

# GLIER Graduate Student Handbook

All the answers you need in one place!

2022-2023



# Graduate Student Handbook for GLIER

## Disclaimer

This document was prepared by the Graduate Committee at the Great Lakes Institute for Environmental Research (GLIER) at the University of Windsor (UWin), and is intended to provide informal, useful information about the facilities and services available in the Institute and at the University to incoming graduate students. It is correct to the best of our knowledge; however, policies and procedures may change. Please consult with the GLIER Graduate Committee, GLIER's Executive Director, or Faculty of Graduate Studies to verify that information listed is current and accurate. Please notify the GLIER Graduate Committee of any errors of fact, implication or omission. Suggestions for other material that should be included are welcome.

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## Thinking about coming to GLIER?

### Why GLIER?

You are looking for a program that is unique

At present, GLIER is the only graduate program in North America focussing explicitly on stressors – including pollution and invasive species -- in the Great Lakes and other large aquatic systems and their watersheds. Modelled around a collaborative Central Facilities Model, GLIER's capacity for freshwater aquatic research is unparalleled in North America. Our program is focused, well-funded, high-impact, and has a growing international reputation for excellence in our chosen field of research. Per capita, we are consistently the best-funded and most-published department at the University of Windsor (UWin) and our pool of student applicants is of very high quality.

At GLIER, our ultimate goal is training the environmental stewards of the future, with a strong foundation in basic scientific research, an understanding of research applications in, for instance, establishing policy and guidelines for industry and government, and the training to be able to communicate to all sectors affected by their findings.

### You don't want to be part of a crowd

GLIER is not a department, like Biology or Chemistry, but a research institute. Our focus is not on large, undergraduate classes, but on small multidisciplinary groups working collaboratively on environmental research. GLIER graduate students are a tight-knit group: they share office space, participate together in small but intensive graduate seminars, and share knowledge and expertise through lab exchanges within the Institute and internships nationally and internationally. Due to our small class sizes and significant teacher-student interactions, the vast majority of students have grades that are A- (83%) or better and no student has ever performed at a grade lower than the mandatory University of Windsor expectations of B- for graduate students.

### You want to graduate with the skills employers are looking for

GLIER trains researchers that — in addition to the standard scientific expertise — graduate with a network of contacts, training and experience with scientific communications, and familiarity with a suite of cutting-edge tools due to their hands-on operation of our state-of-the-art instrumentation. Some of the features that distinguish GLIER's graduate program are:

- GLIER graduate students are required to participate in conferences and symposiums (local, national and international) to gain experience in public speaking and also allow them greater opportunity for networking and development of interpersonal skills in a professional scientific setting.
- Every graduating student from the GLIER program must submit at least one paper to a peer-reviewed journal; most publish far more, at a rate of just over 2 papers/student, many in top-tier science journals. This reflects the high standards to which we hold our students, but also the productivity of our faculty. Requiring publication encourages our students' literacy, numeracy, and communication skills and ensures that the students take their projects to completion.
- Our graduate students are also given networking opportunities and experiences through lab exchanges, internships and collaborations with our adjunct professors and other scientists outside of GLIER (government, industry and academia) exposing them to the application and

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management side of scientific research, so they can grasp the entire scientific process, not just a single, focused aspect of academic research.

- GLIER offers professional development workshops to augment workplace skills so that our students are readily distinguishable as potential employees, and to allow them to integrate effectively and immediately into the workplace once hired. This skill development is accomplished through the CREATE training program and through individual labs or lab associations (e.g., Genomics and Transcriptomics Workshop, electrofishing training, and Marine Emergency Duties (MED A3) training).

## You want to make a difference to the environment

You are passionate about the environment, and so are we. We don't want to do research of interest only to other scientists, we want to make a difference in the world. GLIER's focus on research excellence in aquatic environmental sciences is our greatest strength. It has resulted in a high profile for our Institute as our graduates and faculty provide guidance to policy makers, are a presence in high-level networks, panels and committees, and garner high levels of funding and numbers of publications. The high-profile nature of many of our faculty members' service (e.g., speaking in Parliament, heading international projects, being members of international commissions) only serves to broaden the scope and reach of their students' research and career possibilities.

## You want a broad understanding of the problems facing the environment

Graduate programs elsewhere tend to focus on single areas of expertise; students in the GLIER Graduate Program, on the other hand, acquire a comprehensive understanding of how to conceptualize issues that affect large lakes and their watersheds through contact with a variety of physical and natural sciences. Due to GLIER's emphasis on collaborative research, students have multiple resources to turn to for advice and assistance; they are encouraged to interact closely not only with their Advisor or co-Advisor, but with other members of their committee and GLIER faculty. GLIER's leadership and excellence in freshwater aquatic research mean that, despite GLIER's small size, our faculty can easily find external experts as speakers for seminars, extra training, and laboratory exchanges or to sit on graduate committees.

## You want hands-on experience

We believe that providing unparalleled hands-on access to sophisticated scientific instrumentation expands and accelerates the development of our graduates' information literacy, critical thinking and problem-solving. With GLIER's model of accessible cutting-edge [Central Facilities](#), access to laboratories, equipment, data or sample analysis has never been a challenge for GLIER's graduate students. This is the kind of value-added experience you will find at GLIER that will distinguish you to potential employers in your post-graduate career.

## You want to be at the center of Great Lakes research

Our institute is strategically located geo-physically in the heart of the Great Lakes, eco-geographically at the northern tip of the Carolinian ecosystem and politically at the busiest border crossing in North America. These factors make GLIER a logical national centre for Great Lakes research, reflected in GLIER's two major projects, GEN-Fish and RAEON. Both of these are multi-partner collaborative research endeavours involving researchers, students and other stakeholders from around the country working towards common goals. GLIER is also home to FishCAST which is a co-curricular training program

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designed by experts and funded by NSERC to train graduate students in the fisheries and aquatic sciences.

## You want to have a global perspective

Employers tell us that the ability to work in a team environment with a global emphasis will be essential skills in the coming years, and GLIER's collaborative, multidisciplinary approach to large scientific questions encourages the development of teamwork, personal, and group leadership skills. At GLIER, our students have opportunities to attend international conferences; work with collaborators, graduate students and visiting professors from all over the globe; and, ultimately, seek employment both within and outside of Canada. We have close ties with a number of international agencies for funding, collaborative research, network agreements, and student exchanges (e.g. Three Gorges Dam project in China).

## What can I do with a degree from GLIER?

GLIER faculty train high-calibre graduate students to address serious environmental problems that affect the Great Lakes, their watersheds and other large lakes of the world. Our students graduate with experience in all aspects of scientific research, professional skills and a network of contacts to give them a competitive edge in a global market.

Many of our graduates continue in professional schools (medicine, dentistry, law) or go on to Ph.D. and post-doctoral positions. Other graduates have moved on to faculty positions at research-intensive universities both in Canada and the US, or to research scientist positions at federal agencies. More and more students are also moving on to positions in environmental consulting companies.

## How can I find an Advisor?

You may already have a strong idea of which field of study you'd like to pursue as a graduate student. If you don't, don't worry, this is the time to explore possibilities. The choice of your academic Advisor will help guide your future career. Take a look through [GLIER's faculty page](#) to find the perfect match for you. Often the professors will have linked CVs or personal webpages, so be sure to check those out, too, to get even more information on research programs conducted by GLIER faculty.

The Universities of [Waterloo](#) and [British Columbia](#) have excellent webpages on choosing a potential Advisor. If you need some ideas on how to write an introductory e-mail, Waterloo's page has some tips, and there are more details from the blog "[The Professor Is In.](#)"

## Applying to GLIER

Excellent decision! The following are some steps you should follow.

### *Check that you meet the minimum admission requirements*

The GLIER Graduate Committee looks for excellent academic records that include strong backgrounds in one or more of the basic disciplines (e.g. biology, chemistry, earth sciences) and previous work in the disciplines related to the intended area of concentration.

For entry into our M.Sc. program, you must have maintained an average of no less than 77% in your final two years of undergraduate, full-time study and hold an appropriate Honours Bachelor's degree (or

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equivalent). For entry into our Ph.D. program, you must have a Master's degree with high academic standing.

The committee also gives weight to the letters of recommendation, the applicant's letter of intent, and evidence of research activity (peer-reviewed publications, submissions to scholarly journals, presentations at conferences, attendance at workshops).

