University Registrar, University Hall, Room 209, McMaster University

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Student Signature:     Date:

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Please log into OSCARplus (https://oscarplusmcmaster.ca/home.htm) and verify your account before completing this form.

1. Co-op students must be full-time (18+ units) and in good standing in the B.Tech. Program (student record indicates “may continue in program” with a CA of 3.5) as defined by the B.Tech. Program.

2. Co-op programs are competitive and work terms are not guaranteed. Students are strongly encouraged to work with Engineering Co-op and Career Services (ECCS) to develop opportunities and conduct job searches.

3. In order for a position to count as a Co-op work term, it must help a student develop employability skills and professional competencies, be a minimum of 35 hours per week, and a minimum of 12 weeks long (to count as a valid 4 months co-op work term).

4. The student must complete a minimum of 12 months’ work experience in order to meet the expected graduation requirements.

5. Students will have to register for their co-op work terms on SOLAR as coded courses, once they secure a co-op position: 2EE0 will represent the first 4 months of co-op experience, 3EE0 and 4EE0 will represent the subsequent co-op terms needed to graduate (3EE0 and 4EE0 can both be completed while on an 8 month co-op work term). Students will get a Complete grade for these work term courses once they satisfy all co-op requirements; a Fail will be assigned if all requirements are not met.

6. Co-op students are required to successfully complete all requirements for the Eng Tech 1EE0 (Introduction to Co-op 1st year) and 2PW3 (Professional Workplace Practices in 2nd year) courses.

7. Co-op students must be available during the specified on-campus interview period each term, and attend all scheduled interviews. Failure to attend a scheduled interview without extenuating circumstances will be considered a forfeit to that position and may jeopardize a student’s continuation in the Co-op program.

8. If a student accepts a job offer directly from an employer or via the ECCS co-op office (verbally, via email, or in writing), that decision is final. Students may not accept any further interviews or job offers, and may not accept and then decline an offer. Declining an accepted offer may result in termination from the Co-op program.

9. All Co-op work terms found outside of OSCARplus must be approved by the Manager, Engineering Co-op and Career Services, prior to the start of employment.

10. Upon acceptance of employment, the student must sign the Co-op Work Term Agreement, and fulfill the full commitment to the employer as indicated in their letter of employment. This commitment includes working for the agreed-upon duration of the work term, and performing to the best of their ability during the work term.

11. Continuation in the program is contingent upon the submission of all required work term documents for each work term (evaluations and work term report) by the specified due dates.

12. Students wishing to take academic courses during work terms must secure approval from the ECCS Manager and work term supervisor prior to course registration.

13. Co-op students are required to return to full-time study following the completed work term.

14. The co-op administrative fee is $600.00 per four-month work term experience, to a maximum 3 work terms or $1800. These fees are collected at the beginning of the academic year together with the tuition fees for that academic year.

15. Co-op students are expected to be in compliance with all applicable policies and procedures as outlined in the Co-op handbook, student accountability policies, and the McMaster Student Code of Conduct. Failure to do so will have serious consequences.

16. Co-op students agree that personal/academic information including contact information (phone and email), program, level, academic standing, and previous evaluations, may be shared with employers.

17. Exceptions to any of the above conditions will be subject to review on an individual basis by the Manager, Engineering Co-op and Career Services, and depending on circumstance, the Associate Dean of Engineering.

STUDENT NAME (print first name last name):

STUDENT #:  EMAIL: ____________________@mcmaster.ca

PROGRAM): __________________________________ LEVEL: ___________________

→ Are you an international student in Canada on a study permit? Yes  No

In requesting registration in the Engineering Co-op program, I understand and agree to all of the above and agree to keep my profile up-to-date with the ECCS co-op office, and through the Online Student Career and Recruitment (OSCARplus) system.

Student Signature: Date:

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Please return completed form to ECCS office, JHE A214

Engineering Co-op Registration Agreement Revised July 2013