

# **Mining Engineering Academic Policy (MEAP)**

Version 6.0  
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## 1. Academic Curriculum

### 1.1 Academic Advising

- 1.1.1 Each student in the Mining Engineering Program (MEP) will be assigned an Academic Advisor (AA) by the start of their first academic semester at McGill; every student in MEP will have one AA for the duration of their undergraduate degree.
- 1.1.2 Academic advising is mandatory for each undergraduate student of the MEP and as such, each student will meet with their AA at least once per an academic year to discuss their progress through the curriculum and their path towards graduation.
- 1.1.3 To set up an appointment with their AA, students should e-mail their AA directly, requesting an appointment.
- 1.1.4 If there is no response from the AA within **5 days**, students should contact the Undergraduate Academic Coordinator Marina Rosati at [marina.rosati@mcgill.ca](mailto:marina.rosati@mcgill.ca) who will direct the inquiry to the Program Director.
- 1.1.5 Students must bring pertinent documents to their meeting with the AA including the program curriculum, their proposed course schedule for the next academic semester and a copy of their unofficial transcript.

### 1.2 English and Bilingual Streams

- 1.2.1 Students in the MEP follow either the English or Bilingual stream.
- 1.2.2 Only international and out of province (i.e. outside of Quebec) students are allowed to take the English Stream. CEGEP entry students must follow the Bilingual Stream, unless they present a proof that they had their high school education in an English only school.
- 1.2.3 Students in the Bilingual Stream will complete a total of six (6) courses at École Polytechnique, typically during their seventh and ninth semesters of study.

### 1.3 Technical Complementary (TC) Courses

As part of their degree, students enrolled in the MEP may take a total of 9 (nine) TC credits as follows (with approval from AA):

- 1.3.1 Courses offered from the Faculty of Engineering, Faculty of Science or Faculty of Management, and;
- 1.3.2 Courses must be at 300-level or higher.

## 1.4 MIME 413 & MIME 425

1.4.1 For students who entered the program before September 2019, they **must take at least one** of MIME 413 or MIME 425 (offered in alternate years); students may take both courses. In the event that the student chooses to take only one of these courses, another MIME technical complementary course must be taken, (see Mining Engineering curriculum), for a total of 6 credits.

1.4.2 For students who entered the program in September 2019 or later, they must take both MIME 413 and MIME 425, which will be offered regularly every year.

## 1.5 Bachelor of Engineering Major in Mining Engineering (non-co-op program)

1.5.1 The Major in Mining Engineering (non-co-op program) is available effective May 2019.

1.5.2. To transfer from Co-op in Mining Engineering to Major in Mining Engineering, a student must have completed 90 credits (CEGEP entry) or 120 credits (non-CEGEP entry). The transfer form is available from the Mining Co-op Office.

## 2. Co-op

The Mining Engineering Program (MEP) is a Co-op program where industrial work experience is a mandatory academic requirement. As part of the degree curriculum, all students must complete three co-op work terms in order to graduate with a Co-op in Mining Engineering bachelor's degree.

### 2.1 Work Terms

Though every effort is made to find a sufficient number of work term positions for all students enrolled in the MEP, the Co-op Office cannot guarantee suitable work term opportunities will be available. The placement process is competitive and dependent upon market conditions. It is the final responsibility of the student to secure an available position through successful preparation of a resumé and cover letter, participation in the competitive interview process, and by engaging in independent job search activities.

### 2.2 MIME 290, 291 and 392

There are three mandatory work terms that students in the MEP complete, typically, as per the schedule shown in Table 2-1.

**Table 2-1: Typical timing of the three mandatory work terms for students in the MEP; Bilingual and English Streams.**

<b>Work Term (WT)</b>	<b>Bilingual Stream</b>	<b>English Stream</b>
MIME 290	Third (3 <sup>rd</sup> ) Semester	Fifth (5 <sup>th</sup> ) Semester
MIME 291	Sixth (6 <sup>th</sup> ) Semester	Eighth (8 <sup>th</sup> ) Semester
MIME 392	Eighth (8 <sup>th</sup> ) Semester	Tenth (10 <sup>th</sup> ) Semester

## **2.3 Registration**

- 2.3.1 To register for a work term, a student must obtain approval from the co-op office.
- 2.3.2 In order to obtain approval, the student must provide the following to the co-op office:
  - 2.3.2.1 A copy of the signed offer letter;
  - 2.3.2.2 A description of tasks and/or duties the student will perform while on the work term, if not included in the offer letter;
  - 2.3.2.3 Name and contact information of the student's supervisor during the work term;
  - 2.3.2.4 The start and end dates of employment, if not provided in the offer letter, it is the responsibility of the student to ensure that the work term employment ends prior to the start of classes when the student intends to return to school;
  - 2.3.2.5 International students must provide their valid work permit.

