

# Summer Studentship Program FAQs for Job Applicants

Web: [www.nosm.ca/summerstudentship](http://www.nosm.ca/summerstudentship)

**Please read PRIOR to starting your application.**

**Applications are open from February 1 – 15 each year.  
NO EXCEPTIONS**

## Frequently Asked Questions

|   |          |
|---|----------|
| <b><i>Frequently Asked Questions</i></b> .....                          | <b>2</b> |
| <b>FAQs before you submit your application.</b> .....                   | <b>3</b> |
| <i>Which students are eligible to apply?</i> .....                      | 3        |
| <i>How does the program work?</i> .....                                 | 4        |
| <i>What do I need to apply?</i> .....                                   | 5        |
| <i>How many applications may I submit?</i> .....                        | 5        |
| <i>Do certain students receive priority funding?</i> .....              | 5        |
| <i>What housing options are available to me?</i> .....                  | 5        |
| <i>When will the agency contact me?</i> .....                           | 5        |
| <i>Who arranges hospital privileges documentation?</i> .....            | 5        |
| <i>FAQ's after you complete your employment term</i> .....              | 6        |
| <i>How do I receive travel reimbursement from the program?</i> .....    | 6        |
| <i>What documentation should I retain as proof of employment?</i> ..... | 6        |

## Overview

The NOSM University Summer Studentship Program was put in place to allow students who were from the north an opportunity to find summer employment in their field of study. This program is also designed to assist hospitals, long term care homes, and private practices with recruitment.

The program runs annually with most students completing summer job hours between the end of May and the end of August.

## FAQs before you submit your application.

**Students must be eligible to apply for this program. Applicants that do not follow these guidelines will not have their applications reviewed.**

### Which students are eligible to apply?

You are eligible to apply if you can answer “**yes**” to all the following eligibility conditions.

1. Location of Academic Institution:
  - a. As January 1<sup>st</sup>, I am already attending classes at an academic college or university that is in Ontario, Canada
  - b. **Exception:** If I have lived in a **Northern Ontario community** for 10-consecutive years, I am eligible to apply if my current academic institution is in ANY Canadian province

Students who have not lived in the north for 10 consecutive years may still be considered at the discretion of the program. **Any applicant attending school in another country cannot apply.**

### **NOTE: NOSM University Summer Studentship and Summer Medical Student Research Awards**

UGY1 & UGY2 NOSM U medical students that apply for this program and the NOSM U Summer Medical Student Research Award will have applications reviewed on a case-by-case basis. Due to the funding restrictions and each program’s requirements, participation in both may not be an option. The Office of Research Services and the Community Relations Unit will communicate as required for these matters.

2. Type of Academic Program:
  - a. **My current academic training matches a position offered by my agency of choice. See the current year *Agency Employment List* located on the SSP Website**
  - b. My regulated health profession *and* my current academic training match what is contained in the table below
  - c. I am returning to my studies in the *same* academic program after the completion of the Summer Studentship Placement or I will be graduating
  - d. I am not changing programs between Academic years (i.e. Undergraduate to a Masters)

Agencies are hiring a summer student for a specific summer job. The expectation is that an agency will receive the type of applicant that they advertise for. Please ensure that your discipline MATCHES what is listed in the Academic Eligibility Table.

3. Guaranteed Housing:
  - a. I have pre-sourced and provided guaranteed summer housing details on my online Job Application
  - b. Daily commuting distance between the Job Site and my summer housing would be considered reasonable by a potential employer

### Academic Eligibility Table

| Regulated Health Profession Program  | Academic Training I  |
|--------------------------------------|--|
| Dietitian                            | 4-Year Degree Program in Food and Nutrition  |
| Kinesiologist                        | 4-Year Degree Program in Kinesiology, BKin or BSc(Kin)   |
| Medical Laboratory Technologist      | 3-Year Diploma Program   |
| Medical Radiation Technologist       | 3-Year Diploma Program   |
| Medical Radiation Therapist          | 4 -Year Degree Program   |
| Midwife                              | 4-Year Degree Program in Midwifery, BHSc   |
| Registered Nurse (RN)                | 4-Year Baccalaureate Degree Program, BScN  |
| Registered Practical Nurse (RPN, PN) | 2-Year Diploma Program, RPN  |
| Pharmacist                           | 4-Year Degree Program, PharmD  |
| Medical Student/Physician            | Undergraduate medical student enrolled in a Medical University (e.g., NOSM University -Year 1 & 2) |
| Respiratory Therapist                | 3-Year Diploma Program   |
| Speech Language Pathologist          | Master's Level   |
| Audiologist                          | Master's Level   |
| Occupational Therapist               | Master's Level   |
| Physiotherapist                      | Master's Level   |

