the profession cannot be condoned or appear to be condoned. This unsuitable conduct includes either a single event or an ongoing pattern of unprofessional conduct, and can occur in-person and/or through various communication media and/or social media platforms.

Conduct unsuitable for the profession includes, but is not limited to, the following:

- Failure to follow relevant university, School of Graduate Studies (SGS) and FEAS guidelines on ethics or codes of conduct.
- Failure to follow relevant principles and/or codes of ethics of the Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL).
- Failure to follow FEAS, ECEO and EGO through the internship professional suitability policies.
- Failure to follow Co-operative Education and Work Integrated Learning (CEWIL) Canada Recruiting Ethics guidelines.

Students should be aware that their conduct is monitored during both internships' competitions and the internships themselves. Disregarding the regulations during the internship competition can result in a student being removed from the competition. While on an internship, co-op students are enrolled full-time at Memorial and are considered ambassadors of the internship program. Students' interactions with employers, the university, co-workers and the wider community are important in their career development and will determine their success in the program. A student's professional behaviour should be viewed positively by members of all these groups. Inappropriate behaviour can negatively affect a student's career development, the reputation of the university, the faculty, and the GIP, and may also result in negative impacts upon future internship students. During an internship, conduct unsuitable to the profession may result in significant academic penalty.

### **3. CO-OP INTERNSHIP COMPETITION**

The ECEO operates an internship placement competition whereby job opportunities from potential employers are posted regularly for students to consider whether to apply. The competition begins shortly after the start of the semester that precedes the internship. Jobs are posted and interviews typically begin two weeks after the first posting. Students who accept internship offers, either self-found or through the competition, are placed with that employer and then access to see further postings will be removed.

#### **3.1 Intentions**

Prior to the start of the co-op internship competition, students must confirm to the ECEO they intend to pursue an internship during the following two semesters by completing their “Intentions” within MyMUNLife. This indicates if the student wants to join the job competition.

#### **3.2 Interviews**

As part of the internship competition employers regularly wish to interview students to determine their suitability for a position. These interviews are normally organized through the ECEO. Students will be notified of interviews through MyMUNLife, or directly via email. If, for any reason, a student determines that they are unable to attend a scheduled interview, they must inform the ECEO immediately. Students cancelling or failing to attend interviews for other than acceptable reasons will be removed from the internship competition. This means that access to the Job Postings will be removed, scheduled interviews cancelled, and they will be removed from consideration from any outstanding job applications in MyMUNLife. Such information is documented and kept in students’ files and can influence performance grades for the internship. Missing an interview is disrespectful, and can damage the relationship between Memorial and the employer.

Occasionally employers may conduct interviews directly without first contacting the ECEO. Students are encouraged to attend these interviews, but should let the ECEO know before the interview has taken place if possible, and directly afterward if not. Students should not feel pressured to complete an interview without advanced notice and are encouraged to work with the employer to select a mutually agreeable time for the interview. Students who feel they have been pressured to conduct an interview without preparation should let the ECEO know immediately.

If students apply for internship placements during the competition but find their own internship before a scheduled interview, they should inform the ECEO as soon as possible so that the employer can be notified.

If, following an interview, a student decides they are no longer interested in being considered for that position, they should notify the Employer Relations Officer in the ECEO immediately (within 30 minutes of completing the interview). This must be in writing and must include a reason for withdrawing from consideration for this position.

The ECEO will then notify the employer who will adjust their student rankings accordingly.

### 3.3 Offers

Employers will provide student rankings to ECEO after they have completed the interview process. This could be immediately after the interview, or up to several weeks later. Once the ECEO receives a list of rankings they will contact students via email to pick up their offer. Students who do not respond by the deadline noted in the offer will forfeit their offers to the next available student on the employer's list. A student who fails to respond by the noted deadline will be considered to have *refused* the position.

