

FACULTY OF ENGINEERING

Department of Chemical and Materials Engineering



# Graduate Student Orientation

Welcome!



UNIVERSITY OF ALBERTA  
DEPARTMENT OF CHEMICAL  
& MATERIALS ENGINEERING



# Key Departmental Contacts

Name	Role
Ken Cadien	Department Chair
Vinay Prasad	Associate Chair for Graduate Studies
Lily Laser & Mia Law	Graduate Assistants
Hao Zhang	Grad Advisor for Materials Engineering
Natalia Semagina	Grad Advisor for Chemical Engineering
Sandra McFadyen	Assistant Chair: Office Space
Shaofeng Yang	Lab & Safety Coordinator





# Special Topics

- D.B. Robinson Distinguished Speaker Series
  - Must attend at least 6 lectures per academic year
- ENGG 600 – Engineering Ethics and Integrity
  - Fall and Winter terms
  - **Attendance is mandatory**
- Professional development
  - Individual development plan (IDP)
  - 8 hours of professional development activities
  - <https://www.ualberta.ca/graduate-studies/professional-development>
- Vacation & Travel
  - Discuss with supervisor before planning vacation or travel





# Program Requirements

[www.registrar.ualberta.ca/calendar](http://www.registrar.ualberta.ca/calendar)

- Each graduate student is responsible for being familiar with *all* regulations and requirements pertaining to them as given in the University of Alberta Calendar
- The same responsibility applies for the information in the Graduate Manual  
(<http://www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx>)
- Be aware of major deadlines
- Familiarize yourself with the policies and procedures now in effect in the Department of Chemical and Materials Engineering





# Course Registration

[www.beartracks.ualberta.ca](http://www.beartracks.ualberta.ca)

- Course registration should be completed no later than the end of the first week of classes (keep track of add/drop deadlines – January 20).
- Consult your supervisor or graduate advisor for registration advice
- Full time students must be registered a minimum of 9 credits in Fall/Winter and 6 credits in Spring/Summer until the end of their program (university rule)  
(Does not apply to M.Eng. Students: at least 3 credits in Fall/Winter)
- Registration can be completed through Bear Tracks
- See Lily Laser for help with registration difficulties





# Course Offerings

- Courses offered this term by the department have been circulated
- Many courses are offered by the other departments in the Faculty of Engineering and in the Faculty of Science
- The complete course requirements are given in detail in the Graduate Student Handbook
  - [www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx](http://www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx)





# Department Payroll

## To complete:

- New Employee/Student form
- Direct Deposit form
- TD1 and TD1-AB forms
- Electronic Banking form

## Required Information:

- Passport
- Student Authorization and/or SIN
- A chequing account with a Canadian bank

**Note:** You get paid semimonthly on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Your salary will be deposited directly into your Canadian bank account.





# Personal Information

- Student's must ensure that their personal contact information is up to date at all times
- Personal information can be updated using Bear Tracks
- ***Immigration status changes must be reported to the Department***







# Telephone and email

- The department maintains phone and contact lists for all staff and students
- Phone lists can be accessed through the CME website [www.cme.engineering.ualberta.ca](http://www.cme.engineering.ualberta.ca)
- **Ensure that your contact information is on the list and correct**
- After registration you can apply for departmental and email access. **Ensure that your email address is correct.**





# Mail Service & Mailboxes

- Mail folders are assigned to each graduate student according to their last name initial (e.g. Prasad, V.)
- All mail is date stamped and will be sent back to the original sender after 30 days if it remains unclaimed
- ***ALL personal mail must be sent to a home address or post office box***





# Departmental Seminars & Notices

**Attendance is mandatory at the D.B. Robinson Speaker Series for all graduate students**

- Six seminars must be attended during each calendar year.....First DBR this semester is February 9
- Seminar notices will be emailed – note the locations for the seminars
- Notices can also be accessed on the CME website

[www.cme.engineering.ualberta.ca](http://www.cme.engineering.ualberta.ca)





# DBR Series 2016-17

Named lecture	Speaker	Title	Date	Location
Andrew Main	Martin Richardson (University of Central Florida)	New paradigms in laser-based remote sensing	27-Oct-16	ETLC 1-001
AIEES	Jinsang Kim (University of Michigan)	Designer functional polymers for energy and optoelectronics	03-Nov-16	ETLC 1-001
Schlumberger	Margarida Telo da Gama (University of Lisbon)	Nonequilibrium self-organization of colloidal particles	09-Feb-17	CCIS L2-190
ICI	Dave Weitz (Harvard University)	Dripping, jetting, drops and wetting: The magic of microfluidics	09-Mar-17	CCIS L2-190
		Multiphase fluid flow through porous media	10-Mar-17	ETLC 1-001 (2:30 pm)
Mackiw	Guillaume Reinhart (Universite d'Aix-Marseille)	Application of X-ray imaging to the study of metal alloy solidification	30-Mar-17	CCIS L2-190
	Thomas Kuipers (Technische Universiteit Eindhoven)	Multiscale modelling of transport phenomena in multiphase chemical reactors	13-Apr-17	ETLC 1-001
	Massimo Morbidelli (ETH, Zurich)	From polymer colloids to structural materials	08-May-17	ETLC 1-001
	Mark Prausnitz (Georgia Tech University)	Microfabricated devices for drug delivery, vaccination and other biomedical applications	03-May-17	ETLC 1-001





