Orientation Session for New Graduate Students
Department of Civil Engineering and Applied Mechanics

Fall semester 2018
Outline

- Introduction
- Desks and Safety: Prof. Andrew Boyd
- PGSS
- Library (Liaison Librarian) Tara Mawhinney
- Administration of graduate affairs: Prof. Luc Chouinard
- Civil Engineering Graduate Student Society
People who can help you find information

- Graduate Program Coordinator - GPC (Ms. Sun Chee Wong – Gradinfo.civil@mcgill.ca)
  - Office Hours: 10:30-11:30, 14:30-16:30
- Graduate Program Director – GPD (Luc Chouinard)
- Your research supervisor (academic advising)
- Departmental administration – Mrs. Sandy Shewchuk-Boyd (pay matters; travel expense reports; office keys)
Where to go for further assistance?

Your Graduate Program Office is your first stop
• The daily administration of graduate studies and advice
• First point of contact (ALWAYS)

Service Point
• Ground floor of the McLennan Library Building
• [http://www.mcgill.ca/students/servicepoint/](http://www.mcgill.ca/students/servicepoint/)

Graduate and Postdoctoral Studies - Dean’s Office
• Dean (Associate Provost Graduate Education) and Associate Deans (AD Robin Beech deals with Engineering)
• Academic and administrative responsibility for graduate (and Postdoc) programs
• Mostly deals with GPD and GPC (not directly with students, some exceptions)
Our Shared Responsibilities

McGill
Provide the framework for you to get through your program in a timely fashion
Provide mechanisms to support you
Provide you with opportunities to develop your professional skills

Yours
Your own academic integrity
Be informed of the rules and regulations pertaining to your degree program. See the roadmap to your degree on http://www.mcgill.ca/civil/grad
Maintain your Minerva registration status in good standing until your degree is granted.
Use your McGill email address in all correspondence and cc Gradinfo.civil@mcgill.ca

Talk regularly to your supervisor
- Your work environment (office, equipment)
- Research objectives and output, milestones
- Meeting frequency
- Funding (RA-TA)
- Training, Travelling to conferences
- Papers (Journals, number, Authorship)
- Intellectual property
Academic Integrity

Mandatory on-line tutorial for new students

Mandatory online academic integrity tutorial

As of spring 2011, graduate students must complete a mandatory online academic integrity tutorial, which may be accessed via Minerva (Student Menu > Academic Integrity Tutorial). New students must complete the tutorial within their first semester in order to prevent a Hold being placed on their record. Refer to registration deadlines for more details.
Program Milestones and Progress Tracking

- The key to timely and successful completion
- M.Eng. And Ph.D. programs
  - Courses: M.Eng.: required by program (min. 8 credits CIVE-6XXI)
    - Ph.D.: required (min 2 courses in the Department – CIVE 5xx or CIVE 6xx)
  - M.Eng. full time status with 12 credits minimum.
  - M.Eng. (non-thesis) CIVE 664 Seminar Course (3 credits)
  - Thesis proposal: Ph.D. preliminary oral examination within 15 months
  - Advisory/Committee meetings (progress tracking reports): yearly,
    - due on Monday after the Study Break (Winter term) (MEng (thesis and PhD), within 8 weeks for new students.
  - Thesis submission: M.Eng. ideally 1.5-2yrs, max 3 yrs
    - Ph.D. Ideally 3-4 yrs, max 6 yrs
      (end with final submission)
Conflict resolution

- Supervisor
  - (co-supervisor, AC)
- Graduate Program Director
  - (Graduate Program Coordinator)
- Department Chair
- Associate Deans, GPS
- Dean

Other services
- Ombudsperson for Students
- University Harassment Assessors
- Services for Students
- Dean of Students

Stay informed and communicate!
Getting started

- Meeting with your supervisor(s)
- Course selection for Fall 2017/Winter 2018
- Desk allocation (andrew.boyd@mcgill.ca)
- Mailbox service in room 492
- Opening a LAN computer account and other local computing services
  - (bill.cook@mcgill.ca; jorge.sayat@mcgill.ca)
- Photocopying & printing charges (Uprint system) (Sandy)
Other departmental committees

- Graduate Studies Affairs (Prof. Luc Chouinard)
- Graduate Admissions (Prof. Rogers)
- Scholarships (Prof. Miranda-Moreno)
- Student-Staff (Prof. Colin Rogers)
- Safety (Prof. Boyd)
- Assignment of TAships (Prof. Chu)
- Coordinator Environmental MEng (Prof. Goshal)
Civil Graduate Handbook (on-line)

- Roadmap to your degree, procedures and guidelines - [http://www.mcgill.ca/civil/grad](http://www.mcgill.ca/civil/grad)
  - Requesting a leave of absence;
  - Changing research supervisor;
  - Preparing your M.Eng. Project report;
  - Fast-tracking from your master’s thesis degree to the Ph.D. degree;
  - CIVE 701 Ph.D. preliminary oral examination.
Other resources

- Post-Graduate Student Society of McGill University (PGSS)
    - 3650 McTavish, room 401

- Career Planning Services:
  - www.mcgill.ca/caps/