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While on work term, your priority lies with your employer. It is strongly advised to not enroll in any courses while on work term. If you do choose to enroll in a course, it must not interfere with your work term commitments. You should not request any time off to study, attend classes, or write exams. No co-op student should take more than 0.5 FCEs while on work term.

**THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED TO THE DIRECTOR, CO-OP
MANAGEMENT FOR APPROVAL BY THE SECOND WEEK OF YOUR WORK TERM**

Student Name		Student Number	
Student Email		Student Work Term Email	
Work Term Employer		Supervisor Name	
Supervisor Phone #		Supervisor Email	

Upon discussion with a Co-op Coordinator, I would like to take the following course during my work term

Course Name		Course Code	
Weekly Class/Lab/Tutorial Schedule			
Professor Name			
Midterm Date		Midterm Time	
Final Exam Date		Final Exam Time	

For Co-op Work Term Supervisor:

I understand that my co-op student will be taking one course during his/her work term while employed with our company. I am in agreement that it is the student's responsibility to ensure that this course does not interfere with his/her work.

Supervisor's Signature

Date

For Student:

I understand that it is my responsibility to ensure that the course will not interfere with my working hours. I will provide ample notice for the purpose of seeking approval from my supervisor, and I will make-up any time that I take-off.

Student's Signature

Date

Director, Management Co-op:

Request Approved: Yes No Signature: _____

Notification of approval will be sent via email to student with Cc to work term supervisor.