

Confidential Work Term Reports

Department of Chemical Engineering

What should I do if my work term report is confidential?

You have the following options, discuss which one is best with your company:

1. “Sanitize” the data (e.g., rescale into arbitrary units; replace compound names with X, Y, Z, etc.) to mask the confidential aspects and submit the report as usual. Make sure any embedded data (e.g., tables and figures imported from Excel into Word) are also clean.
2. Clearly indicate the information is confidential and the marker will treat it as such.
3. A non-disclosure agreement (NDA) can be signed between the company and a faculty member (check with the ChE office as to who this is). The department has an NDA available and prefers to use this version. If the company insists on another version, it may need to go through the University’s legal review. If you fill in the company parts of the NDA and include it with the submitted report, then the department marker will fill in and sign the other part before marking. The hardcopy report will be returned to you once it is marked. Confidential reports are not eligible for awards.
4. If none of the options above are acceptable to your employer and you cannot identify an alternative topic to write about from your current work term, you can submit either a report based on a previous work term or a self-directed (research-based) report.

Note that chemical engineering **does not permit employer-marked** reports unless the employer is a faculty member in the department.

Logistics

Hand in a hard copy of the report to Denise (E6-3026). If you are using the department NDA, include a hardcopy of this at the front of the report. If the company section is filled in and signed (usually by your manager) then the marker will fill in and sign the chemical engineering department’s section when they receive it. When it is returned, please send a scan of the signed agreement to your manager. If the company prefers to have this signed in advance, this can be arranged.

We will return the graded report to you for review. **Please discuss with your company what should be done with the report.** The department is happy to send it for tracked confidential shredding on campus (return it to the office) or to send it back to the company via courier. Note: you should also delete any corporate information you have stored in preparing the report (off your hard drive, etc.).¹

¹ You leave your work term with general knowledge and skills that you can use in the future. However, specific information (e.g., process conditions and data, product formulation, financial information, etc.), as well as the work that you accomplished, usually remain the company’s property. This footnote is intended as general information and **not** as legal advice.