

## **Nicotine Dependence Service Undergraduate Summer Student Program**

The Nicotine Dependence Service (NDS) Summer Student Program is designed to introduce undergraduate students to the world of research, knowledge translation, evaluations, and clinical environments. The program will give students a hands-on experience that helps them take the next step in their education and career.

### **WHAT TO EXPECT**

We look forward to onboarding new students each year and offer an enriching and fast-paced environment that is unique in offering exposure to clinical, knowledge translation, research and education-related activities in one integrated service, the Nicotine Dependence Service. This studentship will take place at our primary site at 175 College St. or the CAMH Bell Gateway Building at 100 Stokes St., and there may be travel required across both sites. A placement at the Nicotine Dependence Service can provide exposure to a professional environment and interdisciplinary team that can provide valuable experience and help inform a future career path by meeting and/or shadowing different team members as relevant.

Students will be assigned a mentor who will provide close supervision of the project (details below). Students will also have access to consultations and interviews with clinical, knowledge translation or other scientific staff as applicable. Students are expected to follow a workplan with detailed tasks to complete a project, and prepare and deliver a presentation for the NDS group during their last week of their placement. Students may be involved in preparing abstracts or other documents to enhance the breadth of their experience.

### **STIPEND**

We will place students in approved projects for a minimum of 12 weeks up to a maximum of 16 weeks. Students will receive stipends commensurate with the length of the placement, ranging from \$4,500 for a 12-week placement, up to \$6,000 for a 16-week placement. These stipend amounts are based on a 37.5 hour work week. Students will be paid monthly.

### **SUMMER PROJECTS**

There are 2 projects and postings available for 2017. Details are below. Each student will work primarily on one project but other assignments may additionally be required. There may be an opportunity to engage different projects as well, but the primary assignment must be completed.

### **STUDENT SUPERVISION**

You will work with a Research Coordinator who will functionally supervise your activities and provide guidance along the way. The supervising coordinator will possess expertise around the topic area of your primary assignment. You can expect regular meetings with them to discuss and review progress, help answer questions and to provide a positive and encouraging learning and working environment. Together, you will establish a realistic workplan for your project and identify project milestones and check-in points. You will additionally meet with Scientist(s) who lead the projects you are assigned to and the Principal Investigator of Nicotine Dependence Service activities, Dr. Peter Selby.

### **APPLICATION PROCESS:**

Students are welcome to submit applications starting on Monday January 16<sup>th</sup> and the applications will close on **Friday, January 29<sup>th</sup> 2017**. Applications should be submitted electronically via email to Andra Ragusila: [andra.ragusila@camh.ca](mailto:andra.ragusila@camh.ca). Applications will be reviewed by February 10<sup>th</sup>; only students accepted for the interview process will be contacted within the week of February 13<sup>th</sup> – 17<sup>th</sup>. If contacted for an interview, please inform us should accommodation be required.

Please specify the project (numbered and listed below) you are most interested in within your cover letter and tailor your application to the selected project. You may apply to more than one project, however must outline your level of interest and suitable experience as applicable in the cover letter.

Please submit:

- Cover letter
- Resume

### **APPLICATION TIMELINES:**

Please note the following deadlines for this application process:

- Deadline for applications: January 29 2017 (electronically)
- Notice of Interview: February 10 2017
- Offer of employment: February 21 2017
- Signing of Employment Contract: April 2017
- Start date: May 2017

### **STUDENT ELIGIBILITY CRITERIA:**

To be eligible to apply, the student must:

- Be enrolled in a full-time undergraduate program (medical students are eligible to apply; students enrolled in the department of Pharmacology are especially encouraged to apply)
- Be currently in school and returning to school in the year following the summer studentship placement
- Have never been a previous student of the Nicotine Dependence Service
- Have an interest in one of the following areas: knowledge translation, education-related activities or research in the tobacco field
- Each project specifies additional eligibility criteria and/or minimum competencies required.

Please submit your resume with a cover letter outlining the project you are interested in and your learning objectives for this placement to [andra.ragusila@camh.ca](mailto:andra.ragusila@camh.ca) stating “**SUMMER STUDENT 2017 APPLICATION**” in the subject line.

## 1 Nicotine Dependence Service - Knowledge Translation Project

The Knowledge Translation summer student will be involved in some of the team's core projects including:

- My Change Plan mobile app - a smart phone application to help smokers quit smoking
- Pregnets -a web-based tool to support pregnant and postpartum women looking for smoking cessation support
- Evaluating the Nicotine Dependence Clinic- A clinic that helps 1,000 smokers in their quit journey
- COMBAT- an initiative to help smokers who drink alcohol quit smoking and reduce their alcohol consumption
- Mood Management - an initiative to help smokers who have depressive symptoms quit smoking and improve their mood management.

Specific responsibilities include: organizing and supporting focus group discussions and/or interviews to evaluate mobile app usability and/or Nicotine Dependence Clinic performance; conducting literature reviews; developing materials for project webinars and conference presentations; gathering social media content to promote Pregnets; and recruiting participants for multiple studies, among others.

### **Student Eligibility Criteria:**

- Strong interpersonal skills
- Effective time management and communication (oral and written)
- Microsoft Office proficiency is required
- Candidate must feel comfortable working with clients of the Nicotine Dependence Clinic.
- Experience with academic writing, and scientific literature reviews would be considered an asset.

## 2 Nicotine Dependence Service - Research Project: TEACH Program

The successful candidate will work across NDS to assist in a systematic review, qualitative and quantitative research projects. Under the direction of the project scientist, the student will assist with 3 main projects outlined below. Specific responsibilities are outlined for each project.

- Qualitative Data Transcription- The student will assist in a qualitative evaluation of tobacco cessation courses. The student will be primarily responsible with transcribing interview data and preparing the transcripts for thematic analysis. If the student has sufficient qualitative research skills, they can assist with coding and preliminary thematic analysis.
- Systematic Literature Review- The student will also participate in a systematic review of tobacco cessation programs. Following training how to conduct systematic reviews, the student will be responsible for identifying search keywords, conducting the initial search, screening, appraising articles and charting data for inclusion in the analysis. If there is sufficient time, the student can also contribute to the writing the report.

- Preparing Quantitative Data For Analysis - Lastly, the student will assist with a quantitative evaluation study of tobacco cessation practitioner training. The students are expected to set up data sets, merge data sets, and to clean data for analysis. If there is sufficient time or the student has sufficient statistical knowledge, the student can also assist with preliminary and descriptive data analysis.

**Student Eligibility Criteria:**

- Superior organizational skills
- Minimum of [STA220](#) or equivalent statistics course completed
- Basic competency using SPSS to conduct descriptive statistical analysis
- Experience working with a large datasets
- Experience with academic writing, and scientific literature reviews would be considered an asset.
- Proficiency using MS Office including Outlook, Word and Excel