



Procedures for Confidential Work Reports

BUILDING A TALENT TRUST

When an employer insists that a work report must be confidential, there are two ways in which the report can receive credit as a Co-op Work Report, while still maintaining confidentiality:

1. Confidential Report Graded by the Director of Mechatronics Undergraduate Studies or Delegate

The Associate Chair or Director of Mechatronics are authorized to sign a confidentiality agreement and evaluate a confidential report personally. The Associate Chair or Director of Mechatronics may also delegate the responsibility of marking a confidential work report to one of the Mechanical & Mechatronics Engineering faculty members. The **Work Report Confidentiality Agreement** is a confidentiality agreement that is signed by the Associate Chair or Director and by the faculty member who grades the report. Submit the **Work Report Confidentiality Agreement** and a printed copy of your work report to the Mechanical Academic Advisor (Tanya Yoworski) or Mechatronics Academic Advisor (Liz Skibicki). Both will be returned to the student once the work report has been marked.

2. Confidential Report Graded by the Employer

In exceptional cases, where the employer is unwilling to permit the report to leave the company's premises, the Department will permit the employer to evaluate the report for us, but only if the evaluation is made by a licensed Professional Engineer familiar with the topic of the work report and who confirms that the work report contains proprietary or confidential information. The **Employer Evaluation Request Form** is a request from the employer to grant credit to the student on the basis of the employer's evaluation. In this case, submit a completed **Employer Evaluation Request Form** and **Evaluation of Work Term Report Form** to the correct program Academic Advisor. In some cases, the Associate Chair or Director will contact the Professional Engineer who graded the report to confirm that the grade is correct and that there is a genuine need for confidentiality. **Only one of your work reports may be "Marked by Employer"**.

Please note that a report that confidential work reports of either kind cannot be assessed fairly in comparison with other reports, and are therefore not eligible for a Work Report Award.

Submission Process: Please give all of this information to your employer, who will make the decision as to which of the procedures is to be followed. Please submit original copies of the appropriate form(s), complete with signatures, to the Undergraduate Office.

Mechanical Questions should be directed to:

Tanya Yoworski, Undergraduate Advisor or Prof. Michael Collins, Associate Chair

Phone: (519) 888-4567 Ext. 43625

Phone: (519) 888-4567 Ext. 47200

Email: tyoworsk@uwaterloo.ca

Email: mike.collins@uwaterloo.ca

Mechatronics Questions should be directed to:

Liz Skibicki, Undergraduate Advisor or Prof. William Melek, Director

Phone: (519) 888-4567 Ext. 45197

Phone: (519) 888-4567 Ext. 41412

Email: eskibicki@uwaterloo.ca

Email: william.melek@uwaterloo.ca