### How does the program work?

The SSP budget for this program is limited. Not every student who applies to this program will be interviewed and/or receive a job offer. Here is an overview of the basic hiring steps. **Dates may vary depending on the University Calendar.**

1. Fully vetted agencies are included on the *current year Agency Employment List* posted on NOSM University website for **February 1st**
2. The student application period begins **February 1st** and closes **February 15th** at midnight
- 3. Students must ensure that ALL requested documentation is included in the first application. There are NO exceptions to this**
4. Students may only apply to ONE agency for the related position
5. From approximately March 1 – 10, applicants will receive notice of the following:
  - The application has been approved and their resume and approval notice will be sent to the agency for further consideration
  - The application declination with rationale

### What do I need to apply?

1. A fulsome transcript showing student and program particulars OR Letter of Good Standing (preferred) from your host university. Please see the template on the Summer Studentship Program website. We must verify enrollment status, program and other details matched with your demographic information. **It must be in PDF Format – no exceptions.**
2. A resume: it **MUST** be completed using the **SSP Resume Template**. Please see the Summer Studentship Program website. This template is to ensure only relevant data is collected for the agencies. Please be concise, resumes should be no longer than 4 pages. **It MUST be in PDF Format – no exceptions.**

### How many applications may I submit?

The program will accept the **first online** application and/or the first resume received.

**Changes, corrections, and/or multiple applications to different agencies, or multiple applications to the same agency for more than one advertised position (e.g., one for nursing and one for kinesiology) are not reviewed and will result in a declined application.**

### Do certain students receive priority?

Students who have lived in Northern Ontario for a period of 10 consecutive years receive priority funding.

| Priority | Permanent Home                    | Location of Academic Institution  | Housing                |
|----------|-----------------------------------|-----------------------------------|------------------------|
| 1        | Student lives in Northern Ontario | Studying in Ontario               | Guaranteed             |
| 2        | Student lives in Northern Ontario | Studying in any Canadian Province | Guaranteed             |
| 3        | Student lives in Northern Ontario | Studying in any Canadian Province | Potentially Guaranteed |
| 4        | Student lives in Southern Ontario | Studying in Ontario               | Guaranteed             |
| 5        | Student lives in Southern Ontario | Studying in Ontario               | Potentially Guaranteed |

### What housing options are available to me?

As housing is considered a condition of employment, all students must provide full accommodation details on their online Job Application. NOSM University-managed-and-subsidized housing units are not available to SSP job applicants under any circumstance.

### When will the agency contact me?

Each agency follows their own hiring protocols. The program encourages all agencies to contact students as soon as possible.

### Who arranges hospital privileges documentation?

For your safety and protection, the agency be responsible for determining and arranging all necessary paperwork. Please ask about Workers' Compensation Insurance, medical malpractice insurance, immunization tests, and hospital orientation sessions as per their standard hiring practices.

## FAQ's after you complete your employment term

### How do I receive travel reimbursement from the program?

See [www.nosm.ca/summerstudentship](http://www.nosm.ca/summerstudentship) or contact your Summer Studentship Coordinator at [summerstudentship@nosm.ca](mailto:summerstudentship@nosm.ca)

Travel reimbursement is calculated as follows:

1. **Travel Submission Dates:** Travel claims must be submitted no less than 90 days after the final day of travel.
2. **Travel by car:** Travel reimbursement for *one round trip* is calculated at a rate of 42 cents per kilometer to a maximum of \$500.00 from the student's academic community to the Agency community site per Travel Expense Summary mileage chart. Gas receipts are not required, however, return trip gas receipts are encouraged to show proof of travel.
3. **Travel by plane, bus, or train:** Actual airfare, bus, or rail costs incurred are allowed but not exceeding the allowable mileage rate by car. A copy of the credit card transaction or other proof of payment must be submitted with your travel claim form.

Travel reimbursement is *not provided* when your academic institution and your employer are located in the same city or town (e.g., Lakehead University and Thunder Bay Regional Health Sciences Centre).

### What documentation should I retain as proof of employment?

The program recommends that you retain your employer's contact information and your paystubs in the event you do not receive a T4 slip by the required due dates. It is recommended that you ask your immediate supervisor for a reference letter before your employment term ends.