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**Welcome to SES Graduate Programs**



## **Information on SES**

- University founded in 1964; started with OAC and OVC
- SES result of the merger of two departments in 2009 (Land Resource Science and Environmental Biology)
- Expertise in disciplines of apiculture, atmospheric science, plant protection, ecology, entomology, environmental toxicology, forest science, geology, microbiology, plant pathology, controlled environment plant production, and soil science

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## Alexander Hall



## Ridgetown Campus



## Bovey/Graham Hall



## Some info About SES

Attribute	Details
Faculty	33 (5 Research Chairs)
Graduate Students	~180 (F24 incoming: 5 PhD, 11 MSc, 50 MES)
Scholarships	~\$600 K (NSERC, OGS, MITACS, OAC, Industry, etc.)
Research Funding	>\$10 million/year (consistently top 3 departments at the university)
Scholarly output	~150 publications/year

## SES Administration

- Director: Prof. Paul Sibley
- Director's assistant : Jo-Anne Scarrow
- Graduate Coordinators (grdchair@uoguelph.ca):
  - Prof. Asim Biswas (PhD & MES)
  - Prof. Marc Habash (MSc)
- MES Program Advisor: Dr. Kim Bolton (kbolton@uog)
- Grad Program Asst: Hannah Teri (ses.gradsec@uog)
- Purchasing Clerks: Izabella Onik
- Human Resources: Julia Asten
- Administrative Officer (manager): Ian Turner

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## Number of Semesters

- Normal program completion period:
  - MES 3,
  - MSc 6,
  - PhD 12 semesters

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## Required Courses

- MSc - 1.5 Credits (incl. ENVS\*6900)
- PhD - ENVS\*6900 (Advisory Committee can recommend others)
  - exempt from ENVS\*6900 if completed during MSc
- MES - 4.0 credits
- MSc and PhD students - required course list (signed by Advisory Committee) by middle of 2<sup>nd</sup> semester (online GryphForm available at <https://uoguelph.ca/ogpsdegreeprogram>)

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## Course Selection

- Each semester register for:
  - UNIV\*7510 (full time) or UNIV\*7520 (part time)
  - if no other courses, add UNIV\*7500 (writing)
- Course selection period ends on September 13
  - Courses can be added after this with a graduate course waiver
  - Registering for some courses requires graduate course waiver[https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate\\_course\\_waiver\\_request.htm](https://www.uoguelph.ca/registrar/sites/undergraduate/files/forms/graduate_course_waiver_request.htm)
- Can drop courses by last day of classes (F24 – Nov 29)

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## Special Topics Courses

- Five Special Topics Courses “offered” every semester:
  - ENVS\*6242\*01 Atmospheric Science
  - ENVS\*6452\*01 Ecosystem Science and Biodiversity
  - ENVS\*6582\*01 Soil Science
  - ENVS\*6730\*01 Environmental Earth Science
  - ENVS\*6882\*01 Plant and Environmental Health
- Directed studies courses with an SES faculty member
  - **You must find a willing faculty member**
  - Note: Grad Coordinator (listed on WebAdvisor) is course instructor in name only
- Registration requires graduate course waiver
- Requires a **Learning Contract** by week 3
  - Sets out the learning objectives and method(s) of evaluation for the course

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## Other Requirements

- UNIV\*7100 – Academic Integrity
  - automatically enrolled
  - must complete online by 20<sup>th</sup> class day
- WHMIS (Workplace Hazardous Materials Information System)
- SES Safety Orientation (date will be announced)
- Some useful links:
  - <https://graduatestudies.uoguelph.ca/current/forms>
  - <https://graduatestudies.uoguelph.ca/current/gryphformsstudentguide>

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## Advisory Committee (MSc and PhD)

- Advisor plus 1 to 3 additional members selected by Advisor in consultation with student
  - MSc  $\geq 1$  additional, PhD  $\geq 2$  additional
- Form filled out before the middle of the second semester, otherwise registration is blocked in the third semester
- Responsibility is that of the advisor, but student faces consequences if not completed  
<https://uoguelph.ogpsadvisorycommittee>

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## Progress Reports (MSc and PhD)

- Semester Progress Reports are needed by Grad Studies, with student signature
- There is a space for student comments
- Signatures of all Advisory Committee needed then choose “Progress Report” (this will go online to your Advisor and Advisory Committee for signatures)  
<https://graduatestudies.uoguelph.ca/current/gryphformsstudentguide>

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## Summary of Forms

<https://graduatestudies.uoguelph.ca/current/forms>

- Course waiver/add/late add/drop Form
- Graduate Degree Program Form } 20<sup>th</sup> class day 2<sup>nd</sup> semester (PhD and MSc)
- Advisory Committee
- Progress report } Every semester (PhD and MSc)

Forms requiring Grad Coordinator signature should be sent to [ses.gradsec@uog](mailto:ses.gradsec@uog) once advisor or instructor has signed!

