



IMPROVE LIFE.

Summer 2020 Undergraduate Student Research Awards (USRA)¹ and Undergraduate Research Assistantships (URA)

Please review this information package carefully as content has been updated from previous years.

The URA and USRA programs provide full-time summer research work experience to qualified undergraduate students. The summer URA program provides employment for students with identified financial need and the USRA program is funded by NSERC with no criteria of financial need.

URA & USRA Operational Principles

1. Each eligible department will receive an allocation of USRAs once finalized by the Office of Research (faculty must hold an active research grant) and an allocation for URAs made by the Associate Vice President (Academic), in consultation with the Student Awards & Financial Aid Manager, Student Financial Services. Only ONE job submission per allocation will be allowed. Substitution of job submissions will be allowed (i.e. if a department removes a position for lack of student interest, the position could be replaced with another on the approval of the chair if the change occurs within the published deadline dates.)
2. The selection of the candidates will be made by hiring departments/units. An individual faculty member could have students in the USRA and URA programs. There is no limit on the number of students that a faculty member can supervise, but it is expected that the faculty allow enough time to provide adequate levels of supervision and guidance of students.
3. The Schedule of Dates for summer 2020 is attached, followed by the terms and conditions of the awards.
4. A purpose of the URA and USRA program is to support research-focused experiential learning opportunities to undergraduate students. Faculty supervisors are encouraged to support students' professional development through ongoing reflection and feedback. Resources and workshops on integrating reflection and feedback into student employment can be found on the [Experiential Learning website](#).
5. Responsibilities for these summer programs are divided between the Office of Research, Student Financial Services (SFS), and the Experiential Learning Hub (EL Hub).

Office of Research (USRA)	Student Financial Services (URA)	Experiential Learning Hub (URA and USRA)
research.services@uoguelph.ca x56943	awards@uoguelph.ca x52309	experience@uoguelph.ca x58551
<ul style="list-style-type: none"> • Notifies SFS of the USRA allocations. • Confirms that nominated students are eligible to be funded through the USRA program. 	<ul style="list-style-type: none"> • Assesses financial need for URA applicants and e-mails decisions. • Advertises approved URA and USRA postings. • Processes URA reimbursements. 	<ul style="list-style-type: none"> • Manages job posting process in Experience Guelph and supports promotion of opportunities. • Provides resources to assist supervisors and students with reflection and feedback.

¹ USRAs can be deferred to the Fall or Winter

Schedule of Dates for URA/USRA Competition: Summer 2020

USRA Allocations

The Office of Research will provide each college with a draft of USRA allocations for eligible units. Associate Deans, Research will confirm the final allocation and forward this information to the Office of Research.

Chairs of departments receiving an allocation are responsible for selecting projects from eligible faculty (see page 4) to be funded; sending the name of projects, supervisors and hiring contacts to SFS and the EL Hub; coordinating student competitions within their units; issuing letters of appointment to the USRAs selected.

URA Allocations

Deans will allocate URAs among their departments and schools from the total provided to them by the Office of Associate Vice-President (Academic). The Dean's office is responsible for e-mailing the distribution of URA allocations among department/unit to SFS (awards@uoguelph.ca) and the EL Hub (experience@uoguelph.ca) as soon as possible after they are determined.

Chairs and Directors of departments receiving an allocation are responsible for selecting projects from eligible faculty and staff (see page 4) to be funded; sending the name of projects, supervisors and hiring contacts to SFS and the EL Hub; coordinating student competitions within their units; issuing letters of appointment to the URAs selected.

Activity	Deadline
URA Financial Need Assessment Form available.	Dec 11, 2019 – Feb 10, 2020
Information package and notification of URA allocations sent to Deans' Offices.	Dec 11, 2019
Deadline for Dean's Office to send the distribution of their URA allocations among dept/unit/school to SFS (awards@uoguelph.ca).	Jan 3, 2020
Deadline for dept/unit/school to submit URA supervisor and hiring contact names and e-mail addresses to SFS (awards@uoguelph.ca) and the EL Hub (experience@uoguelph.ca). Note: A hiring contact is someone that is not the direct supervisor of a URA, but who manages the hiring process. This would be the person that should receive communications throughout the URA process and is likely the person's whose Experience Guelph account has the job posting.	Jan 10, 2020
USRA allocations sent to Colleges for review and finalization.	TBD (Office of Research)
Deadline to submit Form 1 to SFS (awards@uoguelph.ca) and the EL Hub (experience@uoguelph.ca) and to post URA and USRA job descriptions to experienceguelph.ca to guarantee they go live on Jan. 24 th . Forms submitted after this date will be processed in the order they arrive.	Jan 22, 2020
URA and USRA positions submitted by Jan 22 go live in Experience Guelph for students to apply. USRA positions are also posted to Student Financial Services USRA Jobs/Projects website for non-U of G students to view. (departments/schools may begin to advertise positions in their areas)	Jan 24, 2020
Students apply to URA positions through experienceguelph.ca . USRA applications are submitted directly to the hiring contact listed on the posting. See student application procedures on page 6 for what is to be included. All positions will close to applications on Feb 14.	Jan 24 – Feb 14, 2020 at 11:59 pm.

