



Student Life
Memorial University of Newfoundland
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MUCEP Student Guide

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, supporting the development of their skills and creating 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 employers¹ 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.

This guidebook is intended to be a resource to MUCEP students that provides an overview of the MUCEP process, expectations of the students, and about Memorial's Online Record of Experience (MORE)

Questions about MUCEP or the contents of this guidebook can be directed to mucep@mun.ca.

2. Overview of MUCEP

¹ *Future-Proof: Preparing young Canadians for the future of work*, Brookfield Institute for Innovation & Technology, March 2017, p.15

The purpose of the MUCEP is to position on-campus employment at Memorial as a high-impact practice using intentional reflection - a critical component of experiential learning. Reflection has always been a part of the MUCEP on-campus employment process.

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, 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.

There will be three (3) brief, structured conversations between students and supervisors aimed to increase students' awareness of their skills development and connection to their academic learning. At the end of the MUCEP job, students will be encouraged to document their reflection by updating their on-campus employment on Memorial's Online Record of Experience (MORE) (See #4 below for details).

3. Summary of Students' Expectations

- Apply to MUCEP positions posted online on My MUNLife
- If selected, you will be contacted by the grant holder for an interview
- On the first day(s) of position, meet with your supervisor to discuss expectations and duties (See Appendix B for sample questions that have been provided to your supervisor)
- Complete two additional, scheduled check-ins with your supervisor, one in the first half of the employment period and one at the end, to discuss the goals and expectations/outcomes of employment in terms of students' skills development and academic linkages (See Appendix B for the check-in guidelines that have been provided to your supervisor)
- Complete a workshop in the *MORE than Work: Campus Employment Workshop series*. Students who have completed the initial workshop(s) in previous semester(s) will be directed to register for subsequent sessions in the series. **Each workshop is a paid one-hour mandatory workshop offered by the Office of Career Development** at Memorial. Detailed registration instructions will be sent directly to all students who have been successfully hired in MUCEP positions. **Only students who have been hired are required to complete a workshop.**

- Once the MUCEP position is complete (at the end of the semester), the experience will be added to MORE (Memorial's Online Record of Experience). All you need to do is complete the short reflection questions for this experience. To do this you must:
 - Go to my.mun.ca and login
 - Click the 'Student' link near the top of the page
 - Click 'My MUNLife' in the 'Student Services' block in the middle of the page
 - Click on the MORE (Campus Employment) tab at the top of the page
 - Find the MUCEP experience card on that dashboard page and click on the quotes "" icon to display the reflection questions. Add your answers and save!

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 (including select campus employment and co-curricular experiences) and 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.











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

Appendix A

Student Success Competencies



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

 <p>Academic Knowledge</p> <p>Graduates will be knowledgeable and competent in their area of study with an enthusiasm for learning.</p>	 <p>Creative Thinking / Problem Solving</p> <p>Graduates will be critical, practical and creative thinkers using sound reasoning to analyze challenges and address problems.</p>
 <p>Social / Civic Responsibility</p> <p>Graduates will be responsible and engaged citizens contributing to their communities and society at large.</p>	 <p>Diversity Awareness / Intercultural Understanding</p> <p>Graduates will be mindful of individual differences, while promoting equity fairness and justice.</p>
 <p>Professionalism</p> <p>Graduates will be productive, demonstrate responsible behaviour, and have ethical, moral and intellectual integrity.</p>	 <p>Teamwork</p> <p>Graduates will recognize the skills and strengths of others while using their own to work together towards a shared goal.</p>
 <p>Communication</p> <p>Graduates will be effective communicators, capable of active listening, presenting and persuading others about their own ideas, and providing constructive feedback.</p>	 <p>Adaptability / Resilience</p> <p>Graduates will reflect and demonstrate self-awareness, flexibility and confidence in the face of change.</p>
 <p>Leadership and Innovation</p> <p>Graduates will take initiative to recognize and solve important problems and help others to do the same.</p>	 <p>Digital Literacy</p> <p>Graduates will be familiar with current, new and evolving technologies, and use them to research, evaluate, create and communicate.</p>

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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Day One: Expectation and Commitment Questions

1. Why are you interested in this position?
2. What do you want to learn from this position?
3. How is this position related to your academic studies? Career goals?
4. How will this position benefit you professionally?

First Check-in Questions:

1. What specific skills/competencies are you actively applying during your work? Was that what you anticipated?
2. Are you meeting your goals? Do you have any questions for me or need guidance?
3. What has been a success for you so far? What have you learned from that success?
4. What has been surprising or challenging in the work you have done so far?

Final Check-in Questions:

1. What connections do you see between this position and your academic program/classroom learning?
2. What are some examples of skills/competencies you gained during your work that will benefit you in future jobs and/or in university?
3. What did this experience tell you about yourself and your future skill development and career decision-making?