



Application for Admission to
**Master of Environmental Science
Co-operative Education Option**

mun.ca/science/graduate/interdisciplinary/envs/mes.php
mun.ca/coop

Application deadline for Spring work term: October 15 (or next business day).

Submit this completed application by email to the Co-op Office for the Faculty of Science:
coopartsci@mun.ca

Eligibility

The Master of Environmental Science Co-operative Education Option (option B in the University Calendar) is a program designed for full-time students pursuing a Master of Environmental Science. Students following the co-op option are required to take a minimum of 15 credit hours in program courses, 9 credit hours of which must be ENVE/ENVS 6000, ENVS 6009 and ENVS6010 and 6 credit hours from ENVS6001, 6002 and 6003. Students are also required to take a minimum of 6 credit hours in elective courses approved by the Board of Studies, normally selected from graduate courses offered by the Faculty of Science and the Faculty of Engineering and Applied Science.

In addition, students are required to complete one work term ENVS 601W. The work term takes place in the spring semester following the successful completion of six credit hours in program courses, including ENVS 6000. The student must finish the degree program on an academic term and not a work term; students taking the Co-operative Education Option will require one additional semester to complete their program. Work terms are full-time, paid, at least 12 weeks in duration and are relevant to the student's academic program.

Admission to the Master of Environmental Science Co-operative Education Option B is competitive and selective. Only a small number of students will be admitted. Applications will be assessed primarily based on marks, but relevant work history will also be taken into account.

Applying

Applications must include the following:

1. All pages of the completed application form.
2. A letter (one page maximum) to the Academic Staff Member, Co-operative Education, explaining your interest in the program and why you feel you are a good candidate.
3. A current resume.
4. Your initials on the following pages to verify that you have read information about the program.
5. Your academic supervisor's signature supporting your application to the co-op program.

Admissions Notification

Applications will be reviewed and offers of admission to the program will be made by the Academic Staff Member, Cooperative Education (ASM-CE) in consultation with the Program Chair. Applicants may be asked to attend an interview. Students may be accepted into the program on condition of successful course completion.

Initials_____

Planning the Course Schedule

Students who pursue a co-op degree program need to pay close attention to their course selections. This is so that they can qualify to enroll in the work term course; so that they complete courses in the recommended order; and so that they do not face a delay in graduating. Remember, not all university courses are available every semester.

Initials_____

Preparing for the work term and finding an employer

Students enrolled in Option B complete one full-time, paid work term in the spring semester following successful completion of six credit hours of program courses.

Initials_____

Securing a work term

The search for a work term involves a job competition. Students will receive assistance in finding a work term from the Academic Staff Member, Co-operative Education but ultimate responsibility for locating a position rests with students. The ASM-CE assists students by developing work term opportunities, communicating the availability of job competitions and counseling students so that they may obtain a work term. Work terms cannot be guaranteed, though every effort is made to ensure that appropriate employment is made available.

In the semester prior to the work term the ASM-CE will provide students with a description of positions as they become available. Students apply for each work term opportunity separately with a cover letter and a resume and sometimes a transcript. Usually the ASM-CE will collect the applications and submit them to the employer as a package.

In consultation with the ASM-CE, students may identify and initiate contact with a potential employer outside of the job competition in order to secure a work term. Work term employers may be located in Canada or worldwide; for positions outside of Canada students must ensure that they are able to meet the requirements for working in that country.

Initials_____

Considering a job offer

All job offers will be made to students by the ASM-CE. Students typically have 24 hours to accept or decline a job offer and are expected to accept a reasonable offer. If a student feels that the offer is unreasonable, such that the student wishes to decline it, this must be discussed immediately with the co-op coordinator.

Accepting a work term offer means that the student commits to completing the work term with that employer and is prohibited from applying for, interviewing for or accepting another work term.

Initials_____

International Students

International students who complete the co-op option must apply to Global Affairs Canada for a work permit in addition to their study permit. The ASM-CE will provide international students with supporting documents to accompany the application. International students must receive the work permit before the start of the work term. Please consult GAC for work permit procedures and processing times.

Initials_____

During the work term

Students are required to register for ENVS 601W and pay the associated fees for this course. ENVS 601W is considered a full-time course load.

Students must complete the required forms at the beginning and end of the work term with the workplace supervisor. In addition students and workplace supervisors will participate in a midterm evaluation with the ASM-CE.

Initials_____

Evaluation of the work term

There are two evaluation components for the work term: on-the-job performance and a work term report. Each of these components will be awarded a grade classification of "outstanding", "above expectations", "satisfactory" or "fail." The student's on-the-job performance will be determined by the ASM-CE in consultation with the workplace supervisor. The work term report will be graded by the ASM-CE.

The transcript notation for the work term will be "pass with distinction", "pass" or "fail". Students who receive an outstanding grade on their job performance *and* the work term report will be awarded a grade of "pass with distinction" for the overall work term. Students who are awarded a grade of fail on one of these components will be awarded a grade of "fail" for the overall work term. All other combinations will result in a grade of "pass" for the overall work term.

Initials_____

Application Form

Master of Environmental Science Co-operative Education Option (Option B)

Please forward

- a letter (one page maximum) explaining your interest in the program and why you feel you are a good candidate and;
- a current resume.

Name: _____ Student ID: _____

MUN Email Address: _____ Telephone Number: _____

Local Mailing Address: _____

Permanent Mailing Address: _____

Immigration Status (i.e. Canadian, Permanent Resident, Student Visa): _____

List of courses that will be completed by the end of the current academic semester:

Supervisor's Signature: _____ **Date:** _____

(an electronic signature is acceptable)

This signature indicates the supervisor's support should the student be accepted into the co-operative education program. The duration of the student's program will be extended by one term.

Student Signature: _____ **Date:** _____

(an electronic signature is acceptable)

For Office Use

Date Application Received: _____

Approved by ASM-CE

Signature: _____ Date: _____