

FISHERIES AND MARINE INSTITUTE OF MEMORIAL UNIVERSITY



STUDENT WORK TERM HANDBOOK



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1.0 INTRODUCTION

1.1 Welcome

Welcome to the work term component of your program. To ensure that you get the most out of your work placement, please read the contents of this handbook. It provides an overview of the placement process, related rules and regulations, and responsibilities. ***It is your responsibility to become familiar with the contents of this handbook and seek clarification on any issues that you do not fully understand.***

Every effort will be made to arrange a work term opportunity for registered students. However, there is no guarantee that a work term will be available for every student although every attempt will be made to secure employment opportunities. Success in obtaining and maintaining a work term placement depends on you.

1.2 Work Term Definition

A work term semester provides an opportunity for students to gain practical, hands-on work experience related to their field of study. The objective of this form of education is to enhance the learning potential and the professional, personal, and social development of students.

1.3 Students Responsibilities

1. The completion of one or more Work Terms is the normal requirement for graduation. Credit for the Work Term involves meeting the criteria established by the Marine Institute academic regulations for the program.
2. The student will not receive credit for the Work Term course if the individual does not complete a Work Term or if the student leaves a Work Term position without prior approval from the Office of Career Integrated Learning or School. A failing grade for the semester may result.
3. Grades and classroom performance may be released to employers to be used as a measure of ability and can be used as a selection criteria for Work Term employment. A student can notify OCIL in writing if the individual does not want their grades and performance to be forwarded to prospective employers.
4. The student must be prepared to relocate (at their own expense) for a Work Term placement since positions are not always available in local areas.
5. The student has the responsibility to obtain a Work Term position. The individual must actively seek employment by conducting a thorough job search and keep in constant contact with the Office of Career Integrated Learning. **Employment is not guaranteed.**
6. **It is strongly recommended that the student apply for all Work Term competitions.** If not placed, a student's job search efforts will be reviewed to help determine eligibility for the next academic term. Upon acceptance of a position, the student must fulfill the commitment. They are no longer eligible to apply for other work term positions and their resume will be removed from active competitions.

7. **Work Term placements may be unpaid.** It is at the employer's discretion to offer a paid Work Term position. Students are expected to complete a work term, as part of their educational program. The Office of Career Integrated Learning recognizes that an unpaid placement may be financially difficult however students should budget and prepare accordingly when planning their program in the event of being in an unpaid work term position.
8. The student in an unpaid Work Term position from Memorial University authorized by the educational institution, is covered in the event of a work related injury through the provincial government. This coverage is for medical aid only. It is strongly recommended that the student contact their insurance provider to ensure one has adequate health, disability, travel and other relevant insurance coverage in place prior to commencing a Work Term.
9. The student has the option to seek their own Work Term position, which must be approved in advance by the Office of Career Integrated Learning. A form is available from the Office of Career Integrated Learning to request approval to arrange your own Work Term.
10. The student enrolled in a Work Term semester must pay Work Term tuition prior to the beginning of the semester.
11. While on Work Term, a student is subject to both the regulations of the employer and the Marine Institute. Employer regulations may include, but are not limited to, providing your own Personal Protective Equipment (PPE), submitting a Certificate of Conduct, completion of a security clearance and drug screening,
12. At the end of the Work Term, the student is responsible to submit all required Work Term documentation to the Office of Career Integrated Learning as identified in the course outline and/or handout within ten days after completion of placement.

1.4 Office of Career Integrated Learning Responsibilities

The Office of Career Integrated Learning and the Marine Institute have responsibilities to the student, the employer, and the program including:

1. Promoting the program to potential employers.
2. Soliciting appropriate job opportunities and coordinating the placement process.
3. Providing support to students and employers during the work term process.
4. Monitoring and evaluating students during a work term.
5. Ensuring that placement opportunities meet work term criteria.
6. Informing students of procedures, regulations, criteria, and other relevant placement information.

