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Welcome to our research institutes! Summer students are an important part of what we do. Not only do you make meaningful contributions to various fields of science and medicine, but you also represent the next generation of leaders in research.

The purpose of this handbook is to provide you with resources to get the most out of your summer studentship. We have compiled a number of academic and professional development opportunities to enrich your research throughout the summer. We encourage all of our summer students to take advantage of these opportunities to get involved and gain new skills.

We wish you a safe, healthy, and successful summer.
Summer Student Checklist

ALL SUMMER STUDENTS

☐ Register

Ensure you’re registered at https://survey.ucalgary.ca/jfe/-form/SV_3q7EPQq4fmpwFxQ to receive important updates about workshops, deadlines, and other opportunities.

☐ Confirm funding

Confirm with your supervisor and/or funding agency and set up direct payments.

☐ Emergency contact form

Provide emergency contact information to your supervisor and program as required.

☐ Attend workshops

Sign up for summer student specific workshops designed to supplement your research project.

☐ Submit an abstract

Submit an abstract to present at your institute’s summer student symposium. Check your email for news about deadlines as they arise.

☐ Register for Research Day

Register to attend your institute’s summer student symposium.
Summer Student Checklist

PROJECT DEPENDENT

Below are checklist items that may apply to you depending on your project. Talk to your supervisor and see what applies to you.

☐ Get access

Your project may require access to U of C facilities or servers/drives that contain data. Coordinate with your supervisor about what access you need for your project.

☐ Complete training

You may be required to complete training such as: WHMIS, Confidentiality, or other project specific training. Coordinate with your supervisor to ensure this is done early in your project.

☐ Confirm ethics

You may need to be required to create an Institutional Research Information Services Solution (IRISS) account to be added to ethics protocols related to your project. You can find information here: https://www.ucalgary.ca/iriss/

☐ Report to funders

Depending on the source of your funding, you may be required to complete a final report to be submitted to
Important Dates
*updates will be made once all dates and times are confirmed

May 29, 2024
12:00 – 1:00pm
Orientation and Workshop Series Kick-Off
Deadline: Register for mentorship program

TBD
TBD

June 26, 2024
12:00 – 1:30pm
Workshop: “Equity, Diversity, Inclusion, and Accessibility”

July 3, 2024
12:00 – 1:30pm
Workshop: “Enhancing Critical Thinking in Scientific Inquiry: Exploring Beliefs, Observations, and Ethics”

July 17, 2024
12:00 – 1:30pm
Workshop: “How to prepare a literature review”

July 24, 2024
12:00 – 1:30pm
Workshop: “How to write a scientific abstract”

TBD
TBD

August 7, 2024
12:00 - 1:30pm
Workshop: “Everything I need to know about biostatistics I learned from a pack of M&Ms”

Workshop: “Visual Scientific Communication”

August 14, 2024
McCaig Summer Student Research Day

August 16, 2024
Biomedical Engineering Summer Symposium

August 20, 2024
Snyder Summer Student Research Day

August 21, 2024
OIPH Summer Research Symposium

August 28, 2024
ACHRI/Owerko Summer Student Research Symposium
Mentorship Program

The CSM institutes are looking for undergraduate summer students to participate in the 2024 Summer Undergraduate Mentorship Program (SUMP). SUMP pairs first-time summer students with graduate students or undergrads who have previously completed a summer studentship. The objectives of the pairings are:

1. To engage in the topics or material of interest to the mentee
2. To learn about research opportunities
3. To provide feedback on writing or presentations
4. To support students throughout the summer studentship and facilitate networking

The time commitment should be reasonable. Student mentees will meet with their mentor at least once a month and will be able to contact their mentor via email as needed. If you are interested in participating, please complete one of the following by Friday, May 29 at 5 PM:

If you are a graduate student or experienced summer student looking to make connections and build leadership skills – https://survey.ucalgary.ca/jfe/form/SV_8vrRmJa1PPkmkf4

If you are a new summer student looking for connections and guidance as you progress through your research – https://survey.ucalgary.ca/jfe/form/SV_6n90DFN0jSk30Ca

Participate UCalgary

Working in a research environment, it is easy for summer students to apply to be involved in important studies currently happening at the University of Calgary. With hundreds of active clinical trials, participants are often needed. Some studies provide incentives to take part in their research.

Sign up now: https://www.ucalgary.ca/research/participate/
Staying Connected

There are many ways to communicate with your lab mates, however U of C provides access and support for two powerful teleconferencing softwares you should familiarize yourself with.

