



# **Orientation Checklist**

Please submit the following items (as one complete package) by uploading to <a href="this link">this link</a> by no later than <a href="January 15">January 15</a>, <a href="2024">2024</a>

| Please note that you MUST name the package using the following naming convention: |
|---|
| Lastname, Firstname STUDENTNUMBER Orientation Package                             |
| Example: Sullivan, Sarah 123456789 Orientation Package                            |
|   |
| Personal Information Sheet  |
|   |
| NDA form  |
|   |
| Photography Release Form  |
|   |
| Screenshot of the completion of the Health and Safety modules                     |
| (add as a page to the PDF, or if necessary upload separately and call it          |
| Lastname Firstname STUDENTNUMBER Health and Safety)                               |

# W Booth School of Engineering Practice and Technology 2023 – 2024 Personal Information Form

| STUDENT NO:          |          |               |          |            |                        |        |
|----------------------|----------|---------------|----------|------------|------------------------|--------|
| NAME:Last            |          |               | Cinc4    |            | 1:::4::-1              |        |
| LOCAL                |          |               | First    |            | Initial                |        |
|                      |          | Street        |          |            | Apt.                   |        |
| Town/City            |          | Р             | rovince  |            | Postal Co              | ode    |
| TELEPHONE            | Home     | <del></del> - | Wor      | ·k         | Ce                     | II     |
| EMAIL ADDRESS: _     |          |               | (        | @mcmaster. | <u>ca</u>              |        |
| ALTERNATE EMAIL A    | DDRESS:  |               |          |            |                        |        |
| ENROLLMENT DATA:     | MED□     | MEEI □        | MTEI □   | MEPP□      | MEME □                 | MEST [ |
| Undergraduate degree | DISCIPLI | NE:           |          |            |                        |        |
| CURRENT STATUS IN    | CANADA:  |               | Permaner | _          | .anded Immigr<br>Visa) | ant)   |
| BIRTH DATE Month_    | Day      | Year          | _        |            |                        |        |

\*\*\* IF YOU CHANGE YOUR ADDRESS OR STATUS IN CANADA, PLEASE INFORM W BOOTH AND UPDATE YOUR INFORMATION IN MOSAIC\*\*\*



# WBOOTH SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

#### **Non-Disclosure Agreement**

TO: <u>W</u> Booth School of Engineering Practice & Technology
McMaster University, ETB 521
1280 Main Street West
Hamilton, Ontario L8S 0A3

 I, [STUDENT NAME:
 ] of

 [residential address:
 ] acknowledge by

signing below that during my participation in programs delivered by the  $\underline{W}$  Booth School of Engineering Practice & Technology ("the School") which includes, but is not limited to: courses, projects, informal or formal discussions, that I may become privy to certain projects or parts of them created by other students participating in School programs (including those of any student working with me on the same project, or by members of staff supporting the students, or by third party collaborators such as other students, mentors, faculty, etc.). School projects ("the Projects") may include, but shall not be limited to ideas, inventions, plans and concepts ("the Ideas") for which patent or other intellectual property and legal protection may be, or is being sought. I also acknowledge that the Ideas which form part of the Projects, together with any other information, disclosed by the School or by any other student or member of staff or any third party collaborator in relation to the Projects or the Ideas to which I may become privy, constitute confidential information that may be of commercial value.

- 1. In consideration of the School, a student, a member of staff or a third party collaborator disclosing any such information to me and administering programs delivered by the School, and subject to clauses 2 and 3 below, I agree:
  - 1.1. to maintain as confidential the Projects and Ideas and any and all information (other than my own Ideas and information) that may be imparted to me, obtained during my studies at the School or which may come into my possession as a result of, or in connection with the School, whether it is disclosed orally, in writing, machine readable or in any other form ("the Confidential Information");
  - 1.2 not to use or copy the Confidential Information for any purpose other than in connection with the School and in particular not to make any commercial use of it for my own benefit or for the benefit of any third party, whether commercial or otherwise; and
  - 1.3 not to dispose of, or publish (whether orally or in writing) any Confidential Information in any circumstances.
- 2. The undertaking in clause 1 shall not apply to:
  - 2.1 Information in the public domain at the time of disclosure, or subsequently comes within the public domain without any fault on my part;
  - 2.2 Information known to the me at the time of disclosure, provided there is adequate documentation to confirm such prior knowledge;
  - 2.3 Information approved for release by written approval of McMaster University;
  - 2.4 Information disclosed to third parties by McMaster University without similar restrictions on such third parties; or
  - 2.5 Information required to be disclosed by government agency or law, provided that McMaster University is provided with prior written notice of any such disclosure.