1.5 Employer Responsibilities

Employers offer learning opportunities in the form of work term placements in which students can gain work experience related to their field of study.

Employer responsibilities include:

- Ensuring the student is assigned meaningful work.
- Demonstrating a firm commitment to the Institute, the student and the work term.

- Providing the student with work experience for the appropriate work term period.
- Ensuring that the work opportunity follows the program objectives and proceeds in a progressive manner.
- Ensuring that students work under similar terms and conditions as the rest of the work force.
- Reporting any concerns, incidents or accidents to the Office of Career Integrated Learning.
- Providing a supervisor for the student who will monitor his/her progress and complete an evaluation at the end of the work term placement.

2.0 WORK TERM DOCUMENTATION

2.1 Work Term Forms

During orientation you will be given three documents to complete and return in order to start your file with the Office of Career Integrated Learning:

1. *Student Work Term Responsibilities Contract*
2. *Student Consent Form – Information Disclosure*
3. *Student Data Form*

2.2 Work Term Contract

Once you have secured your work term and submitted all required documents you will have to sign a **Work Term Contract**. This is an agreement of confirmation of employment and must be completed prior to the start date of your work term. The form can be acquired from OCIL.

2.3 Confirmation of Hours

As per the **School of Ocean Technology (SOT)** program requirements, SOT students must achieve a minimum of 320 working hours in order to be eligible for final course evaluation. Having your supervisor sign this document at the end of your work term confirms you have completed a specific amount of working hours associated with their organization.

2.4 Testimonial of Sea Service

For students in programs under the **School of Maritime Studies (SMS)**, The **Testimonial of Sea Service** is the official Transport Canada document that records the sea time completed by each seafarer for that particular voyage. The student must have a **Testimonial of Sea Service** completed by the Master and Chief Engineer of the vessel for each sea voyage in their program. The completed form should be assessed by a Transport Canada office to officially record the time.

2.5 Steering Testimonial

All **Nautical Science** students are also required to have a **Steering Testimonial** completed during their first voyage at sea. It is the official Transport Canada document that records the seafarer's time and competency to steer and maintain the vessel's course while on watch. The form should be completed by the Master and certify that the seafarer stood watch for a minimum period of time at the wheel during their service under the Master's command.

3.0 PRE WORK TERM

3.1 Registration

While on work term, students are registered as full-time students. Students are permitted to conditionally register for a work term in the academic term preceding the work term. This registration is conditional upon the completion of the preceding academic semester and any required prerequisites. Students who are required to withdraw at the end of the preceding academic semester are not eligible for placement in the work term and the conditional registration will be cancelled.

3.2 Orientation

Several months prior to your work term your Placement Officer will complete a work term orientation session on the general work term process. It is mandatory to attend this presentation prior to starting your work term.

3.3 Student Health Insurance

Students are encouraged to obtain medical insurance before going on a work term that will offer protection in the event of an illness or accident (this applies to both students working in and outside of Canada).

3.4 International Students

International students require a Co-op Work Permit to work in co-op/internship terms in Canada. This permit may take a significant amount of time to acquire. International students should apply for this permit as soon as they have been accepted into their academic program.

Please refer to *Citizenship and Immigration Canada's* Website for up-to-date information regarding the requirements for international students. You can also contact the Internationalization Office if you require assistance by emailing international@mun.ca.

International students are required to purchase foreign health insurance. It is strongly recommended that all international students review their health Insurance policy to understand their coverage prior to commencing a work term.

3.5 Workers Compensation Coverage

A student completing an **unpaid** work term authorized by the Marine Institute is covered in the event of a work related injury under the Workers Compensation Act through the provincial government. This coverage is for medical aid only. It is strongly recommended that the student contact their insurance provider to ensure one has adequate health, disability, travel and other relevant insurance coverage in place prior to commencing a work term. If a student is arranging their own work term, they should confirm whether coverage is in place with the employer and make appropriate arrangements.

