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Executive & Student Services

• Professor Brent Sleep, Chair
• Professor Susan Andrews, Associate Chair, Graduate Studies
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• Professor Heather MacLean, Associate Chair, Research

Main Student Services Contacts:
Michael Godwin – Graduate Programs Coordinator, GB105
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Sandra Lima – Departmental Assistant, First Point of Contact for MEng Students, GB105
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Alison Morley - Admissions & Recruitment Coordinator
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Hilda Jerina – key FOBs (interim Anne Marie Burlon)
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Nelly Pietropaolo – Director of Student Services and External Relations
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Amazing Resources!

Asim Ashraf  
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Rachael Cayley  
Office of English Language and Writing Support  
School of Graduate Studies, University of Toronto

- [http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx](http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx)
MASc & PhD Programs

- MASc Program consists of at least 5 courses and the thesis.
- PhD Program consists of at least 9 courses beyond the Bachelor’s Degree, or 4 courses beyond the Master’s Degree.
- Students in both programs must propose their full program of study, in consultation with your supervisor, using the Proposed Program Form in their first session (Fall 2017):
- Review with your supervisor, then submit the completed form to the Office of Student Services at GB105.
- Transfer from MASc to PhD is possible given outstanding performance. Talk to your supervisor for more information.
PhD Program Requirements, Part II

Your PhD Journey
• Proposing Your Program of Study
• Adding Non-Engineering Courses to Your Program
• The PhD Supervisory Committee
• The Comprehensive Exam
  – after completing most of the coursework and preferably within one year after first enrolment in the PhD program. This examination consists of a four-to five-day take-home written examination, followed approximately a week later by an oral examination. The examination is administered by a Comprehensive Examination Committee created and supervised by the department's Graduate Studies Committee.
• The Departmental Oral Examination
  – internal departmental defence of your thesis before the final oral examination held by the School of Graduate Studies (SGS)
• External Examiner’s Report & The Final Oral Examination
• Submitting Your PhD Thesis
Your Basic Funding

- Your basic funding level depends on whether or not you are domestic or international and if you have any major scholarships.

- Funding is derived from three main sources:
  - Teaching Assistant (TA): paid monthly
  - Fellowship: paid three times a year (Sep, Jan, May)
  - Research Assistant (RA): paid by your supervisor
  - Scholarships/Awards: depends on the scholarship

- Funding packages: http://civil.engineering.utoronto.ca/graduate-programs/graduate-funding-packages/

- For TA and RA payments, please make sure you have set up your payroll account for direct deposit, with our business office in GB134

- For fellowship payments, make sure you enter your banking information on ACORN/ROSI for direct deposit or update your current mailing address.
Each Fall and Winter session the Department runs the NSERC and OGS awards competitions.

Current students must apply through the Department using our instructions here:

- [http://www.civil.engineering.utoronto.ca/programs/graduate/awards.htm](http://www.civil.engineering.utoronto.ca/programs/graduate/awards.htm)

Start thinking about your references and application now.

Follow the instructions online.

Contact Michael for help and information.
Each MASc and PhD Student is given a desk/office space to work at for the length of their program.

Please talk to your supervisor for more information about office space.

Hilda in GB105 will issue you an access FOB for keyless entry into your office and the Graduate Student Lounge.

Once assigned a space, please do not switch or move without approval from the section coordinator/professor.
Computer Accounts

- Please refer to your letter of offer to set up your UTORid. This log-in system is used for email, computer access, your library information, etc.

- Obtain your T-Card (library access, etc) at the Koffler Center.


- You will be able to access the internet from your own computer on campus via the connection in your office.

- Wireless Printing: printhere.utoronto.ca

- There is also a wireless on-campus network for your convenience.
  - Log-in using your UTORid and password.
  - [http://help.ic.utoronto.ca/category/20/wireless-access-utorcwn.html](http://help.ic.utoronto.ca/category/20/wireless-access-utorcwn.html)
Email Accounts

• The Department will send emails to the address you supply in ROSI. This MUST be a utoronto email account (@mail.utoronto.ca)

• Hotmail, Yahoo, Gmail and other mail hosts often block important mass-mailed announcements from U of T servers.

• Some of you still haven’t set up your email account. Please do this as soon as possible and update ROSI with your University of Toronto email address.

• You can also forward your U of T emails to a personal account.
Course Enrollment

- Students enroll in courses themselves using ACORN/ROSI.
- 500-level courses vs. 1000-level courses

Please NOTE: Grad students are expected to be sufficiently self aware to be able to gage their own progress in any coursework undertaken. The graduate grading policy does not require graded assignments prior to the graduate drop deadline. Not knowing drop deadlines is not a valid reason for a late drop. Not assessing one’s progress and taking the appropriate decisions within the specified drop deadlines is not a valid reason for a late drop. Waiting for mid-term results, is not a valid reason for a late drop.