<p>Departments arrange interviews with candidates during this period. Interviews can happen as applications are received.</p>	<p>Jan 25 – Mar 8, 2020</p>
<p>First day URA or USRA offers can be made to students. To ensure a fair process, do not make an offer or promise a position to a student before March 2, 2020.</p> <p>URA offers are be made directly through Experience Guelph by clicking “Offer” next to the candidate’s application. You will have the ability to customize the e-mail message that gets sent to the student. A candidate will have 48 hours (excluding weekends) to respond to an offer sent through the system. Only offers made through the system will be considered official. While a URA supervisor can discuss an offer directly with a student on or after March 2, the supervisor must follow up with an offer through the system. Please also submit Form 3 to SFS (awards@uoguelph.ca) as soon as possible after the offer has been accepted.</p> <p>USRA offers are not processed through Experience Guelph. Please make offers directly with the student. Once accepted, complete NSERC Form 202 for USRAs and seek assistance from Office of Research if needed.</p> <p>Departments must honour the offers they make to students even if NSERC deems candidate’s ineligible. Please contact Office of Research Services in advance for any questions regarding eligibility.</p> <p>All URA and USRA offers should be followed up with a formal letter outlining terms of employment and an Employee Data form should be completed and submitted to Human Resources.</p>	<p>Mar 2, 2020</p>
<p>Deadline to submit NSERC Form 202 Part I & II & student official transcript to Office of Research. Contact the Office of Research (research.services@uoguelph.ca) if an extension is required. These should be sent as one package by each department and include a list of the selected students and supervisors.</p> <p>If there are vacant positions that have not been filled by March 15, please attach a note explaining the circumstances. Please note that OR-5 forms are not required.</p> <p>If a student is Aboriginal and has self-identified, these applications are not counted towards the quota. Office of Research will notify the department if the applicant has checked off aboriginal in the online system and will request the department to send another application in addition to this one. These students should be able to provide proof or have a way of identifying themselves. If the supervisor/department does not find another student to fill the additional position, they will have the option to defer a position to the Fall or Winter term or inform the Office of Research if unable to use it.</p>	<p>Mar 15, 2020</p>
<p>Deadline to submit URA Confirmation of Employment Form 3 to SFS. Any unfilled URA positions will revert to the central pool for possible re-allocation. No extensions will be granted.</p>	<p>Mar 16, 2020</p>

URA/USRA Criteria and Procedures

Student Eligibility

USRA (NSERC)	URA
<ul style="list-style-type: none"> • Be a Canadian citizen or permanent resident of Canada as of the deadline date for applications set by the University. • Registered at the time of application, in a bachelor's degree program at an eligible university including DVM students. • Have obtained a cumulative average of at least 'B-' standing ($\geq 70\%$) during the course of undergraduate study to-date. • Have not held a previous USRA in this fiscal year (April 1, 2020 to March 31, 2021). • Have been registered in at least one of the two terms immediately before holding the award in a bachelor's degree program at an eligible university. Note: students registered in co-op placements over these terms are eligible. • There are no conditions of financial need. 	<ul style="list-style-type: none"> • Must be currently registered in an undergraduate degree program. • Must have a cumulative average of at least a 70%, however departments may have additional academic criteria above this minimum. This condition may be waived at the discretion of the hiring faculty member. • Must have a complete and error free full-time OSAP (or applicable provincial/ territorial student assistance program) application on file at the time of application. • Must have demonstrated financial need as determined by the submission of the URA Financial Need Assessment Form. • Must return to study at the University of Guelph in a bachelor program in the fall semester immediately after the employment term (students cannot be registered in their last semester of their bachelor's degree program at the time of application). • Must be engaged in full-time research during the tenure of the position. However, a student may register as a part-time student (up to 1.0 credits) during the award period at the discretion of the supervisor.

