



SUMMER CO-OP WORK TERM AGREEMENT FORM

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"/> Hybrid <input type="checkbox"/> Other: _____		
Work Location: <input type="checkbox"/> Canada <input type="checkbox"/> If abroad please specify location: _____		

Summer Co-op Work Term Agreement

I agree to abide by the following [PEY Co-op Program Requirements](#) before, during, and after my co-op work term:

- I will provide the ECC Office with a signed copy of my Offer Letter/Contract on the ECC portal before I start my work term.
- I understand that my status at the university will remain as a registered student while I am on a work term and I will pay all commensurate fees including the PEY Co-op program fee installments according to the [FASE Fees Schedule](#).
- I agree to commit to a 12-16 week work term in the same organization. I will not withdraw my acceptance, or decide to resign prematurely, without first discussing with the Director, Employer Relations (or designate) followed by the designated Employer representative.
 - If for extenuating circumstances, I must rescind my acceptance of my work term prior to starting the job, I will complete a [PEY Co-op Renege Form](#) in order to maintain my eligibility to continue in the PEY Co-op program
- I understand that honouring this professional commitment and contractual agreement is required to successfully achieve credit for this work term.
- I commit to working full-time hours for the duration of the work term. The fulfillment of my co-op responsibilities is a top priority. I will only take courses that are essential and in accordance with the expectations of students [taking courses during a co-op work term](#) set by the ECC.
- 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 keep the ECC Office informed should there be any work-related issues or concerns.
- Students working outside of Canada - I agree to follow the guidelines outlined in the PEY Co-op [Program Requirements](#) and complete all the mandatory requirements of the [Safety Abroad Office](#). I will observe the local health and safety protocols as well as those of the company.
- I will submit the Early Self-Reflection form and the Final Reflection Report for this work term.
- I understand that my summer co-op work term will appear on my transcript as a course and will be assessed as either CR (credit) or NCR (no credit). This is considered a non-academic credit, meaning



that it does not have an impact on my GPA. Gaining a CR for this work term is contingent upon successfully completing all [work term requirements](#).

10. I agree to return to full-time courses in the fall term immediately following the completion of my summer co-op work term to continue my undergraduate degree. I acknowledge that this is a government mandated requirement of co-op students.

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

Student Signature: _____ Date: _____