

# Practical Experience Form (PER)

Faculty of Applied Science and Engineering, University of Toronto

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. Please see the reverse side of this form for more information.

**\*\*\*\*PLEASE ATTACH A BUSINESS CARD FROM YOUR EMPLOYER TO THIS FORM\*\*\*\***

Student Name (SURNAME, First Name): \_\_\_\_\_ Student Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program (Check One):  Chemical  Civil  Computer  Electrical  Engineering Science  
 Industrial  Materials  Mechanical  Mineral

Year Completed Before Employment Period (Check One): 0  1  2  3  4

Student's E-mail Address: \_\_\_\_\_ Date of expected graduation: \_\_\_\_\_

Name and Address of Employer:

**Description of Work:** Please indicate your job title and provide very detailed information about the nature of the work you performed. Feel free to use an additional sheet of paper if necessary. It is better to provide more information about your duties than not enough.

Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer Information:** I confirm that the information above is correct.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**OFFICE USE ONLY**

Number of Hours Approved: \_\_\_\_\_

Date: \_\_\_\_\_ Departmental Approval: \_\_\_\_\_

Please return this form to your Program Undergraduate Office

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## Information:

Every student must complete a minimum of 600 hours of practical work before graduation. The nature of the work should form an integral part of a student's education and career development. It therefore must contain a good measure of responsibility (e.g., management of programs, systems, equipment, personnel, or finances), sound judgment and effective communication, and be supportive of the professional career of the student after graduation. Work in many facets of industry, government or public service would be acceptable for this requirement.

This experience may be obtained at any time during the program or through the Professional Experience Year (PEY) Program, but work done before entering the Faculty may also meet the requirement. Participation in the PEY or the Engineering Summer Internship Program automatically satisfies the practical experience requirement, provided that students complete and submit the requisite reports.

Practical experience certificate forms may be obtained from the Registrar's web site and should be returned when completed and signed by the employer or supervisor. The satisfaction or non-satisfaction of this requirement for graduation will be indicated on the student's grade report for session 4H1 S as a grade of CR (Credit) or NCR (No Credit). Self-employment may be considered for PER, but please speak with your Academic Counsellor first before relying on this option.

The Professional Engineers of Ontario (PEO) may allow pre-graduation experience to count towards 12 months of the four year 'engineering experience' required for eligibility for the P.Eng. designation. For further information visit the PEO web site [www.peo.on](http://www.peo.on). Please note that the records required by the PEO are separate and distinct from the 600 hours practical experience required for completion of a degree program in the Faculty of Applied Science and Engineering.

## Practical Experience Form:

Once completed, this form must be signed by you and your supervisor. If available, please attach your employer's business card to this form.

**To claim hours for practical experience, you must complete the form and submit it to your program Undergraduate Office immediately upon completion of each work experience.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**\*\*Fourth year students who have not completed this requirement will not be eligible to graduate\*\***

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If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University's Freedom of Information and Protection of Privacy Office:  
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