



Application for Admission

Major in Archaeology (Co-operative Education)

www.mun.ca/archaeology

www.mun.ca/coop

Application deadline for spring/summer work terms: November 15 (or next business day).

Submit this completed application by email to the Co-op Office for the Faculty of Humanities and Social Sciences: coopscihs@mun.ca. Applicants should note that it is possible to apply to enter the ACE program only in the Fall semester commencing in September of each academic year.

The Major in Archaeology (Co-operative Education) (ACE) program is an extension of the existing Bachelor of Arts and Bachelor of Arts Honours programs. The program is administered by Co-operative Education at Memorial University of Newfoundland in conjunction with the Department of Archaeology. With the help of Co-operative Education and the Department of Archaeology, students seek work placement opportunities within the Province, within Canada, and internationally that build on the Archaeology curriculum and enhance their learning.

Eligibility:

The Major in Archaeology (Co-operative Education) (ACE) program is available to full-time Archaeology majors only. Students majoring in Archaeology must meet the requirements listed under Regulations for the General Degree of Bachelor of Arts and First Courses as listed in the [university calendar](#).

Admission is limited, competitive and selective. Students who are admitted to the program are required to maintain a minimum 65% cumulative overall average.

To be eligible for admission an applicant must have successfully completed a minimum of 30 credit hours with an overall average of at least 65% as follows:

- all applicants must have completed Archaeology 1000 and 2480
- all applicants must have completed Archaeology 3585/3586 (Field School) or have significant archaeology experience

It is also advised that students choose courses which can satisfy the requirements for the Core Requirements as outlined under Bachelor of Arts General Degree Components, including courses in a second language.

Promotion from each term requires a passing grade in all required major courses and an overall average of at least 65% in all courses including electives. A student who fails a required major course or fails to maintain the overall average of 65% will not be promoted to the next term and will be required to withdraw from the program.

Advanced Standing:

Transfer students from other universities will be placed in the term of the program judged to be appropriate considering equivalent credits, as determined by the Department and designated ASM-CE.

Applying

Applications must include the following:

1. All pages of the completed application form.
2. A letter (one page maximum) to the Academic Staff Member, Co-operative Education, explaining your interest in the program and why you feel you are a good candidate.
3. A current resume.
4. Your initials on the following sections to verify that you have read information about the program.
5. A signature from the ACE Coordinator supporting your application to the co-op program.

Admissions Notification

Applications will be reviewed and offers of admission to the program will be made by the Academic Staff Member, Cooperative Education (ASM-CE) in consultation with the ACE Coordinator. Applicants may be asked to attend an interview.

Initials _____

Planning the Course Schedule

Students who pursue a co-op degree program need to pay close attention to their course selections. This is so that they can qualify to enroll in the work term course; so that they complete courses in the recommended order; and so that they do not face a delay in graduating. Remember, not all university courses are available every semester.

In addition to the 30 credit hours required for admission, students are required to complete a total of 120 credit hours (including a field school or lab schools) and two Work Terms (300W and 400W). A student may wish to follow the Suggested Course Progression for Major/Honours in Archaeology (Co-operative) as [outlined in the university calendar](#). A student wishing to change the sequence of the work terms must first consult with the ACE Coordinator and Academic Staff Members-Co-operative Education (ASM-CEs) and receive written approval from the Head of the Department or delegate.

General Academic Regulations (Undergraduate), Classification of Students notwithstanding, a student will require permission from the Head of the Department to register for courses while on work terms if the courses are in addition to the prescribed program. Normally, work terms are considered equivalent to a full-time course load with no time for additional course work.

Initials _____

Preparing for the work term and finding an employer

Students enrolled in ACE complete two full-time, paid work terms, the first in the spring semester following admission to the program. Work terms are normally 12-16 weeks in duration, full-time and paid. Remuneration for work terms are determined by employers based on their internal wage structures. The start and end dates for each work term are shown in the [University Diary](#).