# **WBOOTH** SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

#### **Non-Disclosure Agreement**

- 3. The obligations set out in clause 1, for the avoidance of doubt; do not prevent me from using, copying, disposing of or publishing in any way the Confidential Information upon the written instructions of any authorized faculty member or staff of the School.
- 4. If I cease to take part in the School for any reason whatsoever, I agree to return immediately upon request to the School any and all materials in my possession that contain any Confidential Information.
- I acknowledge that I am giving this undertaking to the School for its own benefit and for the benefit of its existing and future collaborators and their respective members of staff, students and other agents. Accordingly, I agree that the School may assign the whole or any part of its rights to enforce this undertaking and its rights to claim damages as a result of any such entities or individuals suffering loss as a result of any breach of this undertaking.
- 6. This Agreement shall be in effect throughout the duration of my studies at the School, and a further two years following completion and/or termination of my studies.
- 7. This undertaking shall be governed in all respects by the laws of Ontario and of Canada.

| Name:     |
|-----------|
| (Student) |
|           |
| Signed:   |
|           |
| Date:     |
|           |
| Witness:  |
|           |
| Date:     |



### Photograph/Image Consent Form

hereby grant permission to W Booth School of

| Engineering Practice and Technology/McMaster University and its revideo me, and otherwise capture my image, and to make recording McMaster University and its representatives the right to reproduce, us distribute these images and recordings in any media now known of publicizing or explaining W Booth School of Engineering Practice University and its activities and for administrative, educational or reservice.                 | gs of my voice. I further grant to<br>se, exhibit, display, broadcast and<br>or later developed for promoting,<br>e and Technology, at McMaster |
|--|---|
| I agree and acknowledge that any photographs, video images and become the property of McMaster University and may be used by Practice and Technology at McMaster University for a maximum per and expressly waive all moral rights that I have in any photographs, viand I waive any right to approve how any photographs, video image used by McMaster University. I hereby release McMaster University financial payment or recognition. | W Booth School of Engineering riod of five (5) years I irrevocably deo images and voice recordings; es and/or voice recordings will be          |
| In addition, should I wish to have my name, portrait, picture or photog Program Administrator at <a href="mailto:wbooth@mcmaster.ca">wbooth@mcmaster.ca</a> .  | graph removed I am to contact the   |
| I confirm that I am over 19 years of age and that I have not given any name, portrait, picture or photograph.  | one the exclusive right to use my   |
| Signature [  | Date  |

#### Notice of collection of personal information

By taking my photograph, whether by still photograph, film or video and/or taping my voice, I acknowledge that W Booth School of Engineering Practice and Technology is collecting my personal information as defined by the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). The personal information is collected under the authority of The McMaster University Act, (1976). The information is used for public relations purposes of W Booth School of Engineering Practice and Technology including, but not limited to, publications, websites and materials promoting W Booth School of Engineering Practice and Technology. Personal information will not be used for any unrelated purpose without prior consent. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Business Manager, W Booth School of Engineering Practice and Technology.

Step 1) Login to MOSAIC using your MACID

Step 2) On the MOSAIC homepage choose "Regulatory Training"



Step 3) On the Request Training Enrollment page, choose Search by Course Name, and enroll in the following courses:

- SAFE (Slips, trips and falls, Asbestos Awareness, Fire Safety, Ergonomics)
- Health and Safety Orientation
- WHMIS 2015
- Chemical Handling & Spills (Master of Engineering Design students only)
- Violence and Harassment Prevention in the Workplace

### Request Training Enrollment

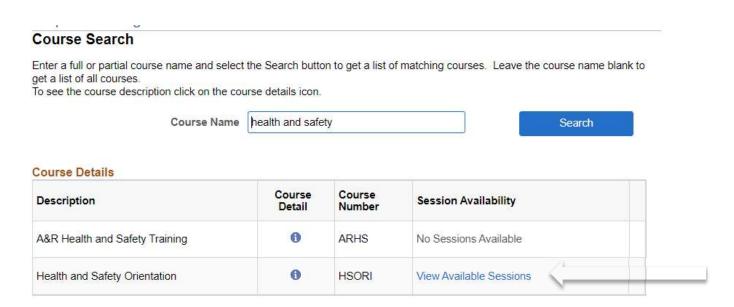
#### **Emily Reid**

Please choose one of the search methods below to find a Health and Safety course session.

