



**OFFICE OF CAREER INTEGRATED LEARNING**

# **Navigating Work Terms: A Guide for Employers**





## Welcome to the **Marine Institute.**

Whether you are a new or an established employer partner with the Marine Institute (MI), we value your essential role in helping our students thrive and succeed during their work terms.

We appreciate your partnership and recognize your investment in developing the skills, connections, and confidence of soon-to-be professionals in our industries.

This guide will assist you with all you need to know to prepare for, deliver and evaluate a successful work term.

If you would like to have more information on any specific aspect of the work term process, we are here to help!

# Recruiting on CAMPUS

**OCIL welcomes employers and recruiters on campus throughout the year to meet, hire and mentor our students and graduates.**

**We can organize and promote your on-campus session and inform students about opportunities within your organization at no cost to you.**

**Here is how we can assist you with your recruitment efforts:**

## **Host an information session or presentation**

We welcome and encourage you to deliver company presentations or information sessions to students/alumni as part of our Career Connections seminars. Please contact our OCIL Team to arrange details [OCIL@mi.mun.ca](mailto:OCIL@mi.mun.ca)

## **Networking**

On campus networking events can be scheduled to meet with selected student groups in a casual business atmosphere.

## **Interviews**

We can provide office space and/or boardrooms, with reasonable notice, for employers who would like to hold student or graduate interviews on campus. We are also able to offer teleconferencing or video conferencing for interviews at your request.

## **Mentoring Students Through Work Terms**

Mentorship helps students learn from and network with experienced professionals. Through a supportive and engaging work environment, employers provide the essential tools Marine Institute students need to grow both professionally and personally.

Employers that mentor students and foster a proactive learning culture provide meaningful and real-world experiences for all learners.

As an employer, work terms allow you to:

- Identify and evaluate prospective employees
- Shape new skills into the talent that works best for your business
- Provide leadership and guidance to the next generation of industry professionals
- Apply a cost-effective way to meet short term employment needs
- Engage in special projects and research
- Gain fresh and innovative perspectives

If you are new to the work term process, our Office of Career Integrated Learning (OCIL) can guide you with further information about how to join our network of partner employers. Through committed industry and education partners, we continue to mentor innovative and dynamic employees for the oceans sector.

## **How We Work for You**

The **Office of Career Integrated Learning** oversees a range of work term related activities, aimed at connecting our students and employers with valuable work experiences that are beneficial for both groups. These efforts include preparing students for their placements and supporting employers in recruiting current Marine Institute students and graduates.

Our employer services include:

- On and off campus student recruitment
- Online work term and career postings
- Student and graduate resume referrals
- Career Connections - student networking sessions and career information events
- Resources for employment funding
- Human resources strategy support
- Student onboarding orientations

# Creating a Successful Work Term

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

Setting clear expectations and goals at the beginning of a work term helps students and employers understand what is required of them and what they should aim to achieve together. Before offering a work term, clearly defining the responsibilities of the student, the employer and the Institute can ensure a successful work term.

## 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.

## OCIL Responsibilities

All work term placements are coordinated collaboratively between the Marine Institute's three schools and OCIL, which supports both employers and students in the selection process. All work term placements MUST be vetted and approved by OCIL to ensure they align with the student's program requirements.

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

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

## STUDENT Responsibilities

### Student Responsibilities - Eligibility and Registering for Work Terms

Students are registered as full-time students while on work terms. All academic policies and regulations of the Marine Institute that apply to full-time students also apply to those completing work terms.

- Students MUST register for their work term through Memorial University's online Self Service before their work term commences.
- Students may conditionally register for a work term during the final week of classes before the upcoming semester. This registration depends on successfully completing the current semester and verifying that all necessary prerequisites have been met.
- If a student does not pass all required prerequisites, they are ineligible to complete a work term. In such cases, your OCIL Placement Officer will inform you that the student is no longer eligible for their work term.

# The Work Term Placement

## PROCESS

### Post a Work Term Position

## STEP 1

- If you are a new employer partner, contact the Office of Career Integrated Learning before posting positions. It may be valuable to discuss our programs and work term requirements as you initiate the work term process.
- An OCIL Placement Officer will be assigned to collaborate with you throughout the placement process and work term.
- Post your position by contacting [OCIL@mi.mun.ca](mailto:OCIL@mi.mun.ca)  
OCIL will post your work term positions on our website and promote the opportunity to MI students.

