

ECCS ENGINEERING CO-OP AND CAREER SERVICES

FACULTY OF ENGINEERING
MCMASTER UNIVERSITY

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WWW.ENG.MCMASTER.CA/ECCS

B.ENG. CO-OP WORK TERM AGREEMENT

May/September 2011

First Name: _____ Last Name: _____
 Student Number: _____ Student Email: _____@mcmaster.ca
 Program, Department & Level: _____ Expected Graduation Year: _____
 Phone _____ Co-op Employer: _____
 Employer Address: _____

Work Term Duration	Please submit post-dated cheques for the following amounts and dates, include your student number . Cheques are payable to "McMaster University" .	Amount & Date	Paid	OSCAR input
4 Months <input type="checkbox"/>		\$300 – July 4, 2011	<input type="checkbox"/>	<input type="checkbox"/>
8 Months <input type="checkbox"/>		\$300 - Nov. 4, 2011	<input type="checkbox"/>	<input type="checkbox"/>
12 Months <input type="checkbox"/>		\$300 – Feb. 24, 2012	<input type="checkbox"/>	<input type="checkbox"/>
16 Months <input type="checkbox"/>		\$300 – July 6, 2012	<input type="checkbox"/>	<input type="checkbox"/>
Start Date (m/d/yr)	End Date (m/d/yr)	Program Code	Job Posting ID	
____/____/____	____/____/____			

Is this an extension to an existing Work Term: YES NO
 ECCS prior approval as student generated: YES N/A
 International students only: Copy of Work Permit on File: YES NO Expiry Date: _____

Co-op Timeline (For Co-op Office Use / OSCAR entry)				Input into OSCAR	
2011	Spring/Summer	Not paid	<input type="checkbox"/>	Paid	<input type="checkbox"/>
2011	Fall	Not paid	<input type="checkbox"/>	Paid	<input type="checkbox"/>
2012	Winter	Not paid	<input type="checkbox"/>	Paid	<input type="checkbox"/>
2012	Spring/Summer	Not paid	<input type="checkbox"/>	Paid	<input type="checkbox"/>

I accept a Co-op work term with the employer identified above and accept the following conditions:

1. I acknowledge that prior to beginning the Co-op work term I am a full-time student (minimum 24 units) and will be a full-time student upon my return.
2. I recognize that part-time employment is strongly discouraged and that it is likely that I will have to suspend any part-time employment for the duration of my Co-op term.
3. I acknowledge that I will NOT be permitted to resume academic studies in Engineering until the end of my Co-op work term. Upon my request, the ECCS Manager may permit me to register in one McMaster course per semester.
4. I agree to complete all procedural requirements of the Engineering Co-op program including: providing accurate contact information, arranging and participating in work site visits, completing all required evaluations and delivering my end-of-work term report or presentation to Engineering Co-op & Career Services at the specified due date.
5. I agree to pay the Co-op fee per 4-month work term equal to \$300. The fee per 4 month work term for positions approved as independent job search is \$125 per each 4-month work term. For all work terms, post-dated cheques MUST be submitted at the time of Contract Signing. Student-generated positions are positions with companies which have no prior recruiting history with ECCS, and require ECCS to approve these positions PRIOR to accepting the offer from the employer. I commit to pay the fees and I understand I cannot opt out at a later date.
6. Should the work term be extended, I agree to notify the Co-op office, sign a new contract, and pay the resulting additional Co-op fees.
7. Should the Work Term be shortened, I agree to immediately notify the ECCS office.

8. I agree to follow the McMaster University Student Code of Conduct <http://www.mcmaster.ca/univsec/policy/StudentCode.pdf> , and will as well demonstrate high standards of workplace professionalism and ethics as befitting a representative of McMaster University's Faculty of Engineering.
9. I will comply with all applicable workplace legislation including that covering workplace safety. I will comply with all policies and procedures of my work term employer, including those covering workplace safety, confidentiality and intellectual property.
10. I understand that an unsatisfactory evaluation could result in my termination from both the Co-op work term and the Engineering Co-op program.
11. Under no circumstances will I institute or authorize legal action against this employer without obtaining prior approval from Engineering Co-op & Career Services. I understand that such approval will not be unreasonably withheld.

Signature : _____

Date: _____

ECCS Manager: _____

Date: _____

Associate Dean: _____

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.

Fee Schedule and Terms Students may elect to pay the entire Co-op work term fee at the beginning of each placement, or they may elect to pay by post-dated cheques.

Accounts that are not paid will be transferred to Financial Services and a collection agency will be contacted. We do not want to pursue this option.

Please contact engcar@mcmaster.ca if the payment amounts and dates will cause challenges for you. We would be pleased to discuss extended payment options.

Health and Safety Everyone plays a role in workplace safety. When you begin your work term, speak to your supervisor about safety training, and ensure that you are aware of all safety requirements, including location of fire exits, required personal protective equipment, hazardous materials, and so on. Have a safe work term!

Health Insurance While you are on your work term, you are not covered by university health insurance. We recommend that you have some form of health insurance: some may be able to stay on parental insurance; others may need to purchase insurance.

Tax Receipts Owing to tax laws, we are unable to issue income tax receipts for Co-op fees.

Workplace Accommodation Should you require special accommodations in the workplace for disabilities, please speak to your supervisor about making these accommodations, or let us know in ECCS – we'll be happy to help you make any necessary arrangements.

OSAP You are not required to pay back OSAP loans while on work placements, as long as you have completed all the proper documentation. It is the student's responsibility to ensure that proper documentation is in place regarding their OSAP status.

Contact Information Your McMaster email address will be maintained while you are on your work term. Please note that this will be our primary means of contacting you, so please check this email address regularly and keep the inbox cleaned out.