

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**  
**Academic Council of the School of Graduate Studies**  
**Minutes, WebEx Meeting of October 16, 2023**

PRESENT: A. Warren, C. Walsh, F. Polack, L. Gambin, M. Forsyth, S. Ganz, S. Yadav, A. Lang, K. Parsons, D. Kaushik, R. Haynes, S. Javanbakht G., R. Shannahan, D. Keeping, C. Brown, R. Joy, A. Dorward, A. Variyath, B. Chen, C. Badenhorst, F. Mehdi, H. Liu, V. Kavanagh

APOLOGIES: S. Giwa, E. Pittman

Guest: Sarah Teo, Engineering, for item 6.a of agenda.

1. MINUTES

It was moved by A. Dorward, and seconded by A. Lang, that the minutes of the meeting held September 18, 2023 be approved. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

The Chair reported the following items for information:

- a. At the Senate meeting held October 10, 2023, the proposed new Master of Applied Science in Sustainable Infrastructure Engineering was approved, and will be forwarded to the Board of Regents for consideration.
- b. The President reported that discussions related to the Ode and convocation will be continuing.
- c. Graduate enrolment figures this term compared to the same time period last year show 8.1% growth. Approximately 51% of graduate students are international students. We will be increasing efforts on NL and Domestic recruitment.

5. REPORT OF THE GRADUATE STUDENTS' UNION

Shaheen Shah provided the report of the GSU:

**EX External:**

Follow-up Activities:

1. Bitters Pub Staff Expansion:  
Thirty dedicated staff members at Bitters Pub have been recruited, and are in the

process of recruiting an additional 15 to enhance our service offerings.

2. Student Advocacy:

Provided essential support to graduate students, addressing legal and academic challenges to ensure an unimpeded learning environment and academic progress.

3. CFSNL AGM Participation:

Engaged in a productive three-day AGM with the Canadian Federation of Students in Gander City, contributing to significant discussions and decision-making processes.

4. National Day of Action Campaign:

Spearheaded a well-orchestrated campaign and informational tabling event to elevate awareness and engagement for the National Day of Action on November 8th.

**ED Academic:**

Follow-up Activities:

1. Genesis Insight Forum 2023: Catalyzing Future Innovations:

On October 5, the Genesis Insight Forum 2023 hosted, in collaboration with the GSU, fostered an innovative discourse, drawing insights from diverse energy sectors including Oil & Gas and Green Energy. Over 100 participants, including students and professionals, engaged in vibrant discussions and networking, highlighting Genesis' role in transforming inventive concepts into commercial successes and uncovering growth opportunities in Newfoundland & Labrador's evolving economy.

2. PEGNL Networking Event:

On October 10, the GSU-partnered event, PEGNL Networking, was hosted at the Bruneau Centre, attracting over 120 aspiring professionals. The session, opened by Dr. Bing Chen, and highlighted by Heather Appleby's keynote, offered insights into licensure and career opportunities in engineering and geosciences in Newfoundland & Labrador. Attendees departed enriched and empowered to confidently advance in their professional paths.

3. 24th Aldrich Multidisciplinary Conference Update:

To be held on November 18-19 at the Bruneau Center, this annual conference, in partnership with the School of Graduate Studies, emphasizes academia-industry ties and welcomes abstract submissions until October 23, 2023. This conference is expected to draw around 300 graduate students for robust academic and industrial engagement. Honourable Andrew Parsons, Minister of Industry, Energy and Technology, Government of Newfoundland and Labrador, will attend the 24th Aldrich Multidisciplinary Conference.

**ED Finance**

Follow-up Activities:

1. Grant Processing:  
Successfully processed 45 travel grants, 30 PDG grants, and 3 PMG grants, ensuring timely support for recipients.
2. Meetings Led:  
Presided over key meetings including the finance committee, addressing student queries, the Health and Dental Committee, and a session with the GM and EA to align organizational goals.
3. Engagements:  
Actively participated in the Executive Committee meeting and collaborated with SGS on GSDF funds management.
4. GSU Fund Auditing:  
Initiated a comprehensive audit for the GSU fund, addressing a gap since 2017 to ensure financial transparency and accountability.

### **ED Communications**

#### Follow-up Activities:

1. BoD Semi-AGM Preparation:  
Actively engaged in preparing comprehensive documents and logistical readiness for the forthcoming Board of Directors semi-AGM slated for October 17th.
2. GSU Constitution Revision:  
Led the constitution meetings dedicated to refining and amending the GSU constitution to enhance its relevance and effectiveness.
3. Active Participation:  
Ensured consistent attendance and contribution at all GSU meetings, events, and workshops to align with organizational objectives.
4. Digital Engagement:  
Maintained up-to-date digital platforms, ensuring the GSU's website and social media channels accurately reflect ongoing activities, events, and developments on campus.

