



CO-OPERATIVE
EDUCATION

Faculty of Engineering and Applied Science



Engineering Co-operative Education Student Rules and Regulations Handbook

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REVISION RECORD

Date	Sections	Revision Description
Jun 2020	Entire document	New document focusing on Rules and Regulations
Aug 2021	Addendum	II – Updated to add ability for Classes of 2022 and 2023 to graduate with 3 work terms.
Oct 2021	6.6	Added information on the route for questioning grades
Jan 2022	Addendum IV 3.1	Clarified rules for Extended WT eligibility Aligned Handbook to Opt-out form
Feb 2022	Addendum I Addendum IV	Extended to April 2024 Extend Extended Work Term Pilot to end of Winter 2024
May 2022	Addendum III 5.4	Clarification of number and length of stipend work terms, extended to end of 2023-2024 academic year Aligning Failed academic term status with ability to complete work term.
May 2024	Addendum I-IV 2.5 4.2 4.3	Expired – removed, Addendums III and IV to be modified and added to main document. Moved from 4.1 New section on making Service Learning WTs permanent New section for making Extended WTs permanent

1 INTRODUCTION

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

The grid below demonstrates the typical path most students will take as they work through the program. If there are questions about a specific sequence, students should speak with the ECEO.

Fall	Winter	Spring
Engineering One	Engineering One	Engineering One / Work Term 1
Academic Term 3	Work Term 1/2	Academic Term 4
Work Term 1/2/3	Academic Term 5	Work Term 2/3/4
Academic Term 6	Work Term 3/4/5	Academic Term 7
Work Term 4/5/6	Academic Term 8	

If students are experiencing any significant issues during any part of their engineering co-operative education program (before, during, or after a work term), they are advised to contact the ECEO immediately.

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 WORK TERM STANDARDS

2.1 Number of Work Terms and Timing

The Engineering program at Memorial provides the opportunity for students to complete up to six work terms. The ECEO strongly encourages and provides full support for all six. The program requires students to complete a minimum of four work terms to graduate and Calendar regulations require students to complete at least four work terms prior to Academic Term 8. In order to continue in the program there is a minimum number of work terms that students must complete prior to each academic term starting with Academic Term 5. Students are not permitted to complete more than six work terms, and they may not complete them early. The following grid indicates the minimum and maximum number of work terms a student may have completed prior to each academic term.

	Minimum Number of Work Terms	Maximum Number of Work Terms
Academic Term 3	0	1
Academic Term 4	0	2
Academic Term 5	1	3
Academic Term 6	2	4
Academic Term 7	3	5
Academic Term 8	4	6

2.2 Work Term Approval

All Work Terms job descriptions are reviewed and must be approved by the ECEO. Considerations will be made for technical attributes of the position, the length of the placement, supervision, and remuneration. For self-found work terms see the section below on Approval Requirements for Self-Found Work Terms for additional information..

2.3 Standard Work Term Length

A standard work term is 16 or 17 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 14 weeks should contact the ECEO prior to accepting the position.

Students are expected to work until the last day of the work term, as specified in the University Calendar. If mutually agreed to with their employer, they may work beyond this day. Students who for some reason wish to finish before the last day of the work term must get approval in writing in advance from their assigned ASM-CE.

2.4 Work Term Remuneration

To be an approved work term, the student must be paid for their work. It is expected that salaries will be aligned with compensation standards that exist where the work term is located. The ECEO webpage provides guidance to an employer on average salaries. Note that most employers have set pay rates for each work term and it is not recommended to attempt to negotiate salary.

2.5 Approval Requirements for Self-Found Work Terms

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:

- 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 work,
- an indication of remuneration for the position.

2.6 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 enrolment in the Engineering program during academic terms (in class and online), co-operative education work terms, 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/Faculty/School guidelines on ethics or codes of conduct.
- Failure to follow relevant PEG-NL principles and/or codes of ethics.
- Failure to follow FEAS and ECEO professional suitability policies.
- Failure to follow CEWIL Canada Recruiting Ethics guidelines

Students should be aware that their conduct is monitored during both work term competitions and work terms. Disregarding the regulations during the work term competition can result in a student being removed from the competition for that semester. While on a work term, co-op students are enrolled full-time at Memorial and are considered ambassadors of the co-op 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 is 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 Engineering Co-operative Education Program, and may also result in negative impacts upon future co-op students. During a work term, conduct unsuitable to the profession may result in significant academic penalty.

