Application for Admission:
Major or Honours in Psychology (Co-operative) (B.A. or B.Sc.)
Major or Honours in Behavioural Neuroscience (Co-operative) (B.Sc. only)

www.mun.ca/regoff/calendar/sectionNo=SCI-1626#SCI-2752

Application deadline:

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

Overview:
The Psychology Co-op Program (PCOP) provides an opportunity for students to learn valuable practical skills while working in fields related to Psychology. Students are required to complete **three** Work Terms which consist of full-time paid employment. Applicants must first be admitted to the Psychology (B.A. or B.Sc.) or Behavioural Neuroscience Major before they can apply to enter the PCOP.

The Co-operative Education office for the Faculty of Science is responsible for administering the PCOP, in conjunction with the Department of Psychology.

Eligibility
Admission to PCOP is limited, competitive and selective. To be eligible for an offer of admission to the PCOP, students must have successfully completed minimum of 30 credit hours with an overall average of at least 65%, and an average of at least 65% in all Psychology courses. Students must have a passing grade in all required courses, and must have full-time status in the semester in which they apply.

The primary criteria used in reaching decisions on applications for admission are motivation and overall academic performance.

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, Cooperative Education (ASM-CEs) in consultation with the undergraduate liaison for Psychology. 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 advised to consult with the undergraduate academic advisor for Psychology in completing this application. Students must maintain full-time student status to continue in the program.
The student must finish the degree program on an academic term and not a work term.

Preparing for the work term
Students enrolled in PCOP complete three full-time, paid work terms. The search for a work term involves a series of job competitions. The ASM-CEs provide support for the job search and inform students of potential opportunities. 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.

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 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
As of April 1, 2026, international students enrolled in a work term program no longer need a separate co-op work permit. Instead, students can now complete mandatory, curricular work terms using their study permit, as long as the study permit includes a statement indicating they are authorized to work on campus. See information published by IRCC for full details.

Initials_____

During the work term
Students are required to register for Psych 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 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 a work term without prior approval from both ASM-CE and the Head of the Department of Psychology, or who fail to honour an agreement to work with an employer, or conduct themselves in such a manner as to cause their discharge from the job, will be awarded an overall grade of FAIL for the Work Term in question and will be required to withdraw permanently from PCOP.

Students' status in the program is assessed at the end of each semester. To remain in PCOP, students must receive a passing grade in all required courses and must maintain an average of at least 65% in all Psychology courses and a cumulative average of at least 65%. A student who fails a required course, fails to maintain an average of 65% in Psychology courses, or fails to maintain a cumulative average of 65%, will be required to withdraw from PCOP.

Initials_____

Application Form

Psychology Co-operative Education Program (PCOP)

Application deadline: October 15 (or next business day)

Please include all supporting documents in your application package as indicated on page 1. Submit your application via email to the Co-op Office for the Faculty of Science: coopscihss@mun.ca.

First Name		**Last Name**	
Gender Pronoun		**Student ID**	
MUN Email		**Cell/Local Phone**	
Local Mailing Address			
Permanent Mailing Address			
Immigration Status	☐ Canadian ☐ Permanent Resident ☐ International Student (Student Visa)		
Are you a declared Psychology or Behavioural Neuroscience major?	☐ Yes ☐ BA ☐ BSc ☐ No	Do you intend to seek admission to an honours program?	☐ Yes ☐ No ☐ Unsure
Please indicate your status at the time of application:	Cumulative average: _____ Psychology average: _____ Credit hours completed: _____ Number of courses remaining for program completion: _____		
☐ I attest that I have not used AI tools to write or assist with completion of this application or the supporting documents. I understand that my application may be rejected if the review committee suspects AI tools were used			
Student's Signature *(an electronic signature is acceptable)*		**Date**	
Psychology Undergraduate Advisor Signature *(an electronic signature is acceptable)*		**Date**	
For Office Use			
Date Application Received:			