### **ED Campus Life, GSU**

#### Follow-up Activities:

1. Bell Island Tour:  
Successfully executed a tour with 102 graduate students, fostering an atmosphere of camaraderie and learning.
2. Science Trivia Night:  
In collaboration with Let's Talk Science, orchestrated an insightful and engaging

Science Trivia Night.

3. Cornhole NL Super League:

Initiated and organized the exciting Cornhole NL Super League, enhancing recreational opportunities.

4. Society and Club Ratification:

Reached out to various societies and clubs, obtaining updated documents to facilitate ratification at the Fall AGM.

5. Gradfest Event Payments:

Efficiently processed all necessary payments to ensure the seamless execution of Gradfest events and activities.

6. Ratification Documents Processing:

Received and reviewed documents from societies and clubs, ensuring compliance and alignment with GSU standards.

7. Recognition and Ratification Applications:

Scrutinized 5 applications for recognition and 24 for ratification, involving thorough examination of constitutions, executive members' lists, signatures, goals, and future plans.

8. Social Event Committee Engagement:

Convened a productive meeting with the committee to finalize the recognition and ratification of societies, ensuring a diverse and vibrant organizational ecosystem.

6. a) Academic Council Executive

i. Faculty of Engineering & Applied Science

The Faculty of Engineering & Applied Science is requesting approval of revisions to section 8.1 of the University Calendar, replacing 'Industrial Internship Option' with 'Graduate Internship Route', and two new courses 901W – Graduate Internship 1; 902W – Graduate Internship 2.

It was moved by A. Lang, and seconded by S. Ganz, that the proposed revisions and new courses be approved. The motion (one abstention)

CARRIED

Calendar Entry:

[8.1 Graduate Internship Route](#)

This internship route provides graduate students in the Degree of Master of Applied Science in areas of Computer Engineering, Environmental Systems Engineering and Management, Oil and Gas Engineering, Safety and Risk Engineering and Energy Systems Engineering an opportunity to learn valuable practical skills while working in fields related to their areas.

Students complete a full-time, paid internship (ENGI 901W and ENGI 902W) of eight months with a single employer as an essential component of their academic program. There is no direct entry into this program. Students will be nominated and invited by the Engineering Graduate Office (EGO) to opt-in to the graduate internship route.

### **1. Admission Requirements**

- a. Admission to the graduate internship route is limited, competitive, selective, and not mandatory.
- b. The primary criteria used in student nomination for opting into the program is academic performance.
- c. Students will be nominated and invited to opt-in approximately 8 months in advance of the start of the internship.
- d. Students must be registered and maintain a full-time status at the time of nomination, during the months leading to the start of the internship, during the internship and after the internship.
- e. Students must have at least one program course, excluding pre-requisite courses, remaining after the internship.
- f. Students nominated and invited to opt-in must submit the opt-in request form to the Engineering Co-operative Education Office (ECEO) and the Engineering Graduate Office within the deadline given.
- g. Students who opt-in will be required to participate in the pre-screening with the Engineering Co-operative Education Office.
- h. A student's admission to the graduate internship route is confirmed through the successful placement of a full-time, eight-month duration of paid internship.

### **2. Program of Study**

- a. Students are required to complete the required credit hours in graduate program courses related to their degree and included in the list of core and elective courses maintained by the Graduate Studies Committee, or previously approved by the Graduate Studies Committee, or its Chair.
- b. Within this credit requirement, students in the graduate internship route are required to complete one full-time, eight-month duration paid work internship (ENGI 901W and ENGI 902W) with one employer as part their program requirements. Students who fail to meet this requirement will normally be awarded a fail grade for the internship period and will not be renominated for consideration.
- c. Students who are not successful in passing the pre-screening or securing an internship placement in their first search semester must continue with

undertaking and completing graduate program courses related to their degree. They will not be nominated by the Engineering Graduate Office for consideration for admission for the second time.

