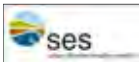


From I. Thompson, Vice-Provost, UoG

- The University has developed policies and procedures to govern alcohol-related events to ensure that they are conducted safely. The following events are **not** allowed:
 - 1. Keg Parties
 - 2. Pub Crawls
 - 3. Bus trips to small towns- also known as “Drink the Town Dry” events
 - 4. Hazing (visit <https://www.uoguelph.ca/studentaffairs/anti-hazing-protocol>)
- All orientation events are dry and on-campus advertising must not promote alcohol as a focus.



Welcome to SES Graduate Programs



Agenda



Biswas Zheng Hsiang
Graduate Coordinators
grdchair@uoguelph.ca

Hannah Teri & Lauren Poland
Graduate Program Asst
ses.gradsec@uoguelph.ca



Sibley
Director
psibley@uog



Bolton
MES Pgm
Advisor
kbolton@u

- 11 -11:10 Intro by SES Director, P. Sibley
- 11:10-11:20 CUPE for TA's and sessionals, K. Munford
- 11:20-12 Graduate Coordinator, T. Hsiang, grad orientation
- 12-1 pizza lunch but also open question period
- 1-1:10 Intro by SES Director to MES students
- 1:10-2 – K. Bolton on MES issues and Q&A session

CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

Welcome to CUPE Local 3913

- If you have accepted a work assignment, you are automatically a member of CUPE 3913!
- You will continue to be a member for four (4) semesters. Any additional work assignment will allow you more time as a member.
- In that time you may attend meetings, claim benefits, and file grievances.

About CUPE Local 3913

- We are the largest union in the City of Guelph, serving almost **1,500** members, including over **300** members at Guelph-Humber;
- Two Units:
 - Unit 1** = Teaching and Service Assistants.
 - Unit 2** = Sessional Instructors.
- Membership driven;
 - Active on campus since 1994.

Function of the Union

- We advocate for and defend the interests of our members inside and outside of the workplace;
- We administrate your benefits (through online form submission);
- We represent the interests of members when there is a violation of the collective agreement.

Function of the Union

- We Negotiate your Collective Agreement;
 - Bargaining begins in 2023.
- We engage in conflict resolution (from **minor** questions to **major** issues);
- We work for equity for all our members in order to prevent harassment and discrimination.

What's in the CA?

- Benefits pool;
- Pool for UHIP reimbursement;
- A clear hiring process;
- A clear seniority process (RoFR);
- A clear grievance process.

Benefits for Unit 1 Members

- Vision care;
- Mental health care;
- Family Responsibility time;
- Academic Conference leave;
- Parental/Pregnancy leave;
- Sick leave.

Contact Shelly (administration and finance coordinator) at **adminfinance@cupe3913.on.ca**

Teaching Assistant Tips

- **Know your contract!**

1.0 GTA = 140 hours

0.75 GTA = 105 hours

0.5 GTA = 70 hours

- There are no .25 work assignments;
- Assignment of Work Agreements and meetings with Course Instructors;
- **Track your hours!**
- Overtime rules:
0.75, 1.0 = max of 28 hours per week
0.5 = max of 20 hours per week

Grievances

➤ What is a grievance?

❑ **Purpose of grievances;**

- Defending your rights;
- Making you whole;
- Transparency and Accountability.

▪ How it works;

▪ Reprisals / fear of reprisals.

❑ **Common grievances:**

- Harassment and discrimination;
- Discipline.

Memorable Myths

- “It’s okay if I work over my contracted number of hours: it’s great experience and I love my students!”
- “I don’t need to apply for a job, my department will just give me one.”
- “I’m a student with funding, not a worker earning wages.”

Member in Good Standing

All Members may:

- Claim benefits;
- File grievances;
- Attend and speak at all CUPE 3913 meetings and official gatherings (e.g. socials);
- Vote on strike mandate and collective agreement ratification votes.

Member in Good Standing

In addition to these rights, Members in Good Standing (MGS) also may:

- Vote on all Local amendments;
- Vote and run in all Local elections.

Being an MGS means that you are a member who wishes to be more involved with the Union, its activities, and its advocacy for its members.

Member in Good Standing



SCAN ME

Questions and Contact

Benefits?

Shelly Sarkisian @ adminfinance@cupe3913.on.ca

Workplace Issues?

Jeff Cornelissen @ labourrelations@cupe3913.on.ca

Anything else?

Scott Duchesne @ president@cupe3913.on.ca

Questions? Issues?

Contact me (Kimber Munford)
at oac@cupe3913.on.ca



Some info on SES(1)

- UofG Founded in 1964; started with OAC and OVC
- 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



Alexander Hall



Ridgetown Campus



Bovey/Graham Hall





Some info on SES(2)

- **31** Faculty (Profs, Associate Profs, Assistant Profs)
- **5** Research Chairs
- Incoming: **6** PhD; **13** MSc; **30** MES
- In-program already: **~130** graduate students
- **\$10+** Million/year in research funding from wide range of sources (industry, non-profit, NSERC, OMAFRA, other)
- **\$600K**/year in scholarships awarded to SES students (NSERC, OMAFRA-HQP, OGS + others)
- **~150** Refereed papers published per year



SES Administration

- Director: Prof. Paul Sibley
- Director's assistant : Jo-Anne Scarrow
- Graduate Coordinators (grdchair@uog):
 - Prof. Tom Hsiang (PhD & MES) until Dec 2022
 - Prof. Asim Biswas (PhD & MES) after Jan 2023
 - Prof. Youbin Zheng (MSc)
- MES Program Advisor: Dr. Kim Bolton
- Graduate Pgm Asst: Lauren Poland (ses.gradsec@uog)
- Purchasing Clerks: Izabella Onik & Hannah Teri
- Human Resources: Kaitlin Milley
- Administrative Officer (manager): Ian Turner



Program related Information

see uoguelph.ca/ses/...

