

## **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 Street or the CAMH Bell Gateway Building at 100 Stokes Street, and there may be travel required across both sites. A placement at the Nicotine Dependence Service provides 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 the 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 approximately \$6,300 for a 12-week placement, up to \$8,400 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 two projects and postings available for 2018. Details are below. Each student will work on one project but other assignments may be required in addition to the primary project. 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 supervisor 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 Friday, January 19, 2018 and the applications will close on **Friday, February 2, 2018**. Applications should be submitted electronically via email to Julia Lecce at [Julia.Lecce@camh.ca](mailto:Julia.Lecce@camh.ca). Applications will be reviewed by February 9, 2018; only students accepted for the interview process will be contacted within the week of February 12<sup>th</sup> – 16<sup>th</sup>, 2018. 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, you 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: February 2, 2018 (electronically)
- Notice of Interview: February 12-16, 2018
- Offer of employment: Week of February 21-24, 2018
- Signing of Employment Contract: April 2018
- Start date: May 2018

## **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; 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 [Julia.Lecce@camh.ca](mailto:Julia.Lecce@camh.ca) stating “**SUMMER STUDENT 2018 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
- Mood Management - an initiative to help smokers who have depressive symptoms quit smoking and improve their mood management.
- A Realist Review which aims to identify factors associated with effectively changing tobacco use and target two or more additional unhealthy behaviors.

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 - Prevention Synthesis and Prevention Delivery System

The successful candidate will work across the Nicotine Dependence Service to assist with a Cochrane systematic review and a tobacco addiction treatment implementation study in dental care settings (mixed method study). Specific responsibilities include:

- Qualitative Data Collection and Transcription- The student will be responsible for conducting in-depth interviews, 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 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.

- Quantitative Data Collection and Cleaning - The student will assist with quantitative data collection and data cleaning of a project on tobacco addiction treatment implementation in dental care settings. The student is 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 qualitative data collection methods
- Experience with academic writing, and scientific literature reviews would be considered an asset.
- Proficiency using MS Office including Outlook, Word and Excel