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## Teaching Assistantships (GTA)

- Available positions posted 1 or 2 months before start of semester  
[https://www.uoguelph.ca/sessional\\_ta/teaching-assistant](https://www.uoguelph.ca/sessional_ta/teaching-assistant)
- Priority assignments give to students who are guaranteed positions in offer letter
- Seniority system (Unionized)

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## Scholarships - External

Important deadlines:

- Canada Graduate Scholarships (CIHR/NSERC/SSHRC)
  - CGS-(Ph)D: Sept. 26
  - CGS-M(Sc): Dec. 1
- Ontario Graduate Scholarship (OGS): January/February

Awards Information Sessions

<https://www.uoguelph.ca/graduatestudies/current/funding/tools>

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## Scholarships - Internal

- Many are nominated by School and do not require an application
- Graduate Awards Search Tool

<https://www.uoguelph.ca/registrar/studentfinance/apps/gawards?app=grawards>

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## Resources: SES Grad Student Community

- SES Graduate Student Handbook
  - <https://ses.uoguelph.ca/graduate-student-handbook>
    - See SES Grad Policies, Appendix A: “Expectations of the Graduate Student and Advisor”
      - [https://ses.uoguelph.ca/sites/uoguelph.ca.ses/files/public/documents/SES\\_Graduate\\_Policies\\_Jan28\\_2021.pdf](https://ses.uoguelph.ca/sites/uoguelph.ca.ses/files/public/documents/SES_Graduate_Policies_Jan28_2021.pdf)
- See SES current grad student webpage
  - <https://ses.uoguelph.ca/programs/current-graduate-students>
- See 2-page grad handbook for more tips
  - <https://ses.uoguelph.ca/graduate-student-handbook>

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## Resources: UofG Grad Student Community

- Other opportunities:
  - Graduate Student Services and Resources
    - <https://www.uoguelph.ca/lang/current-students/graduate-students/online-resources>
  - SES Graduate Student Council
    - <https://ses.uoguelph.ca/about-ses/school-environmental-sciences-graduate-student-council-ses-gsc>
  - SES Seminar Series
- Wellness and Mental Health (see next slide)
- Conflict resolution (Advisor, Graduate Coordinator, School Director, OAC Dean’s Office....)

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## Resources: UofG Grad Student Community

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- Services in the University Centre
  - Student Financial Aid <https://www.uoguelph.ca/registrar/studentfinance/>
  - Graduate Studies <https://graduatestudies.uoguelph.ca/>
  - International Student Advising  
<https://www.uoguelph.ca/international/students/international-students>
- Student Housing Services in Maritime Hall  
<https://housing.uoguelph.ca/>
- Student Wellness Services in the J.T. Powell Building  
<https://wellness.uoguelph.ca/>

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## Questions

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- The sole representative body for all graduate students at the University of Guelph
- We act as a liaison between graduate students and University Administration
- Our mandate is to advance the academic, social and professional wellbeing of graduate students

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## Services we provide



- Universal bus pass
  - Including late night bus services
- Health and Dental plan
  - Prescribed drugs are 100% covered up to \$5000/year
  - Health coverage includes vision, medical equipment, ambulance, physiotherapy, etc.
  - Mental health services receive 80% coverage up to \$750/year
  - Dental receives up to \$600/year
- Travel grants
  - Up to \$500 on conferences, workshops, professional development
- Child care bursaries
  - Up to \$500 on child care expenses registered with an Ontario childcare centre
- Activities grants (PDR) for student initiatives

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## Introducing your Union: CUPE 3913

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**All** of the information we are about to share about CUPE 3913 (and more) is available in our 2024/2025 Member handbook, which you can find on our website or by scanning the QR code below.

- **Instagram:** [@gryphons3913](https://www.instagram.com/gryphons3913)
- **Twitter:** [@Gryphons3913](https://twitter.com/Gryphons3913)
- **Facebook:** [CUPE Local 3913](https://www.facebook.com/CUPELocal3913)
- **Website:** <https://cupe3913.on.ca/>



Scan to view  
the member  
handbook!