3 CO-OP WORK TERM COMPETITION

The ECEO operates a Work Term placement competition whereby job opportunities from potential employers are posted regularly for students to consider applying for. The competition begins shortly after the start of the academic semester that precedes the work term. Jobs are posted at least weekly and interviews typically begin two weeks after the first posting. Students who accept offers, either self-found or through the competition, are placed with that employer and then will have access to see further postings removed.

3.1 Opting Out of a Work Term

For each work term, students must notify the ECEO within one week of the beginning of classes in the preceding academic term if they intend to opt out from the next work term. The intent of the ability to Opt-Out is to allow students to pursue non-work related experiences, such as travel, Fast-track Masters, etc, and not for students seeking engineering related work. The ECEO will issue a form to all students who wish to opt out with clear instructions, including:

- The deadline for the return of the form.
- A undertaking by the student that they will not work for any current or past employer of Memorial Co-op students if the student is opting out of the work term.
- An undertaking that should the student find work with an employer who is not a current or past employer of Memorial Co-op students, that the student will indicate in writing to the employer that they are not a co-op student.
- An understanding that the student must abide by these conditions and will contact ECEO if they do find employment after opting out.
- A reminder that failure to abide by the undertakings will constitute an academic offence of submitting false information and may result in a significant academic penalty.

A student who is registered for a work term and who does not opt out from that work term by the deadline must successfully complete that work term as a requirement for graduation. Students who do not successfully complete a work term will be required to repeat it, even if it is Work Term 5 or 6.

If a student initially intends to complete a work term and then decides that they would like to opt out, prior to securing a position, this may be permitted with an acceptable reason. The student must complete an Opt Out form, and abide by its regulations. If a student initially opts out of a work term, and then decides for some good reason they would like to complete the work term, this may be permitted with an acceptable reason. In each instance, the student is required to discuss their plans with an ASM-CE and receive approval.

3.2 Intentions

Prior to the start of the co-op competition, students must notify the ECEO whether or not they intend to pursue a work term during the following semester by completing their “Intentions” within MyMUNLife. This indicates if the student is returning to their previous placement, or wants to join the job competition. Students selecting ‘Unsure’ should schedule a meeting with their previous ASM-CE to discuss their plans.

3.3 Interviews

As part of the Work Term 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 work term 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 work term. 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 co-op placements during the competition, but find their own work term 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 Student Placement Administrator 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.

3.4 Offers

Employers will provide to the co-op office student rankings 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. Student offers will be made at 3:00pm and must be accepted or *declined* by 10:00am the second working day. (i.e. offers made Tuesday must be accepted/declined by Thursday, offers made Friday must be accepted/declined by Tuesday, etc.) Students who do not respond by the deadline 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 *declined* the position, or if they have already exercised their *decline* will be assumed to have refused the offer and will be penalized as per below.

A student has the right to *decline* one offered job during each work term competition. This must be done in writing to the ECEO prior to the deadline as indicated below. This right to *decline* expires on the first day to register for undergraduate courses for the next semester as noted in the University Calendar, and cannot be carried over to the next competition.

Once a student has exercised their right to *decline*, or after registration has begun for the work term they will be required to accept offers made. 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 work term 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 co-op record.

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 may request a day or two to make a final decision. Once a student has made a final decision they should inform the employer and the ECEO immediately. ECEO will then place the student, and they will no longer see job postings, or be able to attend interviews.

When a work term placement has been accepted, the student is committed to that position for the work term.

When a work term placement has been accepted, the student is committed to that position for the work term. 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 work term.

In the case of a student *declining* a position, the position will be offered to the next ranked student following the same rules as indicated above.

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

4 ALTERNATIVE TYPES OF WORK TERMS

4.1 Entrepreneurial Work Terms

An Engineering Entrepreneurial Work Term (EWT) provides an opportunity for a student to experience both the technical and business aspects of work by pursuing a business idea. An EWT is expected to have a significant engineering/technical component.

Students must seek approval from the ECEO prior to accepting an EWT, even those posted in MyMUNLife on behalf of the Memorial Centre for Entrepreneurship (MCE). The ECEO will confirm through a meeting and supporting documentation both the student's likelihood for success, as well as the technical merit of the proposal. This approval process is separate from the MCE approval.

Students are required to submit a cover letter, along with the business model canvass and;

- a one paragraph description of the product/project,
- a clear indication of the job duties,
- the planned month-by-month activities – for the student, and for others involved in the project for the work term, and
- the planned activities for the next several semesters after the work term.

ECEO is aware that as a student investigates/develops an idea the merit of the project may change. If there is significant change the student should meet with their ASM-CE to discuss intended changes – the new product/project is still expected to have a significant engineering/technical component.