Supervisor Eligibility

USRA (NSERC)	URA
<ul style="list-style-type: none"> • Faculty members must hold an active research grant as principle investigator or co-investigator from NSERC or an eligible tri-agency research grant administered jointly by NSERC, CIHR and SSHRC at the time of student's application OR during the USRA award tenure. 	<ul style="list-style-type: none"> • Faculty members, postdoctoral fellows and senior professional staff may supervise students on URAs.

Award Eligibility

USRA (NSERC)	URA
<p>To hold an award a student must:</p> <ul style="list-style-type: none"> • Have completed all the course requirements of at least the first year of university study (or two academic terms) of your bachelor's degree and have obtained the required cumulative average as stated in the third point above. • Not have started a program of graduate studies in the natural sciences or engineering at any time. • Not have registered for more than one (1) course while holding the USRA. If the course is during normal working hours, special arrangements with the supervisor must be made to make up the time spent on the course. The USRA may be held concurrently with a co-op placement. • Be engaged on a full-time basis in research and development activities in the natural sciences or engineering during the tenure of the award. USRA holders are not permitted to do thesis research during the term of the award 	<p>To hold an award a student must:</p> <ul style="list-style-type: none"> • Return to study in a baccalaureate program in the Fall of 2020 at the University of Guelph. • Not in/nor have completed the last semester of their baccalaureate program. • Be engaged in full-time research during the tenure of the award. However, a student may register as a part-time student at the University up to 1.0 credits.

Value of the Award

USRA (NSERC)	URA
<ul style="list-style-type: none"> • The value of the USRA award is \$4,500. • To be eligible for the award, position MUST be at least 16 weeks of consecutive full-time employment (35 hrs/week) • Rate of pay must be at least minimum wage (\$14/hr) plus 4.0% vacation pay and 9.0% mandatory benefits (CPP, EI etc.). The rate of pay can be higher if supplemented by the supervisor. • The minimum amount paid to the student must be \$8,888.00 made up of: <ul style="list-style-type: none"> $\\$14.00/\text{hr} \times 35 \text{ hrs/wk} \times 16 \text{ wks} = \\$7,840$ $\\$7,840 \times 4.0\% \text{ vacation pay} = \\314 $(\\$7,840 + \\$314) \times 9.0\% \text{ benefits} = \\734 • Accounting for the NSERC reimbursement, the minimum contribution by the supervisor per USRA student is $\\$8,888 - \\$4,500 = \mathbf{\\$4,388}$. 	<ul style="list-style-type: none"> • The University, through the tuition set-aside program, will provide reimbursement for the URA program (including benefits) to a maximum of \$8,910. • To be eligible for reimbursement, position MUST be at least 16 weeks of consecutive full-time employment (35 hrs/week) • Rate of pay must be at least minimum wage (\$14/hr) plus 4.0% vacation pay and 9.0% mandatory benefits (CPP, EI etc.). The rate of pay can be higher if supplemented by the supervisor/department. • The minimum amount paid to the student must be \$8,888.00 made up of: <ul style="list-style-type: none"> $\\$14.00/\text{hr} \times 35 \text{ hrs/wk} \times 16 \text{ wks} = \\$7,840$ $\\$7,840 \times 4.0\% \text{ vacation pay} = \\314 $(\\$7,840 + \\$314) \times 9.0\% \text{ benefits} = \\734

Supervisor Application and Position Posting Process

- Eligible faculty and staff (see page 4) are invited to submit research proposals using Form 1 – URA/USRA Project Proposal to the directors or chairs of the department for consideration.
- Once a proposal is approved, the supervisor or designate should log into the Employer and Community Partner section of experienceguelph.ca and post the position in the On Campus Employment section. See Form 1 for instructions. A completed Form 1 should also be forwarded via email (**in WORD format**) to both SFS (awards@uoguelph.ca) and the EL Hub (experience@uoguelph.ca). To guarantee a URA or USRA position goes live for student applicants on January 24, 2020, a completed Form 1 and Experience Guelph job posting must be submitted by January 22, 2020.
- Once posted, URA and USRA positions will be viewable in the On Campus Jobs and Opportunities section of experienceguelph.ca and the public [Experience Guelph Catalogue](#) starting January 24, 2020. USRA postings will also be available on the [Student Financial Services USRA Jobs/Projects website](#) for non-U of G students to view.
- It is strongly encouraged that individual units advertise their postings within their community to reach interested and eligible applicants (i.e. within classes, list serves, student governments etc.). To advertise, refer students the experienceguelph.ca and provide the position's job ID number and title.
- SFS will be responsible for advertising the URA program in the Ontario.

