

**PLEASE READ THE FOLLOWING EMAIL FULLY AND CAREFULLY BEFORE RESPONDING WITH QUESTIONS:**

**You are receiving this email because you do not have an approved work term as of June 8.**

Summer job postings in myCareer are almost completed, and COMM 3803 - the alternative work term course, *Concepts in the Application of Work Integrated Learning* - will begin on **Thursday, June 18, 2020.**

Similar to COMM 3801/3802, this 3.0 credit-hour course has no tuition fee. The course will involve two parts:

1. mandatory case analysis (best 5 of 6) and weekly discussion posts; and
2. mandatory modified work term report

**NOTE:** You MUST achieve a minimum grade of 50% for EACH part in order to pass COMM 3803. If you do not achieve 50% in the case work/discussions and 50% on the modified work term report, you will receive a failing grade for the course. There is NO option for resubmitting any work, nor is there any opportunity to repeat COMM 3803 in a future term. Failing COMM 3803 will result in a delay to your expected graduation date.

**ACTION ITEM: By no later than 9:00 am Atlantic time on Monday, June 15, you must either:**

1. Submit a [fully-completed Work Term Record](#)\*\* through myCareer for a secured job that meets the summer 2020 co-op requirements for MCS approval consideration, as follows:
  - a. Minimum 8 weeks and ending no later than September 4
  - b. Minimum 35 hours per week for the duration of the work term
  - c. Job involves duties and accountabilities relevant to the study of business

*\*\* Students often submit BLANK work term records. After submission, review your record under the Co-op Tab on your myCareer dashboard, to ensure your full job details have been saved in the system*

**OR**

2. Send an email to [mcs@dal.ca](mailto:mcs@dal.ca) with your banner number indicating that you have not successfully secured a job to date, and provide brief details on your job search and status.
  - a. We will review and then initiate your registration with the UAO for COMM 3803.  
**Students will not be able to self-register for this course.**
  - b. The UAO will email you to confirm your registration is complete.
  - c. You may continue your job search but as of June 18, our only expectation of you is that you succeed in COMM 3803 (see below for more).

**IMPORTANT NOTE:**

**If you do not have a secured job, you need to follow the instructions above to be enrolled in COMM**

**3803.** If you are still interviewing or have a potential co-op job offer (i.e. meets all of the co-op requirements listed above) that is not yet fully secured as of June 15 and which you wish to continue to pursue, please provide these details in your email to MCS.

- You will still be registered for and expected to fully participate in COMM 3803 until advised otherwise.
- If your job offer is confirmed, your [fully-completed Work Term Record](#) must be **submitted and approved by MCS before Monday, July 13**, which is the last date to begin an 8-week work term.
- Once approved:
  - MCS will confirm to the UAO your eligibility to be moved from COMM 3803 to your respective work term course
  - The UAO will confirm your course move once complete, and advise that you are no longer required to participate in COMM 3803

Thank you for your patience while the details and registration process for this course were confirmed. We look forward to hearing from you by Monday June 15!

Robert Wooden  
Director,  
Management Career Services

Dr. Florence Tarrant  
Director,  
Undergraduate Programs