

Student Information

Student **FIRST** Name: _____ Student **LAST** Name: _____
Student Number: _____ Student Email: _____@mcmaster.ca

By completing this online form, I understand that to participate in the co-op option, I must be a fulltime graduate student and in good academic standing in the Faculty of Engineering. I also confirm that all academic requirements related to course work, and any annual milestones such as supervisory or committee meetings will be completed before starting to work in a co-op job opportunity and understand this will be verified with my Department Administrator. 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.

- **MASc/MSc/MEng** - I understand I must complete a minimum of 2 academic terms prior to working on a co-op term.
- **Ph.D** - I understand I must complete 18 months of study and pass my comprehensive examination prior to going out on a co-op term.
- **MEME/MEST students** - I recognize that if I opt into the project stream I must complete parts 1 and 2 of the project before starting my first work term. *This will not affect my chances to find a suitable co-op position; it will only delay my first co-op role by 1 term and my co-op sequence will be automatically adjusted by the ECCS team.*

I also understand that I must return to fulltime studies after completing my co-op work terms to complete my academic program requirements (students cannot finish their program on a co-op work term). It is my responsibility to review my course calendar to ensure that I am fulfilling my degree requirements. 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 (ECCS) and online through OSCARplus. I confirm that I have logged into OSCARplus (<https://oscarplushmcmaster.ca/home.htm>) and activated my account before completing this form.

All students who are interested in Co-op must register for ENGINEER 701 following these steps:

1. Complete and submit the course survey at <https://forms.office.com/r/jbQ5ryQVqJ>
2. Register for the Fall 2024 offering of ENGINEER 701 in MOSAIC
 - **Faculty of Engineering and Applied Sciences students (MEng, MASc, MSc, or PhD) must complete these ADDITIONAL steps:**
 1. Have your supervisor complete this Co-op Permission Form
 2. Submit the signed copy to gradcoop@mcmaster.ca
 - **W Booth School of Engineering Practice and Technology students do not need to submit a supervisor form.**

I understand that I must notify my Graduate Program Administrator immediately when I accept a Co-op opportunity.

Student's Signature

Date

Graduate Supervisor Information and Permission

Name of Supervisor: _____
Supervisor Email: _____

I hereby give the above student permission to participate in the Faculty of Engineering's Graduate Preparation Course (Engineer 701). Upon course completion, I give this student permission to seek co-op work opportunities and access the OSCARplus job board during the following academic term(s) – please check off **all** applicable terms. ***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 Ph.D, MASc/MSc, and MEng students is 1 term (4 months) and the maximum is 3 terms (12 months). PLEASE CHECK OFF THE APPROVED TERMS.***

Spring (May-Aug) 2025	Fall (Sept-Dec) 2025	Winter (Jan-April) 2026	
Spring (May-Aug) 2026	Fall (Sept-Dec) 2026	Winter (Jan-April) 2027	

Graduate Supervisor's Signature

Date

Graduate Department Administrator or Department Manager's Signature
(Please retain a copy for your records once signed)

Date