

**INTERNATIONAL INTERNSHIP PROGRAM**  
**GINS 3900/3901, GINS 3930, 3931**  
**CONTRACT FOR STUDENTS ON VIRTUAL INTERNSHIPS**

**ELIGIBILITY:** In order to be eligible to participate you must:

- Have second year standing
- Be in good academic standing
- CGPA 6.5
- Be admitted into the course

**COSTS AND PAYMENTS:** Costs will vary according to the particular placement. I understand that I am responsible for all program and tuition costs associated to the program.

**CONTACT INFORMATION:** You must complete all the required forms provided before enrolling in the course.

**GENERAL TERMS AND CONDITIONS**

- **REPORTING OBLIGATIONS:** I agree to report to International Internship team any serious physical, safety, personnel or other problems that I may encounter during the placement. I understand that the University is not responsible and I agree to hold the University harmless for any claims, disputes, losses, damages, injuries, adverse events, or outcomes arising out of or caused by the host institution, experience provider, or internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events, and outcomes caused by their actions, inactions, or negligence, even if the University has been advised of the possibility of such.
- **VIRTUAL ORIENTATION & MEETINGS:** I understand that I am required to attend and complete all mandatory orientations and meetings.
- **ATTENDANCE:** I agree to complete all University requirements/assignments associated with my internship and as agreed upon with my faculty/staff advisor.
- **INTERNSHIP MODIFICATION:** If necessary, Carleton reserves the right to change, modify or cancel any arrangement concerning the location and/or content of the placement.
- **HEALTH AND SAFETY; INSURANCE:** Carleton reserves the right to make such decisions and take such actions that it believes are necessary to maintain my health and safety, and I shall not hold Carleton responsible for such decisions or actions.
- **AUTHORIZATION FOR EMERGENCY SERVICES:** I hereby authorize Carleton, its faculty, and staff, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense.
- **RULES, STANDARDS AND INSTRUCTIONS FOR STUDENT CONDUCT:** I will, at all times, act responsibly and comply with the policies, rules, standards, and instructions for student conduct and behaviour of Carleton and the host organization(s). Carleton will enforce appropriate standards of conduct and may terminate my participation in the internship

for failure to maintain these standards or for any actions or conduct which Carleton considers incompatible with the interest, harmony, comfort or welfare of participants. Unacceptable conduct includes, but is not limited to, unauthorized absence from the internship, harassment, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity. I understand and agree to be bound by the rules and policies of Carleton University and, in particular, the Student Rights and Responsibilities Policy as well as those of my host organization(s). Furthermore, I understand that I am representing Carleton University and the International Internship Program in a professional and courteous manner. I agree to work with my host organization to fulfill all internship requirements to the best of my ability throughout the duration of my placement.

- **ALCOHOL AND OTHER SUBSTANCES:** Carleton will not tolerate alcohol or drug abuse and/or excess. I understand that if I am impaired and cannot fully participate in my internship, Carleton and/or the host organization may require my immediate termination from the internship.
- **REMOVAL FROM INTERNSHIP:** If my internship is terminated, Carleton shall have the right to require me to leave the internship without refunding the course or program fee.
- **EMERGENCY CONTACTS:** I agree that the Carleton may distribute information about my participation in an internship to the parent or guardian whom I have designated as my emergency contact. I further agree that such staff may discuss my academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my internship.
- **DISCLAIMER CLAUSE:** Carleton University, their agents, officials, officers, directors, employees, volunteers, contractors, servants or representatives (hereinafter refer to as "The Releasees") are not responsible for any death, injury, loss or damage of any kind suffered by any person while participating in the International Internship Program and all related activities of the International Internship Program including injury, loss or damage which might be caused by the negligence of THE RELEASEES.
- **INTERNATIONAL INTERNSHIP PROGRAM DESCRIPTION OF RISKS:** In consideration of my participation in the International Internship Program and all related activities, I acknowledge that I am aware of the possible RISKS, DANGERS AND HAZARDS associated with this program, including THE POSSIBLE RISK OF SEVERE OR FATAL INJURY TO MYSELF OR OTHERS. These risks include, but are not limited to:
  - Risks associated with travel to and from all venues of the various components including transport by public or private motor vehicle which could include but are not limited to an accident resulting in severe physical injuries or death;
  - Intoxication and/or alcohol poisoning from the alcohol I consume during the International Internship Program and all related activities whether voluntarily or through coercion resulting in illness, injury or death;
  - Muscular injuries and soft tissue injuries including back injuries, broken bones, bruises, scrapes, cuts, sprains, dislocation, head, facial eye and/or dental injuries which might result from participation in the international internship program.
  - Injuries resulting from falling or being knocked down or steep steps where a fall may cause injury or death all while working remotely from my residence
  - Injuries resulting from malfunctioning of equipment or misuse of equipment whether owned, designed or operated by myself or the staff of THE RELEASEES;
  - Changes in weather or temperatures which may result in hypothermia, frostbite, windburn, sunburn, colds or flu;

