



Student Life
Memorial University of Newfoundland
St. John's, NL Canada A1C 5S7
Tel: 709 864 8312 Fax: 709 864 8960 www.mun.ca

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 to develop their skills and create 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 the On-Campus Employment Coordinator at mucep@mun.ca.

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

2. Overview of MUCEP

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 through the Learning and Reflection Agreement.

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 two 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 adding their on-campus employment to Memorial's Online Record of Experience (MORE) (See #4 below for details).

3. Summary of Students' Expectations

- Apply to MUCEP positions posted online on MyMUNLife
- If selected, you will be contacted the grantholder for an interview
- Once hired for the position, you can then access your position(s), and view the steps needed to add this valuable experience to Memorial's Online Record of Experience (MORE):
 - Go to my.mun.ca and login
 - Click the "Student" link near the top of the page.
 - Click the "MyMUNLife" button in the "Student Services" box in the middle of the page.
 - Once there, click on "Student Life", then click "Campus Employment"
 - Next, select "Campus Employment Record" and then click "Current Experience"
 - You will be able to see the positions you've been hired for, and the steps needed to have it added to your experience record.
- First day of position, meet with supervisor to discuss expectations and duties (See Appendix B for sample questions)
- Complete two scheduled check-ins with the supervisor, one at the beginning of your employment, 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)

- At the end of your MUCEP position, students are expected to complete the post-survey, and are expected to complete the steps in MyMUNLife and add their work experience to Memorial's Online Record of Experience (MORE)

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, both curricular and extra-curricular, 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.

Students are encouraged to add their on-campus work experience to MORE during check-in meetings to further build awareness of skills and competencies.

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

Appendix A. Student Success Competencies

Appendix A

Student Success Competencies



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



Academic Knowledge

Graduates will be knowledgeable and competent in their area of study with an enthusiasm for learning.



Creative Thinking / Problem Solving

Graduates will be critical, practical and creative thinkers using sound reasoning to analyze challenges and address problems.



Social / Civic Responsibility

Graduates will be responsible and engaged citizens contributing to their communities and society at large.



Diversity Awareness / Intercultural Understanding

Graduates will be mindful of individual differences, while promoting equity fairness and justice.



Professionalism

Graduates will be productive, demonstrate responsible behaviour, and have ethical, moral and intellectual integrity.



Teamwork

Graduates will recognize the skills and strengths of others while using their own to work together towards a shared goal.



Communication

Graduates will be effective communicators, capable of active listening, presenting and persuading others about their own ideas, and providing constructive feedback.



Adaptability / Resilience

Graduates will reflect and demonstrate self-awareness, flexibility and confidence in the face of change.



Leadership and Innovation

Graduates will take initiative to recognize and solve important problems and help others to do the same.



Digital Literacy

Graduates will be familiar with current, new and evolving technologies, and use them to research, evaluate, create and communicate.

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.

©Student Life

Appendix B

Day One: Expectation and Commitment Document 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?