

Graduate Student Orientation 2023/2024

Earth & Atmospheric Sciences (EAS)



Orientation Overview

- People of EAS
- Useful information (pay structure, safety, ethics, professional development)
- Teaching assistant (TA) expectations
- Other important tips
- Student involvement

People of EAS

Department Administration

Chair



Stephen Johnston

Academic Department Manager



Dean Zaragoza

Associate Chair (Graduate)



Mark McDermott

Academic Director of Graduate Studies



Kurt Konhauser

Department Administration

Deputy Academic Director of Graduate Studies (Awards)



JP Zonneveld

Associate Chair (Research)



Dan Alessi

Associate Chairs (Undergrad)



Murray Gingras



Matt Steele-MacInnis

Program Administrators

Program Administrator

Melissa Dhillon

dhillon2@ualberta.ca

Tel: 780 492 7988

Office: ESB 1 26A

Program Assistant

Sarah Rees

<u>slrees@ualberta.ca</u>

Tel: 780 492 3265

Office: ESB 1 26

Questions about degree requirements?

Having trouble enrolling?

Need to submit proof of degree requirement completion?

Questions about PD or ethic?

We can help with almost anything!

Undergraduate Lab Coordinators



Darrin Molinaro

Introductory Classes:

- EAS 100
- EAS 105
- EAS 200



Marilyn Huff

Mineralogy & Petrology, Geochemistry, Structure:

- EAS 224
- EAS 232
- EAS 233
- EAS 320
- EAS 331
- EAS 332
- EAS 336
- EAS 368
- EAS 421

Digital Imaging Facility (DIF)



Igor Jakab

In charge of:

- Scanners- documents, slides, maps, thin sections
- Printers color documents & transparencies, posters, maps
- Software- Web page, CorelDraw, Illustrator, Acrobat, UNIX
- Hardware

Can help with:

- Poster and map printing!
- Website updates (new links, information, etc.)

Thin Section Lab Supervisor



Mark Labbe

Can help with:

- Equipment and machine issues
- Storage requirements
- Something's broken? Given up? Mark can probably help
- Thin section lab
- Getting access to Headhouse resources

Safety Designate (XRD Technician)



Rebecca Funk

Can help with:

- General safety inquiries
- Field Activity Plan development and submission
- Manages the EAS Safety Website and safety orientations

We recommend reading Rebecca's emails! They contain important health and safety information regarding EAS lab spaces and campus incidents

Also reference the <u>EAS Safety Information Website</u>

Useful Information

Pay Information

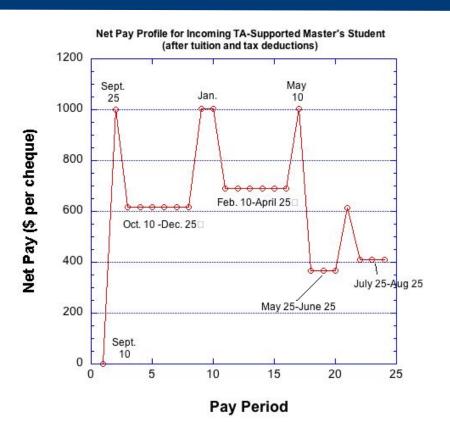
- Paid twice per month on the ~10th and 25th of each month
- Take home pay is NOT even throughout the academic year!
 - Tuition comes out of paycheck unless paid upfront
- Payroll and tax information can be found on Bear Tracks (always keep track!)