Students are ultimately responsible for securing their work term placements. ASM-CEs provide support for the job search and inform students of potential opportunities. A student is required to complete professional development seminars offered by the designated ASM-CE. A student who is enrolled in the ACE Program may independently obtain a work term placement in consultation with the ASM-CE. Such employment positions must satisfy the criteria for work terms, be confirmed by the employer, and must be approved by the ASM-CE before the first day of the work term according to the [University Diary](#). A student who applies for admission to the ACE program gives permission to the University to provide a copy of the student's resume and university transcript to potential employers.

Initials_____

Considering a joboffer

All job offers will be made to students by the ASM-CE. Students typically have 24 hours to accept or decline a job offer and are expected to accept a reasonable offer. If a student feels that the offer is unreasonable, such that the student wishes to decline it, this must be discussed immediately with the ASM-CE.

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.

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International Students

International students who complete the co-op option must apply to Immigration, Refugees and Citizenship Canada for a work permit in addition to their study permit. The ASM-CE will provide international students with supporting documents to accompany the application. International students must receive the work permit before the start of the work term. Please [consult IRCC](#) for work permit procedures and processing times.

Initials_____

During the work term

Students are required to register for the work terms and pay the associated fees for these courses. 300W and 400W are each considered a full-time course load.

Students must complete the required forms at the beginning and end of the work term with the workplace supervisor. In addition, students and workplace supervisors will participate in a midterm evaluation with the ASM-CE.

Initials_____

Evaluation of the work term

In Work Terms 1 and 2, a student must register for Archaeology 300W and 400W respectively.

The Work Term evaluations shall consist of two components:

On-the-job Student Performance:

Job performance shall be assessed by the ASM-CE using information gathered during the Work Term and input from the employer towards the end of the Work Term. Evaluation of the job performance will result in one of the following classifications: OUTSTANDING, ABOVE EXPECTATIONS, SATISFACTORY, MARGINAL PASS, FAIL.

Work Term Assignment(s):

One or more work term assignment(s) as outlined in the course syllabus. Evaluation of the work term assignment(s) will result in one of the following classifications: OUTSTANDING, ABOVE EXPECTATIONS, SATISFACTORY, MARGINAL PASS, FAIL.

The evaluation of the job performance and the work term assignment(s) will result in one of the following final grades being awarded: Pass with Distinction: Indicates a classification of OUTSTANDING in both the work term assignment(s) and the job performance. Pass: Indicates a classification of ABOVE EXPECTATIONS, SATISFACTORY, and/or MARGINAL PASS for the work term assignment(s) and the job performance or an overall grade of OUTSTANDING in only one of the two components. Fail: Indicates a classification of FAIL in the work term assignment(s) and/or the job performance.

For promotion from the Work Term, a student must obtain at least a Pass in the applicable work term course. Students should also refer to the *UNIVERSITY REGULATIONS - General Academic Regulations (Undergraduate)* of the University. The grades awarded for each work term will be noted on the transcript of the student.

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Withdrawal from the program

A student will not be eligible to continue in the ACE program if the student: withdraws from a Work Term subsequent to a job placement without acceptable cause and/or without prior approval from both the ASM-CE and the Department of Archaeology; fails to honour an agreement to work with an employer; and/or conducts themselves in such a manner as to cause their discharge from the job.

Initials _____

Application Form

Major in Archaeology (Co-operative Education)

Please forward this application to coopscihss@mun.ca with additional documentation as instructed in the application guide.

Name: _____ Student ID#: _____

MUN email address: _____ Telephone number: _____

Local mailing address: _____

Permanent mailing address: _____

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

I have completed 30 credit hours: yes no

My cumulative average (for all courses) as of this date is _____

I have successfully completed Archaeology 1000 and 2480 yes no

I completed Archaeology 3585/3586 (Field School) yes no
(if no, and you have significant archaeology experience, please describe this experience)

Student signature: _____ Date: _____

(an electronic signature is acceptable)

ACE Coordinator signature: _____ Date: _____

(an electronic signature is acceptable)