

# Mentor a Student Intern Program Guidelines



**2021-2022**



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## **1.0 PROGRAM OBJECTIVE**

The objective of the Mentor a Student Intern program is to provide students with meaningful work experiences 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 and have the opportunity to mentor and mold the leaders of tomorrow.

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.

## **2.0 PROGRAM MANAGER**

All inquiries concerning this program should be addressed to the attention of:

### **Keisha Goodleaf**

Workforce Development Program Manager, Tewatohnhi'saktha

Telephone: (450) 638-4280, ext. 238

Email: [keisha.goodleaf@kedc.biz](mailto:keisha.goodleaf@kedc.biz)

## **3.0 ELIGIBILITY REQUIREMENTS FOR STUDENTS**

In order to be eligible for the Mentor a Student Intern program, the student must:

- a. Be enrolled in a full-time CEGEP or university program;
- b. Have successfully completed at least one full semester of post-secondary studies;
- c. Be listed on the Kahnawà:ke Kanien'kehá:ka Registry or the Federal Registry for Mohawks of Kahnawà:ke;
- d. Produce an academic report indicating a GPA of 2.3/average of 70% or higher.

### **3.1 Required Application Documents**

In order to apply for the Mentor a Student Intern program, the student must submit a:

1. Copy of most recent transcript;
2. Copy of current semester's schedule;
3. Updated resume;
4. Letter of intent explaining career goals and how this employment measure will benefit the student and the employer;
5. Completed program application form (available on page 5, or online at [www.tewa.ca/mentor-a-student-student-application-form/](http://www.tewa.ca/mentor-a-student-student-application-form/)).

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

## **4.0 EMPLOYER APPLICATION REQUIREMENTS**

In order to apply for the Mentor a Student Intern program, the employer must submit a:

1. Letter of support containing:
  - a. Title, details and responsibilities of the position;
  - b. Name of supervisor(s)/mentor(s);
  - c. Start and end dates and weekly working hours;
  - d. Salary information (specifically, if the employer is topping-up above the minimum wage subsidy);
  - e. Employer contact information;
  - f. Knowledge, skills and competencies to be gained by the student;
  - g. Needs for and benefits of having a student intern;
  - h. How the employment measure links with the student's field of study.
2. A list of tasks and/or projects to be completed through the period of employment included in the letter of support in #1 above, **OR** a Job Description for the position can be submitted;
3. Completed program application form (available on page 6, or online at [www.tewa.ca/mentor](http://www.tewa.ca/mentor)).

### **4.1 Additional Employer Responsibilities**

All employers will be required to remit the employee's and the employer's share of Employment Insurance (E.I.) to the Canada Revenue Agency and the Quebec Parental Insurance Plan (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 must be applied to the student intern.

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.

## **5.0 STUDENT WAGES & MERCs**

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

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, Tewaohni'saktha's Workforce Development will cover 100% of MERCs based on the top-up rate.

Student's wages and MERCs are paid directly by the employer, in accordance with the employer's regular accounting procedures. Tewaohni'saktha 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) and/or the Record of Employment (R.O.E);

## **6.0 PROGRAM DURATION**

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.

## **7.0 REPEATABILITY**

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**.

## **8.0 APPROVAL PROCESS**

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.

## **9.0 2021-2022 APPLICATION DEADLINES**

The following deadlines have been set for the 2021-2022 academic year:

- Fall: September 17, 2021
- Winter: January 21, 2022

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

## **10.0 APPLICATION SUBMISSION**

Send applications and all supporting documentation via email, or mail:

**Keisha Goodleaf, Workforce Development Program Manager**

Email: [keisha.goodleaf@kedc.biz](mailto:keisha.goodleaf@kedc.biz)

Mail: P.O. Box 1110  
3<sup>rd</sup> Floor, Kahnawà:ke Business Complex  
Kahnawà:ke Mohawk Territory J0L 1B0



**Mentor a Student Intern  
Student Application Form**

**STUDENT INFORMATION**

|                |  |                  |  |
|----------------|--|------------------|--|
| Full name:     |  | Date of birth:   |  |
| Address:       |  |                  |  |
| Email address: |  |                  |  |
| Phone number:  |  | S.I.N.:          |  |
| Band number:   |  | Medicare number: |  |

**ACADEMIC INFORMATION**

|                |                                |                                     |  |
|----------------|--------------------------------|-------------------------------------|--|
| School name:   |                                |                                     |  |
| Level:         | <input type="checkbox"/> CEGEP | <input type="checkbox"/> University |  |
| Program/major: |                                |                                     |  |
| GPA/Average:   |                                | Semester number:                    |  |

**EMPLOYMENT MEASURE DETAILS**

|   |  |                 |  |
|---|--|-----------------|--|
| <input type="checkbox"/> <i>Unknown at this time.</i> |  |                 |  |
| Job title:  |  |                 |  |
| Employer:   |  |                 |  |
| Contact name:   |  | Contact number: |  |

|   |  |
|---|--|
| Briefly explain how this employment measure relates to your field of study, or what type of work you are seeking: |  |
|   |  |
|   |  |
|   |  |
|   |  |

**SUPPORTING DOCUMENTS**

|  |   |
|--|---|
| <input type="checkbox"/> Copy of most recent transcript      | <input type="checkbox"/> Updated resume   |
| <input type="checkbox"/> Copy of current semester's schedule | <input type="checkbox"/> Letter of intent |
| <input type="checkbox"/> Other:                              |   |

**DECLARATION**

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

*Additionally, I am confirming that I have read and understood the Mentor a Student Intern program guidelines.*

|            |  |       |  |
|------------|--|-------|--|
| Signature: |  | Date: |  |
|------------|--|-------|--|



## Mentor a Student Intern Employer Application Form

| EMPLOYER INFORMATION  |  |   |  |
|---|--|---|--|
| Employer name:  |  |   |  |
| Address:  |  |   |  |
| Contact name:   |  | Contact title:                                |  |
| Contact email:  |  | Contact number:                               |  |
| Is your business/organization within the:   | <input type="checkbox"/> Public sector | <input type="checkbox"/> Private sector       |  |
| EMPLOYMENT MEASURE DETAILS  |  |   |  |
| <input type="checkbox"/> <i>Unknown at this time.</i>   |  |   |  |
| Student name:   |  |   |  |
| Level:  | <input type="checkbox"/> CEGEP         | <input type="checkbox"/> University           |  |
| Job title:  |  |   |  |
| Supervisor name:  |  | Supervisor title:                             |  |
| Start date:   |  | End date:                                     |  |
| Number of weeks:  |  | Hours per week:                               |  |
| Will you top-up the hourly wage rate?   | <input type="checkbox"/> No            | <input type="checkbox"/> Yes; to \$_____/hour |  |
| Briefly explain how this employment measure relates to the student's field of study, or what type of student you are seeking: |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
| SUPPORTING DOCUMENTS  |  |   |  |
| <input type="checkbox"/> Letter of support  |  | <input type="checkbox"/> Weekly workplan      |  |
| <input type="checkbox"/> Other:   |  |   |  |
| DECLARATION   |  |   |  |
| <i>I declare that the above information is accurate and true to the best of my knowledge.</i>                                 |  |   |  |
| <i>Additionally, I am confirming that I have read and understood the Mentor a Student Intern program guidelines.</i>          |  |   |  |
| Signature:  |  | Date:   |  |