

# LURA and USRA orientation

May 3, 2022





# Agenda

## Welcome

- Paulina Karwowska-Desaulniers – Director, Research Priorities and Partnerships

## Award Logistics

- Gayathry Wright – Manager, Student Engagement & Retention

## Safety on the Job

- Kitty Ki – Manager, Safety & Business Operations

## Co-op

- Marily Molina – Manager, Co-Op & Business Partnerships

## Social Media

- Sam Munro – Communications and Digital Marketing Specialist

## Student Expectations and Conference Preparation

- James Li – Research Officer



# Payment Process for LURA and USRA

## York students: Student Account

- Posted on the 15<sup>th</sup> of each month (maybe later in May)
- To be paid out students need to set up direct deposit:  
<https://sfs.yorku.ca/refunds/request>

## Steps to take

- Check balance in your account

# Awards, Taxes, and Government Support Initiatives

## Government support in 2022

- Award payments are income

**For tax forms, please see:** <https://sfs.yorku.ca/fees/taxforms>.

- T4A (Statement of Pension, Retirement, Annuity, and Other Income)
  - The CRA requires all educational institutions to report bursaries, scholarships, awards and prizes provided to students for the calendar year from January 1 to December 31. These amounts are reported in box 105.
  - For complete details, review Canada Revenue Agency's information on [\*Scholarships, fellowships, bursaries, study grants, and artists' project grants \(awards\)\*](#).

# Required Safety Training

## General Health & Safety

- [Health & Safety Orientation](#)
- [Workplace Harassment & Violence for Faculty & Staff](#)

## Workplace Hazardous Material Information System (WHMIS)

- [WHMIS I](#) Training or
- [WHMIS II](#) Training (For those who work directly with chemical or biological agents)

## Job specific H&S training

- Machine Shop
- Biosafety, Compressed gas, Laser Safety, Radiation Safety
- [Others](#)

# Working on Campus COVID-19 Protocol

Masks are required in indoor spaces

Eating and drinking is permitted in designated eating areas (ex. Eatery at the Bergeron)

YU Screen is not mandatory, but the tool will remain available; self-monitoring is recommended

Do not come to campus if feeling unwell

Vaccination mandate is on pause, but recommend to keep vaccinations up-to-date as the protocol may change on short notice

Avoid/ limit close contact and give others space

# Student Expectations

## Work with your supervisor

- Additional considerations include, but are not limited to:
  - The choice to work on-campus is your decision. If you change your decision, you would not be penalized for this.
  - You have the right to know about hazards in the workplace.
  - You have the right to appropriate personal protective equipment.
  - You have the right to refuse work if you deem the workplace to be unsafe.
  - You will report any workplace hazards and violations to your supervisor.
  - You will not use your access to allow others to enter University buildings.
  - You will protect yourself and others by wearing a mask in all public areas while in buildings and within any other areas that contain more than one person, including your lab.
  - Inform and get approval from your supervisor if you need to working outside of normal work hours/ working alone.

# Working Safely From Home

## Tips for remote work and resources

### ➤ Productivity

- Stay connected to the lab (e.g. daily check-ins)
- Maintain a routine, such as consistent working hours
- Remove distractions; take breaks away from the computer; ask your teammates

### ➤ Safety

- Make sure your workspace is clean and clear of any obstructions and trip hazards
- Establish an emergency route to safety exit your home if required

### ➤ Cyber Security

- Use secure e-mail account, York University, Team Drives etc.

### ➤ Mental Health

- Resources and support are available through York University – [here](#)

*For more information visit the York University website – [here](#)*



# Working Safely From Home

## Setting-up your temporary workstation at home

- Set up your workstation as best you can to work in a neutral sitting or standing position.
  - Examples can be found here - <http://www.yorku.ca/ergo/computer-awareness.pdf>
- Working on a laptop, click for [tips](#) and a [video](#)

## Your best position is the next position

- Working in different positions throughout the day changes the muscles you are using and your posture. Also, take posture breaks to perform [stretches](#) in between computer work, to warm-up, give your muscles a break and build/maintain flexibility exercises. Note that you should consult your medical professional (e.g. doctor) prior to any new exercise program.

## Pace yourself and take breaks

- Break your work into small tasks and take micro breaks. Give your eyes a break and use the 20-20-20 rule meaning every 20 minutes, look 20 feet away for 20 seconds, allowing your eyes to refocus.

# Student Expectations

## Work with your supervisor

- Complete your assigned duties as per the direction of your supervisor.
  - Keep detailed notes about your work in a dedicated notebook
- Keep your supervisor informed of your availability to work the agreed-upon full-time hours.
  - If you are unable to honour your commitment, wish to withdraw, or take time off, speak to your supervisor immediately and try to arrange a more workable schedule.
- Students are only allowed to take two 3-credit hour course during the summer. This must be approved in advance by the supervisor.