## Introducing your Union: CUPE 3913

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- **Who we are, what we do:** We are an organization of UofG workers (e.g, TAs and Sessionals) dedicated to protecting members' interests (e.g., improving wages, hours, working conditions)
  - We are an important community at the university
  - We are help you navigate work-related issues, ensure that you have a fair and equitable workplace, and assist with your costs
- **Who are our members?** We represent two units at UofG:
  - Teaching Assistants (**Unit 1**)
  - Sessional Instructors (**Unit 2**)
  - You are a member when you accept TA or Sessional work

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## Workers' Rights

- **As TAs and Sessionals, you are *workers*, not students** your rights are to:
  - **A safe workplace** free of physical, psychological, and emotional harm (e.g., discrimination, harassment)
  - **Health benefits**
  - **Regulated hours of work** with clearly outlined duties and grading deadlines
  - **A Union** that serves and represents you in situations where there are violations of the Collective Agreement
  - **A Union representative** at all meetings concerning your work as a member (e.g. discipline, harassment and discrimination issues)
- These rights are outlined in our **Collective Agreement (CA)**

## Workers' Responsibilities

### Units 1 & 2 (TAs & Sessionals): Communicate with us re: work-related issues

- If anything happens that you suspect is a violation of the Collective Agreement or if you have questions about your working conditions, reach out to us:
  - Scott Duchesne, President: [president@cupe3913.on.ca](mailto:president@cupe3913.on.ca)
  - Jeff Cornelissen, Labour Relations: [labourrelations@cupe3913.on.ca](mailto:labourrelations@cupe3913.on.ca)
  - **Alexis Fabricius, Grievance Officer:** [grievance@cupe3913.on.ca](mailto:grievance@cupe3913.on.ca)
  - Michael Yu, Unit 1 Steward: [unit1@cupe3913.on.ca](mailto:unit1@cupe3913.on.ca)
  - Evren Altinkas, Unit 2 Steward: [unit2@cupe3913.on.ca](mailto:unit2@cupe3913.on.ca)

\*All contacts can be found in the Member Handbook - link at the end of the presentation

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## Workers' Responsibilities

### Unit 1 (TAs): Track your work hours

- You must ensure that your work does not exceed your paid time
- If you go over your hours, inform your supervisor how many hours you are owed, so you can be paid
- It's difficult to get paid for work if you haven't kept close track of your hours!
- You can track your hours any way you want, but you **can access a template on our website**

#### TAshipTypes

0.5 TAship = 70 hrs work  
1.0 TAship = 140 hrs work

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## Employers' Responsibilities

- The University is responsible for: (1) safety of workplace; (2) ensuring work assignments are upheld by their employees. Common problems include:

### Unit 1 (TAs)

- Your supervisor doesn't set up a meeting to outline the TA's duties and fill in their Work Agreement forms at the start of the semester
- You're not given safety training for an in-person lab, if relevant (a Courselink course is not sufficient)
- You see or are offered a TA work position that is less than 0.5
- Your supervisor tells you to enforce safety protocols
- Your supervisor bullies or discriminates against you

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## We're here to help: Supplemental Health Benefits

- Grad students have benefits through the GSA ([guelphplan@mystudentplan.ca](mailto:guelphplan@mystudentplan.ca)); as CUPE members, Units 1 & 2 are entitled to *\*additional benefits*:
  - Supplemental health benefits cover the academic year (Sept 1-Aug 31)
  - Claims must be submitted by Aug 31
  - Members entitled to benefits for up to 1 year following last work assignment
  - \*Must use your GSA benefits before you can access your CUPE benefits
  - **Claims can be made through our website** ([www.cupe3913.on.ca](http://www.cupe3913.on.ca))
    - FAQs re: how to submit a claim online + more info on benefits
    - **Key contact: Shelly:** [adminfinance@cupe3913.on.ca](mailto:adminfinance@cupe3913.on.ca)

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## CUPE 3913 Fall Semester Events

<b>International Members Social:</b>	The Lookout (5th Floor UC) Tuesday, September 24 4:00 - 6:00 PM
<b>New Member Social:</b>	The Lookout (5th Floor UC) Wednesday, September 25 4:00 - 6:00 PM
<b>Pre-Membership Meeting BBQ:</b>	Thursday, September 26 4:00 - 6:00 PM @ the CUPE 3913 Office 25 University Avenue East
<b>Fall Membership Meeting:</b>	Thursday, September 26 7:00 - 9:00 PM @ UC 441

Sign up with our social media accounts and check out our website for updates and other upcoming events!

## Thanks for listening!

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- My name is **Kimber Munford** and my email is [kmunford@uoguelph.ca](mailto:kmunford@uoguelph.ca) – please feel free to contact me with any GSA or CUPE related questions

- **Instagram:** [@gryphons3913](https://www.instagram.com/gryphons3913)
- **Twitter:** [@Gryphons3913](https://twitter.com/Gryphons3913)
- **Facebook:** [CUPE Local 3913](https://www.facebook.com/CUPE-Local-3913)
- **Website:** <https://cupe3913.on.ca/>



Scan to view  
the member  
handbook!