If English is not your first language, you must have an acceptable [English Language Proficiency Score](#). Important to note: if English is not your first language, but your last post-secondary degree is from an approved English-language University, you may be exempt. However, please still verify with Grad Studies.

### *Contact the GLIER Graduate Secretary*

Send the [GLIER Graduate Secretary](#) an unofficial transcript so they can check that your GPA is at a B+ level in your last two years of schooling and see if you are eligible for a Tuition Scholarship (GPA: A-). Note that even if you do receive a Tuition Scholarship, there will still be fees for incidentals, like the optional Drug and Dental plans.

### *Apply*

The deadline dates for consideration for **Entrance Scholarships** are as follows:

- Fall entrance scholarship                      May 1
- Winter entrance scholarship                      September 1
- Spring entrance scholarship                      January 1

For more information, please follow the link to the [Entrance Scholarship program](#).

The deadline to have your application and all fees and supporting documents are as follows:

- Deadline for Fall:                                      July 1
- Deadline for Winter:                                      November 1
- Deadline for Intersession (Summer):                      March 1

International candidates should attempt to apply at least six months in advance of their planned enrolment date.

[Apply online](#) to the University of Windsor from the Faculty of Graduate Studies homepage through the eGAS site choosing the “**Environmental Science**” graduate program from your list of options. Once your payment has been processed (up to two business days) you will be sent an email with further instructions on how to proceed with the application process such as activating your UWin account and logging into [eGAS – the University of Windsor’s electronic graduate application system](#). Once you log in to eGAS you will be able to upload copies of all the required application documents and list your references, and you will be able to track the progress of your application.

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You will need:

- Official transcripts (one copy from each degree; and only if you attended a university other than UWin; submitted directly to the Office of the Registrar).
- Confidential Report forms from referees (2 for the M.Sc. program, 3 for the PhD program; submitted by the referees directly to the eGAS).
- A letter of intent that clearly outlines your interest in the GLIER Environmental Science program and **identifies the GLIER supervisor** with whom you will be conducting research.
- A deposit.
- If English is not your first language, you may also be asked to submit [English Language Proficiency Score scores](#). GLIER does not require submission of a GRE.

Once you have uploaded all required documents it is important to remember to click on the “Submit Application” button as it is only at this time that the eGAS system will send an invitation to your referees to complete the reference forms on your behalf. The referees will be given 21 days to complete this. It is important time management to submit your application at least **21 days prior** to the above deadlines to ensure your listed references arrive on time and therefore completing your application requirements.

### *Wait for acceptance*

You will receive an e-mail from Graduate Admissions acknowledging your application. Once the application has been processed (usually a minimum of two weeks), another e-mail will be sent to you letting you know what documents you will need to send in and provide you with a student number and Personal Access Code (PAC) (refer to [Activate your UWinID](#), below).

Within approximately four weeks (depending on the time of year) you will receive a letter of acceptance from Graduate Studies. This may include a form for a [Tuition Scholarship](#), if eligible. Complete this form within the stated time and return it to the Faculty of Graduate Studies.

### *Deferral of admission*

There is a deadline if you would like to defer your admission from the original start date you applied for, with approval of the GLIER program acceptance may be deferred for one term only. The request for deferral deadline is by the late registration deadline of the term prior to the one in which you intended to start your program. For example, if you are deferring to the Fall term you must make a deferral request by the late registration deadline for the Summer term. On the Faculty of Graduate Studies homepage you can find a list of [Important Dates](#).

## Checklist for applying to GLIER:

*Date completed*    *Item to complete*

	Check that you meet the minimum admission requirements
	Find a GLIER Advisor
	Contact the GLIER Graduate Secretary
	Apply at UWin (online through OUAC system); activate account; log in to the eGAS. <input type="checkbox"/> official transcripts <input type="checkbox"/> a letter of intent <input type="checkbox"/> a deposit <input type="checkbox"/> English proficiency scores (if English is not your first language) <input type="checkbox"/> 2 letters of reference (for MSc) or 3 letters of reference (for PhD)
	Complete Tuition Scholarship form (if sent by Graduate Studies)
	Activate your UWin ID
	Check out the UWin Faculty of Graduate Studies Website
	Apply for a Study Permit
	Look through the <a href="#">International Student Centre's website</a>

*The last two items are for International Students only.*

### Where can I get more information?

Contact the [GLIER Graduate Office](#) for any questions about GLIER or our programs or to request a tour. Please note that GLIER offers only graduate programs. To look at an undergraduate program at the University of Windsor, check out the [University of Windsor website](#).

### New to GLIER?

#### Welcome!

We're so glad you're here! At GLIER, you will be able to jump right into some exciting science, start developing your professional networks and begin learning the skills you will need to embark on a post-graduate career to make a difference to the environment.

#### What should I do now?

We have all the details you need to know to get set up and on your way. They are summarized in the "[Getting Started at GLIER Checklist](#)" at the end of this section. If you have any questions or difficulties, don't hesitate to contact the [GLIER Graduate Office](#).

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Before you arrive at GLIER

*Activate your UWinID*

This will allow you to monitor your application status online through [UWinsite Student](#) . If you activate it through [this link using your PAC](#), it will also automatically set up your UWindsor Outlook account as well.

*Register in the program*

See section “Coursework” for information on which courses you must register for as a [M.Sc. student](#) and as a [PhD student](#). This is done through [UWinsite Student](#).

*Check out the UWin Faculty of Graduate Studies Website*

The [FGS website](#) has information on:

- Tuition Fees: contains payment deadlines, current fees and payment options. For instance, you can arrange to pay your tuition through a biweekly payroll through the Cashier’s Office.
- Graduate Assistantships: Contains hourly and annual rates.

*Funding Available: Contains a list of available scholarships. Check out the UWin Graduate Student Society Website*

The [GSS website](#) has information about the GSS and what it can offer, including health care coverage and scholarship opportunities.

*International Students: Apply for a Study Permit (i.e., Student Visa)*

Due to the long processing time, it is a good idea to start your visa application six to eight months before you wish to start your program. Because every country’s requirements will be different, be sure to check out the excellent International Student Centre’s (ISC) page on [applying for a permit](#). Your permit will be issued to you at your port of entry.

*International Students: Check out the International Student Centre’s website*

The [International Student Centre \(ISC\)](#) website has information about their “buddy” program, the “soft landing” program, including free first-night hotels and pick-ups, and many other useful items.

Once you arrive at GLIER

*Meet with your Advisor*

You will need to discuss your project, your degree and lab customs (see [Appendix B](#)).

*Meet with the Graduate Program Chair*

To review your graduation timeline, milestones, and necessary courses for completion.

*Contact the Graduate Secretary*

The Secretary will:

- assign you office space and a phone extension.
- inform you about the internet system in use at GLIER.
- set you up on the printer in Grad lounge.

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*Contact the Assistant to the Executive Director*

The Assistant will:

- arrange your paperwork for a key to the building, your office and lab. You will need a local mailing address, phone number and student/employee number before they can begin the paperwork.
- arrange completion of the [New Hire Package](#) (if you will be receiving a salary through a GA, Work Study or salaried RA – most graduate students do). You will need this to get your employee number (see below); you need to fill in the top part.

*Get an employee number (if you will be salaried, e.g., for Graduate Assistantships (GA's) & Research Assistantships (RA's))*

Contact Human Resources (Room 207 Chrysler Hall Tower) so they can help you get an employee number. There is a list of forms to complete and documents to bring on their [website](#). International Students, see below for information on getting your SIN, Student Study Permit, and a bank account.

*Pay key deposit and pick up your card/keys.*

Visit to [Key Control](#) to pay \$50.00 refundable deposit (by debit or credit card). Once you have returned to GLIER, give your receipt to the Assistant to the Executive Director; they will keep this on file for you. You will be issued a refund when you surrender your keys to Key Control.

*Complete online training modules*

You may be able to access all of these modules from the consolidated [required training website](#).

Workplace Hazardous Materials Information System (WHMIS) Training (~30 minutes)

Everyone working in a lab must have Workplace Hazardous Materials Information System ([WHMIS](#)) training, updated annually. This is an online course that can be completed in about 30 minutes.