### **3. Internship Guidelines**

- a. Students nominated and invited to opt-in to the graduate internship route are required to strictly adhere to the Engineering Co-operative Education Office's rules and regulations related to internship requirements and standards, which include but are not limited to training and internship preparation, applications, interviewing, critical deadlines and deliverables.
- b. The internship job search takes place throughout the semester prior to the start of the intended internship. While internship employment is normally organized by the Engineering Co-operative Education Office, it is the student's responsibility to secure an internship placement. Internship placements are not guaranteed as a significant part of the employer selection process depends on relevant experience and the quality of the application (including resume, cover letter and an interview). Students nominated for consideration for admission to the graduate internship route may obtain their own internship placements, however all placements are subject to the approval of the Engineering Co-operative Education Office and of the Engineering Graduate Office.
- c. Students nominated and invited to opt-in to the graduate internship route give permission to the Engineering Co-operative Education Office to supply prospective employers with copies of their resume, cover letter and transcript.
- d. After being placed with an employer, students are not permitted to drop their internship without prior approval from Engineering Co-operative Education Office and the Engineering Graduate Office. Students who drop an internship without permission, who fail to honour an agreement to work with an employer, or who conduct themselves in such a manner as to cause their discharge from the placement, will normally be awarded a fail grade for the internship period (ENGI 901W and ENGI 902W) and will not be renominated for consideration.
- e. Each internship placement will be supervised by the student's on-site workplace supervisor and the Academic Staff Member in the Engineering Co-operative Education Office. The overall evaluation of the internship is the responsibility of the Academic Staff Member in Engineering Co-operative Education Office supported by the Department and the Engineering Graduate Office. The internship deliverables shall follow those of Engineering Co-operative Education Office's Graduate Internship Program Handbook, which will be posted on the websites of the Engineering Co-operative Education Office and the Engineering Graduate Office.

### **4. Registration, Assessment of Performance, and Assignment of Grades**

- a. Students must register for the course ENGI 901W in the first semester of their internship and ENGI 902W in the second semester of their internship. ENGI

901W and ENGI 902W are non- credit courses open only to students who are admitted to the graduate internship route.

- b. During the internship, the employer and intern will complete student performance feedbacks every four months and will submit them to the Engineering Co-operative Education Office. The final assessment of total work performed is the responsibility of the Engineering Co-operative Education Office, and will be based upon input from both the employer and the intern's report(s).
- c. The Internship evaluation shall consist of two components:
  - i. On-the-job Student Performance: Job performance shall be assessed by the Engineering Co-operative Education Office in consultation with the Engineering Graduate Office using information gathered during the internship and input from the employer.
  - ii. Internship Report(s): Internship report shall be assessed by the Department in consultation with Engineering Graduate Office.  
Details will be provided in the Graduate Internship Program Handbook.
- d. The evaluation of the on-the-job student performance and the internship report(s) are recorded separately on the transcript. Overall evaluation of the internship will result in one of the following final grades being awarded:
  - i. PASS WITH DISTINCTION: indicates outstanding performance in both the internship report(s) and the on-the-job student performance.
  - ii. PASS: indicates that performance meets expectations in both the internship report(s) and on-the-job student performance. The student meets the requirements of a passing mark in the final internship report and on-the-job student performance.
  - iii. FAIL: indicates failing performance in either the internship report(s) or on-the-job student performance or both.
- e. An internship notation will be noted in the transcript of the intern:  
Requirements for the Graduate Internship in the Degree of Master of Applied Science have been completed. Internship Duration: - months.

## **5. Courses**

- ENGI 901W – Graduate Internship 1
- ENGI 902W – Graduate Internship 2

## 7. NOTICES OF MOTION

## 8. ANY OTHER BUSINESS

- a) Day of Action – November 8, 11:00 a.m. – Those interested should meet at The Tower, to protest the 16.4 million cut from students.
- b) Dolphin Disabilities Mentoring Day utilizes technology to help bridge the talent,

communication and knowledge gaps between business, employment and community support and persons with disabilities.

Goals for Dolphin Disabilities Mentoring Day October 25:

To provide mentees access to workplace contacts, environments, skills & HR processes; to increase confidence among students and job seekers with disabilities, enhance internship, co-operative education and employment opportunities for persons with disabilities; to dispel employers' fears about hiring people with disabilities and promote disability confidence; to give employers an opportunity to establish themselves as being accessible to what is a largely untapped pool of talent and a massive consumer market.

They are in need of mentors.

In order to improve accessibility for this event, we are offering virtual matches, when appropriate, in addition to traditional on-site matches.

[https://forms.zohopublic.com/theinnovasolution/form/INNoVADisabilitiesMentoringDayMentor/formperma/iNiENJu\\_TObC6TLZqXQFhtz635IoS48fNjiDJlXok5g](https://forms.zohopublic.com/theinnovasolution/form/INNoVADisabilitiesMentoringDayMentor/formperma/iNiENJu_TObC6TLZqXQFhtz635IoS48fNjiDJlXok5g)

9. NOTICE OF MOTION
10. ADJOURNMENT The meeting adjourned at 4:22 p.m.

---

A. Warren, Chair

---

Echo Pittman, Secretary