FALL 2019
COURSE OUTLINE AND GUIDE – WORK TERM 1

This guide provides information on the requirements, expectations and evaluations for Work Term 1. To ensure your work progresses smoothly we ask that you review this guide very carefully.

CRITICAL DATES:

Monday, August 26, 2019	Fall Work Term Begins. Complete Work Term Confirmation online in MyMUNLife.
Friday, September 20, 2019	Deadline for submission of Work Term Objectives
Friday, October 18, 2019	Deadline for submission of Work Report Outline. Complete online in MyMUNLife.
Friday, December 20, 2019	Fall Work Term ends and deadline for submission of the evaluation forms and communication component documents. Note: if mailing the forms/report, the postmark date will be recorded as the received date.
Monday, January 6, 2020	Academic courses begin for Winter Semester

STATEMENT OF EXPECTATIONS OF STUDENT CONDUCT

Like Professional Engineers, engineering students are expected to behave in a professional manner at all times. Students are encouraged to conduct themselves in a manner consistent with the PEG-NL code of ethics. MUN has two sets of rules to address inappropriate behaviour by students, one pertains to academic offences and the other to non-academic offences. Both sets of rules can be found in the University Calendar under Regulations. It is strongly recommended that students read and follow these rules because the penalties can be severe, the severest being expulsion from the University.

IMPORTANCE OF WORK TERM CONFIRMATION FORM

The Co-op Office depends on your Work Term Confirmation Form to confirm that you have arrived safely at work and for all means of contact while you are on your work term. It is **extremely important** that you complete this form online in MyMUNLife. If you have limited access to the internet, you may submit it via email or fax. Without it, we cannot enter your placement information in our database and you and your employer will be missed in the distribution of critical information. **Please see that this form is completed within a couple of days of starting work.** If any of the information changes during the term, please notify your Academic Staff Member (ASM) – Co-operative Education.

USE OF THE INTERNET THROUGH ACCESS PROVIDED BY EMPLOYERS

Organizations typically provide Internet access to their employees and work term students. These organizations often have specific policies governing Internet usage, including policies for personal use. All aspects of Internet usage would normally be explained during your orientation to the job, typically during the first few days at work.

You may be required to sign statements in which you agree to follow the organization's policies in this area. It is particularly important to understand all clauses that you sign and agree to follow, as well as to fully understand guidelines and procedures regarding personal use of the Internet. You can also expect that the employer will monitor your usage of the Internet over the duration of the work term.

If employers do not address this issue during initial orientation, we strongly suggest that you ask your supervisor for specific guidance.

If you have any questions or require additional information on this issue, please contact one of the ASMs.

COURSE DESCRIPTION: ENGINEERING 001W

Engineering Work Term 1 provides opportunity for an introductory experience in an engineering work environment. Students are expected to learn, develop and practise the basic standards of behaviour, discipline and performance normally found in a professional work environment. They are expected to learn the basics of technical writing and to become familiar with the various communications tools used in an engineering work environment.

LEARNING OUTCOMES / SKILLS EXPECTATIONS

The learning outcomes for Work Term 1 are identified below. These are skills that students are expected to develop throughout the work term, and will be evaluated at the end of the semester. The Work Term 1 expectations for these skills are described. Note that expectations generally increase with each work term.

Initiative: Under supervision, voluntarily take action to complete assigned tasks

Organization and Planning: Prioritize work assignments with supervision, and plan and use time productively to complete work

Quality of Work: With supervision, produce good quality work with minimal errors

Productivity: With supervisor guidance, learn new material to complete an assigned amount of work within set time limits

Written Communication: Communicate technical information in writing in an organized way, with some review and editing required

Verbal Communication: Verbally express ideas and technical information clearly, with minimal clarification required

Work Independently: Work independently on routine tasks, taking direction and seeking assistance for clarification and understanding in order to properly complete tasks

Teamwork: Work cooperatively with others in completing tasks, supporting team success

Problem Solving: Using standard step-by-step methods, apply problem solving skills to assigned work

Project Management Techniques: Develop awareness of project management techniques

Safety and Environment: Be aware of safety procedures and demonstrate safe work practices

Ethics and Integrity: Demonstrate awareness of ethical issues, and display honesty and fairness in interactions with others

Appreciation of Diversity: Recognize diversity and inclusion in the workplace; showing respectful behaviour towards others

Adaptation to Organization's Rules and Policies: With guidance, recognize, understand, and follow an organization's rules and policies

Response to Supervision: Openly accept direction and feedback and respond positively

Dependability: Be reliable and consistent in completing work and meeting commitments, while demonstrating a good work ethic

PLAGIARISM

Plagiarism is a serious academic offence at Memorial University. Cases involving suspected plagiarism in a student's work term communication component will be addressed as per the Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies, stated in the University Regulations section of the Memorial University Calendar.