Accessibility for Ontarians with Disabilities Act, 2005 ([AODA](#)) training (~25 minutes)

[Accessible Customer Service Training](#) (~90 minutes)

[Health & Safety in the Workplace](#)

[Violence & Harassment Prevention in the Workplace: Awareness Training](#) (PowerPoint and quiz)

*Choose whether to opt out of Green Shield coverage or add family members*

If you already have extended health coverage, including dental, you can choose to opt out of UWin's program and be reimbursed for the fee. You can also choose to add family members to your program. If you applied early (July) you should be able to change this on [UWinsite Student](#) by selecting Opt Out Drug and Dental under the Financial Account tab. Otherwise, you can wait for the e-mail from the Graduate Student Society (GSS), or go to the [GSS webpage](#).

*International Students: Apply for a SIN*

You will need a Social Insurance Number in order to be paid by the University. See the [ISC website](#) for details. You can take your letter from Human Resources to a [Services Canada](#) location (inside City Hall) to get your SIN.



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### *International Students: Open a Chequing Account at a Canadian Bank*

The closest bank to the University is the [Toronto Dominion \(TD\) Bank](#) at the corner of Wyandotte and Rankin. They offer a Student Account (details [here](#)). You will need your passport, Student Permit and letter of acceptance and/or UwinCARD.

### *Get your UwinCARD (Student Card)*

The [UwinCARD](#) office is in the basement of the CAW Student Center. They will take your picture and print your card. You must bring one piece of government-issued photo ID (e.g. passport).

### *Pick up your International Student Identity Card (ISIC)*

You can get these from the University of Windsor Student Association (Room 209 of the CAW Centre) to be eligible for discounts around the city and across Canada (see “Discounts” in the “Finance” section).

### *Arrange for any reimbursement cheques to be direct deposited*

All reimbursements (e.g., travel costs) are [direct deposited](#) to your bank account in order to speed up the reimbursement process.

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## Getting Started at GLIER (checklist)

You can look in the “[What should I do now?](#)” sections to find details on each task. Items highlighted in blue are for International Students only.

*Date completed*   *Item to complete*

	Meet with your Advisor
	Meet with the Graduate Program Chair
	Register
	Contact the Graduate Secretary
	Contact the Assistant to the Executive Director
	Get an employee number
	Pay key deposit and pick up card/keys
	Complete online training
	<input type="checkbox"/> Workplace Hazardous Materials Information System
	<input type="checkbox"/> Accessibility for Ontarians with Disabilities Act
	<input type="checkbox"/> Accessible Customer Service
	<input type="checkbox"/> Health & Safety in the Workplace
	<input type="checkbox"/> Violence & Harassment Prevention in the Workplace
	<input type="checkbox"/> Choose whether to opt out of dental/health coverage
	<input type="checkbox"/> Apply for a SIN *
	<input type="checkbox"/> Open a chequing account *
	<input type="checkbox"/> Get your UwinCARD
	<input type="checkbox"/> Pick up your International Student Card *
	<input type="checkbox"/> Arrange for any reimbursements to be direct deposited

\*Specific for International students

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## Current GLIER Students

### Three Major Requirements of Grad School

These are: conducting research, presenting your research, and publishing your research.\*

\*Taking courses is another requirement, but this is a research-based graduate program, hence the pervasiveness of the term, “research”...

### Choosing a Research Topic

Your Advisor may have suggestions for a research topic, and at the Master’s level, this is certainly a great way to start. That is not to say that you shouldn’t try to develop your own set of questions within this framework – graduate study is a great exercise in intellectual thought. This is especially relevant for doctoral students, since at this level your professional identity may be shaped (at least at first) by association with your chosen topic. Other great suggestions for choosing a thesis or dissertation research topic can be found in the following websites, [here](#) and [here](#).

### Publications and Presentations

Scientific communication is critical to career success no matter what sector you hope to work in. You can have the most exciting project and results in the world, but if you can’t communicate your findings in a clear and engaging way, you will be one of the few who know about them! GLIER graduate students will have the chance to develop their scientific communication skills and many opportunities to practice them!

### *Publishing in a Journal*

All GLIER students are required to generate at least one journal article (M.Sc. one submitted; Ph.D. one submitted and one accepted). After looking at your research questions, data and results, your Advisor will probably have a good idea as to which journal you should be targeting for submission. You can go to the journal website to find the “Guidelines for Authors” to discover formatting, submitting and outlining requirements. Read through several articles in that journal that are similar to how you think yours might be, to get an idea of what to include or emphasize in each section. Your Advisor will help you every step of the way—after all, their name is going to be on this article, too! Your Committee members are also good people to reach out to for a thorough review of your drafts – especially if they are co-authors of your work. [Writing help](#) is available through the University, and [Mitacs](#) has several pertinent workshops available.

### *Presenting Your Data*

Public speaking is a very common fear that can be overcome by learning presentation techniques and, of course, through practice! GLIER graduate students are provided ample opportunity for both.

The GLIER Seminar is an excellent place to develop your presentation technique before an intimate and non-judgemental audience who also provide constructive feedback. In addition, [Mitacs](#) has a two-part series to help you develop your presentation skills and the [Campus LifeLine](#) program at UWin offers counselling on presentation skills.

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GLIER graduate students are encouraged to present their data in poster presentations, University and Departmental seminars and at conferences in Canada and abroad. One fun (and potentially lucrative!) venue in which to try out your presentation skills is the [3 Minute Thesis Competition](#) held in the spring.

## *Conferences*

GLIER graduate students have had the opportunity to speak at conferences all over the world. Talk to your Advisor about which conferences you might present at (and the best ways to cover the fees and travel costs!).

Some of the conferences that are heavily attended by GLIER graduate students are:

### [American Fisheries Society \(AFS\) Annual Meeting](#)

Held in August; call for abstracts starts in July.

### [Canadian Conference for Fisheries Research \(CCFR\)](#)

Held in January; call for abstracts deadline in October.

### [Goldschmidt](#)

Held in summer months: call for abstracts deadline in late winter.

### [International Association for Great Lakes Research \(IAGLR\)](#)

Held in June; call for abstracts deadline in October.

### [International Symposium on Subsurface Microbiology \(ISSM\)](#)

Held in summer months: call for abstracts deadline in late winter.

## Nuts & Bolts of Grad School Requirements

### Committees

Your Committee members can be one of your most valuable resources during your graduate work: they bring expertise to help you troubleshoot problems and experience to suggest different research lines you may want to pursue. They will review your experimental design and proposed analyses, approve your coursework, give you feedback and advice on your progress and participate in your examination(s). They are also the people most likely to write supportive letters of reference for scholarship or job applications! For more details, you can look at the sections on “Advisory Committees” on GLIER’s site ([M.Sc.](#) and [Ph.D.](#)) and at the [Faculty of Graduate Studies website](#).

### *Who do I need on my Advisory Committee?*

An Advisory Committee needs to have at least:

- Your Thesis/Dissertation Advisor and/or co-advisor
- Internal Department Reader: one other GLIER faculty member (M.Sc.); two other GLIER faculty members (Ph.D.)
- Outside Department Reader: faculty member at UWin, but “outside” of GLIER\*.

\*Because GLIER Faculty are cross appointed to other departments, they can act as either Internal or External readers, provided you already have a GLIER Internal reader. The same applies for GLIER Hybrid Faculty (i.e., those who are from outside departments granted hybrid status to GLIER). Other committee

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members -- including people outside of UWin from industry or government – can be included, but these three are mandatory.

The majority of the members of an Advisory Committee, including your Advisor, must have [graduate faculty status](#). Adjunct Faculty can be on Committees except sole Advisor (i.e., they can be a co-Advisor). Some committees may have additional members called “Special Members” with specialized skills.

Note that at the same time you form your Committee, you will need to validate the [Non-Exclusive License](#) to UWin authorizing the University to archive, reproduce, and distribute your thesis.

## *Who selects my Committee members?*

Your Committee members will be selected with the advice and assistance of your Advisor.

Occasionally, new discoveries from your research may cause your research program to diverge to the point where the expertise of one or more of your Committee members is no longer relevant. You always have the option to revise your Committee membership to keep the expertise relevant to your research question (either adding or dropping). You can also bring even more expertise to your Committee by adding “Special Members” from industry, government or NGOs. Whenever there are changes made to your Committee you will need to resubmit your Committee membership form.

## *How will the Chair for my Committee be selected?*

Master’s students are responsible for finding their own chair. However, you can seek assistance from the Graduate Secretary or the Graduate Coordinator if you are having trouble securing a Chair.

Doctoral students have a faculty member appointed as Chair by the Dean of Graduate Studies. The Chair is a non-voting member of your Committee.

