

# **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**

## NOSM University Summer Studentship Program

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## Overview

The NOSM University Summer Studentship Program was created to allow students who were from the north, opportunities to find summer employment in their field of study in or close to their home communities. 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.

Students can expect to experience *some* discipline specific work depending on the level of experience and education. Although agencies work diligently with their staff, not all experiences will be the same, and the program encourages students to engage in dialogue with the agency during the entirety of the job. There are so many opportunities for different experiences that students will see a variety during their placement.

## Before you submit your application.

Students must be eligible to apply for this program. Due to funding limitations, the program has strict eligibility & administrative criteria.

- Applicants that do not meet the guidelines will not have their applications reviewed
- Applicants cannot apply if they are not in the specified disciplines, no exceptions are granted
- Applicants must be fully registered and in their 1<sup>st</sup> year of their program, no exceptions
- Applicants must submit full and complete applications to be considered

**Please do not apply if you do not meet the outlined criteria. If you have questions concerning the viability of an application, you may contact the program AFTER reading the FAQ's in full.**

**Emails can be submitted via the website or directly to [summerstudentship@nosm.ca](mailto:summerstudentship@nosm.ca)**

## Application Processes

Which students are eligible to apply?

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

Location of Academic Institution:

- a) The student was born and raised in Northern Ontario
- b) As of January 1<sup>st</sup>, the student is already attending classes at an academic college or university that is in Ontario, Canada
- c) **Exception:** The student has lived in a **Northern Ontario community** for 10-consecutive years, they can be eligible to apply if their current academic institution is in ANY Canadian province

Housing & intra-community travel requirements:

- a) The student must have pre-sourced and provided guaranteed summer housing details arranged and ready to be disclosed on the application
- b) Daily commuting distance between the Job Site and my summer housing would be considered reasonable by a potential employer

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 (see page 2.)

### **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.

**You are not eligible if:**

- a) You attend university or college in another country
- b) You have not lived in northern Ontario for 10 consecutive years

Students who have not lived in northern Ontario for 10 consecutive years may still be considered at the sole discretion of the program.

## 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 (MLT or MLS)
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?

Students should prepare for this program in the late fall or early winter by reviewing the criteria, developing their resume and compiling the relevant documentation from their school.

Students must apply through the NOSM University Summer Studentship website between February 1 -15<sup>th</sup>. This is the only time frame for applications and students may only submit **one application** for review with all supporting documentation.

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. The program will review agency applications from November 1 to January 1 each year and will determine eligible work sites.
2. The program will post the agency information on the website as early as possible for students to review
3. Fully vetted agencies are included on the *current year Agency Employment List* posted on NOSM University website no later than **February 1<sup>st</sup>**.
4. The student application period begins **February 1st** and closes **February 15th** at midnight.
5. **Students must ensure that ALL requested documentation is included in the first application. There are NO exceptions to this.**
6. Students may only apply to ONE agency for the related position.

7. From approximately March 1 – 20, applicants will receive notice of the following:
  - The application has been approved, and their resume and related documentation will be sent to the agency of choice for further consideration.
  - The application declination with rationale.

## What do I need to apply?

1. A **Letter of Good Standing (LOG)** is required. It must show student and program particulars. We must be able to verify **current** enrollment status, discipline and your year of study. Documents must not be older than 60 days from the application submission date. Please refer to the LOG template on the SSP Website or check with your Registrar's Office. It is the student's responsibility to ensure all information is captured. Transcripts can be included with the LOG's for additional information.
2. A **resume**: it **MUST** be completed using the **SSP Resume Template**. Please see the Summer Studentship Program website. This template is used to ensure consistent formatting and collection of relevant data for the agencies. This will allow them to expedite the review process. Do not use lines, tables or odd fonts. Please be concise, resumes should be no longer than 4 pages. Applicants must complete each section and include references on the resume.

**All documents MUST be saved PDF Format using the correct naming convention– no exceptions.**

PDF files are required to prevent corruption and naming conventions ensure identification of student documents correctly. This administrative requirement must be completed, or applications will be declined.

**Formatting shall be as follows:**

**Student Last Name\_Student First Name\_Document Type      i.e. Smith\_Sally\_Resume**

**How many applications may I submit?**

The program will accept the **first online** application and/or the first resume received. It is recommended that you do not enter the application portal until you have gathered all your documents and prepared properly.

**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.**

**What if I am declined?**

Due to the very limited program funding, application processes and rules are strictly enforced. Students must pay close attention to the details in this process. Declined students may ask for a review of their application within 24 hours of receiving a declination notice. The program will re-review the application and documentation provided to ensure the result was correct.

- Student errors or mistakes where clear instructions are provided will not be overturned.
- Failure to provide documentation or respond to follow up emails will result in the declination being maintained.

## 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

## Hiring and Communications

### Application Approval and Agency Interviews

All documentation from this program to the applicable agencies will be sent as soon as the review process for ALL student applications are complete. Agencies will be notified, and all relevant student documentation will be forwarded to the appropriate contact. 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 is 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.

### 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.

## Travel & Completion of your employment term

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

See [www.nosm.ca/summerstudentship](http://www.nosm.ca/summerstudentship) or request the forms by emailing [summerstudentship@nosm.ca](mailto:summerstudentship@nosm.ca)

Intra-community travel is NOT covered. Travel claims must be submitted within 90 days after the final day of travel.

Travel reimbursement is calculated as follows:

1. **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, as per Travel

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Expense Summary mileage chart. Gas receipts are not required, however, return trip gas receipts are encouraged to show proof of travel.

2. **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 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.

### Additional Opportunities

A student may apply for this program in subsequent years if they continue to meet the requirements for the application process.

We encourage students to consider different agencies to broaden their opportunities and understanding of practice in the communities that they may want to live and work in for the future. Agencies usually will only be able to hire one or two applicants per season and may not be able to support several applicants. If you have any questions regarding this, please don't hesitate to contact the program.