Graduate Student Orientation

Welcome!
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Ken Cadien</td>
<td>Department Chair</td>
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<tr>
<td>Vinay Prasad</td>
<td>Associate Chair for Graduate Studies</td>
</tr>
<tr>
<td>Lily Laser &amp; Mia Law</td>
<td>Graduate Assistants</td>
</tr>
<tr>
<td>Hao Zhang</td>
<td>Grad Advisor for Materials Engineering</td>
</tr>
<tr>
<td>Natalia Semagina</td>
<td>Grad Advisor for Chemical Engineering</td>
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<tr>
<td>Sandra McFadyen</td>
<td>Assistant Chair: Office Space</td>
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<tr>
<td>Shaofeng Yang</td>
<td>Lab &amp; Safety Coordinator</td>
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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](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

- 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

- 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
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 10th and 25th of each month. Your salary will be deposited directly into your Canadian bank account.
• 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
<table>
<thead>
<tr>
<th>Named lecture</th>
<th>Speaker</th>
<th>Title</th>
<th>Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Andrew Main</td>
<td>Martin Richardson (University of Central Florida)</td>
<td>New paradigms in laser-based remote sensing</td>
<td>27-Oct-16</td>
<td>ETLC 1-001</td>
</tr>
<tr>
<td>AIEES</td>
<td>Jinsang Kim (University of Michigan)</td>
<td>Designer functional polymers for energy and optoelectronics</td>
<td>03-Nov-16</td>
<td>ETLC 1-001</td>
</tr>
<tr>
<td>Schlumberger</td>
<td>Margarida Telo da Gama (University of Lisbon)</td>
<td>Nonequilibrium self-organization of colloidal particles</td>
<td>09-Feb-17</td>
<td>CCIS L2-190</td>
</tr>
<tr>
<td>ICI</td>
<td>Dave Weitz (Harvard University)</td>
<td>Dripping, jetting, drops and wetting: The magic of microfluidics</td>
<td>09-Mar-17</td>
<td>CCIS L2-190</td>
</tr>
<tr>
<td>Mackiw</td>
<td>Guillaume Reinhart (Universite d'Aix-Marseille)</td>
<td>Application of X-ray imaging to the study of metal alloy solidification</td>
<td>30-Mar-17</td>
<td>CCIS L2-190</td>
</tr>
<tr>
<td></td>
<td>Thomas Kuipers (Technische Universiteit Eindhoven)</td>
<td>Multiscale modelling of transport phenomena in multiphase chemical reactors</td>
<td>13-Apr-17</td>
<td>ETLC 1-001</td>
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<tr>
<td></td>
<td>Massimo Morbidelli (ETH, Zurich)</td>
<td>From polymer colloids to structural materials</td>
<td>08-May-17</td>
<td>ETLC 1-001</td>
</tr>
<tr>
<td></td>
<td>Mark Prausnitz (Georgia Tech University)</td>
<td>Microfabricated devices for drug delivery, vaccination and other biomedical applications</td>
<td>03-May-17</td>
<td>ETLC 1-001</td>
</tr>
</tbody>
</table>
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
• 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

- 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

calendar.ualberta.ca
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.

• 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 TAships 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 TAships 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 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.
• 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/](http://c4w.ualberta.ca/)
Thank you

Our Website:

www.cme.engineering.ualberta.ca