## *What do I need to do and bring for my Committee meetings?*

You should let the Graduate Secretary know in advance of any of your meetings so that she can provide you with a committee meeting form. Fill out the form with your student ID#, the title of your research project, the anticipated date of the meeting and who the members of your committee are. Bring the form with you to your meeting. Your committee members will each need to sign the form, to officiate the creation of the committee and acceptance of your proposal. This signed form gets sent to the Faculty of Grad Studies (don’t worry – the Grad secretary does this on your behalf).

You will also be required to provide the Graduate Secretary with either an e-copy or hard copy of the written proposal you will have submitted (and presented) to your Committee for your first official meeting.

Every subsequent meeting has an internal committee form. Again, request a copy of this form from the Grad Secretary. This is to make sure that everyone is aware of what you are doing, is in agreement with any of the changes to your thesis that happen (this is quite common), and that you are indeed on track to defend!

## *I am transferring from a M.Sc. to a Ph.D. Can I keep my old Committee members?*

If appropriate, members of the student's M.Sc. advisory committee may also serve as members of the doctoral committee.

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## *How can I make sure I get the most out of my Committee meetings?*

Be proactive, be prepared (and get your Committee members prepared, too), and leave knowing what your next steps are. You can also read up on how to [Finish Your Thesis](#).

## *Who do I need on my M.Sc. Examining Committee for when I defend?*

Your Examining Committee consists of your Master's Committee plus another faculty member of GLIER who will act as Chair (non-voting). You can suggest a particular faculty member to the GLIER Director or Graduate Program Chair.

## *Who do I need on my Ph.D. Examining Committee (Comprehensive Exam & Dissertation)?*

Your Examining Committee for your Comprehensive Exam consists of your Doctoral Committee plus a Chair to oversee the exam. For your dissertation, you will need an external examiner who is someone outside of UWin who is an expert in the field but has not been involved in helping you with your dissertation. They must be appointed at least eight weeks prior to your defense, and approved by the Graduate Program Chair and the Dean of Graduate Studies. The Dean of Graduate Studies will also appoint a faculty member as Chair (non-voting).

## Examinations

### *Comprehensive Examination (Ph.D.)*

This exam is done within two years of beginning your program to ensure that you have both a reasonable mastery of your specialized field and also knowledge of broader areas of Environmental Science; it is designed to test your command of knowledge and ability to integrate that knowledge. Your Advisory Committee may recommend that you take remedial or additional coursework, which you will need to complete to graduate.

Typically, students approach their Advisory Committee **six months before the scheduled exam date and begin preparing for your exam then**, but discuss with your Advisor what the best timeline is for you.

You are strongly encouraged to meet with each of your Advisory Committee Members to discuss likely knowledge areas where they may concentrate their questions to help you focus your study direction. They may provide you with materials, such as journal articles or book chapters. Your Committee Members may be very vague or very precise in what they will tell you, but either way they don't need to stick to it! Once a date for your comprehensive Exam has been finalized, it is your responsibility to ask a non-Committee member to be a neutral Chair for your exam. Begin this process as soon as possible to ensure it is in the faculty member's calendar since most schedules fill up quickly! Then please inform the Graduate Secretary so she can prepare an information folder for the Chair.

### *Can I attend an exam to see how it's run?*

Unfortunately, these exams are closed.

### *What should I bring the day of the exam?*

Notepad, pen and some water. No reference materials are allowed.

### *Where should I go?*

GLIER Boardroom.

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## Who can be there?

Only the members of your Examining Committee and the neutral Chair.

## How long does the exam take?

Approximately three hours.

## What happens in an exam?

First the Chair will explain how the examination will proceed, then there will be two or three rounds of questions, where each examiner takes about 15 minutes to ask a series of questions. The person who starts the questions is the most external and the order moves to the most internal (your Advisor). The Chair and your Advisor may take notes to help identify areas of strengths and those that may need improvement.

At this time you will be asked to step out of the room – you’re usually asked to wait in your Grad Office; someone will come to get you when they are ready. To help focus the discussion on the student’s performance (and avoid gut-feeling or arbitrary decisions), the Examining Committee discuss each of the questions on the “Grading Rubric for Oral Comprehensive Examination” ( [Appendix A](#)) and complete it together. While the Chair doesn’t vote, they do moderate the discussion and provide feedback on how this examination compares to previous exams in the department.

After the vote is complete, you are invited back into the room and the result is reported immediately by the Chair – this typically takes about 5 to 20 minutes. The verbal report is followed within 24 hours by a report written by the Chair of the exam, and includes the “Grading Rubric.” The written report is copied to you, your Advisor, each of your Advisory Committee Members, the Graduate Program Chair and the Graduate Secretary, who will place the report in the student’s file.

## What results can I get?

Five results are possible: Pass with Distinction, Pass, Conditional Pass, Repeat Exam, and Failure. These are explained in more detail in [Appendix A](#).

## What if I failed?

If this was your first attempt at the exam you will be given a “Repeat Exam” result. You can re-take the exam within six months of the first. If you fail the second exam, you must withdraw from the Ph.D. program.

If you receive a “Pass with Conditions”, this typically means that you’ve performed well enough that there’s no real benefit to re-examination, but you will have to fulfil some conditions to proceed, such as specific reading, writing, or course completion tasks. These will be spelled out in the Chair’s submission including the names of the people who will evaluate whether these criteria have been met. Failure to meet these conditions before your PhD defense will render you ineligible to defend.

## Dissertation & Thesis Defenses

### What kinds of questions will the examiners ask?

The types of questions asked will vary widely, depending upon whether the defense is of a thesis (MSc) or a dissertation (PhD), the type of research you did and also upon the Committee members themselves. Questions may vary from specific to very general, within the context of the discipline. You may be asked to explain or clarify details dealing with data presentation or interpretation and general conclusions.

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Examiners may ask questions that test your familiarity with background theory or methodology or different approaches to the topic. Series of questions may lead into general academic discussion in which you may be asked to speculate on questions to which there is no specific answer. You should realize that you will seldom be expected to know the answers to all of the questions posed: many examiners wish to establish the limits of a student's knowledge in a particular area, so they will pursue a line of questioning until the candidate can't answer.

### How can I best prepare for my defense?

One effective way of practicing is to get friends and lab mates together to stage a mock exam. Get them to look over your thesis/dissertation and then ask you questions.

### What should I bring the day of the defense?

Your thesis/dissertation, a notebook and pen and some water. No reference materials (other than your thesis/dissertation) are permitted.

### Who can be there?

Defenses are advertised across campus and are open to the public. They are held in GLIER's Conference Room (Rm 250). Questions from the general audience are permitted at the discretion of the Chair. The general public may also attend the committee-questioning period that follows the presentation and held in GLIER's Boardroom. The audience may remain until the Committee begins its deliberations. If they elect to stay through the question period, they must remain seated and silent throughout the entire process and must leave before deliberations.

### How long does the defense take?

Typically, a thesis defense takes about 1½ to 2 hours; a dissertation defense takes about 3 to 3½ hours.

### What happens in a defense?

You and your Committee will be introduced to the audience by the Chair after which you will make an oral presentation (typically 15-20 minutes for MSc, 30-45 minutes for PhD) summarizing the chief conclusions of the thesis or dissertation. The Chair asks for questions from the general audience (Committee Members will withhold questions at this time).

After a short (five to ten minute) recess, you will retire to the Boardroom at GLIER, where the Committee Members will take turns asking you questions. One round of questioning usually lasts for about an hour, and so with multiple rounds, it can go on for several hours. The order of questioners and types of questions posed are moderated by the Chair, whose role is to ensure fairness. The Chair may participate in the questioning but won't necessarily do so. Once the questions are over, the candidate and members of the audience are excused (you can wait in your Grad Office).

The Committee evaluates both the written thesis/dissertation, your presentation and your handling of the questions asked (from both the general audience and the Committee Members). Specific revisions may be put forward as a prerequisite for recommending that the candidate be passed. Once they have made their decision, you will be recalled and advised of the outcome of the deliberations.

Similar to the Comprehensive Exam, you will receive an immediate verbal report, followed within 24 hours by a one-page letter (you can see the "[Report form](#)" here under "Thesis and dissertation forms") written by the Chair and copied to you, your Advisor, each of your Advisory Committee Members, the



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Chair of the Departmental Graduate Committee and the Graduate Secretary, who will place the report in the your file.

