University of Waterloo

BUILDING A TALENT TRUST

Department of Mechanical and Mechatronics Engineering
University of Waterloo

Procedures for Confidential Work Reports

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 Director is authorized to sign a confidentiality agreement and evaluate a confidential report personally. The Director 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 Director and by the faculty member who grades the report. Upload the Work **Report Confidentiality Agreement Form 1** separately to the "confidential folder" in LEARN along with your actual work report. Once graded and the term is finished, the work report will be deleted.

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** to the MTE Academic Advisor (Liz Skibicki). ***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 the appropriate form(s), complete with signatures, to either LEARN for marked by faculty or send email with confidential marked by employer to Undergrad Advisors as outlined below.

Mechatronics questions should be directed to:

Liz Skibicki, Undergraduate Advisor	or	Prof. Derek Wright, Director
Phone: (519) 888-4567 Ext. 45197		Phone: (519) 888-4567 Ext. 36909
Email: mme-tron-advisor@uwaterloo.ca		Email: derek.wright@uwaterloo.ca

Mechanical questions should be directed to:

Marissa Buettel, Undergraduate Advisor	or	Prof. Bill Owen, Associate Chair
Phone: (519) 888-4567 Ext. 40885		Phone: (519) 888-4567 Ext. 46200
Email: mechadvisor@uwaterloo.ca		Email: bowen@uwaterloo.ca