

CO-OP OPT IN REQUEST

Student Information			
Student First and Last Name:			
McMaster Email:		_ Phone number:	
Student Number:		Program & Level:	
ARE YOU AN INTERNATIONAL STUDENT? YES NO			
When are you planning to begin workin *Please note: students who have not comple		jible to work during the spring/s	summer term.
Winter term (January start)	Year:		
Spring/Summer term (May start)			

Fall term (September start)

Please complete this form and return it to <u>engserv@mcmaster.ca</u> promptly. Once in the co-op program, please enroll yourself in the mandatory co-op prep course, ENGINEER/IBEHS 1EE0, for the next available offering (the prep course is offered in fall and winter only).

Year:

Year:

I confirm that I am in good academic standing. I agree to all <u>co-op policies</u>. I understand that I cannot be enrolled in more than one academic (3-4 Unit) course while on a co-op work term, without submitting a petition with supervisor approval. I understand I am able to register a maximum of 16 months of continuous employment at one time and a total maximum of 24 months (for 4-year programs) or 28 months (for 5-year programs) of coop experience within my degree. 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 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.

All co-op work terms must be approved by the Co-op office prior to the start of employment.

Signature:

Date:

The Centre for Career Growth & Experience team applies a people-first approach in the delivery of meaningful student experiences and adheres to values of respect, collaboration, quality, integrity and growth mindset. We value our relationships with students, employers, community partners and campus colleagues which is built upon mutually trusted and respectful interactions. Should any disrespectful behavior occur, it will be addressed following the principles of the McMaster University Student Code of Conduct.