

FACULTY OF  
HUMANITIES &  
SOCIAL SCIENCES



Application for Admission to the  
**BSc Biology (Co-operative) or  
BSc Honours, Biology (Co-operative)**

[www.mun.ca/regoff/calendar/sectionNo=SCI-0736#SCI-4647](http://www.mun.ca/regoff/calendar/sectionNo=SCI-0736#SCI-4647)

**Application deadline:**

- **October 15 (or next business day)**

Submit this completed application via email to the Co-op Office for the Faculty of Humanities and Social Sciences: [coopscihss@mun.ca](mailto:coopscihss@mun.ca).

**Overview:**

The Biology Co-operative Education Program (BCOP) offers qualified students the opportunity to engage in rewarding work-integrated learning in fields related to Biology. BCOP students gain work experience that allows them to connect theory and practice.

The [Co-operative Education office for the Faculty of Humanities and Social Sciences](#) is responsible for administering the BCOP, in conjunction with the [Department of Biology](#).

**Eligibility**

Admission to BCOP is competitive and selective. To be eligible for an offer of admission to the BCOP, students must be a biology major and have successfully completed second year Biology Core courses.

The primary criteria used in reaching decisions on applications for admission are motivation and overall academic achievement. A cumulative average of 65% is the minimum required for admission and students must also have a minimum of 65% in all Biology courses.

Only full-time students are eligible to apply.

**Applying**

Applications must include the following:

- All pages of this application form, completed and initialed where indicated
- 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
- A current resume
- An unofficial transcript

**Admissions Notification**

Applications will be reviewed and offers of admission to the program will be made by the Academic Staff Members, Co-operative Education (ASM-CEs) in consultation with the co-op liaison for Biology. Applicants may be asked to attend an interview. Students may be accepted into the program on condition of successful completion of prerequisite courses.

Initials \_\_\_\_\_

**Planning the Course Schedule**

Students who wish to pursue the co-op option 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. Students are encouraged to consult with an academic advisor. Students must maintain full-time student status to continue in the program.

**Preparing for the work term**

Students enrolled in BCOP complete three full-time, (normally) paid work terms. The search for a work term involves a series of job competitions. Students will receive assistance in finding a work term from the Academic Staff Members, Co-operative Education but ultimate responsibility for locating a position rests with students. The ASM-CEs provide support for the job search and inform students of potential opportunities.

In the semester prior to the work term the ASM-CEs will provide students with a description of work opportunities 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 are encouraged to identify and initiate contact with a potential employer outside of the shared job competitions 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/traveling to that country.

**Securing a work term**

Job offers are normally made to students by the ASM-CEs. 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 ASM-CE.

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.

**International Students**

International students who participate in the BCOP must apply to Immigration, Refugees and Citizenship Canada (IRCC) for a co-op 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 Immigration and Citizenship Canada for work permit procedures and processing times.

Initials\_\_\_\_\_

**During the work term**

Students are required to register for BIOLOGY 199W, 299W or 399W and pay the associated fees for these courses. Each of these non-credit courses 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; these forms must be returned to the co-op office by the dates specified in the course syllabus. In addition, students and workplace supervisors will participate in a midterm evaluation with the ASM-CE.

**Evaluation of the work term**

Students are required to complete the work term reporting requirements as set out by ASM-CEs in the course syllabus and reporting guidelines for each work term course. The evaluation of the work term by the ASM-CEs in conjunction with the department will result in one of the following grades being awarded: pass with distinction, pass, or fail.

Students who drop one of the work term courses without approval from Co-operative Education or who fail to honor an agreement to work with an employer, or conduct themselves in a manner which results in their discharge from the internship, will normally be awarded a grade of fail for the work term course and will be required to withdraw from the BCOP.

Promotion from each term requires a passing grade in all required courses and a cumulative average of at least 65% in all courses including electives. Students who fail a required course or fail to maintain the required averages will be required to withdraw from the BCOP.

Initials \_\_\_\_\_

Application Form

## Biology Co-operative Education Program

Application deadline: October 15 (or next business day)

Please include all supporting documents in your application package as indicated on page 1.

<b>Name</b>		<b>Student ID</b>	
<b>MUN Email</b>		<b>Telephone</b>	
<b>Local Mailing Address</b>			
<b>Permanent Mailing Address</b>			
<b>Immigration Status</b>	<input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident or Refugee Status <input type="checkbox"/> International Student (Student Visa)		
<b>Are you a declared Biology major?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Cumulative Average</b>	
		<b>Biology Average</b>	
		<b>Credit hours completed (to end of fall term)</b>	
<b>Indicate which courses you will have completed by the end of the current term</b>	<input type="checkbox"/> BIOL 2060 <input type="checkbox"/> BIOL 2250 <input type="checkbox"/> BIOL 2600 <input type="checkbox"/> BIOL 2900	<b>If one or more will not be completed this term indicate expected completion date(s)</b>	
<b>Student's Signature</b> <i>(an electronic signature is acceptable)</i>		<b>Date</b>	
<b>For Office Use</b>			
<b>Date Application Received:</b>			
<b>Comments:</b>			