

ESIP WORK TERM AGREEMENT FORM (2022)

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: _____		

ESIP Work Term 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 Engineering Career Centre (ECC) with a signed copy of my Offer Letter/Employer Contract on the ECC Portal portal before I start my work term.
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 2022.
3. I agree to complete the Transition to the Workplace Session prior to the start of my work term.
4. 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 I will keep the ECC Office informed should there be any work-related issues or concerns.
5. I understand that the ESIP work term fee is non-refundable
6. I will submit the Early Self-Reflection form and the Final Reflection Report.
7. I will return to school after my summer work term to continue my studies as a full-time undergraduate student in the Fall. I acknowledge that this is a government mandated requirement for co-op programs.
8. I understand that course registration and participation is not permitted during an ESIP work term.
9. I understand that honouring this professional commitment and contractual agreement is required to successfully achieve credit for this work term.
10. 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 understand and accept the terms of this agreement as set out above.

Student Signature: _____ Date: _____

Engineering Career Centre

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