Zoom
Zoom is available for free or through a UCalgary account. Students may access Zoom through the web browser or by downloading the app. Please note, free accounts are limited to 45 minute sessions. To access premium features, U of C students may sign up using their UCalgary account. Non-U of C students may need to access premium features through their home institution.

1. Download the app: [https://zoom.us/download](https://zoom.us/download)
2. Sign in through SSO using “ucalgary”
3. Sign in using your UCalgary credentials when prompted
4. Configure the setting as per UCIT’s privacy and security recommendations ([http://elearn.ucalgary.ca/zoom-guidelines/](http://elearn.ucalgary.ca/zoom-guidelines/))

For more a more comprehensive guide, see: [http://elearn.ucalgary.ca/zoom/](http://elearn.ucalgary.ca/zoom/)

Microsoft Teams
Microsoft Teams is available for free or through the Office365 suite. As with Zoom, U of C students have access to premium features through their UCalgary accounts. Registering using a UCalgary account requires activating Multi-Factor Authentication prior to sign-in.

1. Activate multi-factor authentication: [https://it.ucalgary.ca/mfa/home](https://it.ucalgary.ca/mfa/home)
2. Download the app through your web browser
3. Sign in using UCalgary credentials
The health and well-being of our students is paramount to the CSM. There are a number of resources available to help you stay healthy:

- **Student Wellness Services** ([https://www.ucalgary.ca/wellness-services](https://www.ucalgary.ca/wellness-services)): Access mental health support during campus closures by e-mailing the Student at Risk team: **SAR@ucalgary.ca**

- The Student Advocacy and Wellness Hub at Foothills is an excellent resource for students, visit their office in HSC G740. For more information: [https://cumming.ucalgary.ca/student-advocacy-wellness-hub/home](https://cumming.ucalgary.ca/student-advocacy-wellness-hub/home)

- Learn new coping skills and strategies at your own pace with online wellness learning by accessing: [https://www.ucalgary.ca/wellness-services/staying-healthy/learning/online-learning](https://www.ucalgary.ca/wellness-services/staying-healthy/learning/online-learning)

- For 24/7 mental health support, call Distress Centre at (403) 266-4357 or Wood’s Homes Community Support team at (403) 299-9699

- Is financial worry impacting your mental health? Access the following for helpful financial resources and links: [https://www.ucalgary.ca/registrar/finances](https://www.ucalgary.ca/registrar/finances)

Concerned about another student? E-mail the Student at Risk team: **SAR@ucalgary.ca**
A Note to Non-University of Calgary Students

Each summer we are happy to welcome scholars, trainees, and researchers from all over the country and beyond to carry out meaningful research. Given the current circumstances, students hailing from other institutes may require additional support to access some of the resources outlined in this document. These may include facility access, software access, IT support, U of C mental health support, or others. Your first point of support for this should be the supervisor of your project, however we are happy to help when possible. Protocols are in place to help students create UCalgary accounts and to be issued UCalgary ID if needed.

If you are experiencing barriers to your progress, please reach out to us at
Additional Information

W21C Workshops
W21C has opened their online workshop series to all CSM summer students! If you are interested in more clinical-specific and human-based research practices, please see the W21C workshop schedule here. Contact w21c@ucalgary.ca with any questions!

Posters
Academic posters are a staple in research and a great way to communicate your research to the greater community. Most institutes will be hosting in-person summer student symposia in August! Formatting guidelines will be available closer to the date of the symposium. Poster templates are available here: https://www.ucalgary.ca/brand/templates

Attend the Effective Visual Academic Communication workshop for more information on effective poster design.

Breakfast, lunch and dinner around campus
There are places both on and around campus to get your coffee fix or some food!

On the Go
HRIC Atrium, Foothills Campus
Food Available: Lunch and breakfast along with a full coffee bar and self-serve coffee. Watch out though, the hours are very limited.

MacEwan Student Centre Food Court
Contact Information

Summer Student Program:

Please direct all summer research inquiries to:
summer.research@ucalgary.ca

Our partners can be contacted for institute-specific inquiries:

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<th>Email Address</th>
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Other Resources:

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<td><a href="mailto:sawhub@ucalgary.ca">sawhub@ucalgary.ca</a></td>
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<td>Wellness Centre Medical Services</td>
<td><a href="https://www.ucalgary.ca/wellness-service">https://www.ucalgary.ca/wellness-service</a></td>
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<tr>
<td>HSC G740, Foothills</td>
<td>(403) 220-3796</td>
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<td>M-F: 0830-1630</td>
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<tr>
<td>Health Sciences Centre Security</td>
<td><a href="mailto:hsc.security@ucalgary.ca">hsc.security@ucalgary.ca</a></td>
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