



ESIP JOB OFFER ACCEPTANCE FORM
Engineering Summer Internship Program (2020)

Please complete this form and upload it to the “My Documents” section on the [ECC Career Portal](#):

Student Information	
Last Name:	First Name:
Student Number:	
Work Term Information	
Job Title:	
Job Number:	Company:
Start Date:	End Date:

ESIP Agreement

I agree to abide by the following program policies and procedures before and during my co-op work term:

1. I will provide the ECC Office with a signed copy of my Offer Letter/Contract on the ECC portal
2. I agree to pay the ESIP work term fee of \$275.00 in accordance with the deadlines and instructions provided by the Student Accounts Office. I understand that the fee will be posted on my Acorn account in August.
3. I agree to attend the *Transition to the Workplace* session prior to the start of my summer co-op
4. For students accepting a job outside of Canada, you agree to attend the *Safety Abroad Workshop* and complete all of their requirements- further details to follow.
5. I will keep the ECC Office informed should there be any work related issues or concerns.
5. Upon completion of the work term, I will submit the Final Evaluation and Reflection Report.
6. I will return to school after my summer work term to continue my studies as a full-time undergraduate student in the Fall. This is a government mandated requirement for co-op programs.
7. I understand that honouring this professional commitment and contractual agreement is important. Moreover, I will strive to conduct myself in a professional manner while on my work term.

I understand and accept the terms of this agreement as set out above.

Student Signature: _____ Date: _____