3.6 Drug and Alcohol Testing

Please be advised that many employers require drug and alcohol testing as a condition of employment. Check with the Office of Career Integrated Learning for further information.

3.7 Criminal Record Check

Please be advised that some employers require security clearances and background checks to be completed for the work term. Check with the Office of Career Integrated learning for further information.

3.8 Certificates

Throughout your time at the Marine Institute you will likely complete industry related training required to secure a career in your chosen field. After successfully completing your training, it is your responsibility to obtain the certificates and keep them in your possession. You will need to provide a copy of your certificates to the Office of Career Integrated Learning.

3.9 Medical

Students will be required to hold a valid medical throughout the duration of their program. If a student holds a valid medical, but is no longer fit, the onus is on the individual to advise the school and employer of the change in medical status. There are two types of medicals that a student may have to acquire:

CAPP Medical

The physician should complete Addendum 4 Canadian East Coast Offshore Fitness Certificate and provide it to the student. The student should forward a copy of this Addendum 4 to the Marine Institute.

Transport Canada Medical

Proof of physical fitness must be provided by way of a signed medical from an approved Transport Canada physician. Only physicians who are authorized by Transport Canada may perform the relevant medical.

Your Placement Officer will further discuss medical requirements during work term orientation sessions.

4.0 WORK TERM SEARCH

4.1 Job Posting

Work term positions secured by the Office of Career Integrated Learning may be forwarded to students through various methods including email, advertised on the Job Placement Board and/or the OCIL web site. Ads are posted until the deadline date and then resumes received are forwarded to the employer. Students are to follow the instructions on how to apply for the position as described in the posting. Deviating from the instructions may result in an incomplete application.

4.2 Resume/Cover Letter Expectations

The Office of Career Integrated Learning (OCIL) will require a copy of your resume to assist in securing potential work term opportunities. OCIL's industry partners will also post work term opportunities in which your cover letter and/or resume will be required.

When responding to a posted work term opportunity, resumes and cover letters should be tailored to the targeted position and company; showcasing relevant skills, competencies and experiences. This can be accomplished after an extensive amount of research on the targeted position.

Generally speaking, resumes should include an applicant's contact information, relevant industry certifications, relevant education and relevant work experiences. Similarly, cover letters should also be customized to the applicable work term advertisement. It is extremely important these professional documents are error free and grammatically correct.

Marine Institute students are able to avail of cover letter and resume evaluation/critique from OCIL. This is typically done through appointment and can be arranged directly with the Career Services Placement Officer.

Placement Officers may also be able to provide students with additional information that would be useful to construct an effective resume and cover letter.

4.3 Interview Preparation

Many Marine Institute students will be required to undergo an employment interview as part of the work term selection process. Successful interviews require an extensive amount of preparation. Students should be able to research a position and employer to determine what skills and competencies are required to be successful; while also able to effectively communicate the holding of those requirements in an interview setting.

Many employers utilize behavioral interview questions to determine candidate suitability. There are a number of websites which are useful in preparing for these types of questions. A list can be acquired from OCIL.

It is also important to note the level of professionalism which is required during an employment interview. An applicant's dress, appearance and conduct during an interview can be used by the employer to assess suitability.

OCIL is able to provide students with one on one guidance to prepare for industry interviews.

Information can include expected interview questions to prepare for, organizing content to be conveyed during an interview, as well as general business communications etiquette.

OCIL also offers mock interview sessions to prepare students for employer screening and feedback is available immediately after the session. This service is offered via an appointment request and can be arranged directly with OCIL's Career Services Placement Officer.

4.4 International Placements

Students accepting jobs outside Canada should meet with a Placement Officer as soon as possible to be directed to the appropriate group to determine the requirements for work visas/permits and other supporting documents. Students should also be aware of any regulations of their work permits or visas and may only stay in the host country as long as indicated on their permits.

All work term students participating in a work term outside of Canada are required to meet with their Placement Officer to ensure all University risk management documentation and pre-departure information are reviewed and completed prior to your work term. Failure to complete the above requirements could result in the work term placement eligibility being revoked.