WORK TERM EVALUATION

The work term will be evaluated on the basis of the communication and performance components, as described below.

Note that the evaluation for each of the communications component and the work term performance will appear on the transcript.

1) Communications Component

One of the best tools available to faculty to ensure that students approach the work term with awareness, and not just consider it another job, is the requirement for the communications component. Through the experience of preparing a technical report or presentation and having it evaluated, strong communication skills that will be very beneficial for the student's future are developed.

The communications component for Work Term 1 consists of two documents which must be submitted for evaluation; additional communications requirements (eg. technical report, manual) may be requested by the employer.

The two documents to be submitted to the Engineering Co-operative Education Office are:

- A personal job diary
- Either a work term journal, a short technical report, or a portfolio

Detailed guidelines for the preparation of these documents are provided in Appendices I, J, K, of the Engineering Student Co-op Handbook at**:** http://www.mun.ca/coop/programs/engineering/

These documents should be submitted or postmarked no later than the last official day of the work term as shown in the University Calendar.

You should start your Personal Job Diary on the first day of the Work Term even if you do not have a confirmed placement. Your diary can be used to record your job search activities.

Personal Job Diary (Refer to the Co-op Handbook, Appendix I)

       The personal job diary should be prepared using the guidelines given in the Co-op Handbook. Evaluation of the personal job diary will be based on the following:

-        physical features, including format, neatness, frequency and uniformity of entry;
-        accuracy and integrity, including handling of errors, accuracy of recording events, and frequency of entries;
-        communication effectiveness.

Work Term Journal (Refer to the Co-op Handbook, Appendix J)

       The work term journal should be prepared using the guidelines given in the Co-op Handbook. Evaluation of the work term journal will be based on the following:

-        physical features, including format, structure, neatness, and readability;
-        thoroughness of entries, ideas, and actions;
-        reflections on the ideas and actions and how they relate to the learning objectives, work place learning, career choice, and future areas for personal or professional development;
-        communication effectiveness.

Short Technical Report (Refer to the Co-op Handbook, Appendix K)

Portfolio (Refer to the Co-op Handbook, Appendix J)

Overall Evaluation for Communications Component

The overall evaluation of the communications component will be based on the ASM or delegate's review of the documents submitted by the student. Students will also be expected to have their diaries and journals available for review during work term site visits.

Evaluation of the communications component will result in one of the following grades being assigned:

a)   *Outstanding* - Both the work term diary and the work term journal, technical report or portfolio are exceptional. These documents should portray all of the following features:

-        comprehensive knowledge of the job and job environment
-        high degree of accuracy
-        superior ability to record and organize
-        outstanding ability to communicate
-        outstanding effort put into diary and the work term journal, technical report, or portfolio production

b)   *Above Expectations* - Both the work term diary and work term journal, technical report or portfolio are of good quality with evidence of

-        substantial knowledge of the job and job environment

- satisfactory degree of accuracy
- good ability to record and organize
- ability to communicate clearly and fluently
- substantial effort put into diary and work term journal, technical report or portfolio production

c) *Satisfactory* - Both the work term diary and the work term journal, technical report or portfolio meet minimum requirements with evidence of:

- acceptable knowledge of the job and job environment
- acceptable degree of accuracy
- some ability to record and organize
- ability to communicate adequately
- acceptable effort put into diary/work term journal, technical report or portfolio production

d) *Marginal Pass* - Both the work term diary and the work term journal, technical report or portfolio should, as a minimum, demonstrate evidence of:

- adequate knowledge of the job and job environment
- adequate degree of accuracy
- adequate ability to record and organize
- adequate ability to communicate
- adequate effort put into diary/ work term journal, technical report or portfolio production

e) *Fail* - Either the work term diary or the work term journal, technical report or portfolio are unacceptable showing evidence of one or more of:

- inadequate knowledge of the job and job environment
- inadequate degree of accuracy
- inability to record and organize
- inability to communicate
- failure to complete required work
- inadequate effort put into diary and journal, technical report or portfolio production

2) Work Term Performance

The key ingredient to a successful work term is the student's ability or openness to learn and/or further develop work related skills. These skills are listed in the Learning Outcomes / Skills Expectations section above.