Student Application Instructions

URA and USRA opportunities will be available for University of Guelph students to view on the On Campus Jobs and Opportunities section of experienceguelph.ca from January 24 – February 14, 2020.

- Log into the Student section of the experienceguelph.ca website.
- Select "On Campus Jobs and Opportunities" from the left-hand menu.
- Select "Summer Research Assistantships" from Quick Search menu in the main window.
- Choose to sort the list by title, division, or type (URA or USRA).
- Click the title of a position to view details and follow the applications instructions below.

USRA postings will also be available on the [Student Financial Services USRA Jobs/Projects website](#).

Applying to an Undergraduate Research Assistantships (URA)

Students who wish to apply for URAs must first complete a URA Financial Need Assessment Form. Forms will be available from SFS from December 11, 2019 until February 12, 2020 at 4:30 pm. SFS will assess each student's financial need and send a confirmation email notifying them of their eligibility to participate.

Once approved, a student applies through the On Campus Jobs and Opportunities section of experienceguelph.ca by:

- Locating the job posting in experienceguelph.ca (see above for viewing instructions).
- Clicking "Apply" at the top of the posting and submitting all required application documents.
 - **Note:** A student will not see the apply button until 24 hours after they have received their URA confirmation e-mail from SFS. It is advised to apply for approval as soon as possible to avoid disappointment.

Application packages for URA position must include:

- A cover letter addressed to the project supervisor **and** a resume or CV that indicates:
 - Your full name, telephone number, e-mail address, and student ID;
 - A brief description of your background including any previous training, awards and scholarships received, and your interest in the project.
- An unofficial transcript,
- A copy of your URA approval e-mail from Student Financial Services;
- Any additional documents you feel may be relevant to your application (e.g. immunization or health and safety certificates). *Note that the system will only allow four files to be uploaded (cover letter, resume, URA approval e-mail, and unofficial transcript). To include an additional document, attach it in the same file as your resume.*

Applying to an Undergraduate Student Research Awards (USRA)

- Confirm you are eligible to apply for USRA and read the NSERC USRA guidelines. Information can be found on the [Student Financial Services USRA Student Eligibility webpage](#).
- Visit the [NSERC On-line Services page](#) to register or log in if previously registered.
- Upload an **official** transcript from the Registrar's office (new for 2019) to the NSERC site and then 'verify' your USRA application. Students from other Canadian Universities must upload an up to date, complete official transcript including the legend. More details can be found on the [Student Financial Services How To Apply to USRA webpage](#).
- Forward the following documents directly to the department/unit contact person listed on the posting:
 - A cover letter addressed to the project supervisor **and** a resume or CV that indicates:
 - Your full name, telephone number, e-mail address, and student ID;
 - Your USRA Reference number (obtained from the NSERC portal once you have verified your USRA application),
 - A brief description of your background including any previous training, awards and scholarships received, and your interest in the particular project.
 - A **copy of your official** transcript,
 - A copy of NSERC Form 202 part 1 from the NSERC website if applying to a USRA position,
 - Any additional documents you feel may be relevant to your application (e.g. immunization or health and safety certificates). It is encouraged to check in with departments to see if any other documents are requested.

Departmental Selection Procedure

- The Department/unit makes decisions on the applicants and selects students for either a USRA or URA.
- URA offers are made directly through [experienceguelph.ca](#) by clicking "Offer" next to the candidate's application. A candidate will have 48 hours (excluding weekends) to respond to an offer after it has been sent through the system. **Only offers made through the system will be considered official.** While URA supervisors can discuss offers directly with a student over the phone or through e-mail after the first offer date, they must follow up with an offer through the system. Please also submit Form 3 to Student Awards (awards@uoguelph.ca) as soon as possible after the offer has been accepted.
- USRA offers are not processed through Experience Guelph. Please make offers directly with the student. Once accepted, complete NSERC Form 202 for USRAs and seek assistance from Office of Research: research.services@uoguelph.ca or ext. 56943 if needed. ****Departments must honour the offers they make to students even if NSERC deems candidate's ineligible.**** Please contact Office of Research Services in advance for any questions regarding eligibility.
- Departments should have the student sign a formal employment offer letter to accept the position. This should be kept on file by the department. A data form should be sent to HR.