4.5 Arranging Your Own Work Term

Students have the option to assist in the placement process by contacting potential employers on their own. Prior to making any commitments to accept a position, the students must submit placement details such as employer's name, location, a detailed job description, and length of work term placement. This information must be approved as a valid work term position by OCIL before the student

accepts the position. Students who do not follow this procedure may accept a work term that does not meet work term requirements and ultimately not receive credit. Please use the form titled “**Student Request to Arrange Own Work Term**” to gain approval to set up your own work term placement. Following this placement process must only be done in consultation and with prior approval from the Office of Career Integrated Learning.

In searching for your own work term, it is valuable to know that eighty percent of job openings are never advertised, sometimes referred to as the “hidden” job market. Uncovering this job market depends on the efforts of the student seeking potential job leads. For example:

1. Contacting companies and government departments directly through email and social media.
2. Searching job advertisement sites, such as Indeed and Career Beacon.
3. Asking friends, relatives, neighbours and acquaintances.
4. Contacting related associations and unions.
5. Keeping in constant contact with the Office of Career Integrated Learning.

4.6 Accepting Employment

Upon accepting a work term offer of employment, students are required to fulfill the work commitment. They are no longer eligible to apply for other work term positions and their resume will be removed from active competitions.

4.7 Declining Employment

Declining a Work term offer requires careful consideration. Remember that you may not necessarily receive another interview or job offer. It is suggested to discuss this situation with your OCIL Placement Officer.

4.8 Unplaced Students

Students in School of Ocean Technology and School of Fisheries Advanced Diploma programs, who are unable to secure a work term placement may complete a research project in lieu of the work term. The project must be approved by the School Head and supervised by a faculty member. A research project is not an option for students in any School of Maritime Studies programs.

A. Evaluation of Technical Report for SOT Students

For students who complete the Work Term Technical Project Report in lieu of a Work Term Placement, the evaluation will be Pass or Fail with the following evaluation scheme:

Work Term Technical Project Proposal	30%
<u>Technical Report</u>	<u>70%</u>
Total	100%

B. Evaluation of Technical Report for SOF Advanced Diploma Students

Students in Advanced Diploma programs of the School of Fisheries who complete the Work Term Technical Project Report in lieu of a Work Term Placement, will be evaluated as Pass or Fail with the following evaluation scheme:

Work Term Report Proposal	25%
Report	50%
<u>Presentation</u>	<u>25%</u>
Total	100%

5.0 ON THE WORK TERM

5.1 Work Term Monitoring

Midway through the work term, your Placement Officer (or other Marine Institute representative) will monitor your work term progress with you and your employer through various methods. The Placement Officer may conduct an onsite visit, contact the employer via e-mail, telephone or speak directly with the vessel where appropriate.

During this process, a representative from MI may wish to meet with your immediate supervisor and assess your performance to date. You must also be prepared to answer questions on your duties and responsibilities and to show some of your work or logbook progress where appropriate.

The information acquired in this interview will be used to counsel you if an area needing improvement is observed. Meanwhile, the student evaluation form completed by your Supervisor at the end of the work term will be used as part of the overall grade for the work term.

5.2 On the Job Commitment

While on a work term you are considered an **ambassador** of the Marine Institute. Your actions create in the minds of the employers either a positive or negative impression of the program and of Marine Institute students in general. This impression determines whether that employer will continue to provide a future placement opportunity for MI students.

Work term students on their way to becoming professionals are expected to act in a manner that will leave a positive impression. Some guidelines to assist in this endeavour are:

- Abide by company rules and regulations with respect to safety, work habits and work hours.
- Respect company property.
- Maintain good relations with fellow employees, management and clients even when confronted with stressful situations.
- Maintain professional behaviour at all times.

During the work term, the employer will continually assess your behaviour and performance. The employer expects a full-time commitment and professional conduct at all times. Many employers use student work terms to pre-screen potential employees for graduate employment. Therefore, it is in your best interest to perform in accordance with the employer's rules and regulations.