Employees → Employee Self-Service (HCM) → Payroll & Compensation

Variation in Net Pay



Pay listed is <u>after</u> deduction of tuition and taxes

How to read Letter of Appointment

2021-10-27

Letter of Appointment

Stipend: income per month (Award + Salary)

Award: Fixed and not subject to income tax

Dear

We are pleased to offer you an appointment as a graduate assistant at the University of Alberta in accordance with the terms of our below. Should you accept this offer, your employment will be governed by the Collective Agreement Coverning the Academic Employment of Graduat Students, which may be accessed at http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.asp are Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and such amendments are binding upon the Onlective Agreement and upon the Onlective Agreement

- a. Type of Appointment: GTA
- b. Period of Appointment: from 2022-01-01 to 2022-01-30

c. Maximum Hours Assigned Per Week: 12

- e. Gradust Assistantship Supervisor: Arturo Sanchez-Azofeifa
- f. At J. Jeginning of the term, the Graduate Assistantship Superior will meet with you to complete an Assistantship Time Use Joidelines Form (refer to Appendix C of the Graduate Student Ass. The ship Collective Agreement), which will form part of the graduate assistantship appointment.
- Note: the nature of your duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors.
- g. The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the staduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department's Graduate Studies Mamas, and on satisfactory completion of the assigned duties of the graduate assistantship.
- h. If you are not a Canadian citizen, this appointment is expressly contingent upon you meeting and continuing to meet eligibm: requirements for employment, as set out in the Immigration and Refugee Protection Act and Regulations. It is further contingent upon the University of Alberta receiving regular "confirmation," if required by Service Canada. Should you be ineligible for employment at any time, or should the University of Alberta be unable to obtain "confirmation" if required, this appointment shall be rendered null and yould effective immediately.
- Failure to report to the department by the appointment start date indicated above may result in termination of this offer of appointment without further notification to you.
- j. This assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees. To prevent disputes, misunderstandings and continuous progress in program, it is suggested that the undersigned maintain a personal record of hours worked and duties performed as a GRA/GTA//CTA-PI.

Confirming this appointment electronically will constitute your acceptance of this offer of appointment on the terms hereof.

REQUIRED SIGNATURES

REGUINED SIGNATURES					
position / title	name	signed on (date)			
Faculty Member	Arturo Sanchez-Azofeifa	October 27, 2021			

Laccept this offer of appointment as set out in this letter. Lacknowledge that I have read and agree to be bound by the Collective Agreement Governing Graduate Assistantships which can be found at the Human Resource Services website at https://www.hrs.uaiberta.ca/en/MyEmployment/Agreements.aspx.

SIGNATURE OF APPLICANT

This document has been digitally signed by

on October 27, 2021.

Salary: Employment income and subject to income tax, includes 5% annual performance increase

For TAs: An associate chair, not the professor you are TAing for

<u>For RAs</u>: Your direct supervisor

Governed by the Collective Agreement!

Pay Information

- Be prepared! Talk to your advisor about summer funding can vary by supervisor.
 - Remember this is a **job**, you have a right to know how much you will be paid.
 - Save for the summer! It's highly likely it will be less than the rest of the year.
- Having financial problems? Talk to your advisor!
- If you need a 2nd job, talk to your advisor. There are restrictions on how much you can work per week as a graduate student.
- If you paid tuition upfront, know you will have to pay summer tuition separately of spring tuition.

WHMIS & EAS Safety Seminars

- All EAS graduate students are required to take
 - EAS General Safety Orientation
 - WHMIS 2023
 - Working Safely at the UofA <u>OR</u> <u>Supervisory EHS Professional</u> <u>Development</u>
 - Workplace Violence and Harassment Prevention

WHMIS & EAS Safety Seminars

- If completing or assisting with any lab work, you must additionally complete the following
 - EAS Laboratory Safety Seminar (in-person session TBD or <u>view slides</u>; completion certificate can be requested <u>here</u>)
 - <u>Laboratory and Chemical Safety</u>
 - Hazardous Waste Management
- If completing or assisting with biological hazardous materials, you must additionally complete
 - Concept in Biosafety
- If completing or assisting with an field work, you must additionally complete
 - EAS Field Safety Seminar (in-person session TBD or <u>view recording</u>; completion certificate can be requested <u>here</u>)

Graduate Reference Guide

- Information on degree requirements, including:
 - Ethics and PD requirements
 - Course requirements
 - Committee information
 - Departmental salary information
 - And more!

