



CO-OPERATIVE  
EDUCATION

Faculty of Engineering and Applied Science

**NON-DISCLOSURE REQUEST FORM  
FOR WORK TERM DOCUMENT SUBMISSIONS**

Please submit this form by email to **coopeng@mun.ca**

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

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Confidential Communication Component (select one):

- Work Report \*
- Presentation Package \*\*

I, (Employer), request that the document selected above, to be submitted by \_\_\_\_\_

shall be handled in a confidential manner. \_\_\_\_\_ (Student's Name)

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 hardcopies will be destroyed.

- \* For the Work Report, EACH PAGE of the document will be labelled CONFIDENTIAL.
- \*\* For the Presentation Package submission, which includes a written summary and presentation slides, the files or hardcopies will be handled in a confidential manner however the presentation delivery to an audience will not be confidential.

COMPANY: \_\_\_\_\_

PRINT EMPLOYER NAME: \_\_\_\_\_

EMPLOYER'S SIGNATURE: \_\_\_\_\_

EMPLOYER 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.**