



### **Orientation Checklist**

Please submit the following items (as one complete package) by uploading to this link by no later than January 15, 2024.

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 LOCAL ADDRESS:			First		Initial	
ADDREGO:		Street			Apt.	
Town/City		P	rovince		Postal Co	ode
TELEPHONE	Home		Wor	k	Ce	<u> </u>
EMAIL ADDRESS:		@mcmaster.ca				
ALTERNATE EMAIL	ADDRESS:					
ENROLLMENT DATA	: MED□	MEEI 🗆	MTEI 🗆	MEPP□	MEME □	MEST [
Undergraduate degre	e DISCIPLII	NE:				
CURRENT STATUS IN	N CANADA:		Permanen		∟anded Immigr (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:



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#### Photograph/Image Consent Form

Signature			Date			
I confirm that I am over 19 years of age and the name, portrait, picture or photograph.	nat I have no	ot given an	yone the	exclusi	ve right	to use my
In addition, should I wish to have my name, por Program Administrator at <a href="mailto:wbooth@mcmaster.">wbooth@mcmaster.</a>		e or photo	graph ren	noved I	am to d	contact the
I agree and acknowledge that any photograph become the property of McMaster University Practice and Technology at McMaster University and expressly waive all moral rights that I have and I waive any right to approve how any phoused by McMaster University. I hereby releas financial payment or recognition.	<ul><li>and may be resity for a mage in any photootographs, v</li></ul>	oe used by aximum po ographs, v video imag	y W Boot eriod of fivideo imaq ges and/or	h Scho ve (5) y ges and r voice	ol of E ears I i voice r recordii	ngineering rrevocably ecordings; ngs will be
distribute these images and recordings in an publicizing or explaining W Booth School o University and its activities and for administrat	of Engineeri	ng Praction	e and T	echnolc	gy, at	
video me, and otherwise capture my image, McMaster University and its representatives th						-
Engineering Practice and Technology/McMas						
l,	_, hereby	grant per	mission	to W I	3ooth	School of

#### 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 Training (Slips, Trips and Falls; Asbestos Awareness; Fire Safety; and 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.





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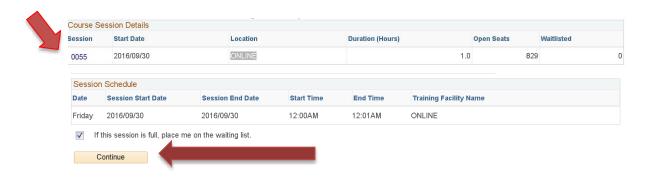
#### Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

To see the course description click on the course details icon.



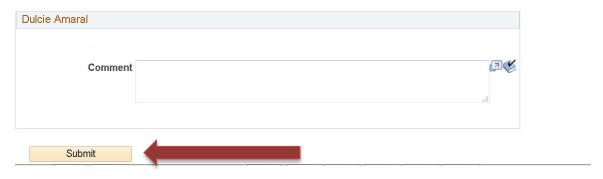
## Step 3) Select **ONLINE TRAINING** by clicking on the **Session Number**, and complete registration





Online Training Reminder: Some courses are available for completion online. You can take an online course any day or time. 24 hours after registering in Mosaic to complete an online session, the 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 successful completion of training one (1) business day after successfully completing the course quiz.





Requ	uest Training Enrollment
Sav	re Confirmation
<b>/</b>	The Save was successful.
	ОК

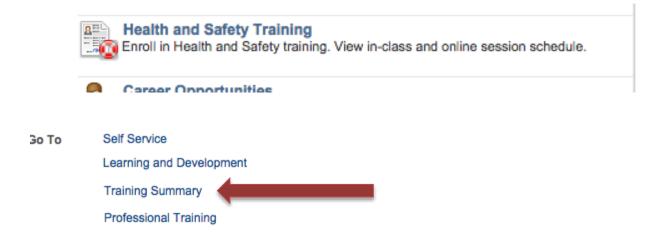
Step 4) After 24-48 hours, login to AVENUETOLEARN using your **MACID**. Your quizzes and courses will appear under the "Continuing" section of your Avenue page.





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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:

Select the Internal Training Course	Name to view Details.			
nternal Training	1			
Course Name	Course Start Date	Course End Date	Status	
AODA and Human Rights Code	06/25/2023	06/25/2023	Completed	
Chemical Handling & Spills	05/01/2023	05/01/2023	Completed	
SAFE Training	03/31/2023	03/31/2023	Completed	
Health and Safety Orientation	03/31/2023	03/31/2023	Completed	
Violence and Harassment Preven	03/31/2023	03/31/2023	Completed	
WHMIS 2015	03/31/2023	03/31/2023	Completed	

**REMINDER:** All students should have completed a total of 5 training courses. <u>Masters of Engineering Design</u> students must have completed a total of 6 training courses.



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## Training Summary

Select the Internal Training Course Name to view Details.

#### Internal Training

Course Name	Course Start Date	Course End Date	Status	
AODA and Human Rights Code	06/25/2023	06/25/2023	Completed	
Chemica I Handling & Spills	05/01/2023	05/01/2023	Completed	
SAFE Training	03/31/2023	03/31/2023	Completed	
Health and Safety Orientation	03/31/2023	03/31/2023	Completed	
Violence and Harassment Prever	03/31/2023	03/31/2023	Completed	
WHMIS 2015	03/31/2023	03/31/2023	Completed	