## MES Program

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- First cohort in 2013
- Course-based
  - Eight 0.5 credit courses or
  - Six 0.5 credit courses plus ENVS\*6500 (Environmental Sciences Research Project or Major Research Project (MRP))
- Most full-time students complete MES in 3 semesters
- Program Advisor's role:
  - Support you throughout your program
  - Help with course selection



## Course Selection

- Completed using WebAdvisor
  - Some courses require a graduate course waiver
- Two required courses:
  - ENVS\*6501 (F23), Integrating Science and Policy in Environmental Science
  - ENVS\*6502 (W24), Seminar in Environmental Science
- ENVS Graduate Courses
  - List of offerings confirmed by mid-semester of the previous semester

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## Special Topics Courses

- Five Special Topics Courses “offered” every semester:
  - ENVS\*6242\*01 Atmospheric Science
  - ENVS\*6452\*01 Ecosystem Science and Biodiversity
  - ENVS\*6582\*01 Soil Science
  - ENVS\*6730\*01 Environmental Earth Science
  - ENVS\*6882\*01 Plant and Environmental Health
- Directed studies courses with an SES faculty member
  - **You must find a willing faculty member**
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- Registration requires graduate course waiver
- Requires a **Learning Contract** by week 3
  - Sets out the learning objectives and method(s) of evaluation for the course

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## ENVS Fall 24 Grad Course Schedule


ENVS*6300 Heck	Quantitative Pedology	Mon and Wed, 8:30 to 9:50 AM	ALEX 337
ENVS*6452*02 Goordial	Bioinformatics for Env Sciences	Tues, 11 AM to 2 PM	ALEX 337
ENVS*6470 Sibley	Stressors in the Great Lakes	Fri, 1 to 4 PM	ALEX 265
ENVS*6500 Bolton (coordinator)	Environmental Science Research Project	NA	NA
<b>ENVS*6501</b> Longstaffe/Prosser	Integrating Science and Policy	Mon and Fri, 10 to 11:20 AM	<b>MCKN 238</b>
ENVS*6503 (Balliston)	Biogeochemistry of Wetlands	Wed, 1 to 4 PM	ALEX 337
ENVS*6730*02	Environmental Internship (Includes 40 hour unpaid experiential learning opportunity)	Mon, 1:30 to 3:30 PM	ALEX 337
ENVS*6882*02 Knopper	Environmental Toxicology and Risk Assessment	Thurs 9:30 to 11:30 AM	ALEX 265

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## Course Selection

- ENVS\*6500, Environmental Sciences Research Project
  - Need to find willing faculty advisor
  - Learning Contract
  - Might organize information session later in the semester
  
- Other Options:
  - Please check with me first!
  - Courses from other departments (e.g. BIO, RPD, GEOG, ENGG)
  - Upper-level (3000 or 4000) courses – no more than two (or 1.0 credits)
  - NOTE: At least 50% of courses (2.0 credits should be ENVS courses)
  
- Course Waivers

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# Graduate Course Waiver

Required if:

- Course has restrictions (“Instructor consent required”)
- Course has requisites (e.g. ENVS\*6503)



OFFICE of  
REGISTRARIAL SERVICES

ENROLMENT SERVICES

Graduate Course Waiver Request

Check **only one** of the following semesters:

Summer  
 Fall  
 Winter

Year: \_\_\_\_\_ (i.e., 2023)

Note: Email the completed form to [es@uoguelph.ca](mailto:es@uoguelph.ca). Exception: For Late Add UNIV\*7510/7520, email [CGPS - Records](mailto:CGPS - Records).

**A. General Information**

ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**B. Course Information**

Add     Drop

UNIV\*7510 Active FT Registration     UNIV\*7520 Active P/T Registration     Course     Audit

**Note: If you are looking to switch between Full-Time and Part-Time, a separate [application/form](#) is required.**


If adding UNIV\*7510/7520 in the Late Add Period:

1. Email the completed form to [CGPS - Records](mailto:CGPS - Records)
2. Connect with Student Financial Services regarding your term payment

Course: (e.g., CIS) \_\_\_\_\_ Code: (e.g., 6000) \_\_\_\_\_ Section: (e.g., 0104) \_\_\_\_\_

Course Title: \_\_\_\_\_

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# Individual Development Plan (IDP)

- A document to support your personal, professional, and academic goals
- Helps you to:
  - Assess your skills
  - Set goals
  - Discuss goals with a **mentor**
  - Track your success
  - Translate skills and sell yourself to employers
- Required to graduate
  - Submit the IDP document to me every semester
- Will provide more information in ENVS\*6501 on September 20

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## MES Professional Development Fund

- Can apply for up to \$300 to cover costs associated with PD activities
  - Fees for professional training courses, workshops, conferences
  - Examples: Arboretum workshops, ESA conference, LEEDs training, ECO Canada training
- Apply by completing application form and sending to me for approval

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## Other Information

- I will be away from tomorrow (Sept 5) to Sept 9; returning to work on Sept 10
- I would like to meet with each of you individually (either in person or online) in the next few weeks
  - Alexander Hall 260
  - Please book an appointment with me either through Outlook or send me an email
- Social events

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# Questions/Discussion

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