# Student Expectations

## **Professors are expected to**

- Provide a safe and nurturing environment including proper safety training
- Communicate expectations to the student
- Meet (over Zoom or similar) with the student regularly to discuss the assigned work and progress
- Support the student during the Undergraduate Summer Research Conference (e.g. supervise the presentation preparations, attending the event)

# Student Expectations – Co-op

- Marily Molina – Manager, Co-Op & Business Partnerships
- Mayolyn Dagsi – Workplace Learning Coordinator

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# Student Expectations – Bio and Photo

- Fill out bio on <https://forms.office.com/r/h1H06xVmN8>
  - Includes permission to contact you for social media
- Also email photo to [reday@yorku.ca](mailto:reday@yorku.ca)
- Will be used for our website (<http://www.lassondeundergraduateresearch.com/>), conference program, and social media (with your permission)





# Student Expectations – Social Media

## Social Media

- Sam Munro – Communications and Digital Marketing Specialist.



# Conference and Summer Planning

## The Undergraduate Summer Research Conference

- Biographies
  - Will be used for our website (<http://www.lassondeundergraduateresearch.com/>), conference program, and social media (with your permission)
- Research abstracts
  - due in **mid July**, date TBA
- Registration for conference
  - due in **early August**, date TBA

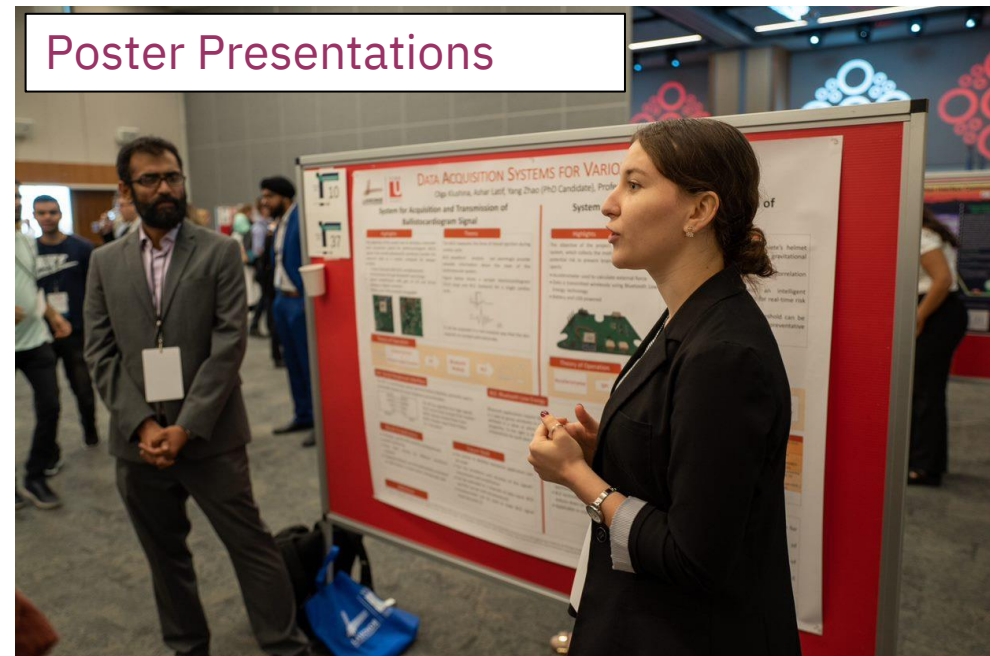
## Preparatory Training Sessions

- How to Write an Abstract
- How to Prepare a Presentation

# The Undergraduate Summer Research Conference

## Details

- Conference scheduled **the week of August 15, 2022 (tbc)**
- Conference will most likely be held in person, barring any COVID-related changes.
- This year, contemplating change of format



# Survey of Conference Format

## Option 1: Traditional 1-day conference

- One full-day, in-person
- Selected participants deliver oral presentations, and the majority present posters
- Single-track schedule; with poster session and ceremonies.
- In-person

## Option 2: 1-day conference with parallel sessions

- One full-day, in-person
- All participants deliver oral presentations
- Parallel-track schedule (eg SDG themes) for talks; with networking and ceremonies.

## Option 3: One-week conference event

- One week, two-hour sessions/day; in-person (may be hybrid)
- All participants deliver oral presentations
- First four days- presentations, final day present winning presentations, and ceremonies

# Survey of Conference Format

#	Options	Duration	In-person	Presentations	Events
1	Traditional 1-day conference	1 full day	Yes	Oral – selected Poster - majority	Poster session, Networking, ceremonies
2	1-day conference with parallel sessions	1 full day	Yes	Oral – all	Networking, ceremonies
3	One week event	One week; ~2 hours/ day	Yes; may be hybrid	Oral – all	Winning presentations on last day; Networking, ceremonies
4	No preference				



# Staying in Touch

**Contact – [resday@yorku.ca](mailto:resday@yorku.ca)**

## Research Support Team

- James Li, Research Officer – [jamesli@yorku.ca](mailto:jamesli@yorku.ca)
- Christina Corre, Research Officer – [ccorre@yorku.ca](mailto:ccorre@yorku.ca)
- Sosan Nasar, Administrative Assistant - Research

## Administration

- Paulina Karwowska-Desaulniers – Director, Research Priorities and Partnerships
- Gayathry Wright – Manager, Student Engagement & Retention
- Kitty Ki – Assistant Manager, Facility Services
- Sam Munro – Communications and Digital Marketing Specialist
- Marily Molina – Manager, Co-Op & Business Partnerships

## Communications

- Check-in about first award payments
- Updates about the conference
- Workshops reminders
- Any concerns

## Medium

- By email
- FB Group, Discord, or Teams