

**Enriched Engineering Experience via Extended Work Term Program Opt-In Request Form**

To: Departmental Office

CC: Engineering Co-operative Education Office

Student Name: \_\_\_\_\_ Current Semester (AT or WT#): \_\_\_\_\_

Student Major: \_\_\_\_\_

I am opting into the Modified Engineering Extended Work Term program. I intend to remain working, and return to Academic Term 8 during the Winter 20\_\_ semester. I will then complete Academic Term 7 in the subsequent Spring semester.

- I have attached documentation from my employer that details the offer of extended work.
- I have sought guidance and permission from my departmental office and the Engineering Co-operative Education Office
- I understand there may be course prerequisites that will prevent me from taking some Term 8 courses.
- I understand that while working for a co-op employer I must be registered for each Co-op Work Term (typically 4 months) and that for each approved work term I will be required to complete all required components of the work term and submit all required deliverables at the appropriate time.
- I understand that not following University Calendar Regulations, and those contained in the Engineering Co-op Student Handbook may result in significant Academic Penalties
- I will be completing work terms as indicated in the grid below:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Academic Term 6	WT # Employer	WT # Employer
WT # Employer	Academic Term 8	Academic Term 7

Note: Students completing a 12 month work experience beginning with Work Term 5 during the Winter Semester will be required to complete Work Term 6 as an 8 month work term beginning in the Spring Semester, and will submit one Work Report/Presentation at the end of that 8 month period.

This form must be submitted to the Departmental Office and ECEO normally by the last day to drop courses without academic penalty of the Winter Semester.

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

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

ECEO Director \_\_\_\_\_ Date: \_\_\_\_\_