

Committee on Research and Publications (CRP)

CRP.INST.010 | CN Student Research Internship

Fund Information

In 2002, CN committed \$150,000 to Mount Saint Vincent University for the establishment of the CN Management Development for Women Excellence Fund. The purpose of this endowed fund was to provide an opportunity for women to enhance their management skills for careers in government, business or the voluntary-non-profit sector through the Management Development for Women (MDW) certificate program. Specifically, annual income from the CN MDW Excellence Fund supported program research, further program development and provided student bursaries.

The Management Development for Women program was last offered in 2010-2011 and since that time, the Fund has grown significantly through endowment earnings. As such, the University has been considering options to repurpose the annual spending while adhering as closely as possible to the donor's original intent for this fund.

The CN Student Research Internship comes as a result of a proposed repurposing of the original (2002) CN Management Development for Women Excellence Fund, which ended in 2011.

The repurposing from the CN Management Development for Women Excellence Fund to the CN Student Research Internship Fund will provide Student Research Internships for graduate and undergraduate students, providing experiential learning opportunities to students for careers in the private, public or not-for-profits sectors. To adhere closely to the original intent of the agreement between CN and Mount Saint Vincent, first preference will be given to student female researchers, and/or those doing research in areas related to women. Paid research internships for our Mount students will not only provide relevant, paid, work experience but will also fulfill goals of the Mount's Research Plan (2015-2018: *Making a Difference Through Research*) which is explicitly tied to the University's overall Strategic Plan (*Mount 2017: Making a Difference*).

* Term of Internship/Deadline to Apply:

- a) **Summer Internship:** 35 hours per week for four months - Total = 560 hours (no less than 312 hours) in the months of May, June, July, & August (**Deadline: March 1st**)
- b) **Part-time Placement (Fall/Winter):** Up to 12 hours per week per academic semester September – April. (**Deadline: September 1st**)

The CN Student Research Internship will combine experiential learning and research skills' development in a faculty-supervised workplace setting. Students who complete a Research

Internship will be better positioned to pursue graduate studies and/or to begin careers with enhanced research, analytic, project management, communication and/or laboratory experience; which will satisfy the specific goal of creating more transferable work experience for students in their transition from the academy to the wider world.

Internship applications will be adjudicated by the Committee on Research and Publications (CRP). The onus is on the applicant to ensure completion upon submission. Incomplete applications will not be adjudicated. Check below to ensure a complete application.

Application Instructions/Guidelines

1) Faculty Eligibility

Applicants must be full-time faculty members of Mount Saint Vincent University. Student research internships will be awarded to applicants who best demonstrate the requirements for a student research internship for an eligible student, and who agree to use the funds according to the requirements indicated in this application. Only **one** research internship will be awarded in a two-year fiscal period to the same faculty member(s).

2) Research Internship Eligibility Requirements

The faculty supervisor will be asked to provide the following:

- a) Title, subject and scope of the Research Internship project.
- b) Timeframe or planning as confirmation that the research internship can be initiated, sustained and completed within the term designated. The student's project can end with the internship or be part of a larger programme of research.
- c) If applicable, confidentiality or professionalism /ethics training in research, is mandated. Confidentiality or professionalism training will need to be demonstrated in the reporting period.
- d) A description of the training, experience and skills development initiatives involved as well as success indicators. The application must include **at least 3 skills** from one or more of the research project design and creation categories listed in the table below. Please indicate the category, the specific skills, the timelines and plan for the work as outlined in (2b). Include any accompanying rationale for these choices, if required.

Research Project Design and Creation Categories	
*Please note that this list is not exhaustive	
Method -choose one category or explain why both are needed:	<ul style="list-style-type: none"> • <i>Qualitative</i>- field work; interview; focus group technique; content, discourse or narrative analysis; arts-based research design; other qualitative methods, please specify. • <i>Quantitative</i> or iterative experimental design; laboratory procedures; experimental protocols; stimulus construction; other quantitative methods, please specify

Data collection	<ul style="list-style-type: none"> archival skills; arts-based data collection, recruiting participants; community outreach; data collection using laboratory equipment; ethics with human participants; professionalism; confidentiality skills, other data collection skills, please specify.
Data processing/Data Analysis	<ul style="list-style-type: none"> N-Vivo; MAXQDA; developing code; raw data processing; data coding; SPSS; R; programming Superlab; other data processing or analysis skills, please specify.
Research Dissemination	<ul style="list-style-type: none"> editing for publication; manuscript or poster preparation or support; exhibition or production or curation; website or multimedia development; workshop or poster or conference paper delivery, publication or other research communications, please specify.

3) Student Eligibility

Faculty Applicants please note: The Student Research Internship is available only to Mount Saint Vincent University undergraduate or graduate students. The recommended student intern must be identified on the application. **Faculty applicants are responsible for ensuring that students meet this criteria:**

- a) Undergraduate: A full time undergraduate student in good standing at MSVU who has completed 10 units of study or more, and currently registered in 3 or more units (or has taken 3 units in the previous fall/winter semester) at the time of application.
- b) Graduate: 1st or 2nd year full-time graduate student at MSVU and in good academic standing.

MSVU CN Internship Awards cannot be held with any other award of like value during the same period. If the recipient receives another award after accepting this internship, the student must contact the AVP (Research) immediately to declare which award they intend to hold.

Note: Students may not be paid through an this internship to conduct research for their own work (e.g., thesis, directed studies)

Preference shall be given to students with:

- Demonstrated interest or intention in further studies/graduate work.
- Demonstrated interest or intention to work in a research field with government, the non-profit sector or industry upon graduation.

Please note: *This award may not be used to facilitate the completion of a thesis or major research paper, or other course/degree requirement, as per university regulations.*

4) Reporting Requirement

- a) Faculty Supervisor Internship Verification
At the end of the supervision period, the Supervisor shall provide the Committee on Research and Publications with a report restating the intended three goals of internship (from categories listed in Section 2 above) as well a description of how each skill was attained. Any additional skills can also be itemized. The reporting document must address the proposed work plan and indicate the specific skill achievements.

b) Student Internship Verification

As a corollary document, the student must attest to the experience of the research internship, and verify that training was received in the three goals selected.

5) **Budget and Justification**

The budget is restricted to the hourly rate of pay and benefits for the student. Supervisors needing funds or supplies for other research items to complete the research project are expected to provide these through internal grant applications or current grant accounts.

Student Level	Internship	Max Hours	Rate of Pay	Benefits	Max Grant Award
Undergraduate	Full Time	560	14-17\$; hour	11.75%	\$ 11,186.00
Undergraduate	Part Time	312	14-17\$; hour	11.75%	\$,6,232.00
Graduate	Full Time	560	17-21\$; hour	11.75%	\$ 13,818.00
Graduate	Part Time	312	17-21\$; hour	11.75%	\$ 7,699.00

***Funds awarded in support of student salaries and benefits are **non-transferable** and are to be used only for the purposes proposed in the original application and specified in its budget.

Proceed to Form: CRP.FORM.010

Submission Process:
 Hard copies will no longer be required, please submit the application package electronically to research@msvu.ca

Note: a maximum of 2 attachments are permitted for submission– you may submit only .PDF or .DOC documents in the following manner:

- One attachment containing only the application and one document containing all appendices (if applicable)
- or
- One attachment containing both the application and all appendices (if applicable)

All appendices must be clearly labeled and reflect how they are referenced in the application.