4.2 Service Learning Work Terms

Service learning, which combines meaningful community service and academics, can be an enriching experience that benefits students, their program, and their community. These types of alternative work terms build engagement with the community and allow students to grow socially and ethically.

Under the Service Learning Work Term (SLWT) umbrella are 'Community Service Learning Work Terms', 'Community Centre Alliance', and 'Rural Outreach' opportunities. Students are permitted to complete at most two SLWTs, or one each of the SLWT and previous Research Experience with stipend Work Terms during their program. These can be taken in any of the four mandatory work terms. As with all other work terms, SLWTs must be approved by the ECEO and are normally posted to the job competition. Students will receive a stipend for the experience. SLWTs will be designated as 'Community' on the student's transcript.

4.3 Extended Work Terms

The Extended Work Term Program (ExtWT) permits students in certain departments to modify their academic program to allow up to 12 months of continuous work experience with an employer. The only intention of this ability to modify their program is to provide an enrichment of the student's experience and further work integrated learning opportunities not currently available to MUN students.

4.3.1 Regulations

The ExtWT modified program is an opt-in alternative for students looking for this opportunity and is not mandatory. Students should look at an ExtWT as an opportunity to further increase the value of their work term experience. Currently only students in the Civil, Mechanical, and Process departments can opt into the extended work term program.

In the approved departments, students can apply to take up to 12 months of work term experience immediately after Academic Term 6, returning to Academic Term 8 with their original cohort. They would then complete Academic Term 7 immediately after, thus graduating 4 months after their cohort. An ExtWT is only available in the period immediately after Academic Term 6, and not at other times during a student's program.

Students can work for 8 or 12 months but are required to register for each work term. Each 4-month work block will require separate registration, deliverables, and evaluation and will count as one work term.

Students completing a 12 month work experience beginning with Work Term 5 during the Winter Semester will be required to complete Work Term 6 as an 8 month work term beginning in the Spring Semester, and will submit one Work Report/Presentation at the end of that 8 month period.

Following Calendar regulations, once a student commits to a period of work with an employer they are required to complete the work term(s) and all required components for that period.

Students can express their intention to complete an ExtWT during the job competition if they wish, or once they have secured an extended work placement. Normally they must complete the Opt-In Request Form by the last day to drop courses without academic penalty during the Winter semester. The Opt-in request form is found at <https://www.mun.ca/coop/programs/engineering/work-term-dates-and-forms/>

4.3.2 Awareness of Academic Course Prerequisites

Students should be aware of course prerequisite requirements of their individual departments and that certain courses may not be available to them due to missing prerequisites. They should speak with their department head and ECEO prior to accepting an extended work term, and prior to the start of the work term wherever possible.

5 WORK TERM REGISTRATION AND ELIGIBILITY

5.1 Work Term Registration

On the first day of registration for the upcoming work term all students in Academic Terms 3-7 who have not opted-out will be automatically registered for that work term. Students who are not registered after registration opens should speak with the ECEO.

On the first day of registration for the upcoming Spring work term any student in Engineering One who is eligible for the job competition (see appropriate section below) , and has expressed 'Intent' to complete the work term will be automatically registered for that work term.

In order to be registered for the upcoming work term 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 that work term.

Following the date of auto-registration any student who is not registered will be removed from the competition until they are registered. This means that access to MyMUNLife will be removed, and any interviews cancelled. The ECEO will also contact the employer of any student who has secured a work term but is not registered to indicate that the student is not currently eligible to go on a work term.

Students who are not registered will not be permitted to go on a work term.

5.2 Job Competition Eligibility during Engineering One

To be eligible to enter the Work Term Competition during the Winter Semester of Engineering One students must have achieved a cumulative average of 70% in all Engineering One courses attempted to date, are on track to complete all Engineering One requirements before the Spring semester, and must have successfully completed ENGI 200W.

5.3 Work Term Eligibility for the Spring Semester after Engineering One

In order to be eligible for the Spring semester work term at the end of Engineering One (EO) students must have:

- successfully completed ENGI 200W; and
- successfully completed all courses and met promotion requirements for EO.

Any student who was not eligible to enter the Work Term Competition during the Winter Semester of EO, but who successfully completes ENGI 200W and meets the EO promotion requirements by the end of the Winter semester of EO may join the competition for the Spring Work term by requesting permission from the ECEO.

Any student who has not met the EO promotion requirements or not successfully completed ENGI 200W by the end of the Winter Semester is not eligible for the subsequent Spring Semester work term and their employer will be notified if they had previously found a placement. If they have not yet secured a work term, they will be immediately removed from the job competition and any scheduled interviews will be cancelled.