Within the first three weeks of the work term, the student in consultation with his/her supervisor will establish performance and personal objectives for the work term. This should include identification of skills necessary for the student to develop in order to perform the duties and responsibilities of his/her position. The objective is that through the process, the student will acquire new skills which will be reflected in the workplace.

Performance Evaluation

The work term performance will be based upon an ASM's assessment of the employer's evaluation, information gathered from contact with the student, employer, and others in the workplace, and timely receipt of all work term documentation by established deadlines. The ability to plan to meet deadlines is essential to a professional engineer.

Evaluation of the work performance will result in one of the following classifications:

a)   Outstanding
b)   Above Expectations
c)   Satisfactory
d)   Marginal Pass
e)   Fail

A student receiving a grade of "Marginal Pass" will be identified for follow-up and close monitoring in the subsequent work terms.

3) Overall Work Term Evaluation

The overall evaluation of each work term will be based upon the written document or equivalent and work term performance and will result in one of the following grades recommended:

a)   ***Pass with Distinction*** - To receive a recommendation of ***PASS WITH DISTINCTION*** a student needs to obtain an evaluation of ***OUTSTANDING*** in both the communications and work performance components of the work term.

b)   ***Pass*** -To receive a recommendation of ***PASS*** a student must achieve an evaluation of ***MARGINAL PASS*** or better in the communication component and in the performance component of the work term.

c)   ***Fail*** - A student receiving a ***FAIL*** in either or both the communication and performance component of the work term will receive a recommendation of ***FAIL***.

All evaluation documents are due at the end of the work term as listed in the critical dates. You should keep copies of these for your personal records, and mail the originals.

CONTACT DURING THE TERM

On most of your work terms, you will be interviewed on-site by an ASM or faculty member. The Co-op Office combines this activity with an ongoing program of marketing co-operative education to potential employers. Since these on-site visits are scheduled throughout the term, if questions arise early in the work term, you should contact the Co-op Office.

The Work Term confirmation information entered in MyMUNLife by students during the first week of work will allow us to communicate with you and your supervisor during the term. If you feel it will be helpful to your ASM when he/she comes to your office, please include a location sketch.

WORK TERM AWARDS

We encourage all students to give their best effort to all aspects of the work terms, which usually present many opportunities to examine the role and contribution of professional engineering to society. The chance to compare theory from the classroom with practice in the field can be very rewarding.

Work Term awards are an incentive for students to give their best effort each semester and are a way for employers to recognize their students. Employers are encouraged to nominate exceptional students in a variety of awards each semester.

Please refer to the Engineering Student Co-op Handbook for details on awards that may be relevant to you.

CONFIDENTIAL REPORTS

ASMs have the responsibility for recommending promotion decisions to Faculty Council, including the mark for the report. When sensitive or proprietary information is involved, the non-disclosure form should be completed. Students should discuss their work report topics with their supervisors early in the term and determine if any of the material is confidential.

LATE REPORTS & DOCUMENTS

As students progress through the Engineering program they learn that meeting deadlines is part of the role of a professional engineer. In the case of reports and to some extent other work term documents, students should realize there are really two clients involved – the employer and the university, with responsibilities to both. Students are often challenged to meet the expectations of both these clients and this is a further measure of their ability to manage time and resources.

Faculty depends on evaluation input from supervisors, with the last two weeks of work being a convenient time for the completion of these documents. You should make an effort to discuss your report and performance during that time. The timely submission of all work term documents is taken into consideration in the performance evaluation. Receipt of the report and evaluation documents allows the Engineering Co-operative Education Office to complete overall evaluations and subsequently meet the Registrar's deadline for submission of grades.

It is suggested that if you have chosen to do a report or portfolio, that you submit a final version of the document to your supervisor at least two weeks before the work report deadline. After the document is checked and cleared for propriety information you should mail, or deliver it to us. The absolute deadline is the published end date of the work term, after which documents are considered **late**.

EXIT INTERVIEWS

Students are strongly encouraged to spend two successive work terms with each employer. We have found that the student and the employer gain the most from the co-operative education experience with back-to-back work terms. It also helps to demonstrate that you can develop a sense of commitment to an employer.

At the end of the work term, you should endeavour to arrange an exit interview with your employer in order to review the work term and discuss prospects for your next work term. This would normally include both your supervisor and a representative of the employer's human resources staff.

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