



# MASI

## MENTOR A STUDENT INTERN

PROGRAM GUIDELINES

2024



TEWATOHINHI'SAKTHA

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# Program Objective



The objective of the Mentor a Student Intern (MASI) Program is to provide students with meaningful work experience within their field of study. These subsidized, part-time work measures allow them to build networks for the future and earn wages during the academic year. Additionally, employers' benefit from having an extra staff member in which they can mentor and help shape the future professionals of the community.

Through participation in the program, students can further develop the workplace skills needed to obtain employment after post-secondary schooling and also demonstrate their abilities to a prospective employer.

Employers receive wage subsidies for these eager and talented individuals who can fill in gaps, work on projects and bring in fresh knowledge and insight.



## Program Contact:

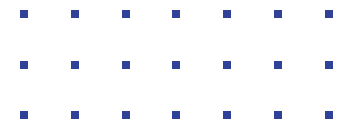
**Katsistohkwí:io Jacco**

Interim Program Manager

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(450) 638-4280

# Student Eligibility



In order to be eligible for the MASI Program, the student must meet one of the following criteria:

## Eligibility

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- High School students in grade 10 or above;
- Be enrolled in a full-time CEGEP or University program;
- Have successfully completed at least one full semester of post-secondary studies
- Be listed on the Kahnawà:ke Kanien'kehá:ka Registry or the Federal Registry for Mohawks of Kahnawà:ke;
- Demonstrate an academic average of a 70% or higher, which is a GPA of 2.8 on a 4.0 scale, or a GPA of 3.0 on a 4.3 scale.

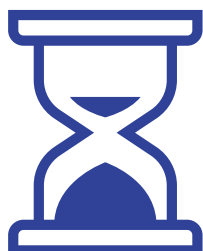
# Required Application Documents

## Employers

- 1 Complete the full Employer Application online at [Tewa.ca/MASI](http://Tewa.ca/MASI)
- 2 Submit a Letter of Support detailing the name of the student's proposed supervisor, start and end dates, salary and how the employment will complement the students' studies. A Job Description must also be submitted to the application.
- 3 Await formal decision on Application from Program Manager.

## Students

- 1 Ensure that you have the following requirements:
  - SIN Number
  - Band Number (must be on the Federal Registry or the Kahnawà:ke Kanien'kehá:ka Registry).
- 2 Complete the MASI Student Application Form online at [Tewa.ca/MASI](http://Tewa.ca/MASI). Your application must include your Resume, Letter of Intent, most recent transcript and current semester schedule.
- 3 Await formal decision on Application from Program Manager.



### **Application Deadlines:**

Fall 2024: September 20, 2024

Winter 2025: January 24, 2025

# Employer Responsibilities



## Timesheets

Students are required to submit weekly timesheets to their employer to ensure a high degree of accountability for all funds administered. Both the student and employer are required to verify and sign off on timesheets, and submit to the Program Manager at the end of the employment contract. Should students work less than the approved number of hours in their MASI Program contract, Employers are responsible to reimburse Tewatohnhi'saktha for all unused funds.

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## Human Resources

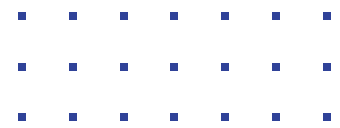
All human resource matters, such as payroll, scheduling, recording of hours and attendance, are the responsibility of the employer. The human resource policies and procedures that apply to your regular employees must be applied to the student intern.

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## Training and Staff

If there are special certifications or qualifications required for the position, the employer must ensure that the student they hire possesses the proper credentials or have a plan for the student to gain them. Additionally, the student that is hired must not displace existing staff or volunteers within the business/organization.

# Wages & MERCs



## Base Wage



Wage subsidies for approved employment measures will be at 100% of the current minimum wage (\$15.75 as of May 1, 2024), along with 100% of associated MERCs (i.e. E.I., QPIP, MSI/CSST).

## Higher Wage



Should the student request a higher wage than what is provided through the program, employers are encouraged to top-up the subsidized hourly rate. Employers should consider the nature of the job, educational background, and employment experience of the student. Subject to approval, if an employer chooses to top-up the subsidized hourly rate, Tewaohnhisaktha's Workforce Development will cover 100% of MERCs based on the top-up rate.

## Funding



Student's wages and MERCs are paid directly by the employer, in accordance with the employer's regular accounting procedures. Tewaohnhisaktha Workforce Development is responsible for the administration and payment of Mohawk Self-Insurance premiums based on the full salary.

In order to be reimbursed for the student's wages and MERCs, the employer must submit the following documents to the Workforce Development Program Manager:

- A. Mentor a Student Intern Program Employment Agreement (signed by both the student and employer);
- B. Timesheets (signed by both the student and employer) on a bi-weekly or monthly basis and/or the Record of Employment (R.O.E).

# Program Details



## 1 Program Duration

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The Mentor a Student Intern program is offered during the fall and winter academic semesters only. The student intern may work a **maximum** of 15 hours per week, for a **maximum** of 15 weeks per semester. Both the student and employer are encouraged to be mindful of course load and exam schedule when setting the employment term and details.

## 2 Repeatability

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In order to offer students a variety of work experiences and employers, students can participate in the same employment measure with the same employer for a **maximum of four semesters**.

## 3 Approval Process

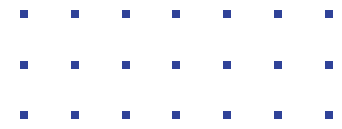
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After all required student and employer application documents are received, the Program Manager will bring the request to the Workforce Development Committee at the next possible proposal meeting. The committee will discuss the request and approve, defer, or refuse it, depending on the nature of the request, link to student's field of study, letters of request, and available financial resources.

*Note that the applicants must receive a written approval notice from Tewatohnhi'saktha before proceeding with any type of activity related to this program.*



# Deadlines and Submission



## 1 Application Deadlines

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The following deadlines have been set for the 2024/2025 academic year:

- Fall: September 20, 2024
- Winter: January 24, 2025

**Applications ready before these dates may be submitted and approved earlier.**

## 2 Application Submission


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Employers and students must submit their MASI Program application form and supporting documents online at [Tewa.ca/MASI](https://Tewa.ca/MASI)

# Contact Information



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