

FACULTY OF  
HUMANITIES &  
SOCIAL SCIENCES



Application for Admission to  
**B.A. Political Science (Co-operative)**  
 or  
**B.A. Honours in Political Science (Co-operative)**  
<http://www.mun.ca/regoff/calendar/sectionNo=ARTS-2278>

**Application deadline for Spring work term:** October 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](mailto:coopscihs@mun.ca)

### Eligibility

The Political Science Co-operative Education (PSCE) degree program is designed for full-time students interested in public policy and other areas of political science. Students complete three full-time work terms, rotating between work placements and school semesters, totaling 12 months of paid work. Candidates completing the program will qualify for a Bachelor of Arts, Honours in Political Science (Co-operative) or a Bachelor of Arts, Political Science (Co-operative).

Admission is competitive and selective. To be eligible for an offer of admission to the PSCE program, students must meet all of the following criteria:

1. By the end of the Fall semester that you are submitting your application you will have completed a minimum of (42 credit hours), two of which must be POSC 1000 and 2800.
2. The overall average of all of your university courses is at least 70%.
3. The overall average of your political science courses is at least 70%.
4. You have already declared a Major in Political Science or accepted an offer of admission to the Honours in Political Science. This is a separate process from admission to the PSCE.

### 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 pages to verify that you have read information about the 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). Applicants may be asked to attend an interview. Students may be accepted into the program on condition of successful course completion.

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### **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.

Initials\_\_\_\_\_

### **Preparing for the work term and finding an employer**

Students enrolled in PSCE complete three full-time, paid work terms. The search for a work term involves a series of job competitions. Students will receive assistance in finding a work term from the Academic Staff Members, Co-operative Education but ultimate responsibility for locating a position rests with students. The ASM-CEs provide support for the job search and inform students of potential opportunities.

In the semester prior to the work term the ASM-CEs will provide students with a description of potential positions as they become available. Students apply for each work term opportunity separately with a cover letter and a resume and sometimes a transcript. Usually the ASM-CE will collect the applications and submit them to the employer as a package.

In consultation with the ASM-CE, students may identify and initiate contact with a potential employer outside of the co-op job competition in order to secure a work term. Work term employers may be located in Canada or worldwide; for positions outside of Canada students must ensure that they are able to meet the requirements for working in that country.

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### **Considering a job offer**

All job offers will be made to students by the ASM-CEs. Students typically have 24 hours to accept or decline a job offer and are expected to accept a reasonable offer.

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.

Initials\_\_\_\_\_

### **International Students**

International students who complete the PSCE must apply to Immigration, Refugees and Citizenship Canada (IRCC) for a co-op work permit in addition to their study permit. The ASM-CE will provide international students with supporting documents to accompany the application, which must be submitted to IRCC immediately. 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 POSC 260W, 360W, or 460W and pay the associated fees for each course. Each of these courses is considered a full-time course load.

While on work terms, students must complete a series of assignments. Students and workplace supervisors will also participate in a midterm evaluation with the ASM-CE.

Initials\_\_\_\_\_

**Evaluation of the work term**

There are three evaluation components for the work term: a policy instrument, on-the-job performance and several assignments. Details on the course evaluation are outlined in the course syllabus.

Initials\_\_\_\_\_

# B.A. POLITICAL SCIENCE OR HONOURS IN POLITICAL SCIENCE (CO-OPERATIVE)

## APPLICATION FORM

To apply: Please follow application guidelines on page 1 of this document and send to [coopscihss@mun.ca](mailto:coopscihss@mun.ca). See the university calendar for application requirements and program guidelines.

<b>First Name</b>		<b>Last Name</b>	
<b>Student Number</b>		<b>MUN E-mail</b>	
<b>Local Address</b>			
<b>Permanent Address</b> <i>(if different from local)</i>			
<b>Phone (local)</b>		<b>Phone (permanent)</b>	
<b>Declared Major(s)</b>			
<b>What is your citizenship status?</b>	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> International Student	<input type="checkbox"/> Permanent Resident/Refugee

To be eligible for the PSCE applicants must have completed a minimum of 42 credit hours (14 university courses) by the end of the Fall semester: if not yet completed, indicate anticipated completion date.

Required Courses	Completed?	Completion date?
POSC 1000		
POSC 2800		

**Student signature:**

**Date:**

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OFFICE USE:

Date application received:

Comments:

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