

## **MEASURE 2: RETENTION PROGRAM**

### **STUDENT SUPPORT MEASURES**

#### **2022-2023 ACADEMIC YEAR**

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## **APPLICATION GUIDE**

**For students from Quebec regions with English and French Language skills, pursuing full-time studies in the area of Health or Social Services, willing to intern in a Health or Social Services Institution in Quebec located far away from their place of study. Student must show interest to return and work in the region after graduation.**

**Due Dates:**  
**June 15, 2022**  
**October 3, 2022**  
**January 16, 2023**

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## TABLE OF CONTENTS

<b>General Information</b>	3-4
- Context	
- Objective	
- Target Population	
- Fund Allocation	
- Application Forms	
- Eligibility Criteria	
- Allowable Expenses	
- Payment Modalities	
<b>Contact Information for Student Support Measures</b>	5
<b>Guidelines to Application Forms</b>	
- Form 1 – Student Application	5
- Form 2 – Education Institution Recommendation	6
- Form 3 – Internship Report	6
<b>List of Responsibilities</b>	
- Student	6
- Educational Institution	7
- Dialogue McGill	7

**Ce document est disponible aussi en français:**

<https://www.mcgill.ca/dialoguemcgill/fr/forms/formulaires-relatifs-aux-projets-de-soutien-des-stages>

## GENERAL INFORMATION

### CONTEXT

The Retention Program of Dialogue McGill aims to create and support strategies designed to recruit, employ and retain bilingual health professionals across Quebec's health or social services network. Initiatives include support for development of practice education, placement opportunities, support for internships in the regions etc. Education institutions do play a key role in working with health or social services institutions to provide access to a greater range of internships in the Quebec regions. Funds are allocated to support students who will be undertaking internships in health or social services institutions in Quebec.

### OBJECTIVE

The primary objective of this program is to contribute to building students' capacity to be hired in a Quebec public health or social services institutions in the regions.

### TARGET POPULATION

The support for internship funding **targets** primarily students in health or social services fields from Quebec regions, enabling them to complete clinical practice with the goal of facilitating employment.

Students who make the decision to intern in a health or social services institution in a region of Quebec located far away from their place of study and who must incur additional costs to do so can be funded.

### FUND ALLOCATION

Funds for students going to a region remote from their training location for clinical practice in health care or social services programs will be given to McGill professional schools and to other educational institutions.

Students will be requested to submit an application to their educational institution that will forward it to Dialogue McGill.

The educational institution will receive the funding and ensure the monitoring and control of the financial support, as well as the reporting.

### APPLICATION FORMS

The educational institution and the student must complete the required forms as detailed on page 5 of this document.

### ELIGIBILITY CRITERIA

The student support for internship program is open to students who:

- Are Canadian Citizen or Permanent Residents of Canada.
- Are currently registered full-time in a health or social services program in Quebec during the **2022-2023** academic year.
- Have the appropriate level of English and French Language skills to provide services in a health or social services institution in Quebec.

- Demonstrate interest in returning to the internship region to work after graduation.
- Have long-term career objectives compatible with the goal of Student Support Measure.
- Have a satisfactory academic standing.

### ALLOWABLE EXPENSES

Students who undertake an internship in a region remote from their training location will be able to benefit from financial support for:

- Cost of transportation of round trip from the student's place of residence to the region where the internship takes place.
- Cost of transportation within the region where the internship takes place. *Note that students are encouraged to use public transportation when it is available in their region.*
- Cost of accommodation within the region where the internship takes place including rent, electricity, heating, etc. Students are encouraged to find affordable lodging in their region. Dialogue McGill will review typical rental amounts for the region when evaluating the student's budget. If the application is approved for funding and there is a difference between the actual cost and approved amount, the student would be responsible for covering the difference.
- Cost of other related expenses (internet, telephone, etc.)

Education institutions must ensure that invoices, receipts and other supporting documents are kept.

### FUNDING AMOUNT

\$200 - \$5,000 per request.

### PAYMENT MODALITIES

#### A. Payment to the Educational institution

##### *McGill Professional Schools*

Once Dialogue McGill has approved funding for internship, a letter of approval/agreement to the McGill professional school will be made and signed by both units. The student support payments will be paid through an X-coded fund to the McGill professional school.

##### *Other Universities and Cegeps*

An approval letter and a contract amendment will be made and sent to the institution for signature. Payments will be distributed within forty (40) calendar days after signing the amendment to the contract agreement by both parties.

#### B. Payment to the recipient

The educational institution is responsible for disbursing payments to the students, recipients of internship support funding.

