

ECCS ENGINEERING CO-OP AND CAREER SERVICES

905-525-9140 EXT. 22571 FAX: 905-524-5022

WWW.ENG.MCMASTER.CA/ECCS

Engineering/Computer Science/Business Informatics

Co-op Registration Agreement



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

1. Co-op students must be full-time (24+ units) and in good academic standing in the Faculty of Engineering (student record indicates "may continue in program" with a CA of 4.0) as defined by Engineering Student Services. Changes to student status may result in termination from the Co-op program. In good standing does not include reinstatement, academic and/or program probation.
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 relate to a student's primary area of study, be a minimum of 35 hours per week, and a minimum of 12 weeks long. (The student must complete a minimum of 12 months of work experience, consisting of one work term of 12 or 16 months or a combination of 4- and/or 8-month work terms, in order to graduate with the Co-op designation.)
4. Co-op students are required to successfully complete all requirements for the ENGINEER 1EE0 (Co-op prerequisite) course. Students will be unable to view or apply for co-op positions until they have satisfied all 1EE0 requirements.
5. 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.
6. If a student accepts a job offer directly from an employer or via the ECCS co-op office (either 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.
7. All Co-op work terms must be approved by the Manager, Engineering Co-op and Career Services, prior to the start of employment.
8. 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.
9. Continuation in the program and receiving the "Co-op designation" are contingent upon the submission of all required work term documents for each work term (evaluations and work term report) and fees by the specified due dates.
10. Students wishing to take academic courses during work terms must secure approval from the ECCS Manager and work term supervisor prior to course registration.
11. Co-op students are required to return to full-time study following the completed work term.
12. The Co-op fees consist of \$100 annually, charged to the student's account each September. In addition, the student is required to pay \$300 directly to the ECCS co-op office for each 4-month work segment, including any extensions to original work terms.
13. 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 may result in termination from the Co-op program.
14. 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.
15. 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 & CODE (as listed in OSCARPLUS): _____ **LEVEL:** _____

→ **Does your program, in OSCARplus, include co-op as part of your degree?** Yes No

→ **Level 2 students and above: 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 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: _____

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 completed form to ECCS office, JHE A214

Engineering Co-op Registration Agreement Revised Sept 2011