

NON-DISCLOSURE REQUEST FORM FOR WORK TERM REPORT/PRESENTATION SUBMISSIONS

Please submit this form by email to coopeng@mun.ca BEFORE submitting your deliverable.

TO: Engineering Co-operative Education Office, Faculty of Engineering and Applied Science

FROM: _____
(student name)

DATE: _____

Confidential Communication Component (select one):

☐

Work Report

☐

Presentation Package *

I, _____, request that the document selected above, to be submitted by _____
(supervisor name) (student name)
shall be handled in a confidential manner.

I understand that documents will be submitted to the Engineering Co-operative Education Office (ECEO) in electronic format or hard copy and MUN best practices will be followed to keep the files and documents secure.

For hard copy submissions, the student will be instructed to submit the document to the Engineering Co-operative Education Office, Faculty of Engineering and Applied Science, in a sealed envelope clearly marked CONFIDENTIAL.

Once the document has been evaluated, graded and feedback reviewed by the student, it is understood the electronic files associated with the document will be deleted and/or any hard copies will be destroyed.

* The Presentation summary package will be handled in a confidential manner; however, the presentation delivery to an audience will not be confidential.

The pages of the submission should be watermarked as CONFIDENTIAL.

COMPANY NAME: _____

SUPERVISOR NAME (please print): _____

SUPERVISOR SIGNATURE: _____

SUPERVISOR EMAIL: _____

This request should be submitted in advance of the communication component due date. A response from the ECEO will be provided to confirm this arrangement.