Engineer 701 Graduate Supervisor Permission Form

Student Information

Student **FIRST** Name: _____ Student **LAST** Name: _____

Student Number: _____ Student Email: _____ @mcmaster.ca

By completing this form, I understand that to participate in the co-op option, I must be a full-time graduate student and in good academic standing in the Faculty of Engineering. I also confirm that all academic requirements related to course work, and any annual milestones such as supervisory or committee meetings will be completed before starting to work in a co-op job and understand this will be verified with my Graduate Department Administrator. Changes to student status or failure to complete all academic requirements may result in termination from the co-op option, at the discretion of the Associate Dean, Graduate Studies.

MASc/MSc/MEng - I understand I must complete a minimum of 2 academic terms before going out on a co-op term.
Ph.D - I understand I must pass my comprehensive examination before going out on a co-op term.
MEME/MEST/MED students - I recognize that if I opt into the project stream, I must complete parts 1 and 2 of the project before starting my first work term. This will not affect my chances to find a suitable co-op position; it will only delay my first co-op role by 1 term and my co-op sequence will be automatically adjusted by the ECCS team.

I also understand that I must return to full-time studies after completing my co-op work terms to complete my academic program requirements (students cannot finish their program on a co-op work term). It is my responsibility to review my course calendar to ensure that I am fulfilling my degree requirements. By requesting registration in the Graduate Engineering co-op option, I understand and agree to all of the above and agree to keep my profile up-to-date with the graduate co-op office (ECCS) and online through OSCARplus. I confirm that I have logged into OSCARplus (https://oscarplusmcmaster.ca) and activated my account before completing this form.

• **Faculty of Engineering and Applied Sciences students pursuing MEng, MASc, MSc, or PhD must complete these additional steps PRIOR to completing the online survey at https://forms.office.com/r/DXxCM8Pup3.**
• **W Booth School of Engineering Practice and Technology students do not need to submit a supervisor form.**

1. Have your supervisor complete this form (*Not applicable for W Booth School of Engineering Practice and Technology students*)
2. Submit it at https://macdrive.mcmaster.ca/library/40d6a4f0-6ec5-47f3-8e37-a7a80d80fe1a/Engineering%20701%20Permission%20Forms%20(Save%20file%20name%20as%20MacID%2C%20Student%20%23)/2024%20-%20Winter

I understand that I must notify my Graduate Program Administrator immediately when I accept a Co-op opportunity.

_____   _____
Student's Signature   Date

Graduate Supervisor Information and Permission

Name of Supervisor: _____
Supervisor Email: _____

I hereby give the above student permission to participate in the Faculty of Engineering's Graduate Preparation Course (Engineer 701). Upon course completion, I give this student permission to seek co-op work opportunities and access the OSCARplus job board during the following academic term(s) – please check off all applicable terms. **_Note_**: *Employers post position durations of 4-12 months and students will be able to view all durations in the selected terms. The minimum work duration for Ph.D, MASc/MSc, and MEng students is 1 term (4 months) and the maximum is 3 terms (12 months).*

Fall (Sept – Dec) 2024		Winter (Jan – April) 2025		Spring/Summer (May – Aug 2025)	
Fall (Sept – Dec) 2025		Winter (Jan – April) 2026		Spring/Summer (May – Aug 2026)	

_____   _____
Graduate Supervisor's Signature   Date

_____   _____
Graduate Department Administrator or Department Manager's Signature   Date
      (Please retain a copy for your records once signed)