- Program requirements
- Courses last drop date=late day of classes, e.g. Dec 2
- Course waiver/add/late add/drop Form
- Graduate Degree Program Form
- Advisory Committee
- Progress report Every semester but not MES
- Part-time, Full-time distance fees, leave of absence, going over program.... (more Forms!!!)
- Qualifying exams and defences

20th class day
2nd semester
PhD, MSc, MES-MRP

All forms requiring Graduate Coordinator signature: send pdf to Gradsec once advisor or instructor has signed!



Other things to consider

[see uoguelph.ca/ses/...](http://see.uoguelph.ca/ses/...)

- Other requirements (safety orientation, WHMIS, integrity, travel abroad)
- SES Graduate Policies document
- Scholarship and Teaching Assistantships
- Other opportunities (GSLI, SES Seminar,....)
- Graduate Student Council
- Wellness and Mental Health
- Conflict resolution (Advisor, Graduate Coordinator, School Director, OAC Dean's Office....)

Student's Advisory Committee

- Advisor and 1 to 3 other members selected by Advisor in consultation with student
 - (MSc ≥ 1 other, PhD ≥ 2 other, MES-MRP ≥ 1)
- 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 done
- <https://uoguel.ph/ogpsadvisorycommittee>

Required Courses

- Required course list (signed by Advisory Committee) by middle of second semester
- 1.5 Credits for MSc (incl. Research Seminar)
- Research Seminar plus others for PhD
 - exemption from research seminar if done in MSc
- 4.0 credits for MES
- Online GryphForm available at

<https://uoguelph.ca/ogpsdegreeprogram>

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

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

Required Courses

- PhD and MSc students need Research Seminar Course (ENVS*6900) except if taken previously; usually in second or third semester
- PhD have no other course requirements except as decided by Advisory Committee
- MSc need 1.5 credits of courses
- MES students need ENVS*6501 (Fall) and ENVS*6502 (Winter), and total 4.0 credits

Other Requirements

- UNIV*7100 – Academic Integrity
 - automatically enrolled
 - must complete online by 20th class day
- WHMIS (Workplace Hazardous Materials Information System)
- SES Safety Orientation (date will be announced)

Responsibilities

- 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

- SES Graduate Student Handbook

<https://ses.uoguelph.ca/graduate-student-handbook>

see SES current grad students webpage

<https://ses.uoguelph.ca/programs/current-graduate-students>

Semester Progress Reports (PhD & MSc)

- Semester Progress Reports are needed by Grad Studies, with student signature
- There is a space for student comments
- Signatures of all Advisory Committee needed

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

then choose "Progress Report" (this will go online to your Advisor and Advisory Committee for signatures)

Number of Semesters

- Maximum program completion period:
 - MES 3, MSc 6, PhD 12 semesters
 - Plan of Study each semester if you go over
- Maximum program duration:
 - MES 6, MSc 9, PhD 18 semesters
 - After this, formal appeal of Maximum Duration required, with Detailed plan of study

https://graduatestudies.uoguelph.ca/sites/default/files/plan_of_study_April2020.pdf

Course Selection

- Each semester, need to register for
 - UNIV*7510 (full time) or UNIV*7520 (part time)
 - if no other courses, add UNIV*7500 (writing)
- Multiple periods for course selection
- New students often miss the early date and then panic thinking they can't get courses
- Can drop courses by last day of classes
- Can add courses until 2nd Friday (search for “schedule of dates” on uog website), with possibility of “Late Add” with signatures

Special Topics Courses

- 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
- Grad Coordinator is course instructor in name only. Need to find Supervising/Instructing Faculty member in SES first (ask GradSec)
- Signatures of Instructor & Graduate Coordinator on add form
- Project outline form required by week 3

Teaching Assistantships (GTA)

- Usually announced 1 or 2 months before start of semester in grad listserv
- If in offer letter, you have priority over those who don't
- Seniority system (Unionized)

Scholarships - External

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

Awards Information Sessions

- NSERC PhD
- CIHR/NSERC/SSHRC CGS-Masters
- Ontario Graduate Scholarship (OGS)

Scholarships - Internal

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

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

Locations

- Student Financial Aid in University Centre
- Graduate Studies in University Centre
- See 2-page grad handbook for more tips

<https://ses.uoguelph.ca/graduate-student-handbook>

Logos



U of G Cornerstone

■ <http://www.uoguelph.ca/web/graphicstandards/>

SES

■ <https://www.uoguelph.ca/ses/about-ses/ses-logo>



Other Questions?

