



MASI

MENTOR A STUDENT INTERN

PROGRAM GUIDELINES

Updated 2026



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Program Overview



About the Program

The Mentor a Student Intern (MASI) Program is a paid internship and mentorship initiative administered by Tewatohnhi'saktha. The program supports eligible students in gaining meaningful, part-time work experience while continuing their education.

MASI connects students with employers who can provide structured workplace experience, practical learning, and ongoing mentorship. Placements should support the student's education, career interests, professional development, or longer-term employment goals.

Program Purpose

The purpose of MASI is to help students connect their education with practical workplace experience while developing the skills, knowledge, confidence, and professional relationships needed for their future careers.

The program also provides employers with an opportunity to mentor emerging talent, introduce students to career opportunities, and contribute to the development of Kahnawà:ke's future workforce.

Program Objectives

MASI Aims to:

- Provide students with meaningful, paid work experience while they continue their education;
- Help students apply their academic learning, interests, and existing skills in a workplace setting;
- Support the development of transferable, technical, and professional skills;
- Increase students' awareness of career pathways and workplace expectations;
- Provide students with mentorship, guidance, and professional networking opportunities;
- Encourage employers to invest in the development of students and emerging professionals; and
- Strengthen connections between students, employers, education, and future workforce needs.

How MASI Works

MASI is offered during the fall and winter academic semesters and involves a shared commitment between the student intern, the employer or mentor, and Tewatohnhi'saktha.

Steps

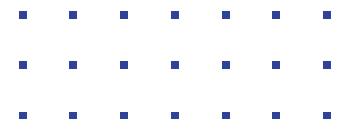
The program generally follows these steps:

- 1. Identify an opportunity:** A student may approach an eligible employer about a potential internship, or an employer may identify and recruit an eligible student. Before applying, the student and employer must connect and agree to develop a meaningful part-time internship and mentorship experience.
- 2. Develop the internship:** The student and employer agree on the proposed position, duties, schedule, learning opportunities, and mentorship arrangements.
- 3. Apply to MASI:** The student and employer submit the required applications and supporting documents by the established deadline.
- 4. Application review:** Tewatohnhi'saktha reviews the proposed placement for eligibility, suitability, available funding, and alignment with program requirements and priorities.
- 5. Approval and internship:** Approved applicants complete the required agreements before the internship begins. The student then works under the employer's supervision while receiving workplace experience and mentorship.
- 6. Program completion:** The student and employer complete all required program activities, documentation, and final reporting.

Submission of an application does not guarantee approval or funding. Students and employers are encouraged to apply early, as funding may become fully committed before the application deadline. Internships may only begin once written approval has been issued and all required agreements have been completed.

Current application periods, deadlines, wage rates, and forms are provided in the MASI Reference Page at the end of the guidelines or at tewa.ca/masi.

Eligibility Criteria



Students



To participate in the MASI Program, students must meet the following eligibility criteria:

General Eligibility

To be eligible for MASI, a student must:

- Be a registered Kanien'kehá of Kahnawà:ke;
- Be enrolled full-time in an eligible educational program during the internship semester;
- Meet the program's academic-standing requirements;
- Have identified an eligible employer and proposed internship opportunity;
- Be legally entitled to work in Canada; and
- Continue to meet all eligibility requirements throughout the internship.

Eligible Educational Programs

- Secondary school, beginning in Grade 10;
- Kanien'kéha Ratiwennahnírats;
- CEGEP or college;
- An undergraduate university program; or
- A graduate-level university program.

Tewatohnhi'saktha may consider other recognized educational programs where they align with MASI's purpose and requirements.

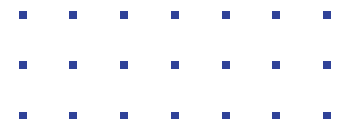
Academic Standing

Students must have a minimum overall academic average of 70% or demonstrate equivalent satisfactory academic standing in their educational program.

This corresponds to:

- A GPA of at least 2.8 on a 4.0 scale; or
- A GPA of at least 3.0 on a 4.3 scale.

Eligibility Criteria



Employers



To participate in the MASI Program, employers must meet the following eligibility criteria:

General Eligibility

To be eligible for MASI, an employer must:

- Provide a legitimate and appropriate workplace environment;
- Designate an appropriate employee to supervise and mentor the student;
- Have the administrative capacity to employ the student, manage payroll, and maintain the required records;
- Be in good standing with Tewatohnhi'saktha, including having fulfilled the requirements of any previous funding agreements.

