



## PEY CO-OP WORK TERM AGREEMENT FORM (2022 – 2023)

To be completed and uploaded to the “my documents” section in the ECC Career Portal

Student Last Name:	Student First Name:	
Student ID Number:	Student Email:	
Job Title:	Job ID Number (ECC Portal):	
Company:	Start Date:	End Date:
Working Arrangement: <input type="checkbox"/> On –Site <input type="checkbox"/> Remote <input type="checkbox"/> Rotational (Combination of on-site & remote) <input type="checkbox"/> Other: _____		
Work Location: <input type="checkbox"/> Canada <input type="checkbox"/> If Abroad please specify location: _____		

### PEY Co-op Work Term Agreement

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

1. I take ownership on the decision to accept this PEY Co-op job offer. I will immediately cease searching for other co-op opportunities. I will provide the Engineering Career Centre (ECC) with a signed copy of my Offer Letter/Employer Contract on the ECC Portal within three business days of receipt.
2. I agree to pay the PEY Co-op work term fee of \$975.00 and the part-time incidental fees that will be posted on ACORN, in accordance with the payment instructions and deadlines provided by the [Student Accounts Office](#). Failure to pay these fees will result in the termination of the PEY Co-op work term. I am aware that I cannot drop the PEY Co-op Subject POST and that the drop dates for academic courses do not apply to PEY Co-op.
3. I agree to commit to a 12-16 month continuous work term within the same organization. I will not withdraw my acceptance, or decide to resign prematurely, without prior discussion with the Director, Employer Relations (or designate) followed by the designated Employer representative. I understand that if I do resign without said prior discussion:
  - the status of my PEY Co-op work term may be revoked, and the PEY Co-op non-academic credit (NCR) will reflect an unsuccessful completion of term on my transcript
  - I understand that the PEY Co-op work term fees are non-refundable, regardless of the number of months that I have worked
4. I understand that honouring this professional commitment and contractual agreement of my co-op work term is mandatory. In this very competitive process, I successfully obtained and accepted this co-op opportunity that could have been offered to another student. As such, I will follow through on my commitment, recognizing that the employer has also made a commitment to provide this opportunity for the agreed 12-16 month duration.



5. I agree to complete the Transition to the Workplace Session prior to the start of my work term.
6. I commit to work full time and my priority is to fulfill my co-op responsibilities. I will only take courses that are essential and in accordance with the course approval guidelines set by the Engineering Career Centre:
  - Course registration and participation is not permitted during the first four months of a work term
  - I will submit the Course Approval Request with my manager's signature to the ECC at least ten business days before the start of the course
  - I will not take more than 0.5 FCE per term and must not exceed a total of 1.0 FCE over the entire duration of the work term
7. I will complete my assigned responsibilities to the best of my abilities and will research or ask for help should I require assistance.
8. I will strive to conduct myself in a professional manner while on my work term, and I will assume the responsibilities laid out in the [University of Toronto Code of Student Conduct](#). I will notify the ECC staff immediately if I am experiencing any issues or concerns in the workplace. I will seek guidance from the ECC prior to making critical decisions or taking untoward actions in the workplace. I understand that the ECC may contact my supervisor/HR to collaborate and to support me in this process
9. International Students - I will upload a copy of my Co-op Work Permit on the ECC portal to confirm my eligibility to work
10. Students working outside of Canada - I agree to follow the guidelines and complete all the mandatory requirements of the [Safety Abroad Office](#). I will take extra precautions and observe the health and safety protocols of the company as well as the city, province or country where my work is located.
11. I understand that the PEY Co-op non-academic credit notation reflects the completion, or lack thereof, of my contract and the submission of the Self-Reflection and Evaluation Forms and Final Report. A successful completion is reflected via a CR notation, while an unsuccessful (non-eligible) notation is denoted with an NCR.
12. After completing my co-op work term, I agree to return to school in the Fall of 2023 to continue my studies as a full-time undergraduate student. I acknowledge that this is a government mandated requirement for co-op programs.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_