### What results can I get?

Pass with no changes

Pass with minor changes

If there are only small revisions needed (e.g., typographical errors, clarification of textual material, qualification of conclusions) your Advisor can sign off on them.

Pass with major changes

If major revisions are required (e.g., new analyses, substantive textual changes) your Examining Committee will need to lay out very clearly what is required for completion.

Fail but can resubmit

If more than one negative vote is cast, you will meet with your Advisor, the Graduate Program Chair and the Dean of Graduate Studies to determine your options and resubmit between three and twelve months after your initial grade is given.

Fail

Must be unanimously negative. You may not resubmit your defense and must withdraw from the program.

If the Committee has agreed to a Pass or a Pass with minor changes, your committee can then immediately sign your thesis signature page. Please make sure signatures are done in **black ink** – otherwise, your thesis will be returned by the library thesis-formatting group and need to be redone.

For Pass with major changes, your committee will hold off signing the thesis signature page until you have made the corrections and notified the committee of them– either through a written synopsis or individual meetings with the members. Some members may ask to re-read the thesis before signing.

### What do I need to graduate?

Your Advisor, Advisory Committee and the Graduate Program Chair will help keep you on track toward graduation, but here are the basic requirements for graduation. More details are available on [GLIER's website](#) and in the [Graduate Calendar](#).

Graduating Requirements for the Master of Science Degree in Environmental Science

#### *Timeline:*

You need to be completely finished your graduating requirements within 36 months of admission.

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### M.Sc. and PhD. Defense Timeline & Checklist

Whether you are a master’s student or a doctoral student you will need to prepare to defend your thesis or dissertation. Here is a checklist to summarize the requirements for both:

<i>Completed</i>	<i>Requirement</i>	<i>MSc Timeline</i>	<i>PhD Timeline</i>
	Prospectus to Committee and GLIER Grad Secretary –at same time as 1 <sup>st</sup> Committee Meeting	Within 6 months of Start Date	Within 12 months of Start Date
	1 <sup>st</sup> Committee Meeting (FGS form, submit on UWinsite)	Within 6 months of Start Date	Within 12 months of Start Date
	2 <sup>nd</sup> Committee meeting  Final Meeting (Forms Internal)	Within 6 months of Defence N/A	1 year after 1 <sup>st</sup> Committee Meeting Within 6 months of Defense
	Comprehensive Exam	N/A	Within 18 months of Start
	Journal Submission (must provide proof)	Prior to Graduation	Prior to Graduation
	Submission Accepted by Journal (This is a GLIER specific requirement, you must provide proof to the Grad Secretary)	N/A	Prior to Graduation
	Submit Notice to Defend to Grad Secretary	8 days prior to Defense	8 days prior to Defense
	Defend Thesis/Dissertation Order Hardcopy of Thesis/Dissertation for Dept./self Apply for Graduation	At least 1 month prior to Graduation  Deadline set by FGS	At least 1 month prior to Graduation  Deadline set by FGS

### Coursework:

- GLIER Multidisciplinary Graduate Seminar course: Required by both MSc and PhD candidates. It is a full year course, so you can only register for it for grades in the Fall term. In addition, **all** students are required to register for and audit the course **every Fall** even after they’ve obtained a grade. **\*\*Do NOT** register for the GLIER Seminar Course if you plan to defend EARLY in the semester (i.e., by the Phase I deadline).
- GLIER Environmental Research Proposal course is required by all MSc candidates: registration for this course dependent on when you’ve started your program and when it is offered.
- Ensure that you are registered *every semester* (including Intersession) for your “Thesis” (Course number GLIE 8970 for MSc Students, GLIE 9980 for PhD Students).
- Additional coursework required by your Examining Committee.

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*Obtain B+ (77%) minimum in all coursework. Once classes are completed, it is good practice to double check your MyUWindsor account to ensure your transcript is complete and has all coursework accurately recorded including your thesis.*

## *Course Substitution requests*

If you want to substitute a course external to the GLIER program instead of taking one of the required GLIER courses you will have to get pre-approval from both the Graduate Coordinator and the Faculty of Graduate Studies as this will be a change to the approved program structure.

## *Research activities and submissions:*

- Within the first 6 months, you will need to submit a written Research Proposal to your Committee. Usually in the first committee meeting. This will outline the background, approach and general expectations of the intended project.
- One journal article submitted for publication in order to graduate (but not required prior to the defense).
- At least 2 meetings with your Master's Committee: first meeting within six months of starting your program; at least one other six months prior to your thesis defense.
- [Annual Report](#) submitted to the Graduate Secretary by May 31 of each year. Specific original Annual Reports (i.e. Scholarship winners) will be forwarded to the Faculty of Graduate studies on their request.
- Master's thesis.

## *Final Examination:*

- A public defense of your thesis before the Examining Committee. This should be completed at least three weeks before convocation. Please note that you must fulfill the requirements of your degree in order to graduate – i.e., having a paper submitted for publication. You can still defend your Master's without the submission requirement.

## *Important Dates for Thesis Defense:*

It needs to be said that things inevitably do not always go smoothly, so begin this process *early* and make sure you leave yourself a lot of time for the bureaucratic wheels to turn or for you to make last minute revisions.

- Two weeks (or more) before defense:
  - Submit copies of thesis to all members of the Master's Committee.
  - Submit copy to Chair of Examination Committee.
  - Book the GLIER Conference Room and GLIER Boardroom with the Administrative Assistant to the Director (Mary Lou).
  - Notify the Graduate Secretary to post a "Notice of Defence" to the Faculty of Graduate Studies and to prepare the paperwork.
- Please be aware: Thesis Defence "Notice of Defence" must be submitted to Faculty of Graduate Studies **at least 8 days** prior to your defense.
- Application for Graduation has moved to UWinsite Student. The deadlines are before March 1st for June Convocation and before August 1st for October Convocation ([Graduation Information](#)).

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- Please note that you will have a certain amount of time to complete all your degree requirements (if you haven't already), including revisions (major and minor) of thesis, deposit of thesis to the Faculty of Graduate Studies, as well as proof of submission of an article to a scholarly journal by the Phase I deadline of that term. If not, then you will be required to register as a full-time student and pay the tuition for that term.
- Deposit a copy of thesis with all corrections/revisions to Faculty of Graduate Studies.
- Submit a scientific article from your research (as 1<sup>st</sup> author) in order to fulfill requirements of degree.
  - Please send proof to Grad Secretary (e.g., email of acknowledgement of submission by journal handling editor). Again, please note; if you leave this too late, it may delay your graduation date

### Graduating Requirements for the Doctor of Philosophy Degree in Environmental Science

#### *Timeline:*

You need to be completely finished within six consecutive years of admission if you entered the program with a M.Sc.; seven consecutive years if you transferred from a University of Windsor M.Sc. program.

#### *Coursework:*

- GLIER Multiple Stressors and Environmental Modelling course: register for this course dependent on when you've started your program and when it is offered.
- GLIER Multidisciplinary Graduate Seminar course: Required by both MSc and PhD candidates. It is a full year course, so you can only register for it for grades in the Fall term. In addition, **all** students are required to register for and audit the course every fall after they've obtained a grade. **\*\*Do NOT register for the GLIER Seminar Course if you plan to defend EARLY in the semester (i.e., by the Phase I deadline).**
- GLIER Environmental Research Proposal course – ONLY if you have transferred from a MSc. without having taken it before (or have not done a Master's degree).
- Ensure that you are registered for *every semester* (including Intersession) for your "Dissertation" (course number 68-798).
- Additional coursework required by your Examining Committee.
- Obtain B+ (77%) minimum in all coursework. Once classes are completed, it is good practice to double check your MyUWindsor account to ensure your transcript is complete and has all coursework accurately recorded including your thesis.

#### *Research activities and submissions:*

- Within the first 18 months, you will need to submit a written Research Proposal to your Committee. This will outline the background, approach and general expectations of the intended project.
- Two journal articles: one accepted; one submitted.
- At least 3 meetings with your Doctoral Committee: the first meeting should be within 12 months of beginning the program; the second within 24 months of beginning the program and the final meeting 6 months prior to your dissertation defense.

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- Annual Report submitted to the Graduate Secretary by May 31 of each year ([Annual Report Form](#)). Specific original Annual Reports (i.e., Scholarship winners) will be forwarded to the Faculty of Graduate studies on their request.
- Doctoral dissertation, which may include any journal articles you've produced during the course of your Ph.D. work.