### Select and Interview Candidates

## STEP 2

Let OCIL manage resume collection and interview arrangements for you. Here is what we can do:

- Collect all applications on your behalf and forward them to you as a complete package.
- Confirm your interview candidates and contact them to arrange the date, time and location of interviews as per your direction.
- Host your interviews. Employers are welcome to visit the Marine Institute and use our resources to interview candidates.
- Make student selections on your behalf. You can request a Marine Institute committee to make student selections using criteria determined by the employer.
- Formally offer (the) position(s) to top-ranking student(s) as per your approval. The offer should include start and end dates as well as remuneration (if applicable).



### Make the Offer

## STEP 3

Timing is crucial in securing placements, so we recommend sending out work term offers promptly after conducting interviews. This proactive approach ensures that you can secure top candidates before they accept other offers. It is our policy that once a student accepts a work term, their resume is removed from other job competitions.

### Welcome Your Student

## STEP 4

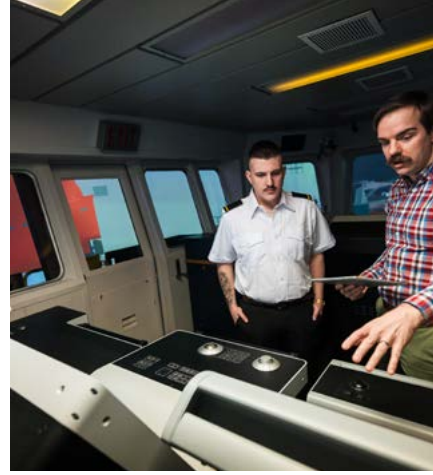
- Connect with your student as soon as possible: If you require the student to complete forms or sign a contract, please relay any required documentation to the student with specific instructions in a timely manner.
- Provide a Work Term Orientation Session: Discuss work term expectations and responsibilities for the student, provide information on company policies, meet key employees, tour of the facility, safety measures and regulations, etc.
- Prepare your student for their first day: Please indicate start times, proper dress, pre-work term training and any other details that may better prepare your student.

## Check-in and Site Visit

# STEP 5

Midway through the work term, your OCIL Placement Officer will contact you to check in on the student's performance to date. The Placement Officer could request a virtual meeting or on-site visit (if permitted).

Your assigned Placement Officer is available throughout the entire duration of the work term to address both employer and student questions and concerns.



## Evaluate the Work Term

# STEP 6

OCIL Placement Officers will provide students with a Student Work Term Package at the start of their work term. This package includes a Student Evaluation form that must be completed by the student's supervisor before the conclusion of the work term.

Students are encouraged to submit this documentation to their supervisor for their final assessment at least one week before their scheduled end date.

For the final assessment, employers are asked to complete proper work term evaluation documentation as stipulated for each program. All evaluations should be discussed with the student in a constructive manner.



Additional documentation signatures may be required based on the specific program in which the student is enrolled. For instance:

**Confirmation of Hours:** Students enrolled in a School of Ocean Technology (SOT) program must fulfill a minimum of 320 working hours to qualify for the final course evaluation. At the conclusion of the student's work term, supervisors are required to sign a document verifying that the student has successfully completed the specified number of working hours within their organization.

**Testimonial of Sea Service:** For students in sea-going programs in 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.

**Steering Testimonial:** Nautical Science students are also required to have a Steering Testimonial completed during their first voyage at sea. This 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 to certify that the seafarer stood watch for a minimum period of time at the wheel during their service under the Master's command.

**Logbooks:** Seagoing students joining a vessel are expected to complete a Sea Training Manual (logbook) while onboard. Supervisors onboard the vessel are required to support and review the process. Detailed notes are provided in the Sea Training Manual.

**Work Term Reports:** Students who are completing a ROV/UV or OMAP work term are expected to complete a work term report. This report is a detailed account of what the student learned on their work term, while connecting their technical experience with their course work.

# Ensuring Work Term Safety

All Marine Institute students in Transport Canada certified programs complete the following courses before the start of their work term.

Students in the Remotely Operated Vehicles, Underwater Vehicles and Ocean Mapping programs are also required to complete mandatory safety courses before starting their work term.

Please advise your OCIL Placement Officer if students require additional safety courses for employment prior to their work term.