Eligible Employers

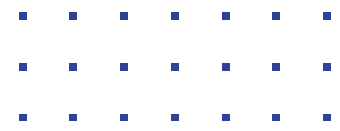
- Private-sector businesses;
- Non-profit and community organizations;
- Public-sector organizations;
- Educational institutions; and
- Other employers approved by Tewatohnhi'saktha.

Continued Eligibility

Employers must continue to meet all program requirements throughout the internship. Any change that may affect the employer's eligibility, workplace, supervision, or ability to deliver the approved internship must be reported promptly to Tewatohnhi'saktha.

Previous participation in MASI does not guarantee future approval. Tewatohnhi'saktha may consider the employer's previous program compliance, mentorship and supervision, documentation, student experience, and the availability of funding when reviewing future applications.

Internship and Mentorship



Internship

Suitable Internship

The proposed internship must provide meaningful, part-time workplace experience that supports the student's education, career interests, professional development, or longer-term employment goals.

The internship must:

- Include clearly defined duties, responsibilities, and learning opportunities;
- Provide work that is appropriate for the student's education, experience, and abilities;
- Support the development of transferable, technical, or professional skills;
- Provide opportunities for the student to learn, contribute, and take on appropriate responsibilities;
- Not be used solely as a means of providing wages for an internship, practicum, placement, or work term that would otherwise be unpaid;
- Be compatible with the student's academic schedule and responsibilities; and
- Meet all applicable workplace and program requirements.

Work Arrangements

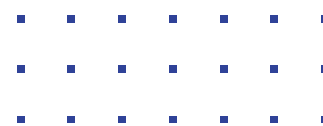
Internships may take place on-site, remotely, or through a hybrid arrangement where the work arrangement is appropriate for the position and allows for effective supervision and mentorship.

Students are encouraged to explore new employment and learning opportunities after completing four consecutive semesters in the same position with the same employer.

A student may continue in the same position beyond four semesters where the student and employer demonstrate that the placement is contributing to:

- A pathway toward long-term employment or a career with the employer; and
- The employer's workforce or succession-planning needs.

Financial Contribution



MASI Funding



MASI provides eligible employers with a wage subsidy toward the cost of employing an approved student intern. Funding is limited to the student, position, internship period, hours, wages, and costs approved by Tewatohnhi'saktha. Funding is subject to program eligibility, available resources, and the terms of the applicable funding agreement.

Eligible Costs

For approved MASI placements, the wage subsidy will cover:

- 100% of the current Quebec minimum wage;
- Up to a maximum of 10 hours per week; (15 hours for graduate students)
- Up to a maximum of 15 weeks per semester; and
- Associated Mandatory Employment-Related Costs (MERCs), including E.I., QPIP, and MSI/CSST.

Employer Contributions & Wage Top-ups

Employers are encouraged to top up the student's wage above the MASI-funded rate where they are able to do so.

Any wages, hours, MERCs, benefits, or other employment costs exceeding the approved MASI contribution are the employer's responsibility. The employer remains responsible for meeting all applicable payroll and employment obligations.

Payment and Reconciliation

MASI payments are issued according to the schedule and conditions established in the funding agreement. Final funding is based on the student's actual eligible hours and costs, up to the approved maximum.

The employer must provide the required timesheets, payroll records, and supporting documentation. Unused or unsupported funding must be returned to Tewatohnhi'saktha, and funding may not be transferred to another student, position, or semester without prior written approval. No funding will be provided for work completed before the approved internship start date or before all required agreements have been completed.

Roles & Responsibilities



MASI is a shared commitment between the student intern, the employer and workplace mentor, and Tewatohnhi'saktha. Each party is responsible for contributing to a safe, meaningful, and successful internship.

Student Intern Responsibilities

The student is responsible for:

- Attending work as scheduled and performing assigned duties professionally;
- Balancing internship and academic responsibilities;
- Participating in required workshops, check-ins, and evaluations;
- Ensuring timesheets are complete and accurate; and
- Reporting concerns or changes affecting the internship to Tewatohnhi'saktha.

