

Host Organization Responsibilities:

- Provide internship offer details, and any other terms of the placement including information about the timing of the placement.
- Provide an overview of the responsibilities that demonstrate the student will be engaged in purposeful and meaningful work.
- Assume the same accountabilities as with any other temporary employee for the period of internship including adherence to the required legislation:

- [Ontario Human Rights Code \(Discrimination\)](#)
- [Occupational Health and Safety Act \(Workplace Safety and Harassment\)](#)
- [Intellectual Property](#)

- Ensure on-going supervision is provided throughout the internship period.
- Review student's performance at the completion of the internship.
- Contact the internship coordinator with questions or issues affecting the internship.
- If internship is unpaid, disclose whether they are covered by the Workplace Safety and Insurance Board (WSIB).
- If internship is unpaid and the student is expected to come on-site (i.e. not all of the 40 hours are done remotely), complete a Pre-Placement Due Diligence Checklist and a Declaration to conform to all WSIB reporting procedures.

Note: Partners are not responsible for paying the interns, as per the [Ontario Ministry of Labour's Employment Standards Act of 2000](#). However, if a partner chooses to do so it is under their discretion, and thus does not have to complete a Pre-Placement Due Diligence Checklist and a Declaration to conform to all Workplace Safety and Insurance Board (WSIB) reporting procedures.

Host Organization Accountabilities

- Industry Partners have the right to terminate the internship with a student. This intention must be communicated to the internship coordinator.
- The internship coordinator reserves the right to withdraw host organization participation for non-observance of the Responsibilities listed above.

Host Organizations are Encouraged to:

- Offer orientation and training regarding the internship and the organization.
- Respond to and provide feedback regarding the intentional learning goals/objectives as initiated by the student.
- Provide ongoing feedback and support to enhance professional learning and development.
- Meet with internship coordinator to discuss the student's performance and learning on the job.