

## JOB ELIGIBILITY FORM

If you secured your own co-op/internship job (outside the co-op portal), please fill out the following form and email it to [feascoop@torontomu.ca](mailto:feascoop@torontomu.ca) for approval. The job must be relevant to the academic program and meet the requirements below:

- Must be engineering related, providing the student with:
  - An opportunity to gain understanding of and/or personal involvement in the practical application of engineering, and/or
  - Exposure to an environment of engineering which encourages the development of professional responsibility, maturity and judgment.
- Must be 8, 12 or 16 consecutive months
- Must be full time (35-40 hrs/week)
- Must be compensated

Approval must be obtained prior to the commencement of the work placement.

Processing this form will take between 5 to 10 working days from the date of receiving.

### **SECTION 1: Student Details**

**Name:**

**Ryerson ID Number:**

<b>Academic Program:</b>	Aerospace	Biomedical	Civil
	Computer	Electrical	Industrial
	Mechanical		

**Ryerson Email:**

**Telephone:**

*I understand that the job described must be approved by FEAS Co-op to count towards my co-op/internship credit and that filing this form does not guarantee its eligibility. If approved as a valid co-op/internship position, I will need to fulfill all the usual FEAS Co-op & Internship Program requirements to pass the work terms associated with this position. These will include paying the FEAS Co-op fees, submitting a Plan Change Form (if necessary), registering in WKT courses, achieving a satisfactory evaluation from my employer, and fulfilling the co-op/internship completion requirements.*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION 2: Job Details**

**Job Title:**

**Job Location:**

**Start Date:**

**End Date:**

**Job Duration:**      8 Months

12 Months

16 Months

**Salary:**

**Job Description Summary:** (*please include duties and responsibilities*)

You may provide details in a separate document.

**SECTION 3: Employer Details**

**Organization Name:**

**Department/Division:**

**Address:**

**Supervisor or Hiring Manager Details**

**Name:**

**Job Title:**

**Phone Number:**

**Email Address:**

**HR Contact Details (if available)**

**Name:**

**Job Title:**

**Phone Number:**

**Email Address:**