Students who have not withdrawn from consideration within 30 minutes of the end of an interview will be expected to accept if offered the position. If a student in this situation wishes to refuse an offer, they must speak with an ASM-CE before making their final decision. The penalty for refusing offers will result in immediate removal from the internship competition. This means that access to the Job Postings will be removed, scheduled interviews cancelled, and they will be removed from consideration from any outstanding job applications in MyMUNLife. The refusal will also be noted in the student's ECEO file.

Students who have had an interview directly with an employer (that was scheduled without ECEO involvement) should not feel pressured to accept an offer if it is made at the end of the interview. They should request a day or two to make a final decision. Students should discuss this offer with ECEO. Once a student has made a final decision they should inform the employer immediately. ECEO will then place the student, and they will no longer see job postings, or be able to attend interviews.

When an internship placement has been accepted, the student is committed to that position for the internship. Failure to honour an agreement to work with an employer, such as rescinding (withdrawing) an acceptance of an offer, will result in failure of the internship, and the student will be no longer eligible for the Graduate Internship Program.

Students are not to contact an employer to discuss ranking or anything else associated with the competition without consulting the ECEO.

## **4. SELF-FOUND INTERNSHIPS**

### **4.1 Approval Requirements for Self-Found Internships**

Positions found outside of the MyMUNLife job competition must be approved by the ECEO prior to the student accepting them. The following is required from the employer for ECEO review, and should be sent as a job offer, and list of duties:

- Organization's name, address and telephone number,
- Organization's basic line of business,
- Duties and responsibilities of the position,
- Contact person's name, title, email address, and telephone number,
- Anticipated duration of internship,
- An indication of remuneration for the position.

## **5. INTERNSHIP REGISTRATION AND ELIGIBILITY**

### **5.1 Internship Registration**

Students are required to complete a Course Change Form to add the internship for each semester and bring the completed forms to the Engineering Graduate Office. On the first day of registration for the upcoming internship, all students who opted-in to the GIC will be registered for that internship. Students who are not registered after registration opens should speak with the ECEO.

In order to be registered for the upcoming internship, a student must not have any holds, including financial, on their account. Students who anticipate that they may have a hold should consult with the Cashier's Office to understand their options prior to the last day to register for the academic semester prior to the internship.

Students who are not registered will not be permitted to go on an internship.

### **5.2 Permits for International Students on an Internship**

International students have to obtain an Internship Work Permit from Immigration, Refugees, and Citizenship Canada. Students should apply for this permit as soon as they have been accepted to the Engineering Co-operative Education Graduate Internship Program. Application forms are available online at <https://www.cic.gc.ca/>. It is the student's responsibility to obtain this work authorization as soon as they are admitted to the Engineering Co-operative Education Graduate Internship Program and must not let it expire. Students should seek additional assistance from the Internationalization Office (<https://www.mun.ca/international/>) for more information. The ECEO will provide a letter to support the application.



### 5.3 Requirements for Working Internationally

Students accepting internship placements outside Canada must meet with an ASM-CE as soon as possible after acceptance of the position for a briefing interview.

Students working outside Canada will require a passport; application forms can be obtained on-line. Students should also be aware of any regulations of their work permits or visas and may only stay in the host country as long as indicated on their permits. These permits/visas may take additional time depending on the student's nationality and past travel, so starting this process as early as possible is important.

After meeting with an ASM-CE, students accepting internships outside of Canada (including the US) should immediately contact the Co-operative Education Services Coordinator to complete the mandatory pre-departure process and documentation. Failure to complete this required process will result in the internship not being approved.

The pre-departure process is required by all students accepting an internship outside of Canada regardless of internship location, citizenship, visa/work permit requirements, etc.

Even if a student's primary work location is in Canada, sometimes their employer may decide to send them to work abroad, or they may be sent to another country even if they are already working outside of Canada. Students should notify their ASM-CE immediately if this should occur – with locations and dates – so that Memorial University knows where they are should an unforeseen event require Memorial's assistance.