Find it <u>here</u>

Ethics and Academic Citizenship – MSc

Minimum of 8 hours of ethics and academic citizenship training required

- University has transitioned requirements for Fall 2022 to INT D 710: Ethics and Academic Citizenship
- 6 hrs, self paced & meets 8 hour requirement
- Register and keep track of completed courses on campusBRIDGE website (https://campusbridge.ualberta.ca/home.htm)

Ethics and Academic Citizenship - PhD

Minimum of 8 hours of ethics and academic citizenship training required

- University has transitioned requirements for Fall 2022 to INT D 710: Ethics and Academic Citizenship (6hrs) AND INT D 720: Advanced Ethics and Academic Citizenship (2hrs)
- Register and keep track of completed courses on campusBRIDGE website (https://campusbridge.ualberta.ca/home.htm)

Professional Development (PD) Requirement

- Minimum of 8 hours of training required
- Urban and Regional Planning students have PD built in via PLAN 511
- Integrated Petroleum Geosciences students have PD built in via IPG 610
- Required to complete Individual Development Plan (IDP) (separate of 8 hrs)
 - Visit IDP website for more information and signup for help session (https://www.ualberta.ca/graduate-studies/professional-development/events/pd-requirement-sessions/index.html)
- Safety training (including WHMIS) counts for 2 hrs
 - Complete remaining 6 hours with workshops or seminars
 - Register and keep track of completed courses on campusBRIDGE website (https://campusbridge.ualberta.ca/home.htm)

Important tips!

 Complete Ethics and PD training requirements during first year of study

If you put it off, the required seminars may not be available when you need them, which may delay your graduation.

Public Scholarly Lecture Requirement

- Must give at least 1 public talk to the department
- Must be at least 15 min in length
- May be given in the ATLAS Symposium (see ATLAS slide)
- Does not have to be on results of thesis, can be a generalized talk
- See <u>Graduate Reference Guide</u> for more information

Supervisory Committee

- All graduate students are required to have supervisory committees:
 - MSc (thesis): 2 members (supervisor + faculty member, or 2 co-supervisors)
 - PhD: 3 members (supervisor + 1 EAS faculty member + 1 other)
- Talk to your supervisor about naming a supervisory committee within the first 2 months of your program and have them send the information to Melissa or Sarah.
- Supervisory committees should meet at least once a year, ideally starting in the first term of your program.
- Review the graduate reference guide for more information on exam and defense committee requirements

Master's Thesis Proposal

- All thesis-based master's students must submit a thesis proposal outlining their planned thesis research.
 - The proposal will then be reviewed by the supervisor and supervisory committee.
 - For specifics, see: <u>https://www.ualberta.ca/earth-sciences/media-library/grad-programs/mastersthesisproposalquidelines.pdf</u>
 - Deadlines:

September start: March 15, 2024

January start: October 15, 2024

THES 903/906/909

- **Thesis-based** students must be enrolled in 9 units (i.e. 3-course equivalent) per semester to be considered a full-time student
- Registering for "THES Thesis Research" courses fulfills this
- If you are taking:
 - Three 3-credit courses do not enroll in a THES course
 - Two 3-credit courses enroll in in THES 903 (3-credits)
 - One 3-credit course enroll in THES 906 (6-credits)
 - No courses enroll in THES 909 (9-credits)
- Grade will appear as "IN" until the end of your program
- You MUST register for THES 906 for both the spring and summer terms

Expectations of Teaching Assistants

Time Frame of TA Contracts

- TA contracts are based on 4 month terms
 - September December
 - January April
- Assistantships begin at the start of classes and end AFTER the last day of classes each term.
- The expectation is that you will be available for organizational meetings at the start of classes and exam proctoring or grading after the end of classes.