## Marine Engineering\*

MED - PST certificate (Basic Safety)  
Marine Basic First Aid  
Security Awareness  
Confined Space Entry Awareness  
WHMIS certificate (Lab Safety)  
Basic Training for Oil and Chemical Tanker Operations

## Nautical Science\*\*

MED - PST certificate (Basic Safety)  
MED certificate (Survival Craft)  
Marine Basic First Aid  
Security Awareness  
Confined Space Entry Awareness  
ROC-MC  
WHMIS certificate (Lab Safety)  
Basic Training for Oil and Chemical Tanker Operations (optional)

## Marine Diesel Mechanics

MED - PST certificate (Basic Safety)  
MED Survival Craft  
Marine Basic First Aid  
Security Awareness  
Confined Space Entry Awareness  
Basic Training for Oil and Chemical Tanker Operations  
WHMIS certificate

## Bridge Watch

MED - PST certificate (Basic Safety)  
MED Survival Craft  
Marine Basic First Aid  
Security Awareness  
Confined Space Entry Awareness  
Basic Training for Oil and Chemical Tanker Operations  
WHMIS (Lab Safety)  
Passenger Safety Management

## ROV/UV

CAPP Medical  
WHMIS  
H2S Alive  
Marine Basic First Aid  
BST-Basic Survival Training  
Fall Protection

## Ocean Mapping

Transport Canada Medical  
WHMIS  
STCW Basic Safety  
Small Vessel Operator Proficiency  
Practical Boat Handling  
Confined Space  
Marine Basic First Aid  
ROC-MC

**\*Marine Engineering students complete Survival Craft, Leadership/Teamwork, Propulsion Plant Training and Advanced Firefighting prior to graduation.**

**\*\*Nautical Science students complete Leadership/Teamwork and Advanced Firefighting prior to graduation.**

DID  
YOU  
KNOW?

**Employers can request  
these documents:**

- Valid Marine Medical Exam
- Proof of Vaccinations
- Certificate of Conduct
- Signed Contract
- Copy of Transcript
- Passport
- Training Certificates
- Work Permit (where applicable)





## Employer Health and Safety

### Workers Compensation Coverage

It is important for students to have proper coverage when they commence a work experience with one of our valued employer partners.

- If a student is employed in a paid position, the employer must pay workers premiums for the individual while on work term.
- If a student is in an unpaid position, they are considered a worker of the Province of Newfoundland and Labrador, and the provincial government will provide coverage for the individual (medical aid only).

If an unpaid student has an injury in the workplace, the employer should complete the Workplace NL Form 6 and Form 7 and send it to the Marine Institute's Office of Career integrated Learning. This form can be requested from OCIL.

### Student Health Insurance

Many students are automatically covered under the Marine Institute Student Union insurance coverage. If they choose to opt out of this coverage, they are required to show proof that they have insurance with another provider. International students may have a separate arrangement for coverage.

### International Students

When an employer hires an international student for a work term, the student must provide their study and work permit to their Placement Officer.

- International students need a Co-op Work Permit to fulfill their program's work term requirement.
- International students are required to purchase foreign health insurance. They are encouraged to review their health insurance policy to understand their coverage prior to commencing a work term.

For inquiries about hiring international students, please contact [immigrationadvising@mun.ca](mailto:immigrationadvising@mun.ca).

### Accidents and Incident Reporting

The Marine Institute strives to have students to operate in a safe and supportive environment.

- If a work term student is injured while on the job, it is critical to contact OCIL immediately after the student seeks medical attention.
- Your OCIL Placement Officer will provide the employer with an Accident/Incident Reporting Form, which must be completed and returned to the Institute. In lieu of this form, a WorkPlace NL form 6 and 7 would be satisfactory.
- In the case that an incident occurs while a student is on a work term, the employer must advise the Marine Institute immediately for follow up.

### Safe and Respectful Environment

The Marine Institute is committed to fostering a safe and respectful work environment for all individuals.

- Employers are encouraged to share their workplace policies, which may be submitted to OCIL when required.
- Students engaged in work terms are expected to comply with all applicable Memorial University regulations and policies, including the Student Code of Rights and Responsibilities and Respectful Learning Environment Policy, ensuring these standards are consistently upheld.
- Upon commencing their program at the Marine Institute, students are required to complete the mandatory online course 'Sexual Violence Awareness and Prevention' (SVM 0204). This course covers the fundamentals of sexual violence and familiarizes students with Memorial University's Sexual Harassment and Sexual Assault Policy and Procedures.

If you have any questions regarding these responsibilities and policies, please reach out to your OCIL Placement Officer.

## **CONTACT OCIL**

Thank you for supporting our Marine Institute students and our work term programs. Please contact our office at any time through the following channels:

**Office of Career Integrated Learning  
Fisheries and Marine Institute of Memorial University  
P.O. Box 4920  
155 Ridge Road  
St. John's, NL Canada A1C 5R3**

**OCIL@mi.mun.ca  
Phone: 709-778-0302  
Fax: 709-778-0458**

Visit our webpage and follow us for resources and latest news:  
**[www.mi.mun.ca/ocil](http://www.mi.mun.ca/ocil)**

**LinkedIn:**  
**<https://www.linkedin.com/company/miocil/posts/?feedView=all>**

