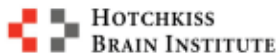


# SUMMER STUDENT HANDBOOK



2021



The Owerko Centre  
at the Alberta Children's Hospital  
Research Institute



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# Welcome

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.

# A Note about COVID-19

The spread of COVID-19 across the globe has impacted nearly every aspect of our lives, and it will continue to do so for the foreseeable future. We understand that your summer research has likewise been greatly impacted by measures and restrictions put in place to ensure the health and safety of the UCalgary community as a whole. We would like to thank you for your patience and perseverance as we explore new ways to maintain our commitment to outstanding research and development in service of our community. This will require flexibility from all parties as you work together to conceive creative ways to address your research questions and gain technical skills. The response of the University of Calgary and others including the provincial and federal governments is fluid. To stay up to date, please visit <https://ucalgary.ca/risk/emergency-management/covid-19-response> as it is updated regularly. Again, we thank you for your patience and commend your resilience during these difficult times, and we wish you a healthy and productive summer.

# Summer Student Checklist

## ALL SUMMER STUDENTS

- Register  
Ensure you're registered at [https://cumming.ucalgary.ca/summer\\_student\\_registration](https://cumming.ucalgary.ca/summer_student_registration) 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 the end of summer Research Day. See calendar for deadline.
- Register for Research Day  
Register to attend Research Day

# 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**

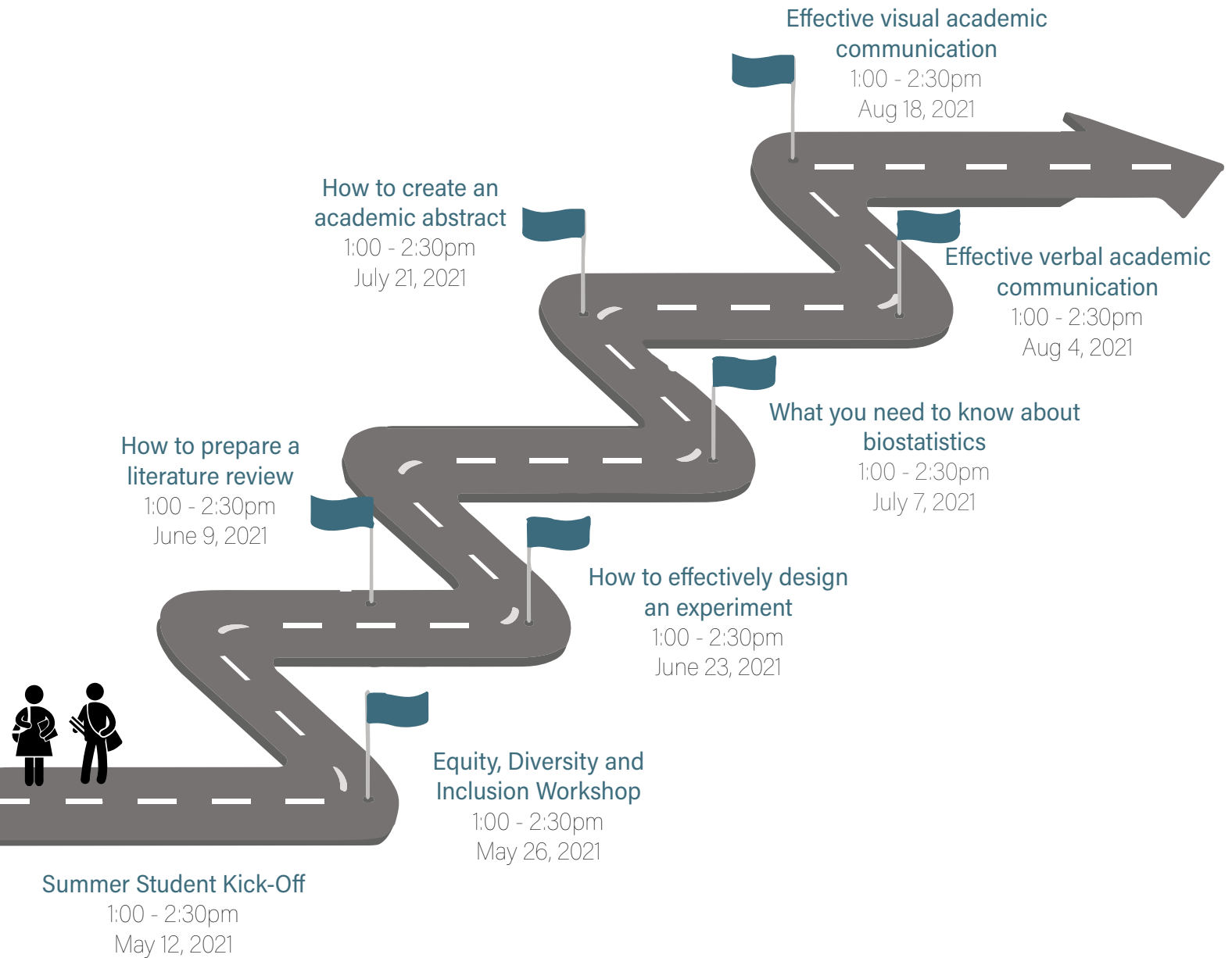
Depending on the source of your funding, you may be required to complete a final report to be submitted to funders. Check to ensure you are aware of all requirements stipulated as part of your funding.

