



WORK REPORT CONFIDENTIALITY AGREEMENT

FORM 1

BUILDING A TALENT TRUST

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: _____

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.

Signed (student's supervisor): _____ Printed Name: _____

Title: _____ Phone Number: _____

REPORT & STUDENT DATA:

Work Report Title: _____

_____ Report Dated: _____

Prepared by: _____ UW ID # _____
(student's name)

UNIVERSITY 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: _____

Date: _____

Signed: _____

Date: _____

Prof. Michael Collins
Associate Chair, Undergraduate Studies
MME Department
University of Waterloo
Waterloo, Ontario N2L 3G1

Name (print): _____
Professor
MME Department
University of Waterloo
Waterloo, Ontario N2L 3G1