PROCEDURES FOR CONFIDENTIAL WORK REPORTS

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

1. **Confidential Report Graded by the Associate Chair Undergraduate Studies or Delegate:** The Associate Chair is authorized to sign a confidentiality agreement and evaluate a confidential report personally. The Associate Chair may also delegate the responsibility of marking a confidential work report to one of the Mechanical & Mechatronics Engineering faculty members. The report is returned directly to the student, after it is graded. FORM 1 is a confidentiality agreement that is signed by the Associate Chair and by the faculty member who grades the report. Attach FORM 1 to the front of the work report and submit the report directly to the Mechanical Engineering Undergraduate Office (E5-3106). FORM 1 will be signed and returned to the Employer once the work report has been marked.

2. **Confidential Report Graded by the Employer:** In exceptional cases, where the employer is unable to permit the report to leave the company’s premises, the University 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 who confirms that the work report contains proprietary or confidential information. FORM 2 is a request from the employer to grant credit to the student on the basis of the employer’s evaluation. In this case, FORM 2 and a completed “Evaluation of Work Term Report Marked by Employer” form are returned to the Mechanical Engineering Undergraduate Office (E5-3106). In most cases, the Associate Chair 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”. The University must mark all other work reports. Please note that a report that is “Marked by Employer” cannot be assessed fairly in comparison with other reports and is, therefore, not eligible for an Outstanding (A+) mark or a Work Report Award.

3. **Report Revision:** In a few cases, it may be possible to modify the report to insert fictitious data in place of proprietary information. This is not an ideal solution, but it is acceptable if it is possible. The report can then be graded in the usual way. If the employer approves this process, then a note should be added to the report to advise the faculty member who grades the report that the data is fictitious.

4. **Submission Process:** Please give all of this information to your employer, who will make the decision as to which of the three procedures is to be followed. Please return the appropriate form(s) complete with signatures. It is preferred that the original copies be returned. Regular mail is usually the easiest way to send them, but Fax is acceptable in urgent cases.

Questions may be directed to:

Carla Daniels,  
Undergraduate Advisor  
carla.daniels@uwaterloo.ca  
(519) 888-4567 ext. 35197  
or

Professor William Melek,  
Director, Mechatronics Program  
wmelek@uwaterloo.ca  
(519) 888-4567 ext. 31412

Mailing Address: Reports and/or forms should be sent to the attention of Carla Daniels:

Department of Mechanical & Mechatronics Engineering,  
University of Waterloo,  
200 University Ave. West  
Waterloo, ON N2L 3G1
FORM 1
WORK REPORT CONFIDENTIALITY AGREEMENT

EMPLOYER REQUEST DATE: ________________________________

The employer considers the information in the following work report to be sensitive or proprietary and requests that the University of Waterloo treat the report as CONFIDENTIAL.

Employer Name: _________________________________________

Address: ________________________________________________

The employer requests that the report be evaluated, in confidence, by only one faculty member. The work report will be returned to the student once it has been marked.

Student Supervisor: __________________________ Signature: __________________________

Please Print

Title: __________________________ Phone Number: __________________________

REPORT & STUDENT DATA:

Work Report Title: ________________________________________________

Report Dated: ________________________________________________

Prepared by (Student’s Name): ____________________________________

UW I.D. # ________________________________________________

UNIVERSITY OF WATERLOO - CONFIDENTIALITY AGREEMENT:

The Mechanical & Mechatronics Engineering Department and the faculty member responsible for grading the report agree to maintain the confidentiality of the above-named report for a period of not less than three years from the date of grading. No copies of the report will be made. The report will be read only by the faculty member named below. A suitable faculty member will be chosen solely on the basis of the report title. The report will be kept in a locked office until returned to the student.

Signed:__________________________________________

Professor William Melek,
Director, Mechatronics Program
MME Department,
University of Waterloo,
Waterloo, ON N2L 3G1

Date: __________________________

Signed:__________________________________________

Name (Please Print):
Professor
MME Department,
University of Waterloo,
Waterloo, ON N2L 3G1

Date: __________________________
EMPLOYER EVALUATION REQUEST FORM

EMPLOYER REQUEST DATE: __________________________________________

The employer considers the information in the following work report to be confidential or proprietary and requires the report to be evaluated by individuals inside the company. The report has been evaluated by a Professional Engineer (P.Eng.) licensed in Canada or the USA, and the employer requests that the work term student named below be given credit as author of the report. The employer and student acknowledge that this report is not eligible for a work report award.

REPORT & STUDENT DATA:

Work Report Title: __________________________________________

Report Dated: __________________________________________

Prepared by (Student’s Name): __________________________________________

Number of Pages: __________________________

UW I.D. # __________________________________________

Employer Name: __________________________________________

Address: __________________________________________

EVALUATION:

The undersigned Professional Engineer has read the above report and confirms that the employer requested evaluation within the company because of confidentiality. Using the University of Waterloo work report standards, the undersigned has evaluated the report as (select one):

☐ A (Excellent)  ☐ B (Very Good)  ☐ C (Satisfactory)  ☐ F (Unacceptable)

P.Eng. EVALUATOR INFORMATION:

Name (Please Print): __________________________________________

Title (Please Print): __________________________________________

Signature: __________________________________________

P.Eng. License #: __________________________ for Province of: ____________

Phone #: __________________________

NOTE: Please attach the completed copy of the “Evaluation of Work Term Report Marked by Employer” to this form and send to:

Department of Mechanical & Mechatronics Engineering,
Attn: Carla Daniels
University of Waterloo,
200 University Ave. West
Waterloo, ON  N2L 3G1
Evaluation of Work Term Report-Marked by Employer

SECTION 1 (to be completed by Evaluator)

Work term for which report written:

- [ ] January-April
- [ ] May-August
- [ ] September-December

20__________ Year

Student’s Name: ____________________________

UW I.D.#: ____________________________

Report #: ____________________________

Program: Mechatronics

Work Report Title: ____________________________

Employer: ____________________________

SECTION 2 (To be completed by Evaluator)

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Overall Grade: A □ B □ C □ Resubmit □ Unacceptable □

Additional Comments:

Evaluators Name: ____________________________

Phone #: ____________________________ Date: ____________________________