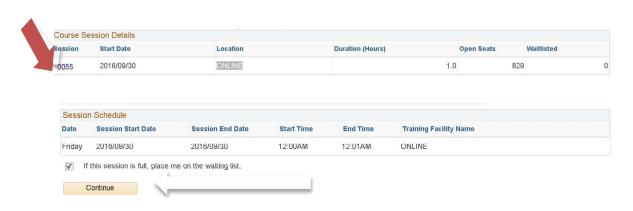




**WBOOTH** SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY



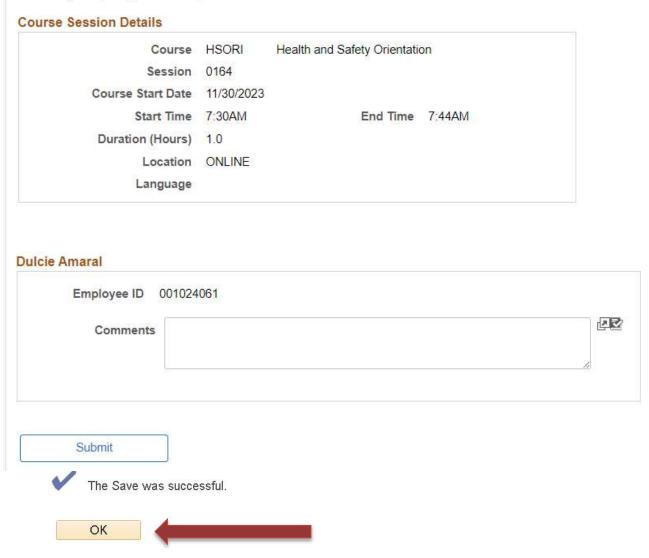
Step 3) Select **ONLINE TRAINING** by clicking on the **Session Number**, and complete registration





WBOOTH SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

Online Training: Some courses are available for completion online. You can take an online course any day or time (the "start date" for online courses is not applicable). One (1) business day after registering in Mosaic, the online course content and quiz will become available in your Avenue to Learn (http://avenue.mcmaster.ca) account (MacID login required). Your training summary, accessible in Mosaic, will reflect completion of training one (1) business day after successfully completing the course quiz.



Step 4) After 24-48 hours, login to AVENUETOLEARN using your **MACID**. Your quizzes and courses will appear under the "Continuing" section of your Avenue page.





Step 5) Once you have completed the training quizzes on AVENUETOLEARN, wait 24-48 hours for grades to appear on MOSAIC. Grades will appear under **Health and Safety** -> **Training Summary.** 



Training Summary Screenshot Example:

#### **Training Summary**

**Dulcie Amaral** 

Select the Internal Training Course Name to view Details.

#### **Internal Training**

| Course Name                    | Course Start Date | Course End Date | Status    |
|--------------------------------|-------------------|-----------------|-----------|
| Violence and Harassment Preven | 09/30/2021        | 09/30/2021      | Completed |

**REMINDER:** All students should have completed a total of 4 training courses. **Masters of Engineering** Design students must have completed a total of 5 ......ngourses.



**₩BOOTH** SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

# **Training Summary**

-----

| Internal Training                 |                   |                 |           |
|-----------------------------------|-------------------|-----------------|-----------|
| Course Name                       | Course Start Date | Course End Date | Status    |
| Chemical Handling and Spills      | 31/12/2019        | 31/12/2019      | Completed |
| Asbestos Awareness                | 30/09/2019        | 30/09/2019      | Completed |
| Ergonomics                        | 30/09/2019        | 30/09/2019      | Completed |
| Fire Safety                       | 30/09/2019        | 30/09/2019      | Completed |
| Health and Safety Orientation     | 30/09/2019        | 30/09/2019      | Completed |
| Slips, Trips and Falls            | 30/09/2019        | 30/09/2019      | Completed |
| Violence and Harassment<br>Preven | 30/09/2019        | 30/09/2019      | Completed |
| WHMIS 2015                        | 30/09/2019        | 30/09/2019      | Completed |

#### **Other Professional Training**

Course Name Course Start Date Course End Date Status Facility/School

Go To Self Service

**Learning and Development** 

Professional Training

Internal Training Enrollment