I-CUREUS (Internship – Carleton University Research Experience Undergraduate Scholarship)

Information Sheet

Funds are awarded from the Discovery Centre and Office of the Provost and Vice-President (Academic) to students engaging in undergraduate research with a supporting faculty member. The I-CUREUS Program began in 2012 and has grown each year since then.

- Only digital applications will be accepted.
- Each student participating in the program is required to complete the following requirements in addition to the research work with their supervisor.
  - A completed testimonial of the research activity (text, pictures or video report);
  - Preparation of a digital poster following guidelines provided by the Discovery Centre;
  - I-CUREUS participants (students and faculty) will be required to participate to an undergraduate research fair in Spring 2018 to present their I-CUREUS research work.
- Due to the increasing popularity of the I-CUREUS program, there is a two student per faculty member maximum.

Application Deadline: November 1, 2017

Terms and Eligibility:
The student must:

- Be enrolled (part time or full time) in an undergraduate program in an Academic Unit of the university during the tenure of the internship
- Have a satisfactory Academic Record (e.g. not have an Academic Warning on their record)
- Use their Carleton email account – all communications will be sent through this address.

The Supervisor must:

- Belong to an Academic Unit of the university, AND
- Hold a research grant at the time of the internship. This may be an external or Carleton grant.

Research projects will be assessed on:

- Appropriateness of the proposed research
- Level of supervision and mentorship
- Potential output, such as research papers, and the anticipated learning outcomes for the intern from the experience of working in the research environment.

Expectations:

General Info

- The work term shall be no less than 8 weeks during fall or winter semester
- The intern is expected to work 10-15 hours/week on average, not to exceed 150 hours
Students will be paid $15/hour

The Student Intern will:

- Provide general research assistance to the supervisor working on a specific project
- Be asked to sign a Consent to Publish form to share their experiences through the use of social media tools, Carleton websites and the Discovery Centre to make contact with other undergraduate research interns. (If the student wishes to remain unnamed this can be arranged)
- Provide a testimonial of the research activity completed (text, pictures or video report); the resulting story will be used for the current year’s I-CUREUS webpage/Carleton publications
- At the end of the project, students will be asked to participate in an undergraduate research fair, to share their work, provide feedback for I-CUREUS and promote the program to others.

The Supervising Faculty Member will:

- Mentor the intern and supervise the intern’s work
- Ensure that the intern is paid in a timely manner for work performed
- At the end of the project, provide feedback about the program to staff and students
- Follow Carleton University’s Environmental Health and Safety policies (www.Carleton.ca/ehs)

Payment and Funding:
The student intern is paid $15/hour. They will work an average of 10-15 hours/week for a minimum of 8 weeks. The total award to the student will not exceed $2250

Funding to the Supervising Faculty Member
The supervisor provides at least half of the amount paid to the student intern, which is matched by the Office of the Provost and Vice-President (Academic) up to a maximum of $1125

1) The student and supervisor (or departmental administrator) will complete the Payroll Profile Form and submit it to HR to formally set up the contract
   *Note students must be paid within the timeline specified on the application or a new form will be required by HR
2) Hours for payment must be signed off by the supervisor and submitted directly to HR
3) Forms can be found at www.carleton.ca/hr/for-managers/employment-payment/

Application Process:
Student Applicant
- Identifying potential supervisors and discuss opportunities related to their research.
- With your chosen supervisor, complete and submit the I-CUREUS application form.

Supervising Faculty Member
- Identify potential student applicants for the I-CUREUS program and discuss opportunities related to your own research with interested students.
- With the student, complete and submit the I-CUREUS application.

Results:
The student applicant and supervising faculty member will be notified with results as soon as possible after application submission. Please allow a minimum of 3 weeks for processing.