TA Workload

Official (maximum): 12 hrs/week × 16 weeks/term = 192 hrs/term

Practice (realistic): ~12 hrs/week × 11–13 weeks/term = 132–156 hrs/term

- Keep track of hours spent TAing each week, including time spent in preparation, TA meetings, lab/class, grading and exam proctoring, emails, etc.
 - If you are exceeding 12 hrs/week consistently (i.e. likely you will exceed 192 hrs at the end of term), talk to your professor. This is in violation of the Collective Agreement and work duties need to be adjusted.
 - Exceptions require agreement of the Graduate Assistant, the Graduate Supervisor, Appointing Officer, the GSA Vice-President Labour (when appropriate), and approval of the Provost (or designate).

Understanding Your Pay Stub

(international students receiving pay)



International

Student

2-60 University Terrace, University of Alberta Edmonton, AB T6G 2T4	Pay	Begin Date: / End Date:	10/01/2013 10/15/2013	Monthly Salaried			Advice #: Advice Date:	00000 10/25/	0003538243	
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- 2 This is your pay per cheque (gross) broken into Regulary Salary (TAXABLE) and Bursary (NO TAX) Your foreign fee diferential is included in this amount rather than being seperated out on your pay stub
- 3 This is your total pay per cheque before taxes and deductions
- 4 This is your taxes and stat benefits which are taken off this cheque
- 5 This is your tuition deduction. This amount is different for international and Canadian students
- 6 This is your NET pay. This is the amount you get paid after tuition and taxes

Understanding Your Pay Stub

(domestic students receiving pay)



Canadian Student

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MESSAGE:

- 1 This is your monthly pay rate
- 2 This is your pay per cheque (gross) broken into Regulary Salary (TAXABLE) and Bursary (NO TAX)

TOTAL:

- 3 This is your total pay per cheque before taxes and deductions
- 4 This is your taxes and stat benefits which are taken off this cheque
- 5 This is your tuition deduction. This amount is different for international and Canadian students
- 6 This is your NET pay. This is the amount you get paid after tuition and taxes

Absences During Teaching Term

Officially, you are required to:

- Arrange for a <u>qualified</u> replacement TA to fill in for you during your absence.
- Obtain permission of both the course instructor and the Grad Chair at least two weeks prior to the absence.
- After these permissions are obtained, notify the lab coordinator for the course of the date of your absence and the name of the substituting TA.
- Note that you will be held responsible if the substitute TA does not show up for the lab or discussion section.

Teaching Expectations

- Make a significant effort to learn the material <u>prior</u> to the start of lab.
- Arrive for the lab at least 10 minutes before the official start of the lab period and ensure that all lab materials are ready to go by the start of the lab.
- Except for emergencies, you are required to be present in the lab for the entire lab period (i.e. no coffee breaks)

Teaching Expectations (cont.)

- Marking of labs/exams should be done promptly, normally in one week.
- A conscientious effort should be made to ensure that marks are entered accurately and promptly on the spreadsheet used to record marks in the course.

Lab Coordinators

- Lab coordinators develop labs, manage lab materials, manage appointed TAs for the course, and train TAs on the lab.
 - They are often your first point of contact for issues/concerns/questions you may have about the lab.
- It is the lab coordinators' job to supervise TAs. They must be treated with respect.
- Any issues that you might have with the lab coordinator should be brought to the attention of the Academic Director of Graduate Studies.

Confidentiality

- Teacher-student relationship is comparable to lawyer-client or doctor-patient relationships.
- NEVER discuss a student's grades with another student.
- NEVER discuss a student's grades with fellow graduate students who may be TAing the student in other courses.
- In general, do not discuss a student's grades with fellow TA's in the same course unless absolutely necessary.

Private Tutoring

Occasionally, undergraduate students look to hire graduate students as private tutors. Such tutoring is **only** permissible if:

- You are not TAing the same undergraduate student in any course.
- The tutoring does not negatively impact your performance in your graduate duties, including coursework, thesis research and TAing.

'Romances' with Students

- Romantic and/or sexual relationships with students whom you are TAing are not encouraged.
- If such a relationship exists prior to the course or develops during the course, the course instructor and the Academic Director of Graduate Studies **must** be informed of this relationship.
- It is the course instructor's responsibility to ensure that the assignment of TA duties are such that there is no real or perceived conflict of interest in the TA's dealings with the student.