- Check the SGS website for important dates, including the deadline to add courses, the deadline to drop courses, the dates marks will be available to view on ROSI, etc.

http://www.sgs.utoronto.ca/currentstudents/Pages/Sessional-Dates.aspx

Last day to add courses this Fall:

- September 25, 2017

Last day to drop courses this Fall:

- October 30, 2017
The Code of Student Conduct
This link takes you to the Governing Council policy (February 14, 2002) that sets out expectations for student behaviour and prescribes processes for dealing with behaviour that is prohibited under the Code. It is a tool that may be employed when the rights of community members are infringed upon by the behaviours of others.

The Student's Companion to the Code of Student Conduct
This link takes you to the Student's Companion to the Code of Student Conduct which is a set of frequently asked questions and their responses about the Code and its workings. Its aim is to simplify and clarify Code usage for the University Community. Also included is a brief interactive guide to a selection of the FAQ responses.

The Code of Behaviour on Academic Matters
This link is for students' easy reference. This link will take you to the area of the site that deals with Academic Integrity and the Code of Behaviour on Academic Matters.

Resources and Useful Contacts
Contacts for departmental contacts for the Code of Student Conduct, as well as, useful University resources are listed here.
A few more things…

• **Dropping Courses is Serious Business! This date is October 30, 2017**

• **Satisfactory performance** in a degree program requires the completion of every course taken for graduate credit with a grade of at least a B-
  • If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of FZ or NCR in a course or receives a grade report below the minimum acceptable by the Department of Civil Engineering), then the Department may recommend to the School of Graduate Studies the termination of registration and eligibility of that student.

• Taking Time Off: Leaves of Absence

• Summer Fees

• Graduation for MASc: [http://www.civil.engineering.utoronto.ca/programs/graduate/convocation.htm](http://www.civil.engineering.utoronto.ca/programs/graduate/convocation.htm)
Your role as an MASc. or Ph.D. student

• Being an MASc. or Ph.D. student is a full-time job. Treat it as such and limit your other commitments.
  – Other than vacation time, you are expected to be working on courses, research, teaching assistantships throughout the year on a full-time basis (TAships typically are only during fall and winter semesters).
Interactions with your supervisor

• Different supervisors have different styles of supervision and varying ‘protocols’ in their research groups. Discuss with your supervisor their expectations for you during your program
  • Courses they recommend you take
  • Type of research topic
  • Other
  – If you feel that something would be helpful to you for your progress in your program, discuss the issue(s) with your supervisor as early on as possible
  – If you are having an academic problem (e.g., thinking of withdrawing from a course, computer issue, research issue), immediately discuss this with your supervisor
  – If you are having a personal issue impacting or likely to impact your work, you need not give the details, but make your supervisor aware that there is an issue
  – If you are having difficulties resolving the issue with your supervisor then please contact the Student Services Office, GB105.
Interactions with your supervisor, continued

Determine whether your supervisor requires you to work on campus, and if so, what location/hours

Advise your supervisor well in advance if you will be taking vacation or be away from your research (or U of T) for a period of time. Discuss with them the dates, etc., prior to booking your trip to ensure that the timing is acceptable to them.

For more information consult the Graduate Supervision Guidelines:

http://www.sgs.utoronto.ca/innovations/bestpractices/Pages/Section-1--Introduction.aspx
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“As an organizer of EngSci Alumni Drinks events, I rely on U of T Engineering CONNECT to help spread the word and increase participation. It’s rewarding to watch joyful reunions and the forging of new connections within the alumni community.”

Isi Caulder (EngSci 8T9)
Patent Lawyer, Partner
Bereskin & Parr LLP

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“The alumni I have met on U of T Engineering CONNECT mentored me throughout the interview process and helped me land a full-time offer at the Boston Consulting Group, one of the most selective and prestigious companies in the world.”

Malik Ismail (EngSci 1T6 + PEY)

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Jiyu Chen (EngSci 1T4 + PEY), Analyst, Sales and Trading Rotational Program, Scotiabank Global Banking and Markets

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“I joined U of T Engineering CONNECT to leverage the collective experience of eight decades of EngSci alumni, and to hire new talent for AeroFS. This exclusive online community offers a much better professional interaction than traditional social networks.”

Yuri Sagalov (EngSci OT8 + PEY), Co-Founder & CEO, AeroFS

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