Bachelor of Technology Degree Completion Program (DCP)
Co-op Registration Agreement

Please log into OSCARplus (https://oscarplus.mcmaster.ca/home.htm) and update your profile before completing this form.

1. Co-op students must be registered as full-time students, prior to and returning from, each co-op work term. Full-time is defined as 12 units per term and in good academic standing (student record indicates “may continue in program” with a CA of 3.5) as defined by the B.Tech. Program to be eligible for Co-op work terms.

2. Co-op positions 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 job to count as a Co-op work term, it must be relevant to student skills development, be a minimum of 35 hours per week, and a minimum of 12 weeks long. The student must complete a minimum of 8 months’ work experience in order to meet the graduation requirements. Work terms of 12 in length will only be approved at the discretion of the ECCS manager.

4. Students will have to register for 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, and 3EE0 will represent the final co-op term needed to graduate. 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.

5. Co-op students are required to successfully complete all requirements for ENG TECH 1ET0, the Co-op prerequisite course. Students will be unable to apply for Co-op positions until they have satisfied all of the 1ET0 requirements.

6. 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 result in discipline action.

7. 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 the offer. Declining an accepted offer may result in disciplinary action.

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

9. Upon acceptance of employment, a Co-op 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.

10. Students that wish to take academic courses during the co-op term are required to submit a Petition for Special Consideration with the B.Tech Academic Advisor. Usually, students are allowed to take a maximum of one course per work term. (A letter of support from the employer allowing the course will need to be submitted along with the Petition. Due to Ontario tax credit legislation, students are required to return to at least one term of full-time study following the completion of their co-op/internship requirements. Students may wish to meet with the Advisor to discuss their academic plan to ensure they remain in compliance).

11. The co-op administrative fee is $600.00 per four-month work term experience, to a maximum of $1,200.00. These fees are collected when a student secures a work term.

12. Co-op students are expected to comply with, and remain 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 may result in disciplinary action.

13. 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.

14. 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 circumstances, the Executive Director of the B.Tech. Program.

STUDENT NAME (print first name last name): ____________________________ STUDENT #: ______________

PROGRAM & LEVEL: _______________________________________________ EMAIL: ______________@mcmaster.ca

• Are you/have you been on academic probation or reinstatement? Yes No If Yes, include year: __________
• Are you an international student in Canada on a study permit? Yes No

In requesting registration in the Bachelor of Technology Degree Completion 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’s Signature: ____________________________ Date: ____________________________

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.

CC: Engineering Student Services

Please return form to engcar@mcmaster.ca or drop off at ECCS office, JHE A214

Revised July 2013