EAS Grad Student Information

- "Students must perform satisfactorily in their own program **and as graduate assistants** to have their TAships renewed."
- "Graduate assistantship funding is not terminated without warning. If after discussion between the student, the Academic Director of Graduate Studies, and the supervising faculty member, a student's assistantship is terminated for unsatisfactory performance, one month's notice is provided."
- Please review the Collective Agreement to know what's expected of you and what protections you have as a graduate assistant or teaching assistant.

Notes for TAs

- We don't expect anyone to have all the answers or be a 'perfect' TA.
- We do expect you to put forward your best effort and maintain a high standard of professional conduct in your teaching responsibilities.
- FGSR hosts a Graduate Teaching and Learning Program (GTL) usually in August/September and January every year (can be counted as PD credit).

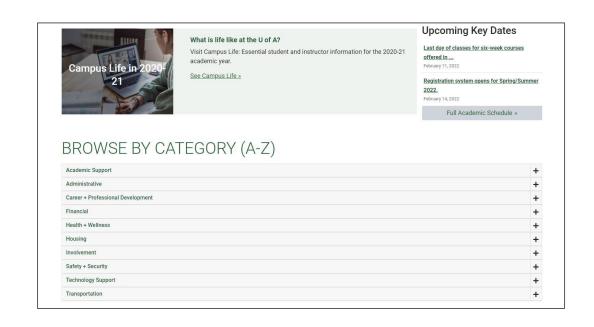
Other Important Information

Who to contact if...

- You get locked out of the lab:
 - EAS & Tory: Igor Jakab
 - CCIS & HeadHouse: Mark Labbe
 - After Hours: Security Services
 - Email Melissa or Sarah if you have further questions
- Changes in key-card access: Contact Igor
- For physical keys: <u>Sherry Eklund</u>
 - Request a key FIRST: <u>https://ssl.eas.ualberta.ca/saml/intranet/key-request/</u>
- Office assignment: Long Li

Training

- Access WHMIS, Bear Safety, Fume Hood Safety, and other Environment and Safety training courses through e-class
- You may be required to take these courses for fieldwork



StudentCare (GSA)

- Explains your <u>Health, Vision, Dental, and Travel</u> coverage afforded to you as a graduate student at the UofA
 - Find Group Numbers and insurance information
 - How to file a claim
 - Find local providers in the Studentcare network (for extra coverage)
 - How to opt out if you already have coverage
- Did you know you have partial coverage for massage therapists, acupuncturists, speech therapists, naturopaths, dietitians, and more? Find out about it here!

Discrimination & Harassement

Official complaints:

Office of the Student Ombuds

 www.ualberta.ca/current-students/ombuds/index.html

Unofficial:

- Your advisor or a trusted faculty member
- Graduate Advisors
- Human Resources
 https://www.ualberta.ca/human-resources-health-safety-environment/index.html



Grace Anne Stewart Speaker Series (GASSS) list of resources

Health Resources

- Physical Health
 - Health Clinic in SUB 2-200 <u>https://www.ualberta.ca/services/health-centre/index.html</u>
- Mental Health
 - Counseling and Clinical Services Mental Health Center (10 free sessions) https://www.ualberta.ca/current-students/counselling/index.html
 - Homewood Health (reduced rates)
 https://homewoodhealth.com/individuals
- Sexual Assault
 - Sexual Assault Center, New Contact Person Deb Eerks
 https://www.ualberta.ca/current-students/sexual-assault-centre/index.html

Other Resources

- Current Students: https://www.ualberta.ca/current-students/index.html
- Student Services Center: https://www.ualberta.ca/registrar/student-service-centre/index.html
- International Services Center: https://www.ualberta.ca/international/about-uai/contact-us/international-services-centre
 https://www.ualberta.ca/international/about-uai/contact-us/international-services-centre
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- First Peoples House: <u>https://www.ualberta.ca/current-students/first-peoples-house/index.html</u>
- Student Legal Services:
 https://www.ualberta.ca/law/campus-life/student-legal-services.html
- EAS Intranet: https://ssl.eas.ualberta.ca/saml/intranet/
- Workers' Compensation Board (WCB) Student Coverage:
 https://www.ualberta.ca/finance-procurement-planning/insurance/student-wcb.html

