

Engineer 701 Graduate Supervisor Permission Form

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

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

By completing this online 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 opportunity and understand this will be verified with my 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 Program Supervisor or the Associate Dean, Graduate Studies.

- **MASc/MSc/MEng** - I understand I must complete a minimum of 2 academic terms prior to working on a co-op term.
- **Ph.D** - I understand I must complete 18 months of study and pass my comprehensive examination prior to going out on a co-op term.
- **MEME/MEST 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 Centre staff.
- **MED/MEPP/MEEI** - I understand that I must complete a minimum of 3 academic terms, in addition to parts 1 and 2 of the project before starting my first work term.

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. In 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 (the Centre) and online through OSCARplus. I confirm that I have logged into OSCARplus (<https://oscarplumcmaster.ca/home.htm>) and activated my account before completing this form. I understand that I must notify my Program Administrator immediately when I accept a co-op opportunity.

All students who are interested in Co-op must register for ENGINEER 701 following these steps:

1. Fully complete and submit the survey at <https://forms.office.com/r/GncaKuRp7h>
2. Enrol in ENGINEER 701 (fall) through MOSAIC (search ENGINEER if you cannot find the course)

***Faculty of Engineering and Applied Sciences students (MEng, MASc, MSc, PhD) must complete these ADDITIONAL steps:**

1. Have your supervisor complete this Co-op Permission Form
2. Have your Program Administrator sign and email the form directly to the Centre at gradcoop@mcmaster.ca (forms sent by students will not be accepted)
 - A. I acknowledge I am required to consult my supervisor throughout my co-op job search and prior to accepting an offer of employment.
 - B. I understand I must complete a Co-op Confirmation Form and a Co-op Confirmation – Supplementary Form in order to register a co-op work term for academic credit.

Student Signature

Date

Name of Supervisor: _____
Supervisor Email: _____@mcmaster.ca

I hereby give the above student permission to participate in the Co-op Preparation Course (ENG 01). Upon course completion, I give this student permission to seek co-op work opportunities and access the OSCARplus co-op job board during the following academic terms:

Winter (Jan-April) 2026		Spring (May-Aug) 2026		Fall (Sept-Dec) 2026	
Winter (Jan-April) 2027		Spring (May-Aug) 2027		Fall (Sept-Dec) 2027	

1. I understand I will be asked to review and approve my student's co-op job opportunity before they can accept an offer of employment and submit their co-op registration forms to the Centre for Career Growth & Experience.
2. I acknowledge my approval or denial of the co-op job is required within a 48-hour period from the time my student presents me with the supplementary form and job details.

Please mark your initials next to ALL applicable terms (maximum of 3). *Note: Employers post position durations of 4, 8 or 12 months and students will be able to view all durations in the selected term(s). The minimum work duration for PhD, MASc/MSc, and Meng students is 1 term (4 months) and the maximum is 3 terms (12 months) during their program.*

Graduate Supervisor Signature

Date

Graduate Program Administrator or Manager Signature

Date

***Admins – please email the completed copy to gradcoop@mcmaster.ca**