- Allocations should be made to maximize the number of students who receive awards.
- A student may hold only one USRA award during the fiscal year (April 1 to March 31) and a maximum of 3 USRA's during their University career.
- It is suggested that departments identify alternate choices and make subsequent offers in case the preferred candidate declines the offer.

Reimbursements

- Departments will be expected to code the awards internally through payroll via a data form. These positions are paid employment and must follow the process for employment offers.
- In September 2020 departments will be required to submit Form 4 – URA Reimbursement and Student Feedback to Student Financial Services. Reimbursement for a USRA will be distributed nearing the end of the summer by Research Financial Services.
- Form 4 – URA Reimbursement and Student Feedback requires ONE line of coding that includes the total salary, benefits and vacation paid to the student. This coding should be the same coding where the student was paid from throughout the summer. All URA reimbursements are now coded to the URA/Work-Study object code **65550**.
- As part of the reimbursement process, each supervisor must submit a brief report on the progress of the student on Form 4 – URA Reimbursement and Student Feedback.

Additional Information

Following process

All applications, forms, and reports must be submitted using the instructions provided in this package. Any applications, forms, requests and reports not submitted through the appropriate process will not be processed. If you require assistance with Experience Guelph, please contact experience@uoguelph.ca or phone 58551.

E-mail version of forms

URA Forms are available online through the [Student Financial Services Documents and Forms page](#).

NSERC Form 202 Part I and Part II are available from the NSERC website under PDF Forms and Instructions under "For Students and Fellows". Students must register if they are a first-time user. All applications must be completed on-line, printed and a hard copy is to be submitted to the department.

Information on NSERC Research Codes

Visits the [NSERC List of Research Subject Codes for Scholarships and Fellowships](#) for information required to complete NSERC Form 202 Part II.

Summer Research Project Form 1 – URA/USRA Project Proposal

URA and USRA proposals should be submitted through departmental competition processes. Once approved within the department, please post your job to the On Campus Employment section of experienceguelph.ca (see instructions on page 10) and e-mail this form in **WORD** format to Student Financial Services (awards@uoguelph.ca) **and** the Experiential Learning Hub (experience@uoguelph.ca).

Job Information

Title of Proposed Research Project: **Click or tap here to enter text.**

Proposed Start Date: **Click or tap here to enter text.**

Name and Title of Proposed Supervisor: **Click or tap here to enter text.**

Department: **Click or tap here to enter text.**

Type of position: URA USRA

Brief Outline of Proposed Research Project:

Click or tap here to enter text.

Job description (task/responsibilities, relevant scheduling details, and required and/or preferred qualifications):

Click or tap here to enter text.

What are 2-5 specific things you feel a student will learn during this position?

Click or tap here to enter text.

Which 2-5 knowledge, skills, or attitudes are most relevant to this position? [View definitions of common knowledge, skills, and attitudes.](#)

1. **Choose an item.**

4. **Choose an item.**

2. **Choose an item.**

5. **Choose an item.**

3. **Choose an item.**

Hiring Contact

This is the person managing the application process and the person whose account the job is posted to in experienceguelph.ca. This is the person that will receive reminder e-mails about URA/USRA processes.

Printed Name and Title of Hiring Contact:

Hiring Contact E-mail: **Click or tap here to enter text.** Hiring Contact Phone: **Click or tap here to enter text.**

Acknowledgements

Signature of Supervisor: **Click or tap here to enter text.**

Signature of Head of Department: **Click or tap here to enter text.**

Printed Name of Head of Department: **Click or tap here to enter text.**

Date: **Click or tap here to enter text.**

Posting a Job to Experience Guelph

Each job posting can be connected to only one e-mail account in Experience Guelph. Before posting, determine who you wish to be the hiring contact responsible for logging into Experience Guelph, posting the job, accessing applications, and making offers through the system. In most cases, this will be the job supervisor, however some departments may elect to designate an administrative staff person or use institutional account (e.g. info@uoguelph.ca).

Logging In

- If you already have an Experience Guelph account, log into the Employer and Partner section of experienceguelph.ca.
 - Note: Experience Guelph is not on single sign-on for faculty and staff. Your username will be your full uoguelph.ca e-mail address and the password you set up when you signed up.
- If you do not have an account, sign up for one in the Employer and Partner section of experienceguelph.ca. Please note it can take up to 24 hours to process new account requests.