No student will be permitted to complete more than one work term prior to entering Academic Term 3.

5.4 Work Term Eligibility After Academic Term 3 and Beyond

Students in Academic Term 3 are expected to have already completed ENGI 200W and will not normally be permitted to take it during Academic Term 3. Students admitted to Engineering One in the Spring Semester and completing it in one semester will be permitted to take ENGI 200W during Academic Term 3.

A student must have been promoted from the previous academic term in order to do a work term.

Students failing an academic term who have already secured a work term should speak with the Director of the ECEO, or the Student Placement Administrator in the ECEO as soon as possible after they receive their marks. A student who is not required to withdraw may make a request to the ECEO to continue onto their already secured work term if:

- the student is registered for the work term;
- the student has a confirmed work term position; and
- the employer is willing to retain the student despite the academic failure.

Once a student has successfully completed a work term, they will not be permitted to attempt that work term a second time.

If completing a work term after failing the academic semester puts the student in a position to complete seven work terms they will be ineligible for the next work term. A student is not permitted to attempt a subsequent work term ahead of schedule.

A student who fails to be promoted from the previous academic term, and has not yet secured a confirmed work term will be immediately removed from the competition, and will have any scheduled interviews cancelled.

Students applying for early readmission to the Engineering program after failing an academic semester will normally only be permitted to enter the job competition for that work term before the academic semester if they need that work term to meet the minimum number of work terms to continue in the program. Students applying for early readmission to the program after failing an academic semester who have already secured their own work term placement will only be permitted to complete that work term if it will not leave them with the potential to complete more than six work terms.

5.5 Work Permits for International Students

International students have to obtain a Co-op Work Permit from Citizenship and Immigration Canada before going on a work term and will be prevented from applying to co-op placements via MyMUNLife if they do not have one. Students should apply for this permit as soon as they have been accepted to the Engineering program. Application forms are available on-line at www.cic.gc.ca. It is the student's responsibility to obtain this work authorization as soon as they are admitted to the faculty 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.

5.6 Requirements for Working Internationally

Students accepting co-op 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.

After meeting with an ASM-CE, students accepting work terms 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 work term not being approved.

The pre-departure process is required by all students accepting a work term outside of Canada regardless of co-op location, citizenship, visa/work permit requirements, returning to a previous work term, 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 WORK TERM PROCEDURES

6.1 Work Term Deliverables

It is the student's responsibility to complete (or have completed by the supervisor) all of the necessary deliverables for the work term 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 work term are detailed in the appropriate Course Outline

6.2 Registration to Take Courses During a Work Term

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

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

The ECEO **strongly** discourages students from taking more than one additional course during their work term due to the extra work load. In order to take more than one course a student must first get written permission from their employer, and seek written permission from the ECEO by submitting the Course Load Waiver found at www.mun.ca/engineering/undergrad/forms/. This permission will only be granted upon discussion with an ASM-CE who will review the student's past performance and discuss why the student wishes to register for the additional courses. This request must be received prior to the add/drop date, otherwise permission may be withheld.

6.3 Deferred Work Term Report or Presentation

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

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) / Work Term Report(s) / Presentation(s)" is maintained by the Faculty of Engineering and Applied Science, Undergraduate Studies and can be found at <https://www.mun.ca/engineering/undergrad/forms/>.

6.4 Resigning from a Co-op Placement or Being Terminated

Any student who is considering resigning from their work term 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 a work term without permission from the ECEO, the student will receive a grade of **Fail** for that work term.

If a student conducts themselves in such a manner that causes their work term to end prematurely the student will receive a grade of **Fail** for that work term. 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 or (on or off the work term) 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 work term. Students should refer to the University Calendar on this matter for the appropriate processes.

6.6 Work Term Evaluation

The evaluation for each work term 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 for each of their work terms. Details of the evaluation scheme are provided in the appropriate Course Outline.

The communications component mark is determined by the assigned ASM-CE 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 work term.

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 work term grade is not appealable.

6.7 Promotions

After an internal marks meeting, promotion recommendations are made by the ECEO at a meeting of the Executive of the Committee on Undergraduate Studies 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 to the next work term. An *Incomplete* indicates that some information is not available to permit a recommendation of a clear pass; it usually means that the employer's evaluation has not been received. If this occurs, these students are requested to contact their employer to obtain the necessary documents.

Students who fail a work term may attempt to repeat that work term only once and no more than two work terms may be repeated during a student's program. This includes any elective work terms a student has attempted.

6.8 Appeals

A student who fails a work term may appeal the decision by following the processes as outlined in the University Calendar.