## CONTACT INFORMATION FOR THE STUDENT SUPPORT MEASURES

The completed forms, duly signed and dated by the student and the educational institution's Field Placement Coordinator, must be returned electronically to:

Ms. Manxi Guo  
Project Officer  
Dialogue McGill  
550 Sherbrooke W., West Tower, 7<sup>th</sup> Floor, Room 775  
Montreal, QC, H3A 1B9  
Email: [retention.dialoguemcgill@mcgill.ca](mailto:retention.dialoguemcgill@mcgill.ca)

The deadlines to submit applications for 2022-2023 academic year are:  
**June 15, 2022, October 3, 2022 and January 16, 2023.**

## GUIDELINES TO APPLICATION FORMS

The educational institution's Field Placement Coordinator and the student must complete the required forms. In order to ensure an equitable distribution of internship support funding, Dialogue McGill requires each student to complete **Form 1 – Student Application**. The educational institution will have to recommend the student by completing **Form 2 – Education Institution Recommendation**. Once the internship is completed, the student will have to fill out **Form 3 - Internship Report**.

### FORM 1 – STUDENT APPLICATION

The student must provide the following information:

- Details of the internship: name of participating organization, location of internship, start and end dates of internship and all expected travel (if applicable).
- Details on the main reasons for choosing this region for internship.
- Their long-term career objectives.
- A recent curriculum vitae.
- Details of the allowable transportation expenses including the cost of round trips from the student's place of residence to the region where the internship takes place.
- Details, if applicable, of the required transportation within the region where the internship will take place. Students are encouraged to use public transportation or ride share options if feasible
- Details on the cost of accommodation within the region where the internship takes place including rent and other related expenses such as electricity and heating. Student accommodation must be economically competitive for the region and applicants are encouraged to source available student residences, rooms for rent, etc.
- Details on other related costs (internet, telephone, additional data plan, etc.)

The total amount of financial support requested for this internship will be calculated on section 9.D. The student must sign and return the signed form to the education institution's Field Placement Coordinator.

## FORM 2 – EDUCATION INSTITUTION RECOMMENDATION

This form must be filled out by the educational institution's Field Placement Coordinator. They must provide the following information:

- The student name and the Quebec region where they are from. [Select N/A if not applicable.]
- The name and contact information of the educational institution's Field Placement Coordinator.
- The name and address of the hosting organization for the student intern. This could be a health or social services institution, an educational institution, a school board, etc.

The Field Placement Coordinator must confirm:

- The start and end dates of the internship.
- The name of the supervisor at the hosting the organization supervising the student intern.
- The financial amount requested by the student. This amount should be identical to the total figure appearing in **Form 1 – Student Application**, section 10.D.

The Field Placement Coordinator must submit to Dialogue McGill:

- Form 1 – Student Application
- Form 2 – Education Institution Recommendation
- Student's Curriculum Vitae

## FORM 3 – INTERNSHIP REPORT

This form is to be filled out by the student after completion of their internship. The student will:

- Describe the work performed at the participating organisation hosting the intern.
- State whether they provided services in English or in French.
- Evaluate their experience during the internship period and provide suggestions/improvement for future internships.
- Sign and return the signed report to the Field Placement Coordinator.

For students in their final year of the program, they will have to respond if they received a job offer at the end of their internship.

## LIST OF RESPONSABILITIES

### STUDENT

1. Completing and submitting the required signed documents to the education institution's Field Placement Coordinator.

A recipient of internship support funding is responsible for:

2. Conducting the internship and submitting **Form 3 – Internship Report** to the educational institution's Field Placement Coordinator.
3. Advising the educational institution of any changes in contact information.
4. Providing the educational institution's Field Placement Coordinator of contact information after graduation.

5. Informing the Field Placement Coordinator of the first employment after graduation (Institution, Position and Status).
6. Participating in the follow up monitoring and evaluation of the internship support program conducted by Dialogue McGill and the Education Institution.

### EDUCATIONAL INSTITUTION

The educational institution is responsible for:

1. Informing students of the Student Support Measure's call for application.
2. Receiving students' applications for internship support funding.
3. Reviewing the student application and supporting document to ensure the requested information is filled in and the students meet the eligibility criteria.
4. Completing the required documents in the Student Support Internship application and submitting to Dialogue McGill a complete application.
5. Signing, once a student is approved for funding, a letter of agreement and/or contract between McGill University and the Education Institution.
6. Receiving allocations from the Dialogue McGill Project.
7. Processing student support payments.
8. Maintaining up-to-date contact information for the student.
9. Submitting to Dialogue McGill **Form 3 – Internship Report** at the end of the student's internship period.
10. Participating in the internship program follow up, monitoring and evaluation.
11. Informing Dialogue McGill of the student's first employment upon graduation.

### DIALOGUE MCGILL

Dialogue McGill is responsible for:

1. Overseeing the Student Support Measures.
2. Administering the internship program budget.
3. Reviewing applications for Student Support Measures to ensure they are complete and request further information where required.
4. Evaluating the student application to ensure they meet the eligibility criteria listed on page 3 and 4 of the *General Information* section.
5. Approving the student application and amount of funding.
6. Communicating the results to the educational institution.
7. Preparing a letter of agreement and/or contract agreement between Dialogue McGill and the Education Institution.
8. Transferring allocations for students approved for funding to the educational institution.
9. Monitoring, tracking and evaluating the Student Support program.