Posting a Job

- Once logged in, select “On Campus Jobs and Opportunities” from the left-hand menu.
- Select “Post a Job”.
- Complete the form using the information in the Project Proposal.
- Click “submit for Approval” at the bottom of the page. You will receive an e-mail when the posting has been approved.

Departments that wish to advertise a posting as both a URA and USRA should create two separate job postings.

Notes about Job Posting Fields

- **Company Info:** If you are an administrator posting on behalf of someone else, you can edit this information to reflect the actual supervisor. However, the job posting will still be attached to your Experience Guelph account.
- **Position Type:** Choose URA or USRA as appropriate.
- **Salary:** This field doesn't currently accept salary ranges. If you'd like to post a range, please do so in the job description.
- **Application Delivery:** Choose from one of three options on how to receive your applications.
 - **Receive one e-mail after the deadline with all applications attached.** The applications will be sent as a single PDF after the deadline has passed to the e-mail address listed in the “Company Info” section at the beginning of the posting.
 - **E-mail each application as they come in.** With this option you can specify one or more e-mail addresses to receive applications as they are submitted. This is a great option if more than one person would like to receive applications.
 - **None.** No e-mails will be sent. It is up to you to log in and view applications.

Summer Research Project Form 3 – URA Confirmation of Employment

This form should be completed by the hiring department/unit to nominate a student for an Undergraduate Research Assistantship (URA). A student who is nominated **must have financial need confirmed by Student Financial Services before** completing this form. The student should have an email confirmation from SFS attached to their application.

Please code payment to department and request reimbursement on Form 4 in September.

Student Information

Student Family Name: [Click or tap here to enter text.](#)

Student Given Name and Initials(s): [Click or tap here to enter text.](#)

Student ID Number: [Click or tap here to enter text.](#)

Student Local Address: [Click or tap here to enter text.](#)

Job Information

Title and Experience Guelph Job ID for URA: [Click or tap here to enter text.](#)

Department: [Click or tap here to enter text.](#)

Position Start Date: [Click or tap here to enter text.](#) Position End Date: [Click or tap here to enter text.](#)

Number of Weeks of full-time employment: [Click or tap here to enter text.](#)

Name and Title of Supervisor: [Click or tap here to enter text.](#)

Name and Title of Hiring Contact (if different than supervisor): [Click or tap here to enter text.](#)

Payroll Contact

Printed Name of Payroll Administrator: [Click or tap here to enter text.](#)

Payroll Contact E-mail: [Click or tap here to enter text.](#) Payroll Contact Phone: [Click or tap here to enter text.](#)

Acknowledgements

Signature of Supervisor: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Summer Research Project Form 4 – URA Reimbursement and Student Feedback

This form should be completed by the department/unit requesting reimbursement from Student Financial Services for an authorized summer URA. **Please complete this form and return to Student Financial Services (awards@uoguelph.ca) in early September.**

Student Information

Student Family Name: **Click or tap here to enter text.**

Student Given Name and Initials(s): **Click or tap here to enter text.**

Student ID Number: **Click or tap here to enter text.**

Job Information

Title and Experience Guelph Job ID for URA: **Click or tap here to enter text.**

Department: **Click or tap here to enter text.**

Position Start Date: **Click or tap here to enter text.** Position End Date: **Click or tap here to enter text.**

Name and Title of Supervisor: **Click or tap here to enter text.**

Name and Title of Hiring Contact (if different than supervisor): **Click or tap here to enter text.**

Reimbursement Information

Total Salary and Benefits Paid: \$ **Click or tap here to enter text.**

Coding for Reimbursement: **Click or tap here to enter text.** – 65550 (mandatory object code)

Name of Department Payroll Contact: **Click or tap here to enter text.**

Student Performance Feedback

Feedback provided will be visible to the student on their Experience Record. Where possible, include specific examples. Feel free to draw upon [common knowledge, skills, and attitudes](#) to frame your feedback.

1. What areas of strength were demonstrated by the student?

Click or tap here to enter text.

2. If the student were to pursue a similar position in the future, what would be your suggested areas for improvement or development?

Click or tap here to enter text.

Acknowledgements

Signature of Supervisor: **Click or tap here to enter text.**

Date: **Click or tap here to enter text.**