

Congratulations on your job offer! To register this co-op experience please **submit this form and accompanying documents within 10 business days of accepting your offer and at least 3 weeks prior to travel** to have your co-op experience finalized. Once you accept an offer and submit this form, you must **conclude your job search efforts** and **decline any interview requests** for positions taking place during your contracted employment.

To finalize this offer, please:

- Complete and sign this form and review the conditions listed on page 2.
- Review the [McMaster University Risk Management Manual \(RMM-801\) form](#) - pages 1-10
- Submit the following documents to [thecentre@mcmaster.ca](mailto:thecentre@mcmaster.ca)
  1. Completed Co-op Confirmation Form (this form)
  2. Signed offer of employment letter (note: unsigned electronic offers require employer confirmation)
  3. Job posting or official job description from employer – translated to English. If no official job description is available, please have the employer [complete this form](#) (note: not required if OscarPlus Job ID is identified below)
  4. Completed [RMM-801 form](#) - pages 11, 13 and 15 (note: signature fields on page 11 should be left blank)
  5. Completed [Participant Waiver Agreement](#)

Prior to travel, please:

- Review the “work abroad” information and resources available through the [Student Success Centre](#)
- Complete the university’s pre-departure orientation (register via [OscarPlus > Student Success Centre > Events](#))

Is this an extension of your current verified co-op work experience?    YES                    NO

- If “YES,” what was your original end date?
- Your extension end date?

Is this a research position?    YES                    NO

If yes, please indicate if this research position is funded by any grants/awards, as follows (select if applicable)

- Engineering Research Experience Award (EREA)
- Other funding source (i.e. NSERC, CNL, etc.)

Student Information			
Student First & Last Name (pronouns):			
McMaster Email:		Phone Number:	
Student Number:		Program & Level:	
Co-op Employment Offer Details			
OscarPlus Job ID (if applicable):		Job Title:	
Co-op Employer/Company Name:		Start Date & Work Term Duration (i.e. # of months):	
Co-op Employer/Company Address (city, province, postal code):		Wage Per Hour:	
Are you working remote, hybrid, or in-person?		Hours Per Week: <small>(note: a minimum of 420 hours is required for each 4-month work term)</small>	
Student Work Address (if working remotely or hybrid):		Will your international travel impact your ability to access WiFi, your McMaster email address, and/or other technology required to complete your co-op assignments?	
Co-op Employer/Company Information			
Manager Name:		Manager Email:	
Human Resources or Recruiter Contact Name:		Human Resources or Recruiter Contact Email:	
Full Company Mailing Address (city, province, postal code):			
Co-op Employer/ Company Website:			

I have reviewed the following conditions of my registered co-op experience, and by selecting this check box and signing below, I acknowledge my understanding and acceptance of these terms.

## Registration & Fees

- In accepting this offer, I confirm that I am in good academic standing, have successfully completed the co-op pre-employment course (undergraduate students: one of ENGINEER 1EE0, IBEHS 1EE0, ENGTECH 1ET0; graduate students: ENGINEER 701) and have paid all outstanding fees on my account. I understand the Centre will confirm these criteria have been met before approving the registration of this co-op.
- I understand a co-op work term course will be added at the beginning of each work term (January/May/September) to my Mosaic record. Each course added represents 4 months of co-op work experience. When a course is added, a co-op fee is applied to my account, as per the [co-op fee structure](#) for my program. Late approvals of co-op work terms or payments of fees may result in late payment/interest charges.
- Effective Fall 2026, for undergraduate 4-year and 5-year programs, I understand a time slot of Monday-Friday, 8:30-5:30 will be added to my schedule when the co-op work term is registered to my Mosaic record.

## Policies and Expectations

- I have reviewed and understand the [Faculty of Engineering's Co-op Policies](#) and will adhere to these policies while participating in the co-op program and all registered co-op work experiences.
- I acknowledge that supplementary part-time employment while engaged in this co-op work term is strongly discouraged and that it is likely that I may have to suspend any part-time employment for the duration of my co-op work term. Should I see a need to continue in a part-time position, I will discuss this with my Career Educator so that I have a plan for workload management.
- Should the co-op work term duration be modified (extended, shortened or terminated), I agree to notify the Centre([thecentre@mcmaster.ca](mailto:thecentre@mcmaster.ca)) immediately. Students must submit their extension documents (i.e. updated employment contract) prior to the updated start date in their updated contract, if applicable, or before the start date of the term into which they are extending their co-op. I agree to register all qualifying subsequent work terms and pay associated [co-op fees](#).
- I agree to complete all procedural requirements of the Engineering Co-op program, including providing and updating contact information in my work term details, regularly checking my McMaster email for co-op communications, and completing all required check-ins and assignments by established deadlines (as follows).
  - Winter Co-op: mid-point check-in due February 28; final reflection due April 30
  - Spring Co-op: mid-point check-in due June 30; final reflection due August 31
  - Fall Co-op: mid-point check-in due October 31; final reflection due December 31

## Professional Conduct

- I agree to follow [McMaster University's Student Code of Conduct](#) and will demonstrate high standards of workplace professionalism and ethics as befitting a representative of McMaster University's Faculty of Engineering.
- I will comply with applicable workplace legislation and policies and procedures of my employer including those covering workplace safety, confidentiality and intellectual property, employer-provided devices (e.g., phone, computers, etc.).
- I understand that an unsatisfactory evaluation could result in my termination from both the co-op work term and the Engineering Co-op program. If I encounter on-the-job issues, I will [contact my Career Educator](#) to seek guidance on appropriate solutions prior to taking action on my own.
- Under no circumstances will I institute or authorize legal action against this employer without first consulting the Centre.

## International Travel

- I have reviewed the [McMaster University Risk Management Manual \(RMM-801\) form](#) (pages 1-10) and completed pages 11, 13, and 15, and I have completed the [participant waiver agreement](#).
- I have reviewed the [Canadian Government Travel Advisories](#) and I am aware of current data available for the country where my co-op will take place, and I acknowledge I am responsible for securing visas/permits for the country where I will travel.

**[ORIGINAL SIGNATURES REQUIRED; Typed names will not be accepted]**

**Student Signature:**

**Date:**

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. 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 University Registrar, University Hall, Room 209, McMaster University.