

# Letter to Placement Employers

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## About The School Of Fashion Internship Program

Internships provide opportunities for students to attain transferable skills in fashion and related fields.

## Core Principles/Learning Objectives

Internships should involve educational experiences in the workplace that equip the student with technical and interpersonal skills required to work effectively in both the public and private sectors. After the completion of the internship, students will be able to reflect positively on their experience taking away key transferable skills required in the current Canadian and global labour market(s).

### ❑ Internship Requirements

- › Internship is a curricular requirement for academic credit
- › 400 hours work experience are to be completed between 1st and 4th year
- › Students may complete a maximum of 200 hours for a single internship. They may do multiple placements with the same employer as long as the responsibilities and learning experiences change for subsequent positions.

### ❑ Paid or Unpaid

- › To be classified as a paid internship, students must be paid at least the provincial minimum wage
- › Internships that provide allowances, honorariums, reimbursements of expenses and/or stipends are all classified as unpaid internships

**Please see page 2 for continued instructions for Placement Employers.**

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## Workplace Safety Insurance for Postsecondary Students of Publicly Assisted Institutions on Unpaid Work Placements

The Ministry of Training, Colleges and Universities (MTCU) requires the [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#) form to be completed only when submitting a claim resulting from an on-the-job injury or disease. This form is available on the MTCU site in both English and French.

### Declaration

- By signing this legal document, you are confirming the following:
  - › you agree to all that has been outlined in this document
  - › You are giving up certain legal right including the right to sue
  - › You will immediately report to Ryerson University any workplace injury or disease involving a student on an unpaid work placement
  - › You will provide the Student Trainee with health and safety training
  - › You will ensure that the Student Trainee is supervised in order to protect the Student Trainee from health and safety hazards
  - › You will provide a written confirmation that the Student Trainee has received appropriate health and safety training
  - › In the instance you are covered by WSIB, you will comply with all WSIB reporting procedures
  - › In the instance you are covered by WSIB, you will report a work-related accident within three days and provide Ryerson University the incident report, complete "Letter of Authorization to Represent the Placement Employer", and any other additional information
  - › In the instance you are not covered by WSIB, you will comply with the [Chubb Insurance](#) reporting procedures
  - › In the event of a claim, you will review the Student Trainees restrictions and modify the program to accommodate the Student Trainee to facilitate return to the program

Print First & Last Name	Signature	Date (DD/MM/YY)
Organization/Company	WSIB Coverage (YES/NO)	

### Distribution

- A signed copy is to be returned to the Ryerson School of Fashion
- A copy is to be kept by the placement employer.