### Examinations:

- Oral comprehensive exam administered by Doctoral Committee during first two years of enrolment.
- A public dissertation defense before the Examining Committee.

### Important Dates for Dissertation Defense:

It needs to be said that things inevitably do not always go smoothly, so begin this process *early* and make sure you leave yourself a lot of time for the bureaucratic wheels to turn or for you to make last minute revisions. Please refer to the link on your [Final Oral Defense](#).

- At least seven weeks before defence:
  - Submit [External Examiner Request Form](#) to the Dean of Graduate Studies
- At least six weeks before defence:
  - Copies of dissertation to Doctoral Committee Members
  - Have (the majority of) Committee Members sign the form Approval to Submit a Doctoral Dissertation for External Examination
- At least four weeks before defence:
  - Forward two copies (one hard copy and one electronic copy) to the Faculty of Graduate Studies (one will then be transmitted to the External Examiner).
- At least eight days before defence:
  - Doctoral Committee notifies Graduate Secretary whether Notice of a Defence should be posted; must be confirmed by External Examiner.
- Dissertation Defense
- Applying for Graduation is now done through UWinsite Student. Applications must be completed before March 1st for June Convocation and before August 1st for October Convocation ([Graduation Information](#)).
  - Please note that you will have a certain amount of time to complete all your degree requirements (if you haven't already), including revisions (major and minor) of dissertation, deposit of dissertation to the Faculty of Graduate Studies, as well as proof of acceptance of one article and submission of one article to a scholarly journal by the Phase I deadline of that term. If not, then you will be required to register as a full time student and pay the tuition for that term.
- Copies of the final Dissertation (corrected and revised as needed) are deposited with the Faculty of Graduate Studies.
- A published scientific article from your research (as 1<sup>st</sup> author) and the submission of a second (same requirements) in order to fulfill requirements of degree.
  - Please send proof to Grad Secretary (e.g., email of acceptance, and acknowledgement of submission by journal handling editor). Again, please note; if you leave this too late, it may delay your graduation date.

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I am defending close to the beginning of the term - do I need to register?

Yes, all graduate students must register and pay appropriate fees until actual completion of all of their degree requirements. [Tuition refunds](#) are available if all degree requirements, including the deposit of the major paper/thesis/dissertation, the scholarly article submission/acceptance requirements as per the program you are in, are completed by the posted Phase I and Phase II deadlines at the beginning of each term.

How do I transfer from my current M.Sc. to a Ph.D. program?

The M.Sc. to Ph.D. transfer program is a well-established custom in the Sciences for "fast-tracking" graduate students who have demonstrated outstanding progress in both course work and research after one full year of their M.Sc. studies.

There is – needless to say – a bunch of paperwork to be completed, but basically the requirements are:

- Completion of at least one graduate level course (3 credits) with no grade(s) lower than 80% or “satisfactory” for all coursework.
- At least one first-author journal article submitted.
- Exceptional progress in coursework and research.
- Registered in the M.Sc. program full-time for between 12 and 15 months.
- Approval of your Advising Committee. If this is unanimous, then you can transfer with a minimum of paperwork. If there is one or more objections, your request will have to go in front of the GLIER Graduate Committee.

Deadlines for transfer applications are October 1 (to start your PhD in the winter semester), February 1 (for summer), and June 1 (for fall). You can contact the Graduate Program Chair or the Graduate Secretary for more information. Remember that if appropriate, members of the student's M.Sc. advisory committee may also serve as members of the doctoral committee.

Keep in mind the deadline dates for Entrance Scholarship consideration with the Faculty of Graduate Studies for the term you would start the PhD program.

## Timeline Extensions

If the time limit to completion of the program has expired, you can request an extension from the Dean of the Faculty of Graduate Studies by submitting the [Time Limit Extension Form](#) through UWinsite Student. A detailed timeline to completion and your advisor’s signature is required.

## Leave of Absence

As a full-time graduate student, you need to be **continuously registered** as a full-time student in the GLIER program. Please refer to the [Categories of Registration](#) on page 25 of the University of Windsor Graduate Calendar. If something occurs that will interrupt your studies, you can request a Leave of Absence from your program. The deadline to apply for a Leave of Absence is the posted registration add/drop deadline for each term ([Leave of Absence Form](#)). Instructions for submitting the form through UWinsite Student are found at the bottom of the Form.

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Taking graduate courses at another University (visiting student)

The [Ontario Visiting Graduate Student program](#) (OVGS) allows a graduate student at an Ontario University to take graduate courses at another Ontario University while remaining registered at his/her Home University. See the [Faculty of Graduate Studies website](#) for more information.

## What about finances?

GLIER guarantees that students admitted into our program will receive at least \$18K/year (M.Sc.) or \$19K/year (Ph.D.). This funding may take the form of scholarships, Graduate Assistantships (GAs), salaried Research Assistantships (RAs) and/or summer stipends.

## Help on Campus

See "[Financial Planning](#)" in the "Where Can I Go For Help?" section later in this Handbook.

## Tuition and Fees

The Cashier's Office provides a [simple calculator](#) to determine what your tuition and fees will cost annually.

## Scholarships & Awards

The [Faculty of Graduate Studies funding website](#) has much of the information you will need on internal and external sources of funding. They also offer information sessions, update their "Grad News" frequently and have Twitter feeds for financial aid news. Graduate students are able to search for awards on the [UWinAward Search webpage](#). Graduate students are expected to apply for all major scholarships for which they are eligible. Students can access the UWinAward application by logging into [UWinsite Student](#) > Student Homepage > Award Profile. The following is [a link to resources](#) that will assist students with completing the application/profile.

While there are several entrance scholarships for which you are automatically considered, some have a fairly involved application, requiring original transcripts, recommendation letters or essays, so make sure you start the application process early!

## External Awards

There are some very prestigious awards available, but – to be honest – they can be difficult to find. The [Student Affairs website](#) has a few databases as well as online and UWin resources they recommend to help you start your search. Scholarship deadlines are all year long and some have very few applicants so it's always worth trying! Best bet is to ask fellow graduate students or your supervisor if they know of any likely candidates (or have received any themselves).

## GLIER Endowment Awards

GLIER has a number of graduate awards exclusively for GLIER graduate students showing financial need (some are listed on the [Faculty of Graduate Studies website](#)). Graduate students will receive an e-mail from GLIER's Graduate Chair during the fall and winter notifying them of the GLIER awards available and giving details on how to apply.

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## *Windsor Family Credit Union (WFCU) Environmental Science Scholarship*

Awarded on the basis of merit to a Master's student in the GLIER Environmental Science program at the University of Windsor. Must be Canadian citizen or Permanent Resident, and show financial need. Value: \$1,000.

## *Alex S. Davidson Award*

Awarded to a Canadian citizen or permanent resident of Canada who shows financial need and is doing research on the Great Lakes. Value: \$8,000.

## *Lum Clark Research Excellence Awards*

Two awards are granted annually: one at the MSc level and one at the PhD level. The awards are made on the basis of exceptional research abilities as displayed in publications and presentations. Value: \$1,000 each.

## *Great Lakes Institute for Environmental Research (GLIER) Research Award*

Awarded to Ph.D. or M.Sc. students in GLIER's Environmental Science program on the basis of a meritorious publication record. Must be Canadian citizen or Permanent Resident, and show financial need. Value: \$750.

## Graduate Student Conference Travel Support Fund

Funds are often available to full-time graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel within North America, and \$750.00 CDN for travel outside of North America. For more information, check out the [Faculty of Graduate Studies website](#).

## Graduate Student Society

GSS gives out a number of scholarships (\$500 each) every winter usually based on financial need. Applications are usually available December and the deadline is normally in January (you will receive an e-mail from the Graduate Secretary). You can check the [GSS website](#) for details.

## National and Provincial Scholarships

If you have an outstanding academic record (average A- in most recent two years of study) you may be in the running for a major external award. Evidence of research capability, previous research awards (such as NSERC Undergraduate Student Research Awards), and experience of research will also strengthen an application. See the [Faculty of Graduate Studies website](#) for more information.

## UWin Endowment Awards

In the early fall, the Faculty of Graduate Studies sends out an e-mail with the current list of endowment awards available to graduate students (usually +200; some are listed [on their website](#)). These can all be applied for through your myUwindsor portal and normally should be completed by February.

