MEMORIAL UNDERGRADUATE CAREER EXPERIENCE PROGRAM (MUCEP)

GUIDELINES

- Due to budgetary limitations, all applications meeting the MUCEP evaluation criteria will not necessarily be funded. Funding for previous positions is not guaranteed and funding allocations are determined on an annual basis.

- Services essential to a Unit’s operation must be funded through other means. It is prohibited to have MUCEP positions replace or supplement already existing sources of student employment (e.g. teaching assistants, lab demonstrators and other approved positions).

- Reflection is a mandatory component of MUCEP. All successful applicants will be required to complete the Learning and Reflection Agreement with their student(s) and submit the completed agreement(s) to Career Development. Career Development tracks the submittal of Learning and Reflection Agreements and failure to complete this component of MUCEP will impact allocation of future funding.

- All funding selections are made by a Committee consisting of representatives from Career Development and undergraduate student representatives from Memorial University of Newfoundland Student Union (MUNSU). (The Committee will make decisions using the criteria below.)

- MUCEP positions fall predominatey into one of three categories. Applicants for MUCEP funding must self-identify, on the “MUCEP Funding Request Form”, which category is applicable. The three categories are as follows:

1. **Students Helping Students**
   This includes positions in which students assist other students either directly or through the educational process.

2. **Research**
   This includes positions in which students use University acquired knowledge to assist the research mandate of the University.

3. **Administration**
   This includes positions in which students perform various functions required for the ongoing efficient day-to-day operation of the unit.