

Indigenous Summer Student Internship Program Guidelines

Program Specifics:

- The program will support 8 Indigenous Summer Student opportunities.
- The internships will run for a period of 16 weeks (May 4, 2020 to August 21, 2020).
- Internships will be for 35 hours per week.
- Students will work 9 days every 2-week period in their respective Internship.
- Every second Friday the interns will come together for a group development day organized by Human Resources.
- The salary cost of the 16-week internship will be shared 50/50 between the hiring area and the program (based on an hourly rate of \$16 per hour plus 6% vacation pay).

Selection Criteria for Inclusion in the Program:

Units must identify an internship opportunity, and submit a description of the opportunity for consideration for inclusion in the program. The program is committed to providing internships that represent a diverse cross section of employment opportunities at the University as well as alignment with our Indigenous student representation and their respective fields of study. Submissions will be evaluated for inclusion in the program based on the following:

1. The provision of a meaningful work experience (alignment of work with the student's field of study, opportunity to develop skills relevant to their field of study and the opportunity to prepare them for future careers at the University after graduation).
2. The opportunity for mentorship, with preference given to opportunities to work with an Indigenous Scholar or Indigenous Staff Member.
3. Availability of Indigenous students in that field of study (ie. the likelihood of successfully recruiting a suitable candidate).

Please note: To ensure that approved internships represent a diverse cross section of employment fields at the University, accepted opportunities may be limited to a maximum of one Indigenous student internship per faculty/college/administrative unit.

Application Process:

- Areas interested in participating in the program must complete the attached application form.
- Applications must be received in Human Resources **no later than 4:30 p.m. on Monday, January 27, 2020.**

- In the event that more than 8 applications are received then all of the applications will be reviewed by a selection panel and scored based on the selection criteria listed above.
- In the event that a tie breaker is needed then the date order in which the applications were received will be considered.
- Approval decisions will be announced by Friday, February 7.
- Job postings for the selected opportunities will go live on UM Careers by Friday, February 14 and will close on Friday, March 6.
- Participating departments will review, short list and interview their respective candidates by Friday, March 13.
- Job offers for the program will go out by Friday, March 27.
- Selected students will begin their internships on Monday, May 4.

Other Information:

- The program currently has “funding” to support 8 internships. If your application is not approved for “funded” inclusion in the program it may still be possible to participate.
 - Up to an additional 7 internships would be considered for the program if the hiring department is willing to fund the position 100%. The student intern would be considered part of the program and would be able to participate in the bi-weekly group development days.
 - Criteria for inclusion would remain the same to ensure program consistency but would allow for greater participation among faculties and departments.
 - If you would like to be considered for a department fully funded internship please indicate in the appropriate area on the application form.
- Units may retain the intern beyond the end of the funded period at their own cost. The intern is not eligible to participate in development days after August 21, 2020.