## Paid work

### Graduate Assistantships (GAs)

As a GA, your duties may include preparation of laboratories or quizzes, teaching labs to undergraduate students, marking assignments and similar activities. The Faculty of Graduate Studies website has an excellent [webpage](#) with all the details on GA responsibilities. An [orientation workshop and training](#)



# GLIER Graduate Student Handbook 2022-2023

[\(GA/TAcademy\)](#) is offered every fall explaining all of your rights, responsibilities and basic instruction. The [Centre for Teaching and Learning](#) offers development opportunities, support, feedback and training for interested GAs throughout the year.

A fulltime GA is 10 hours/week for one term (140 hours total). M.Sc. students are guaranteed to hold three GA positions (one per semester) over two years; Ph.D. students can hold seven GA positions over four years. Throughout the years, students have been fortunate enough to receive a 4<sup>th</sup> (M.Sc.) or 8<sup>th</sup> (Ph.D.) GA-ship (although they cannot be guaranteed). Keep in mind when a student transfers from the MSc to the PhD program the number of guaranteed GA positions resets to zero. This means you will be entitled to at least seven more appointments over the first four years.

Any GA-ships applied for after these guaranteed GA's are termed "grace GA" for one additional term, but this is dependent on teaching needs. The Office of Graduate Studies must approve any Grace GA's requested. Note that you cannot defer a GAship except under special circumstances. GAs are covered under the [CUPE 4580](#) agreement.

When dealing with GA contracts at the University of Windsor regarding "deferring" or "declining" of a GA contract. If you **decline**, then you are basically waiving your right to one of the 3 or 7 guaranteed GA contracts (depending if you are an MSc or PhD candidate). If you **defer** the GA contract for whatever reason, then you should be guaranteed the position as long as you are within the program length allotment as dictated by the graduate calendar. For example, MSc candidates are expected to complete their program within 24 months of admission to the program and PhD students within 36 months of admission if the student entered the program with a M.Sc. degree, or 48 months of admission if the student transferred from the GLIER M.Sc. program. So if you apply for a GA after the expected date of completion your application becomes a grace situation and you are therefore not guaranteed a GA contract (even if you had "deferred" a course in the past).

You can request a specific GA assignment and faculty can request specific GAs but, ultimately, the assignments are decided by the Department Head on the basis of the teaching needs in any particular year and on your academic background.

*If you are defending in a term can you apply for a grace GA?*

If you are planning on defending and completing all graduation requirements by Phase I deadline (100% tuition refund), then you **cannot** apply for a grace GA. If you are planning on defending and completing all graduation requirements by Phase II deadline (50% tuition refund) then you **can** apply for a grace GA. However, remember the contract runs until the **end of the term** so if you sign the contract then you are contractually obligated to complete the GA duties until the end of that term.

## Research Assistantships (RAs)

These are awards funded from professors' research grants and the value varies by academic program. They can be either scholarship or salary depending on whether you are trying to secure income or facilitate your research ([Research Assistantship Guidelines](#)). Your supervisor may decide to either top-up your salary during the semester you are GA-ing, or may reserve to pay you a lump sum during the summer semester (see below).

# GLIER Graduate Student Handbook 2022-2023

## Summer Stipends

Because GA-ships are rare during the summer semester (given the number of courses taught during this time), students are paid through their supervisor's grants.

## Work Study

[Work Study](#) funds approximately 300 part-time jobs on campus for students demonstrating [financial need](#) related to basic living expenses and direct educational costs. Positions offer opportunity for both financial benefits and skills development.

Canadian graduate students can be employed as work study students from five to ten hours a week unless they have a GA. You must also have a completed OSAP assessment. International students can discuss their situation with their International Student Advisor to see if an exception can be made. Applications for positions are usually in October.

## Student Loans

### *Needs-Based Financial Assistance*

The Ontario Student Assistance Program (OSAP) provides grants, interest-free loans and 30% off Ontario tuition. You are encouraged to apply if your family income is \$160,000 or less as eligibility for OSAP extends to needs-based awards and work study positions. To estimate how much OSAP assistance you might qualify for or to apply on-line, [click here](#). For more information see [the Student Awards & Financial Aid](#) website.

## Discounts

International Student Identity Card (ISIC).

To get your ISIC card visit the office of [UWSA](#) (2nd floor CAW) and bring your validated student card and a passport-size photo.

- Porter Airlines
- Via Rail
- Greyhound
- Everything from pizza to clothing ([Benefits](#) and [Discounts](#))

Student Price Card (SPC).

Available [online](#) or at stores at Devonshire Mall (e.g., American Eagle, Bluenotes, Shoppers Drug Mart) for \$10.

- Body Shop
- McDonald's
- Guess Jeans
- And many more retailers and restaurants are covered.

## UwinCard

- Free access to all UWin athletic home games and events
- Discount with Transit Windsor

# GLIER Graduate Student Handbook 2022-2023

- Canadian Superstore (10% off on Tuesdays; there is a special free bus service for all students that runs from UWin's Alumni Hall between 6 – 9 PM On Tuesdays. Check with the International Student Centre for more information.)
- Bulk Barn (10% off on Wednesdays)
- Terra Cotta Pizza (2 for 1 pizza with purchase of a beverage on Wednesdays)
- University Players – amazing subscription price and a discount on individual shows
- Roots and other clothing stores
- Detroit Pistons and Red Wings often offer UWin students a discount on tickets (watch the UWin Daily News)
- Most of the major computer hardware and software providers (e.g., Microsoft, Dell, Apple) offer student discounts
- Also try Googling “student discounts Canada”

## CUPE 4580

If you are a GA, you are a member of [CUPE 4580](#). Members of any union are [eligible for discounts](#) at a number of local and national retailers.

## UWin Employee

There are a number of retailers that offer [staff discounts](#) to UWin employees, including corporate rates on hotels and discounts on Lancer camps.

## Around GLIER

### People

#### *General Personnel (Executive, Office and Facilities)*

#### [Dr. Mike McKay, Executive Director of GLIER](#)

Room 247D. The Director is in constant consultation with all of the GLIER Committees, including the Graduate Committee, and will oversee your progress through reports from the Graduate Program Chair. GLIER's Executive Director is accessible to the student body (not the norm in many departments) and -- after your Advisor and the Graduate Program Chair -- this is the person to see to resolve any difficulties you may be having in your graduate career.

#### [Dr. Ken Drouillard, Acting Graduate Program Chair](#)

Room 130. After your Advisor, this is the person you will come to if you are having any difficulties during your time at GLIER. They can provide advice, intervention and references to resources to help you through any problems you might be having and, with the help of the Graduate Secretary, will do their best to ensure that you graduate on schedule.

#### [Mary Lou Scratch, Assistant to the Executive Director](#)

Room 247A. The Assistant to the Executive Director is an excellent first person to contact regarding anything to do with the GLIER building, resources or administrative questions (e.g., mailing packages, answering HR questions).

# GLIER Graduate Student Handbook 2022-2023

## Nia Khuong, Graduate Secretary

The Graduate Secretary will track your progress and coordinate all the paperwork that evolves during the course of your degree. The Secretary is an excellent resource for questions specifically about academics and graduate student opportunities at GLIER.

## Custodial Staff

A cleaning service provides a single custodian (Theresa) during work hours to clean the building and take care of basic recycling and trash removal.

## Research Personnel

### Faculty

We have five kinds of faculty associated with GLIER:

- *Ancillary Faculty*: a member of the Institute with teaching, but no supervisory privileges.
- *Adjunct Faculty*: associated with GLIER in a part-time capacity for the purposes of co-supervising graduate students and/or facilitating research.
- *GLIER Faculty*: full faculty members with supervisory and teaching privileges.
- *Hybrid Faculty*: members who have a one or two year appointment to GLIER but who's home-base is another department in the University of Windsor (e.g., Department of Biological Sciences)
- *Visiting Faculty*: faculty from different labs and/or universities usually at GLIER to explore new fields, techniques or collaborations during a sabbatical year. They have little to do with GLIER's graduate students.

## Postdoctoral Fellows (Postdocs or PDFs)

People who have received their Ph.D. and are pursuing further training (usually one to five years) working independently on their own projects and perhaps assisting in the supervision of students or the running of the lab. As senior lab members they can often be a great technical resource for graduate students.

## Technical Staff

All of GLIER's [research facilities](#) are run by full-time technicians employed by the University of Windsor, They are available to train new users, provide assistance with the running of the equipment, and offer advice on preparation methods or troubleshooting.

