

MENTOR A STUDENT INTERN



Employers & Students growing opportunities in career development

Objective: To provide **Students** with a meaningful career related work experience, **build networks** for their future and gain practical experience. In addition to having an extra hand, **Employers** will have an opportunity to **mentor** and cultivate students' **new techniques** and knowledge into the workplace.

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1.0 Program Overview

Mentor a Student Intern

The objective of the program is to provide Students with a meaningful career related work experience, build networks for their future and gain practical experience. In addition to having an extra hand, Employers will have an opportunity to mentor and cultivate students' new techniques and knowledge into the workplace.

The goal of Mentor a Student Intern program is to give students the practical work experience needed to be successful in obtaining employment after their post-secondary schooling. The program gives students the ability to develop relationships with employers and demonstrate their abilities.

Employers benefit from the Mentor a Student Intern program by receiving wage subsides for a talented student who can fill gaps, work on projects and/ or bring in new knowledge to the company / organization. Together, employers and students benefit from growing opportunities in workforce development.

2.0 Eligibility Requirements for Students

- A) All students must be enrolled in a CEGEP or University post-secondary program.
- B) All students must have successfully completed at least one full semester of CEGEP or University.
- C) All students must be listed on the Kahnawà:ke Kanien'kehá:ka Mohawk Registry or the Federal Registry for the Mohawks of Kahnawà:ke.
- D) All students must produce academic reports indicating a GPA higher than 2.3 or 70%.

Documents needed to apply:

- 1. Provide a copy of most recent transcript
- 2. Provide a copy of the current semester course schedule
- 3. Provide an updated resume / CV
- 4. Submit a letter of intent that states your goals and how this employment opportunity will benefit you and the employer.
- 5. Complete the Application Form*

Note: If you as a student are required to complete a "stage" as part of your studies, only time worked over and above the stage requirements will be considered as part of this program.

3.0 Requirements for Employers to apply:

- A) All employers must submit an employment proposal. This proposal should be an outline of the employer's request to be considered and indicate the employment opportunity the employer is willing to offer. The proposal should also highlight the need and benefits (for the student and employer) of having a student employee and they must demonstrate the ability to meet the objectives of the program.

1. Letter of Support

- Title and details of the position
- Name of supervisor(s)/ mentors
- Tasks and responsibilities of the position
- Knowledge, skills and competencies that will be gained by the student
- Start & End Date
- Salary information
- Employer contact information

2. Weekly Work Plan – this should include a schedule of training and/or tasks to be administered throughout the period of employment, and information on how the student employee will be

taught the task of the position. The work plan will demonstrate the link between the student's field of study and work experience.

3. Application Form*

***Online Application Forms can be found at www.tewa.ca under Youth Programs**

Other Employer Responsibilities:

All employers will be required to remit the employees and the employers share of employment insurance (EI) to the Canada Revenue Agency and QPIP to Revenue Quebec.

All human resource issues and concerns, such as payroll, scheduling, recording of hours and attendance are the responsibility of the employer. The human resource policies and procedures that apply to your regular employees should be applied to the student employees.

If there are special certifications or qualifications required for the position, the employer must ensure that the students they hire possess the proper credentials.

Students that are hired must not displace existing staff or volunteers within your business or organization.

4.0 Selection Committee

A selection committee from Tewaohnni'saktha Employment and Training Division will review and decide which projects and students are approved through the program based on the eligibility requirements and objective of the program.

5.0 Wage Level

All students participating in this program will be eligible for a wage contribution at the current minimum wage rate per hour, paid through Tewaohnni'saktha Employment and Training. Wage contributions will be made directly to the employer, the employer will in turn issue the wages to the student.

Should the student request a higher wage than what is provided through the program, employers are encouraged to augment (top up) the students' wages. Employers should consider the nature of the job, educational background, and employment experience of the students.

6.0 Program Duration

- The program is offered during the Fall and Winter academic semesters.
- This program is based on a maximum 15-hour work week.
- The maximum duration of each project will be 15 weeks per academic semester.

We must be mindful of the course load and exam schedule of each student. Employers are encouraged to accommodate each student as needed.

7.0 Contribution Agreement

Employers and students will be required to submit work reports and/or time sheets (each to be signed by both the student and employer). No payments will be issued without these documents.

Periodic site visits (scheduled and unscheduled) may be conducted for each project to assess the quality of the placement.

Mohawk Self Insurance will be paid directly by Tewatohnhi'saktha Employment and Training once projects are approved.

8.0 Repeatability

In order to offer students a work experience at an organization / business and to encourage students to seek out new employers, students participating in the Mentor a Student Intern program can work at the **same organization for a maximum of 4 semesters**. Therefore, employers cannot hire the same student for more than 4 semesters.

9.0 Deadlines

In order to fulfill a 15-week work experience, the following deadlines are suggested:

FALL Program: Wednesday, September 27, 2017

WINTER Program: Wednesday, January 24, 2018

Submit your documents to:

Onawa K. Jacobs, Program Manager
Tewatohnhi'saktha - 3rd Floor Business Complex
P.O. Box 1110, Kahnawake, QC J0L 1B0
Fax: 450.638.3276

E-mail: onawa.jacobs@kedc.biz

To contact by phone: 450.638.4280 Ext. 238

Online Applications are available at
www.tewa.ca under Youth Programs





MENTOR A STUDENT INTERN

Student Application Form

Please be sure that you have read & understood the program guidelines, eligibility, criteria and requirements before filling out this application form.

Student Profile

Male Female

Name: _____

Birth date: _____

Address: _____

Tel: _____

E-Mail: _____

SIN #: _____

Medicare #: _____

Band#: _____

Position Request

Unknown at this time

Job Title: _____

Organization / Business: _____

Contact Person: _____

Briefly explain how this employment relates to your field of study or career goal / Or what type of work you are looking for:

Student Academic Profile

CEGEP University: _____ Semester #: _____

Program / Major: _____ GPA / Average: _____

Documents Required

- My current academic transcript.
- My current academic course schedule.
- My updated resume / CV.
- My letter of intent.

I declare that the above information is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

You can e-mail or scan documents to Program Manager: onawa.jacobs@kedc.biz



MENTOR A STUDENT INTERN

Employer Application Form

Please be sure that you have read & understood the program guidelines, eligibility, criteria and requirements before filling out this application form.

Business / Organization Profile

Name of Business / Organization: _____

Address: _____ Tel: _____

Contact Person: _____ Title: _____

E-Mail: _____

Is your business / organization in the: Public Sector or Private Sector

Position Request

CEGEP level student University level student

Student's Name: _____ *Unknown at this time*

Job Title: _____

Supervisor / Mentor Name & Job Title: _____

Start Date: _____ End Date: _____ # weeks: _____

Hours per week: _____

Wage Rate: _____

Briefly explain how this employment relates to the student's field of study are career goal / Or what type of student you are looking for:

Documents Required

- Letter of Support
- Weekly Work Plan
- Other _____

I have read and understood the Mentor a Student Intern Guidelines and declare that the above information is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

You can e-mail or scan documents to Program Manager: onawa.jacobs@kedc.biz