SUMMER STUDENT HANDBOOK
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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.
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. Currently, summer student research will be conducted remotely under the supervision of members of our research institutes. This will require flexibility from all parties as you work together to conceive of 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 research4kids.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.

☐ Sign in to Slack


☐ Follow our Calendar

Follow the Summer Student Event Calendar to see upcoming workshops and other events. Visit calendar here.

☐ 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.
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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 3, 2020</td>
<td>Kick-Off</td>
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<td>1:00 – 2:30pm</td>
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<tr>
<td>June 12, 2020</td>
<td>Journal Club</td>
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<tr>
<td>1:00 – 2:00pm</td>
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<tr>
<td>June 17, 2020</td>
<td>Workshop: Literature Review</td>
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<td>July 2, 2020</td>
<td>Workshop: Experimental Design</td>
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<td>July 10, 2020</td>
<td>Journal Club</td>
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<td>1:00 – 2:00pm</td>
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<tr>
<td>July 15, 2020</td>
<td>Workshop: Statistics</td>
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<td>1:00 – 2:30pm</td>
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<tr>
<td>July 29, 2020</td>
<td>Workshop: Abstract Writing</td>
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<td>Aug 7, 2020</td>
<td>Deadline for Abstracts</td>
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<tr>
<td>Aug 12, 2020</td>
<td>Workshop: Verbal Communication</td>
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<td>Aug 14, 2020</td>
<td>Journal Club</td>
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<td>Aug 19, 2020</td>
<td>Workshop: Visual Communication</td>
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<tr>
<td>August TBD</td>
<td>Research Day</td>
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<td>All Day</td>
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Summer Student Workshops
Roadmap to your Summer Studentship

Summer Student Kick-Off
1:00pm
June 3, 2020

How to prepare a literature review
1:00pm
June 17, 2020

How to effectively design an experiment
1:00pm
July 2, 2020

What you need to know about statistics
1:00pm
July 15, 2020

Effective visual academic communication
1:00pm
Aug 19, 2020

Effective verbal academic communication
1:00pm
Aug 12, 2020
Journal Clubs are 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 three 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.

- **June 12** - Journal club orientation
- **July 10** - Student presentations
- **August 14** - Student presentations

More information about upcoming journal club presentations will be sent out through the summer student mailing list. To present, please contact summer.research@ucalgary.ca.
Working Remotely

In response to COVID-19, many labs have transitioned to work from their homes. 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 your 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](https://www.ucalgary.ca/working-and-learning-from-home)
Staying Connected

There are a number of ways you can stay connected throughout the summer:

**Sign in to the Summer Research 2020 Slack Workspace.** This is a moderated workspace for you to get updates about upcoming events and opportunities, socialize with your fellow summer students, and connect about difficulties you’re encountering in your project. Sign in by accessing [summer-research-2020.slack.com](http://summer-research-2020.slack.com).

Additionally, if your research project is related to COVID-19, join the UCalgary COVID-19 Research Collaboration Slack Workspace by accessing [ucalgary-covid-collab.slack.com](http://ucalgary-covid-collab.slack.com), or request an invite to the CanCOVID federal collaboration Slack Workspace by accessing [https://research.ucalgary.ca/covid-19-research-collaboration/cancovid](https://research.ucalgary.ca/covid-19-research-collaboration/cancovid).
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

For a more comprehensive guide, see: [http://em.ucalgary.ca/E2G0O1Q5LfB080YN0r0gK0N](http://em.ucalgary.ca/E2G0O1Q5LfB080YN0r0gK0N)
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](https://www.ucalgary.ca/wellness-services)): Access mental health support during campus closures by e-mailing the Student at Risk team: 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](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 [https://www.ucalgary.ca/current-students/finances/covid-19-financial-resources-students](https://www.ucalgary.ca/current-students/finances/covid-19-financial-resources-students) for helpful financial resources and links

- 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 summer.research@ucalgary.ca and we will do our best to support you.
Additional Information

Canadian Emergency Student Benefit (CESB)
The Canadian government has developed the CESB to provide financial support to post-secondary students, and recent post-secondary graduates who are unable to find work due to COVID-19. This benefit is intended for students who do not qualify for the Canada Emergency Response Benefit (CERB) or Employment insurance (EI). The CESB provides a payment to eligible students from May to August 2020.

Eligibility
Generally, the CESB is intended for undergraduate students who are actively looking for work, or currently working during the COVID-19 pandemic, however if your income from employment has been $1000 or less during the 4-week period that you are applying for, you or a family member may be eligible for the CESB; for more information on eligibility and the benefit application visit:

For more detailed information on all COVID-19 emergency benefits, please visit:
https://www.canada.ca/en/services/benefits.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.

Where to get posters printed
As restrictions are lifted, you may have to opportunity to present a poster based on your project in person. In this case, you will have to get a poster, typically 3’ x 4’, printed. There are many places that provide this service within or near the University. Choose the place that works best for you from the list below. Ensure you leave adequate time for your poster to be printed before your conference.

University of Calgary Multimedia Services
Foothills Campus, Health Sciences Centre G204 (beside the medical book store)
Hours: 8:30AM – 3:30PM
Website: https://www.ucalgary.ca/instructionalresources/Multimedia
Additional Information

Bound and Copied
Main Campus, MacEwan Hall, Lower Floor of the Mall
Hours: Monday-Friday: 9:00AM- 5:00PM, Saturday and Sunday: Closed
Website: https://www.su.ucalgary.ca/programs-services/student-services/bound-copied/

InSource
Northhill Centre
Hours: Monday-Friday 9:00AM – 9:00PM, Saturday 10:00AM – 5:00PM,
Sunday 11:00AM – 5:00PM
Website: http://www.insourcealberta.com
**InSource has discounts for students from the University of Calgary, this is typically where people have their posters printed

Breakfast, lunch and dinner around campus
Access to U of C campuses is restricted to critical research personnel only. However, as restrictions are lifted, you may have access to research facilities. There are places both on and around campus to get your coffee fix or some food!

On the Go
HRIC Atrium
Food Available: Lunch and breakfast along with a full coffee bar and self-serve coffee.

MacEwan Student Centre Food Court
MacHall, first and second floors
Food Available: Almost anything you can think of
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:

HBI
hbi@ucalgary.ca

ACHRI
r4k@ucalgary.ca

OWERKO Centre
owerko.centre@ucalgary.ca

Other Resources:

Safe Walk
safewalk@ucalgary.ca

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

Main Campus Security
campus.security@ucalgary.ca

Health Sciences Centre Security
hsc.security@ucalgary.ca

Wellness Centre Counselling & Medical Services

HRIC/TRW Security
hric.security@ucalgary.ca

AV Services (Foothills Campus)
avmed@ucalgary.ca

Room Booking Services
irevents@ucalgary.ca
irrooms@ucalgary.ca