# Important Dates

<b>May 12, 2021</b> 1:00 – 2:30pm	.....	Kick-Off
<b>Week of May 17</b> 12:00 – 1:00pm	.....	Journal Club Orientation
<b>May 26, 2021</b> 1:00 – 2:30pm	.....	Workshop: EDI
<b>June 9, 2021</b> 1:00 – 2:30pm	.....	Workshop: Literature Review
<b>June 23, 2021</b> 1:00 – 2:00pm	.....	Workshop: Design an Experiment
<b>July 7, 2021</b> 1:00 – 2:30pm	.....	Workshop: Biostatistics Workshop:
<b>July 21, 2021</b> 1:00 - 2:30pm	.....	Abstracts
<b>July 30 , 2021</b> 11:59pm	.....	Deadline for Abstracts Workshop:
<b>Aug 4, 2021</b> 1:00 – 2:30pm	.....	Verbal Communication Workshop:
<b>Aug 18, 2021</b> 1:00 – 2:00pm	.....	Visual Communication Research
<b>End of August</b> 1:00 – 2:30pm	.....	Day

# Summer Student Workshops

## Roadmap to your Summer Studentship





# Journal Club

Journal Clubs are an excellent way to keep up to date on current literature, and more importantly, learn how to critically assess and present scientific articles.

This summer we will be holding weekly Summer Student Journal Club sessions. The first session will be led by graduate students and will walk through the process of preparing a journal club presentation. In subsequent sessions, volunteer students will have the opportunity to present an article of their choosing in a low-pressure environment.

Journal club orientation will take place during the week of May 17th, with student presentations occurring weekly thereafter. Please visit <https://libin.ucalgary.ca/node/102356> to register for the journal club and fill out your availability. Specific dates will be selected based on student response.

There is more journal club information to come, please contact [danica.chang@ucalgary.ca](mailto:danica.chang@ucalgary.ca) or [summer.research@ucalgary.ca](mailto:summer.research@ucalgary.ca) if you have any questions.

# Working Remotely

In response to COVID-19, many labs have transitioned to remote work. This presents many challenges for students and supervisors alike, but there are several strategies that you can use to help you make progress on your research project:

- **Designate a home space and establish a daily work schedule.** If possible, create a space away from distractions and communicate about expectations with roommates or family. Likewise, create a daily schedule (including breaks) that you communicate with your supervisor and/or lab mates to help keep you motivated and accountable.
- **Ensure you have remote access to resources needed for you project.** Getting access to data, software, and other resources relevant to your project is critical. Work with your supervisor and IT to ensure you have what you need.
- **Make yourself accessible via safe and secure virtual communication.** Zoom, Microsoft Teams, Slack, FaceTime, and phone can all be used to keep connected to your lab.
- **Be kind to yourself.** Make sure your expectations of yourself are reasonable. As we transition to a new normal, recognize these are difficult circumstances. Reach out if you are having difficulty coping.