# Study Space Assignment

- Sandra McFadyen is in charge of space assignments
- You will be assigned a desk for study use
  - *Speak to your supervisor regarding a computer*
- Research space will be assigned in the appropriate laboratory
- **All space changes must be authorized by Sandra**





# Building and Office Keys

- To access the CME and other buildings after normal opening hours you must have a building key
- Contact Marion Pritchard/Kevin Heidebrecht
  - You **must** have permission from your supervisor to obtain any keys you need
  - A **refundable cash deposit** of \$50.00 is required





# Laboratory Safety & Security

- **It is mandatory to attend the departmental safety seminar during your first semester!**
- The safety seminar will be held on Jan. 12, 3:30 pm in ICE 8-207. You will not get a key if you miss this seminar!
- Once your supervisor has been designated, please fill in the working alone form
- **Lock your laboratory when it is unattended**
- **The department is not responsible for lost or stolen property**





# Code of Student Behaviour

[calendar.ualberta.ca](http://calendar.ualberta.ca)

- Clearly states what are considered to be academic and non-academic offenses
- Familiarize yourself with this code
- Student's attention is drawn to the University's stand on **plagiarism, cheating, misrepresentation of facts, participation in an offence, and harassment**
- It is mandatory to attend the course **ENGG 600 Engineering Ethics and Integrity**, offered in both the **Fall and Winter (Jan. 21, 2017)** terms







# Financial Support

- Your appointment in the Department as a graduate student is a full-time responsibility. It is expected that you will devote your time towards your studies.
- Full-time MSc students are guaranteed a level of funding for a duration of 24 months (**subject to performance**)
- Full-time PhD students (with or without an MSc) are guaranteed a level of funding for a duration of 48 months (**subject to performance**)
- ***The department or your supervisor must be notified before you accept additional employment because this may affect the level of funding you receive.***





# Financial Support (2016-2017)

- Current minimum stipends for graduate students:
  - Base stipend is \$22,000
- Students on student visas receive an additional amount equal to about 75 % of the tuition fee differential (\$3000)
- The stipend includes payments from all sources.  
Please report all scholarships to the department.





# Teaching Assistantships

- The goal for TA and Grader appointments
  - MSc: 1 TA or 1 Grader
  - PhD: 2 TA or 3 Grader
- Awarded by the department. If interested, speak to your supervisor and ask them to send a request to Sandra McFadyen
  - TAs assist a faculty member in teaching
  - Graders are responsible for marking assignments and keeping track of marks
- Letters assigning TAs will be placed in students' mailbox usually within 10 days of the beginning of the term
- Appointment is usually for one academic term
- Exceptional students may be offered additional TAs for subsequent terms





# Photocopiers & Fax Machines

- The use of the department/Faculty's photocopier/fax machines is restricted to **university-related business**
- Be aware of copyright infringement
- Theses must be sent to the printers for copying, and not be photocopied on the departmental machines





# Office Supplies

- The department **does not** provide office supplies
- Please make arrangements with your supervisor to get supplies





# University Student Services

<http://www.studentservices.ualberta.ca>

- University Student Services includes (among other things):
  - Sexual Assault Centre
  - Career and Placement Services
  - Student OmbudsService
  - Aboriginal Student Services
  - Counselling and Clinical Services
  - Student Accessibility Services
  - Financial Aid and Information Centre
  - Student Success Centre
  - University Health Centre (UHC)
- Most units are located on the second floor of the Students Union Building (SUB)





# Medical Insurance

- All students are eligible for Alberta Health Care Insurance provided you reside in Alberta for **12 months or more**
- All new non-Canadian students **must apply within 30 days of their arrival in Alberta** or suffer a 3 month penalty during which time no coverage is provided
- Visa students require copies of their immigration papers to apply
- Health care coverage does not include dental work, eyeglasses or medication
- The Graduate Student Association (GSA) has a dental/health plan to help with medical fees that are not covered by Alberta Health Care (<http://www.gsa.ualberta.ca/>)





# University Health Centre

<http://www.uwell.ualberta.ca>

- **The U of A has a medical centre located on the second floor of SUB**
- This service is for staff and students of the U of A
  - Hours: Monday – Friday, 8:00 am – 3:45 pm
- The pharmacy is located at the SUB Bookstore
  - Hours: Monday – Friday, 8:30 am – 4:30 pm







# Counselling and Clinical Services

<https://www.ualberta.ca/current-students/counselling>

- Includes professional counseling agency staffed by chartered psychologists and psychologists-in-training who are supervised by senior staff
- Available to students currently enrolled at the U of A
- There is no charge for initial consultations (individual sessions)
- They are located at 2-600 SUB
  - Monday, Thursday & Friday 8:00 a.m. – 4:00 p.m.
  - Tuesday and Wednesday 8:00 a.m. – 7:00 p.m.





# International Centre/Student Orientation

- The International Centre (Telus Building, near 87 Avenue and 111 Street) provides excellent services and programs to both Canadian and foreign students.
- International students are strongly encouraged to participate in their orientation seminars





# Writing Help

- Writing assistance is available through:
  - Centre for Writers (**FREE** assistance with assignments) <http://c4w.ualberta.ca/>





# Thank you

Our Website:

[www.cme.engineering.ualberta.ca](http://www.cme.engineering.ualberta.ca)



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