Campus Food Bank

- Supports food-insecure UofA students, staff and recent alumni
- Offers <u>services</u> such as:
 - Low cost fruit, vegetable, and meat baskets
 - Food Hampers for basic food items
 - Saturday bus services to far away grocery stores (e.g., T&T, superstore, Halal meat shops)
 - Cooking lessons
 - Volunteer opportunities

Graduate Student Association (GSA)

- "Post-Secondary Learning Act establishes GSA as a separate corporate entity from the University; seat on the Board of Governors; negotiates a Collective Agreement (represents all graduate students but also acts as a union for academically-employed graduate students)."
- "Represents graduate students to the University and government; different from FGSR."
- Negotiates Health and Dental Plan coverage and UPass privileges
- Offers Travel, Student Group, Child Care, and Emergency grants
- <u>Collective Agreement</u> details the terms and conditions of graduate student employment (GRA, GTA, GRAF, GTA-PI)
 - Information sheet can be found <u>here</u>

Collective Agreement

- Contains the following important (but little known) information:
 - Your right to Parental (6 weeks x at 100% of stipend, 10 weeks at 75% of stipend), Medical (3 weeks at 100% of stipend), Compassionate and Bereavement (up to 3 weeks, 100% of stipend), and Jury Duty Leave
 - Amendments and Termination of Appointment
 - Dispute resolution, escalation from informal resolution to grievances and arbitration
 - Up-to-date university-wide stipend rates

Transfer Credits

- For thesis-based master's and doctoral students, up to two half-course equivalents (six units of course weights) may be transferred.
- Contact your advisor and the department to verify a course will be counted for credit in your degree program prior to applying.
- Western Canadian Graduate Deans Agreement (WDA)
 - An agreement between universities in western Canada, where tuition is considered "covered" by home-institution tuition fees.
 - "The Agreement originally was conceived to assist graduate students at Western Canadian universities in taking courses required for their graduate degree programs but not available at their home university."
- Otherwise, approved credits can be taken at other institutions (including international)
 with payment of tuition/fees. This includes for-credit short courses and summer courses.
 Follow this link for more information.

EAS Lounge

ESB 3 - 01A (near pedway to CCIS).

Ask **Igor** for card access.

Fridges, Microwaves, Seating, Couches, Dishes, Cutlery Food pantry supplied by our wonderful EAS Staff with canned goods, dry foods, tea and coffee for food emergencies.







Student Involvement

ATLAS (EAS Graduate Student Society)



- Student representatives elected in September (June for ATLAS Speaker Series Coordinators)
- Weekly Geoscience Seminar
- Events (Symposium, Holiday Parties, field trip etc.)
- GSA Representative
- Find more information here: https://www.atlasualberta.com/



Grace Anne Stewart Speaker Series (GASSS)

- Volunteer run speaker series focussing on equity, diversity, and inclusion
- Host talks, workshops, panels, and more
- Mentorship program pilot: https://cms.eas.ualberta.ca/gass/
- Contact: <u>stewartspeakerseries@gmail.com</u>



Society of Economic Geologists (SEG)

- Mineral Exploration and Economic Geology Speaker Series
- Organizes annual field trips and posts student funding opportunities
- Visit their website to learn more: https://cms.eas.ualberta.ca/seg/
- Contact:TBD



Final thoughts

- Advocate for yourself
 - Ask questions! Your advisor, department administrators, and colleagues can help you
 - Have open conversations with your advisor if you are comfortable, not only about research, but financial situations and mental health
 - Understand what's expected of you helps you to set goals, but also to protect yourself against exploitation
- Getting involved can help you navigate the department and your degree! Reach out to graduate student groups and keep an eye out for elections at the beginning of the fall term.

Questions, comments, or concerns?