McMaster University | Engineering Centre for Career Growth & Experience

Co-op Work Term Reflection - Late Submission Process

STEP I: OSCARplus Work Term Record

1. Log on to OSCARplus.

2. From your dashboard, select the "Co-op" tab and locate the applicable term (i.e. the term within which your co-op occurred).

2. Select the link that states the employer's name in order to view the work term record.

3. When viewing the work term record, locate the "Student Work Term Reflection" on the left-hand side.

4. Select "Student Work Term Reflection - No Record".

5. Select "Create Record".

6. Complete the reflection.

7. Once complete, select "submit".

STEP II: Late Reflection Request Form

Complete the applicable late submission request form. If your request is approved, your Mosaic record will be updated to reflect a grade of COMPLETE for your work term. If your request is not approved, our office will be in contact with you.

- Fall 2024 Work Term Reflection
  Requests will be accepted until January 31, 2025 at 11:59 PM; approvals will be processed during the week of February 3, 2025.

- Spring 2024 Work Term Reflection
  Requests will be accepted until January 31, 2025 at 11:59 PM; approvals will be processed during the week of February 3, 2025.

- Pre-Spring 2024 Work Term Reflection
  Requests will be accepted via this form for work terms that occurred prior to Spring 2024; approvals will be processed on a monthly basis.