## **2.4 MIME 494**

- 2.4.1 After the completion of the three mandatory work terms, a student may take a fourth work term as a Technical Complementary by enrolling in the MIME 494 course. Approval from the AA and the co-op office is required for registration in the MIME 494 course.
- 2.4.2 The student is required to meet with their AA to discuss the potential impacts of taking a fourth work term (i.e. delay of graduation) on the student's progress through the academic curriculum.

## **2.5 MIME 495**

- 2.5.1 In exceptional circumstances (if a student accepts a 12-month or an 8-month commitment for their third or fourth work term, respectively), a student may take a fifth work term as an additional course by enrolling in the MIME 495 course. This course does not fulfill any program requirements.
- 2.5.3 Effective summer 2019, the grading scheme for MIME 495 is Pass/Fail and Part IV: Technical Assignment is not required.

## **2.6 FACC 200**

Students enrolled in the MEP cannot register in the faculty Industrial Practicum 1 course, FACC 200.

## **3. Co-op Student's Responsibilities**

### 3.1 Job Searching

Co-op work terms are not guaranteed, and students are responsible for engaging in active job searching efforts. Students are responsible for applying to advertised postings and utilizing resources available to them through the co-op office and the Engineering Career Centre (ECC).

These include:

- 3.1.1 Attending CV and cover letter writing workshops held by the ECC;
- 3.1.2 Attending employer information sessions;
- 3.1.3 Attending the TechFairs (fall & winter semesters);
- 3.1.4 Attending networking events – CIM dinners, MIN Talks, etc;
- 3.1.5 Attending MIME 200 tutorials (U1 students only).

### 3.2 International Students

International students are responsible ensuring that they have valid immigration documents, specifically a study permit and a work co-op permit (CWP), which are required in order to commence a co-op work term in Canada.

### 3.3 Accepting an Offer

The McGill Mining Co-op Program does not use a ranking/matching system and **each student is required to accept the first offer** that is extended to them. Once the student accepts the offer, the student must do the following:

- 3.3.1 Inform the co-op office of the offer;
- 3.3.2 Cease all further interviewing and job searching efforts;
- 3.3.3 Provide the co-op office with a copy of a signed contract/offer letter;
- 3.3.4 Once approval for the work term is granted by the co-op office, enroll in the appropriate Work Term course (MIME 290, MIME 291 or MIME 392)
- 3.3.5 Drop all other courses from their academic term – exception are MIME 203 & MIME 484;
- 3.3.6 If working abroad, attend a pre-departure workshop and fill out the travel registry (MINERVA).

### 3.4 Summer Undergraduate Research in Engineering (SURE)

Students enrolled in the MEP who apply and are accepted for the SURE program may resume their summer work term search efforts in the winter semester. Should the student secure a work term in industry following the receipt of the SURE award, he or she may decline the SURE Award before April 30th at the latest, and accept the work term (as per Section 3.3 of this document).

### **3.5 Personal Connection Work Term Opportunities – Approval**

Students, who secured co-op work term opportunities through a personal network, must obtain approval from the co-op office prior to registering for a work term course. In order to obtain approval, students must follow the registration procedures outlined in Section 2.3 of this document.

### **3.6 While Away on a Work Term**

While away on a work term, students are responsible for the following:

- 3.6.1 Checking their McGill e-mail address regularly for important updates and information;
- 3.6.2 Logging into myCourses, reviewing course material carefully and being aware of the upcoming deadlines;
- 3.6.3 Submitting all required course material via myCourses;
- 3.6.4 Maintaining communication with the co-op office – students must respond to all e-mails from the co-op office within seventy-two (72) hours of receipt;
- 3.6.5 Alerting the co-op office if considering extending the work term;
- 3.6.6 Alerting the co-op office of any concerns related to the work term.

### **3.7 Co-Op Work Term Final Report**

- 3.7.1 At the conclusion of the work term, students are responsible for submitting a Final Report in accordance with the guidelines and by the due date set out in the course outline.
- 3.7.2 Prior to submission, students are responsible for:
  - 3.7.2.1 Ensuring that the report has been reviewed and approved for submission to McGill, by their work term supervisor (or their delegate);
  - 3.7.2.2 Not disclosing any confidential company information in the report.
- 3.7.3 Reports submitted after the deadline, will receive a penalty of 2% per calendar day, off the final report grade.
- 3.7.4 No additions to the report will be accepted after the submission of the final grades.