Employer and Workplace Mentor Responsibilities

The employer is responsible for:

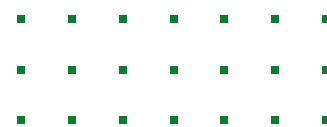
- Ensuring the MASI student does not replace or displace existing employees or volunteers within the business or organization;
- Managing the employment relationship, including payroll, scheduling, attendance, performance, and recording hours;
- Providing meaningful work experience, appropriate supervision, mentorship, guidance, and feedback;
- Maintaining a safe and respectful workplace;
- Meeting all program and funding-agreement requirements; and
- Completing required timesheets, documentation, and evaluations.

Tewatohnhi'saktha Responsibilities

Tewatohnhi'saktha is responsible for administering MASI and its funding, monitoring program requirements, and providing guidance to students and employers where needed.

Tewatohnhi'saktha is not the student's employer and is not responsible for day-to-day supervision or employment-related decisions.

Application Process



The application process will follow these steps:

Develop Proposed Internship

The student and employer must jointly develop the proposed position, including its duties, schedule, learning opportunities, supervision, and mentorship arrangements.

Submit Online Applications

The student and employer must each complete their respective MASI application available at tewa.ca/masi including all required documents by the established deadline. Incomplete or late applications may not be considered.

Application Review

Tewatohnni'saktha will review applications based on eligibility, the quality and relevance of the proposed internship, the mentorship and learning experience, program priorities, and available funding.

Decision and Approval

Applicants will be notified of the decision in writing. Approved students and employers must complete the funding agreement before the internship begins. Submission of an application does not guarantee approval or funding.

Required Application Documents

Employer	Student
A completed Employer Application Form with the following: • A Letter of Support identifying the student's proposed supervisor, anticipated start and end dates, salary, and how the employment will complement the student's studies; • A Job Description outlining the proposed position, and duties, responsibilities.	A completed Student Application Form with the following: • Resume; • Letter of Intent; • Confirmation of current enrolment; • Current semester schedule; • Most recent transcript or proof of academic standing.

Ongoing Requirements



Timesheets

Students and employers must maintain complete and accurate timesheets recording the student's actual hours worked. Timesheets must be reviewed and approved by both parties before being submitted to Tewatohnhi'saktha.

Final MASI funding will be calculated based on verified eligible hours, up to the approved maximum.

Professional Development Workshops

Students are required to attend one professional-development workshop organized and hosted by Tewatohnhi'saktha each semester.

The workshops provide students with opportunities to network and develop professional or personal skills that may not otherwise be acquired through their regular employment.

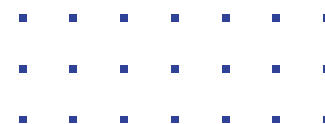
Employers must permit students to attend the required workshop and treat the time spent attending as paid work time.

Program Evaluations

Upon completion of the internship, the student and employer must each complete and submit the applicable MASI Evaluation Form.

The evaluations provide feedback on the internship, mentorship experience, student development, and overall program delivery. This feedback will help Tewatohnhi'saktha assess program outcomes and inform future improvements to MASI and additional programming.

Reference Page



2026-27 Details



Funding Detail	2026-27 Contribution
Funded Wage Rate	\$16.60 / hour
Maximum funded hours / week	10 hours for eligible students; 15 hours for graduate students
Maximum funded weeks	15 weeks / semester
MERCs	Eligible associated MERCs based on funded wage
<i>Employers are encouraged to top up the student's wage. Any wages, hours, or costs exceeding the approved MASI contribution are the employer's responsibility.</i>	

Semester	Deadline	Application Form
Fall	September 25 th , 2026	<u>Student Application Form</u> <u>Employer Application Form</u>
Winter	January 29 th , 2027	
MASI placements are subject to available funding, and submitting an application does not guarantee approval. Earlier applications are encouraged, as funding may be limited. Late or incomplete applications may not be considered.		

Sample Funding Breakdown

Based on \$20.00/hour × 10 hours/week × 15 weeks

Eligible Costs	Employer	Tewatohnhi'saktha	Total
Participant Wages	\$510.00	\$2,490.00	\$3,000.00
MERCs (9.5%)	\$48.45	\$236.55	\$285.00
Total	\$558.45	\$2,726.55	\$3,285.00
<i>Tewatohnhi'saktha's contribution is based on the funded rate of \$16.60 per hour. In this example, the employer tops up the wage by \$3.40 per hour and assumes the associated MERCs.</i>			

Contact Information



MASI Team: *Program Manager & Programs Assistant*

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