Students do not have any special status on the job. Unless you believe that you are putting yourself or another employee at risk, job tasks should be completed in the manner requested by the employer. You must follow all safety rules and regulations to prevent possible injury or damage while on the job.

5.3 Paid or Unpaid Work Term

Work term positions can be paid or unpaid. However, attempts will be made to secure paid placements when possible. Students are expected to complete a work term, as part of their educational program. The Office of Career Integrated Learning recognizes that an unpaid placement may be financially difficult however students should budget and prepare accordingly when planning their program for the event of being in an unpaid work term position.

5.4 Sick

If you are sick and will not be reporting to work that day, you must inform the employer immediately. Any more than three sick days during a work term must be reported to the Office of Career Integrated Learning. Failure to do so may initiate an investigation into the nature of the reasons for missing work. If you do become ill for extended periods of time while on a work term you are required to notify your Placement Officer. Medical documentation regarding the nature of the illness must be forwarded to OCIL as soon as possible.

5.5 Strike

Students are advised to contact their supervisor and the Office of Career Integrated Learning in the unlikely event that a strike occurs. Follow the direction given by the supervisor unless safety is an issue or if the student is uncomfortable with employer expectations. Whether to cross or observe the picket line will remain the decision of the student.

5.6 Layoffs

Students are advised to contact the Office of Career Integrated Learning immediately if the work term ends unexpected due to lack of work. Every effort will be made to help the student secure another placement. If it is late in the semester this may not be a feasible option, in which case arrangements will be made to help the student complete requirements for a work term credit.

5.7 Dismissed/Terminated

If dismissed, students must inform the Office of Career Integrated Learning immediately. A thorough investigation will be carried out. If the dismissal is found to be due to unjust reasons, no report will be made in the official record or on the student's transcript. Otherwise, the student will be deemed to have failed the work term and could be required to withdraw from the program.

5.8 Quitting

Marine Institute regulations state that if a student quits a work term placement without permission from the Office of Career Integrated Learning it will normally result in a failed work term.

6.0 POST WORK TERM

6.1.A. Evaluation of Work Terms for SOT and SMS Programs

Your evaluation can be picked up from your Placement Officer. It is **your responsibility** to ensure that this form is completed by your supervisor and returned to the Office of Career Integrated Learning at the end of the work term period. Work Terms are graded PASS or FAIL based upon the following evaluation scheme:

Work Term Technical Report (SOT) or Sea Training Manual (SMS)	70%
Student Evaluation	30%
Total	100%

In order to receive a PASS, students must achieve a passing grade in each component of the work term as noted in the course outline.

6.1.B. Evaluation of Work Term Technical Report (SOT)

For **School of Ocean Technology students** your Work Term Report is evaluated on technical content, drawing accuracy, grammar and completeness (refer to the Evaluation Rubric provided by the Program Chair). It should be submitted to the Program Chair and will be graded by a faculty member. In order to receive a PASS, students must achieve a minimum of 60% in each of the two evaluation components and a minimum grade of 70% overall.

6.1.C. Evaluation of Work Terms for SoF Programs

Students in SOF programs should refer to their work term course outlines as published on Brightspace for details on evaluation.

6.2 Failing a Work Term

Students who leave a work term without permission, fail to honour their agreement to work with an employer, or conduct themselves in such a manner as to cause their discharge from the job will be awarded a FAIL grade for the work term. Permission to leave a work term does not constitute any reduction in the requirements for a diploma.

Students receiving a fail grade will be required to withdraw from the program subject to the academic requirements of the Marine Institute.

6.3 Work Term Debriefing

Students will be randomly selected to complete a Work Term Debriefing review after the completion of a work term. The purpose of the review is to inform the Placement Officer of the overall work term experience.

For further information on any topic in the Student Handbook, please direct inquiries to:

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Have a great Work Term experience while at the Marine Institute!

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