## 6. INTERNSHIP PROCEDURES

### 6.1 Internship Deliverables

It is the student's responsibility to complete (or have completed by the supervisor) all of the necessary deliverables for the internship and to submit them at the assigned times in the manner described in the Course Outline, or as instructed by the student's assigned ASM-CE. Key deliverables required for each internship are listed and further detail can be found in the Internship Course Outline:

- Internship Confirmation.
- Internship Objectives.
- Internship Report Outline.
- Final Communications Deliverable.
- End of Internship Supervisor Feedback Form.

### 6.2 Registration to Take Courses during an Internship

Students should be aware that an internship is considered as a full course load. The ECEO recognizes the internship as a significant effort, and a student's primary focus should be on the requirements of their position.

The ECEO and EGO discourage students from taking an additional course during their internship, and students should consider the expected work load before registering for even one additional course. In order to take an additional course a student must first get written permission from their employer, and seek written permission from the ECEO and EGO.

The ECEO and EGO strongly discourage students from taking more than one additional course during their internship due to the extra work load.

### 6.3 Deferred Internship Work Report

When a student knows in advance that they will be unable to meet document submission deadlines as result of an acceptable cause duly authenticated in writing, they should apply for a deferral before the deadline.

When a student is unexpectedly prevented from meeting a document submission deadline or presenting on the scheduled date, due to "illness, bereavement or other acceptable cause, duly authenticated in writing", they should apply for a deferral before the deadline as defined in the University Calendar.

The deferral application “Application for Deferred Examination(s) / Internship Report(s)” is maintained by the Faculty of Engineering and Applied Science.

#### 6.4 Resigning from an Internship Placement or Being Terminated

Any student who is considering resigning from their internship should seek the advice of an ASM- CE as soon as possible. Students are not expected to continue working in environments that are unsafe or unhealthy. If a student resigns from an internship without permission from the ECEO, the student will receive a grade of **Fail** for that internship.

If a student conducts themselves in such a manner that causes their internship to end prematurely the student will receive a grade of Fail for that internship. If this occurs, the student should inform their assigned ASM-CE immediately. Conduct might include infringement of employer regulations, including safety, internet, and travel policies.

#### 6.5 Sickness, Injury or Accident

Students who are involved in an accident or become ill for an extended period of time (on or off the internship) are advised to contact the ECEO as soon as possible. If the illness or injury is severe, students may be given a medical exemption from the internship. Students should refer to the University Calendar on this matter for the appropriate processes.

#### 6.6 Internship Evaluation

The evaluation for an internship consists of a mark given for the communication component, a mark given for performance, and the resulting final grade. These three components will appear on a student’s transcript. Details of the evaluation scheme are provided in the Course Outline.

The communications component mark is determined by the evaluator assigned by EGO using the evaluation information provided in the Course Outline.

The performance mark is determined by the assigned ASM-CE, who will take into account a number of factors including the monitoring visit, the student’s professional behaviour, and feedback from the student’s supervisor during and at the end of the internship.

For the purposes of the University Calendar General Regulations on the [Route for Questioning Grades](#), the communications component and performance component marks will be considered final examination scripts. The resulting final internship grade is not appealable.

## 6.7 Promotions

After an internal marks meeting, promotion recommendations are made by the ECEO at a meeting of the Graduate Studies Committee for the Faculty of Engineering and Applied Science. The ECEO makes the recommendation of *Pass with Distinction*, *Pass*, *Incomplete* or *Fail*.

A *Pass with Distinction* or *Pass* means that the student is promoted. An *Incomplete* indicates that some information is not available to permit a recommendation of a clear pass; it usually means that the employer's feedback has not been received. If this occurs, these students are requested to contact their employer to obtain the necessary documents.

Students who fail an internship will have the *fail* grade recorded on their transcript and will no longer be eligible for the Graduate Internship Program. They may apply to EGO for re-entry into the non-internship program.

## 6.8 Appeals

A student who fails an internship may appeal the decision by following the processes as outlined in the University Calendar.