



Intention to Complete Co-operative Education Option Master of Science, Scientific Computing

Use this form to declare your intention to complete a work term; forward the completed form to rnewhook@mun.ca.

Please carefully read and complete this form in full and return it by email to rnewhook@mun.ca. Be sure to initial each section as requested to indicate your understanding and acceptance of the information provided.

The Co-operative Education Option

The Master of Science, Scientific Computing degree program includes the option to complete two consecutive work terms (CMSC 601W and CMSC 602W) for students following the thesis or non-thesis version of the program. See Memorial University Calendar for details about the program of study and course requirements <https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0254>.

Student initials _____

Planning the Course Schedule

Students need to pay close attention to their program of study and course selections in order to graduate on time. Courses, the work term and the project or thesis should be completed in the recommended order. Students are eligible to take the work term after they have completed 12 credit hours. Students who drop a course or who fail a course are responsible for informing Co-operative Education immediately. Students must finish the degree program on an academic term and not a work term. Remember, not all university courses are available every semester.

Student initials _____

The Work Term

Work term positions can be located provincially, nationally or internationally. Students are encouraged to consider travelling outside the St. John's area for the work term. Work placements must satisfy the following four criteria in order to qualify as a work term:

1. The job must be full-time, typically 35-40 hours per week.
2. Work terms must be paid. The rate of pay is set by the employer and should follow the employer's internal wage structure.
3. Work terms must be either 4 or 8 months in duration (two consecutive work terms of 4 months duration or a single work term of 8 months duration)
4. The job duties and responsibilities must be relevant to the academic program.

Student initials _____

The Job Competition

The job competition starts at the beginning of the semester before the student starts work. For example, students seeking a work term in the spring semester (starting in May) will start the job competition in January.

Securing a work term is a competitive process. **Work terms cannot be guaranteed and ultimate responsibility for locating a position rests with the student.** Students are expected to be active in their job search and to meet regularly with Co-operative Education to discuss the job search and refine job applications. Co-operative Education assists students by holding professional development seminars, developing work term opportunities, communicating the availability of job competitions and counseling students so that they may obtain a work term. During the job competition Co-operative Education will provide students with a description of positions as they become available and instructions on how to apply for each position. In addition Co-operative Education will share student resumes and transcripts with appropriate employers in order to help students secure work terms.

In consultation with Co-operative Education, students may identify and initiate contact with a potential employer outside of the job competition in order to secure a work term.

Student initials _____

Considering a Job Offer

Job offers will be made to students by Co-operative Education, where possible. Students typically have 24 hours to accept or decline a job offer. Students are expected to accept a reasonable offer. If a student feels that the offer is unreasonable, and wishes to decline it, this must be discussed immediately with Co-operative Education.

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.

Student initials _____

Unsuccessful job searches

It is not unusual for students to be unsuccessful in securing a work term during their first job search. Students who do not receive a job offer by the first day of classes should take courses instead and may opt to defer the work term start by one semester.

Student initials _____

International Students

International students must have the necessary work permit in order to complete the work term. It is the student's responsibility to submit their work permit request to Immigration, Refugees and Citizenship Canada.

Student initials _____

During the work term

Students are required to register for CMSC 601W and CMSC 602W and pay the associated fee. Registration for CMSC 601W or CMSC 602W is considered a full-time course load.

Students must complete the required forms at the beginning and the end of the work term with the workplace supervisor; students are responsible for ensuring that these forms are returned to Co-operative Education by the deadlines. In addition, students and workplace supervisors will participate in a midterm evaluation with Co-operative Education. Students are required to submit one or more work term reports each semester as outlined in the course syllabus.

Student initials _____

Evaluation of the work term

There are two evaluation components for the work term: on-the-job performance and one or more work term reports. Each of these components will be awarded a grade classification of "pass with distinction," "pass" or "fail." The student's on-the-job performance will be determined by Co-operative Education in consultation with the workplace supervisor. The work term report(s) will be graded by Co-operative Education and/or a representative from the Board of Studies in Scientific Computing.

Evaluation of the work term will result in a grade of PASS WITH DISTINCTION (indicates outstanding performance in both the work report and work performance), PASS (indicates that performance meets expectations in both the work report and work performance) or FAIL (indicates failing performance in the work report and/or the work performance).

Student initials _____

Master of Science, Scientific Computing: Intention to Complete Work Term

Name: _____ Student ID#: _____

MUN email address: _____ Telephone number: _____

Local mailing address: _____

Permanent mailing address: _____

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

Do you have a valid work permit? Yes _____ No _____

If yes, indicate date received: _____ If no, indicate application date: _____

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

Work term applied for: Semester: _____ Year: _____

Student signature: _____ Date: _____
(an electronic signature is acceptable)

Academic supervisor's signature: _____ Date: _____
(an electronic signature is acceptable)

For office use only

Date application received: _____

Approved by Co-operative Education

Signature: _____ Date: _____