1. Introduction

Memorial’s Undergraduate Career Experience Program (MUCEP) is a signature on-campus employment program that provides a dynamic array of work experiences to undergraduate students to develop their skills and create valuable learning opportunities. Facilitated by Career Development, Student Life, MUCEP provides grants to academic and administrative units to hire students for part-time employment each semester (MUCEP positions are either 40 or 80 hours per term in duration).

Through reflection, a mandatory component of MUCEP, students are encouraged to look back on their employment experience in order to gain insights about the knowledge and skills gained, and how these may be applied both in and out of the classroom.

Feedback from employers suggests that post-secondary students are graduating lacking the skills and competencies necessary to successfully transition into the workforce. Likewise, graduating students perceive they are underprepared for the workforce. Using intentional reflection (led by supervisors) our goal is to demonstrate the value of the experiences students are gaining through their MUCEP employment. This process will increase your awareness of the skills and competencies you have developed through on-campus employment.

Through minor modifications, Student Life intends to create major enhancements to the current MUCEP process to better support supervisors and students, improve the value of the program and its outcomes, and position on-campus employment at MUN as a high impact practice.

This guidebook is intended to be a resource to MUCEP students that provides an overview of the MUCEP process, student application process, expectations of the students, and information/resources that can be used to simplify and clarify the reflection process.

Questions about MUCEP or the contents of this guidebook can be directed to the On-Campus Employment Coordinator at mucep@mun.ca.

2. Overview of MUCEP Enhancements

The purpose of the MUCEP Enhancement Project is to position on-campus employment at Memorial as a high-impact practice using intentional reflection - a critical component of Future-Proof: Preparing young Canadians for the future of work, Brookfield Institute for Innovation & Technology, March 2017, p. 15.
experiential learning. Reflection has always been a part of the MUCEP on-campus employment process through the Learning and Reflection Agreement.

Using several key sources (Memorial’s Teaching & Learning Framework, Memorial University School of Graduate Studies, the National Association of Career Educators’ Key Career Readiness Competencies, and the Conference Board of Canada’s Employability Skills 2000+) Student Life has created ten Student Success Competencies (Appendix A) that students will gain as a result of their experiences both in and outside the classroom upon graduation. These competencies are being used to guide the MUCEP enhancements, with supervisors being asked to identify the top three to five skills that students will gain as a result of their work experience. Competencies will be posted with the MUCEP job description to increase awareness and encourage students to start thinking about the kinds of skills they are gaining with certain experiences.

Program enhancements are intended to simplify the learning and reflection process by replacing the learning and reflection agreement with two brief, structured conversations between students and supervisors aimed to increase students’ awareness of their skills development and connection to their academic learning. Instead of learning and reflection documentation being compiled and submitted by the MUCEP supervisor, students will be encouraged to document their reflection by adding their on-campus employment to Memorial’s Online Record of Experience (MORE) (See #5 below for details).

Dedicated resources for both MUCEP supervisors and students have been created to support and simplify the facilitation of the reflection process.

3. Summary of Students’ Expectations

- Apply to MUCEP positions posted online on MyMUNLife
- If selected, you will be contacted by grant holder for an interview
- Hired students will be expected to complete a pre-test survey sent by the On-Campus Employment Project Coordinator
- First day of position, meet with supervisor to discuss expectations and duties
- Complete two scheduled check-ins with the supervisor, one at the start of employment and one at the end, to discuss the goals and expectations/outcomes of employment in terms of students’ skills development
- At the end of MUCEP position, students are expected to complete the post-survey, and are encouraged to add their work experience to Memorial’s Online Record of Experience (MORE).

4. Memorial’s Online Record of Experience (MORE)

Memorial’s Online Record of Experience (MORE) provides a (digital) mechanism for students to record and capture their various experiences, both curricular and extra-curricular, to better articulate the skills and competencies gained throughout their university experience. By contributing to MORE, students will be able to:
● catalogue their experiences;
● recognize specific competencies they’ve gained;
● quantify their experiences by time and competency development; and
● share those competencies and experiences with various academic and professional stakeholders.

Students are encouraged to add their on-campus work experience to MORE during check-in meetings to further build awareness of skills and competencies.

For more information about MORE, contact more@mun.ca.

Appendix A. Student Success Competencies
Appendix A

Student Success Competencies

What do Memorial’s learners gain as a result of their experiences in and outside the classroom?

**Academic Knowledge**
Graduates will be knowledgeable and competent in their area of study with an enthusiasm for learning.

**Creative Thinking / Problem Solving**
Graduates will be critical, practical and creative thinkers using sound reasoning to analyze challenges and address problems.

**Social / Civic Responsibility**
Graduates will be responsible and engaged citizens contributing to their communities and society at large.

**Diversity Awareness / Intercultural Understanding**
Graduates will be mindful of individual differences, while promoting equity, fairness and justice.

**Professionalism**
Graduates will be productive, demonstrate responsible behaviour, and have ethical, moral and intellectual integrity.

**Teamwork**
Graduates will recognize the skills and strengths of others while using their own to work together towards a shared goal.

**Communication**
Graduates will be effective communicators, capable of active listening, presenting and persuading others about their own ideas, and providing constructive feedback.

**Adaptability / Resilience**
Graduates will reflect and demonstrate self-awareness, flexibility and confidence in the face of change.

**Leadership and Innovation**
Graduates will take initiative to recognize and solve important problems and help others to do the same.

**Digital Literacy**
Graduates will be familiar with current, new and evolving technologies, and use them to research, evaluate, create and communicate.

These competencies originated out of Career Development as a synthesis of the Qualities of a MUN Graduate from the Teaching & Learning Framework, the National Association of Career Educators’ Key Career Readiness Competencies, and the Conference Board of Canada’s Employability Skills 2000+. See reverse page for a breakdown of these sources.

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