

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 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:

Academic Program:

Aerospace
Computer
Mechanical

Biomedical
Electrical

Civil
Industrial

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: