

# Graduate Supervisor Co-op Permission Form

SEPT (MEME /MEST)

## STUDENT INFORMATION

NAME OF STUDENT: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DEPARTMENT / PROGRAM: \_\_\_\_\_ DEGREE: \_\_\_\_\_

PROGRAM START DATE: (MM/YR \_\_/\_\_\_\_) AND TENTATIVE END DATE: (MM/YR \_\_/\_\_\_\_)

## GRADUATE SUPERVISOR'S INFORMATION AND PERMISSION

NAME OF GRADUATE SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S EMAIL ADDRESS: \_\_\_\_\_

I hereby give \_\_\_\_\_ permission to  
(Student's Name)

participate in the Faculty of Engineering's Graduate preparation course (Engineer 701). Upon course completion, I give this student permission to seek out co-op work opportunities and access the Oscarplus job postings during the below academic term(s) selected.

**NOTE: Employers post position durations of 4-12 months and students will be able to view all durations in the selected terms. The minimum work duration for M Eng students is 1 term (4 months) and the maximum is 3 terms (12 months).**

<b>MEME/MEST</b>	September 2023 <input checked="" type="checkbox"/>	January 2024 <input checked="" type="checkbox"/>	May 2024 <input checked="" type="checkbox"/>
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\_\_\_\_\_  
Program Lead Signature

\_\_\_\_\_  
Date

## STUDENT'S ACKNOWLEDGEMENT

I understand 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. Furthermore, I confirm that all academic requirements related to course work, comprehensive examination (doctoral), and any annual milestone such as a supervisory committee meeting will be completed before starting to work in a co-op job opportunity and understand this will be verified with my Engineering Department Administration. **I also understand that I must return to full time studies in the term following a co-op work term.**

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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Graduate Students in Engineering Co-op Registration Agreement

John Hodgins Engineering, JHE H301 - [gradcoop@mcmaster.ca](mailto:gradcoop@mcmaster.ca)

By registering in the Graduate Engineering Co-op Option, you understand and agree to the below requirements. To complete this form, **please initial to the left of each statement and sign the bottom of the form.**

I confirm that I have logged into OSCARplus (<https://oscarplumcmaster.ca/home.htm>) and activated my account **before** completing this form.

I agree to successfully complete all requirements for ENG 701 (the mandatory prep course for the co-op option). I understand that I **amnot fully enrolled** in the co-op option until I have completed the course. Until the course is completed, I understand that I am **not eligible** to accept any co-op work terms with an employer.

I understand that co-op is a component of my academic studies. In order 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. Changes to student status may result in termination from the co-op option, at the discretion of the Graduate Co-op office. ("In good standing" does not include reinstatement, academic and/or program probation).

I understand that I must be registered as a full-time graduate student before I begin a co-op work term, and that I must return to full-time studies in the term following a co-op work term.

I understand that the co-op option is competitive and co-op work terms are **not** guaranteed. Students are strongly encouraged to seek the support of the Career Development and Relationship Manager – Graduate Studies to ensure co-op success.

If I am selected for an interview, I understand that I must attend all scheduled interviews (at any time during the year). Failure to attend a scheduled interview without extenuating circumstances will be considered a forfeit to that position and may jeopardize my continuation in the co-op option. Should I be unable to attend an interview, I agree to notify the Graduate Co-op office immediately.

I agree to disclose any and all qualifying co-op work terms to the Graduate Co-op office. All co-op work terms must be approved by the Graduate Co-op office prior to the start of employment.

I understand that when I accept a job offer from an employer either directly or through the Graduate Co-op office (either verbally, via email, or in writing), that decision is **final**. I may not accept any further interviews or job offers, and may not accept and then later decline an offer. Declining an accepted offer may result in my termination from the co-op option.

I understand that in order for a position to count as a co-op work term, it must relate to my primary area of study, be a minimum of 35 hours per week, and a minimum of 12 weeks in length per 4-month work term.

I understand that for the co-op designation to appear on my transcript, I must complete a minimum of 4- 12 months for work experience over the duration of my academic studies. This is for M.Eng - School of Engineering Practice and Technology, M.A.Sc/M.Eng – School of Engineering and Applied Sciences or PhD students. The Engineering Co-op option is not mandatory.

I agree to sign the Co-op Offer Sheet upon acceptance of a co-op work term, 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 my ability during the work term.

I agree to complete all requirements in the co-op for every co-op work term I undertake. This includes: (a) 1 student evaluation per 4-month work term, (b) the submission of co-op final report by the specified due date, and (c) the payment of the co-op fees. The final completion of a co-op work term and recognition on my transcript is contingent upon the completion of these documents.

I understand that it is not advised to take academic courses during my co-op work term. If I do decide to take up to 1 course, I will be charged the co-op fee as well as full time tuition fees for that term. I understand that it is recommended to receive approval from my work-term supervisor prior to course registration. It is not recommended to take courses which disrupt the regular hours of my work-term.

The Graduate Co-op office relies on the collection of fees in order to provide services to Graduate students in the Faculty of Engineering. The co-op fees consist of \$1250.00 being charged at the time a student secures a co-op work term. I agree to pay any and all co-op fees at the time they are charged to my student account.

As per the New Program Proposal for Graduate Engineering Co-op (March 2017), I understand that "the time that the student is off-campus on an approved coop or work experience will not be counted towards their time-to-degree completion, though, their term count will continue. This means that the 'in-time' term count will be extended corresponding to the duration of the placement. This extension of the term count does not correspondingly necessitate any extension in the duration of funding support by scholarship, stipend, or TA. Students are required to negotiate any requested extension of funding support with their department and supervisor prior to going on a work placement".

I understand that co-op students are expected to be in compliance with all applicable policies and procedures as outlined in this form, Student Accountability Policies, and the McMaster Student Code of Conduct. Failure to do so may result in disciplinary action by McMaster University.

I understand that most co-op work terms will require submission of my unofficial transcript with my application bundle. I understand that my unofficial transcript must match the courses and grades on my official transcript in Mosaic. Altering and/or removing information on the unofficial transcript may result in termination from the co-op option and additional charges from the Associate Dean of Engineering.

I understand and agree that personal/academic information including contact information (phone and email), program, level, academic standing, previous evaluations, and information regarding previous co-op work terms may be shared with employers.

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

FULL NAME: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

EMAIL: \_\_\_\_\_@mcmaster.ca

PROGRAM AND LEVEL: \_\_\_\_\_

ARE YOU AN INTERNATIONAL STUDENT IN CANADA ON A STUDY PERMIT? YES  NO

HAVE YOU EVER BEEN ON ACADEMIC PROBATION/REINSTATEMENT? YES  NO

*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, and through the Online Student Career and Recruitment (OSCARplus) system.*

STUDENT 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.