For more information on working from home, access:

<https://www.ucalgary.ca/working-and-learning-from-home>

# 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>
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/>)

For more a more comprehensive guide, see: <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>
2. Download the app through your web browser
3. Sign in using UCalgary credentials

For a more comprehensive guide, see: <http://em.ucalgary.ca/E2G001Q5LfB080YN0r0gK0N>

# Mental Health

During these unprecedented times, the health and well-being of our students is paramount. There are a number of resources available to help you stay healthy:

- Student 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](mailto:SAR@ucalgary.ca)
- 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>
- 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/current-students/finances/covid-19-financial-resources-students>
- Concerned about another student? E-mail the Student at Risk team: [SAR@ucalgary.ca](mailto: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 [summer.research@ucalgary.ca](mailto:summer.research@ucalgary.ca) and we will do our best to support you.

# Additional Information

## Canada Recovery Sickness Benefit (CRSB)

The Canada Recovery Sickness Benefit (CRSB) gives income support to employed and self-employed individuals who are unable to work because they are sick or need to self-isolate due to COVID-19, or have an underlying health condition that puts them at greater risk of getting COVID-19. The CRSB is administered by the Canada Revenue Agency (CRA).

If you are eligible for the CRSB, you can receive \$500 (\$450 after taxes withheld) for a 1-week period. If your situation continues past 1 week, you will need to apply again. You may apply up to a total of 4 weeks between September 27, 2020 and September 25, 2021. You cannot apply for periods that are closed.

## Eligibility

For more information on eligibility and the benefit application as well as a more detailed description of all COVID-19 emergency benefits, please visit:

<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html>

## 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 618 currently 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/>

# Additional Information

## Posters

Academic posters are a staple in research and a great way to communicate your research to the greater community. This year we will be hosting a virtual conference using e-posters for poster sessions. Guidelines on size and format will be available closer to the date of the symposium.

Poster templates are available here: <https://www.ucalgary.ca/brand/templates>

Attend the Academic Visual 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

MacHall, first and second floors, Main Campus

Food Available: Almost anything you can think of

# Contact Information

Summer Student Program:

Please direct all summer research inquiries to:

[summer.research@ucalgary.ca](mailto:summer.research@ucalgary.ca)

Our partners can be contacted for institute-specific inquiries:

HBI  
[hbi@ucalgary.ca](mailto:hbi@ucalgary.ca)

ACHRI  
[r4k@ucalgary.ca](mailto:r4k@ucalgary.ca)

OWERKO Centre  
[owerko.centre@ucalgary.ca](mailto:owerko.centre@ucalgary.ca)

Synder  
[ejsaquib@ucalgary.ca](mailto:ejsaquib@ucalgary.ca)

Libin  
[libin@ucalgary.ca](mailto:libin@ucalgary.ca)

Other Resources:

Main Campus Security  
[campus.security@ucalgary.ca](mailto:campus.security@ucalgary.ca)

Safe Walk  
[safewalk@ucalgary.ca](mailto:safewalk@ucalgary.ca)

Wellness Centre Counselling  
& Medical Services  
403-210-9355  
M-F: 9:00AM-4:30PM

Health Sciences Centre Security  
[hsc.security@ucalgary.ca](mailto:hsc.security@ucalgary.ca)

AV Services (Foothills Campus)  
[avmed@ucalgary.ca](mailto:avmed@ucalgary.ca)

HRIC/TRW Security  
[hric.security@ucalgary.ca](mailto:hric.security@ucalgary.ca)

Room Booking Services  
[irevents@ucalgary.ca](mailto:irevents@ucalgary.ca)  
[irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)