- Death, injuries or illness resulting from failure to follow directions from those in charge of the program and all related activities;
- The risks associated with returning to my residence after participating in the program and/or related activities; and
- Any and all other risks associated with my participation in the international internship program
- **ASSUMPTION OF RISK:** In return for allowing me to voluntarily participate in the International Internship Program and all related activities, I agree:
  1. TO ASSUME AND ACCEPT ALL RISKS arising out of, associated with or related to my participation in the International Internship Program and all related activities.
  2. TO BE SOLELY RESPONSIBLE FOR ANY INJURY, LOSS OR DAMAGE which I might sustain while participating in the International Internship Program and all related activities
- **COVID-19:** The Government of Ontario declared a province-wide state of emergency under The Emergency Management and Civil Protection Act on March 17, 2020 to protect the health and safety of all Ontarians and to reduce the spread of the novel coronavirus (or COVID-19). COVID-19 is easily spread by contact with droplets produced by people who have the virus. Carleton University has put in place measures to reduce the spread of COVID-19, however the University cannot guarantee that any individual attending the University Campus, using the University's facilities, or participating in activities organized by the University, whether on-campus or off-campus (collectively, the University Activities) will not become infected with COVID-19. Further, attending the University Campus and/or participating in the University Activities, could increase the risk of contracting COVID-19.
- The University is attempting to limit the risk of exposure to COVID-19 by using reasonable efforts to follow the health and safety guidelines recommended by the provincial and federal health authorities. Nevertheless, I understand that there remains a risk that I could contract COVID-19 by attending the University Campus, Using University Facilities or Participating in University Activities such as anything in person related to the International Internship Program. I therefore acknowledge and agree as follows:
  - I acknowledge that COVID-19 is easily spread by contact with droplets produced by people who have the virus and I voluntarily assume the risk that I may be exposed to or infected by COVID-19 while Using University Facilities or Participating in University Activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death to me or members of my household(s).
  - I acknowledge that it is my responsibility to ensure I learn and follow all health, safety and other rules established by the University. I understand that any behaviour on my part that places others at risk could result in immediate termination of my right to Use University Facilities or Participate in University Activities.
- **INTERNSHIP CANCELLATION:** Fees paid for the internship shall not be refunded if the internship is cancelled for any reason.
- **REMOTE WORK:** It is understood that I will be working remotely for the duration of this internship and will not be on site with the host organization. I will be using my own personal laptop, phone, and internet at my own expense for the duration of this internship. I understand that it's my responsibility to ensure I have up to date anti virus software. If any technical issues arise, such as a cyber attack or loss of data, the university

will not be held liable for any and all costs, expenses or claims arising from a loss of data. It is also recommended to follow the recommended 'remote work guidelines' as provided by the International Internship Program. The International Internship Coordinators are available to assist with guidance on these matters.