J.C. Barrette

Technician, [Metal Analysis Lab](#) and [Element and Heavy Isotope Analytical Laboratory](#)

Office: 135

Shelby Mackie

Technician, [Environmental Genomics Facility](#)

Office: 310

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Dr. Nargis Ismail  
Coordinator / Supervisor, [Organic Analysis Lab](#)  
Office: 220

Sharon Lackie  
Technician, [Centre for Advanced Microcopy and Materials Analysis](#)  
Office: 213

Aaron Newhook  
Technician, Field and Animal Care  
Office: 314

## Research Facilities

### Animal Behaviour Laboratory

Room 110. Animal Behaviour Laboratory supports behavioural assessments on aquatic species such as fish. Researchers have access to various types of equipment ranging from holding tanks to video-tracking software. Contact [Dr. Christina Semeniuk](#).

### Aquatic Research Facility

Rooms 122, 124, 126A, 128, 128B (north end of the first floor). It provides temperature-controlled experimental design capability for aquatic organisms. The Animal Care/Field Technician (Aaron Newhook) can advise you on Animal Care guidelines and structural experimental design and reserve space for your experiments.

### Centre for Spatial Analysis

Rooms 303, 306, 306A. The primary function of the [Centre for Spatial Analysis](#) is to use GIS technology for environmental research on the Great Lakes, for example: monitoring the movements of invasive species; mapping contaminants or air pollution and creating a unique geospatial database of GLIER research. Contact [Alice Grgicak-Manion](#).

### Stable Isotopes Laboratory

The [Stable Isotopes Laboratory](#) contains state-of-the-art equipment allowing the facility to provide analysis of multiple chemical tracers including stable isotopes, carbon stable isotopes of fatty acid extracts (but not the fatty acid extraction), carbon stable isotopes of individual organic contaminant chemicals, PCBs, and metals.

### Computer Facilities

Room 150. If your project requires high-performance computer processing (e.g., data analysis of NextGen sequencing, population genetics, behavioural trials and behaviour modeling) GLIER has a secure facility with ten top-of-the-line workstations connected to the University's network as well as dedicated network attached storage (NAS). Contact either [Dr. Daniel Heath](#) and/or [Dr. Christina Semeniuk](#).

### Element and Heavy Isotope Analytical Laboratories (EHIAL)

The CALA-accredited [Element and Heavy Isotope Analytical Laboratories](#) (EHIAL) consists of a suite of ultra-clean rooms in which sample preparation for metal and isotope chemistry via extractions,

## GLIER Graduate Student Handbook 2022-2023

separations and digestions are performed (air balanced rooms with H.E.P.A. filters, hot plate and microwave; CEM M.A.R.S. 5).

### Environmental Genomics Facility (EGF)

Rooms 224, 226. The [Environmental Genomics Facility](#) (EGF) provides researchers access to DNA sequencing, automated DNA extraction, microarray printing and scanning as well as real-time PCR.

### Centre for Advanced Microscopy and Materials Characterization

[The Centre for Advance Microscopy and Materials Characterization](#) is located in Rooms 107, 109, 109A. GLIER's Environmental SEM is extremely versatile, and allows users to image the most challenging samples including wet, dirty, oily or outgassing samples. The Environmental SEM excels at High Resolution Imaging (capable of a resolution of five nanometers), excellent backscatter images, elemental analysis with Energy Dispersive Spectroscopy (EDS) and elemental mapping, and cathodoluminescence of trace elements. Complimentary to the SEM, the facility includes a WiTec Atomic Force Microscope (AFM) and Confocal Raman Spectrometer which is a multifunctional integrated system allowing users to do both AFM and Raman spectroscopy on the same sample, on the same instrument, using integrated software. It also has a True Surface Profilometer, and SNOM (Scanning Near-field Optical Microscopy) capabilities, which can achieve an optical resolution of 50-100 nm. This capability is extremely useful for identifying the chemical structure/fingerprint in environmental samples (contaminants).

### Freshwater Restoration Ecology Centre (FREC)

The Freshwater Restoration Ecology Centre (FREC) is a CFI-funded complex located on the Detroit River in LaSalle with free access to a municipal boat launch as well as a private dock. At present, the centre provides a state-of-the-art facility for scientists to study and develop best practices for restoration ecology relevant to the Great Lakes, including (among others) the study of invasive species biology, environmental stressors (pollution, climate change, habitat degradation), water quality metrics, and reintroduction of imperiled fish species. Expansions started in 2014 will soon provide even more space and flexibility for aquatic experiments.

### Organic Analytical and Nutrient Laboratory (OANL)

Room 222, 222B. The [Organic Analytical and Nutrient Laboratory](#) (OANL) allows water samples collected from aquatic bodies including lakes, rivers, natural ponds, storm water ponds and the marine environment to be analyzed for parameters such as Alkalinity, Ammonia as N, Chloride, Chlorophyll a, *Coliform* bacteria (*Escherichia coli*), Nitrate, pH, Sulphate, Total Suspended Solids, and Total Phosphorus. The Lab also performs a wide range of analyses on environmental samples for chemicals such as PCBs (planar and non-coplanar), Pesticides, PAHs, PBDEs, Dioxins and Volatile Organic Halogens.

### General Facilities

#### Board Room

Room 247B. For small meetings and presentations.

#### Conference Room

Room 250. For larger meetings, classes and presentations. There is a remote controlled screen. The adjacent closet is where the projector is kept.

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## Lounge

Room 228. There is a coffee maker, microwave and refrigerator here, mostly used by staff. This room is also used for small meetings.

## Lab Services Rooms

Room 127 has an ice machine and is the room for waste handling. Room 201 has an autoclave, incubator, dishwasher and ice machine.

## Mail Room

Room 249B. A photocopier, paper cutter, paper shredder and heavy-duty stapler are available in the Mail Room. A paper shredder box is located outside of Secretary to the Executive Director's office.

## Student Lounge

Section 244. There is a refrigerator, microwave, and toaster oven for your use. The central printer for grad students is also located here.

## Procedures and Policies

### Research-Related

#### Academic Integrity

Academic dishonesty (e.g., plagiarism, cheating) can have a heavy cost to your academic career. The [Academic Integrity Office](#) has everything you need to avoid this pitfall, including interactive tutorials and twice-yearly workshops especially for international students, who may not be as familiar with North American citation and anti-plagiarism standards.

#### Appeals

All students have the right of appeal under Senate Bylaw 55 (see Section 1.12: Graduate Appeals). In addition to appealing informally (see Bylaw 55, section 1.12.1), if you feel you have been treated unfairly, you may submit an appeal of grade to the Dean of Graduate Studies. Read more at the [Faculty of Graduate Studies website](#).

#### Boats

Boat users operate the vessels with the understanding that they or their Advisor are responsible for the repair of any damage other than routine wear-and-tear. Boat maintenance and safety issues can be addressed through the Animal Care/Field Technician. Boats may only be operated by individuals who have:

- received appropriate, department-approved instruction
- agreed to follow Departmental Guidelines regarding safety on field trips
- have a valid boat operator's license
- have MED A3 certification

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## Field Courses

Additional certifications and licenses may be required depending on your research needs. These can take a long time to receive, so discuss these issues with your Advisor early in your research. For example:

- If you will be taking a boat to collect fish through electroshocking, you would need:
  - Electroshocking course (three to four days; usually offered in the Spring)
  - First Aid and CPR. Necessary if you are going to take the electroshocking course.
  - Marine Emergency Duties A3 (MED A3) usually offered in spring through the University or Georgian College. Necessary if you will be in charge on any water-going vessel for work reasons.
- If you will be working with a government agency collecting and studying live samples of endangered species, you could potentially require:
  - Fish Collection Permit (OMNR)
  - Fish Transport Permit (OMNR)
  - SARA permit (DFO)
  - Animal Care course (UWin)
  - Animal Utilization Project Protocol (UWin)
  - Research Agreement or other documents relating to intellectual property and/or insurance

## Fieldwork

Talk to your Advisor, the Field Safety Coordinator/Animal Care/Field Technician and experienced lab mates to get their advice about planning and conducting field research. Here are some general things to keep in mind.

- Will you have to transport any controlled substances (e.g., non-native plants, biohazardous materials, controlled substances like ethanol)? This can especially be a problem crossing borders.
- Have you taken appropriate safety courses?
- Do you have reliable safety equipment (e.g., Personal Flotation Device, First Aid Kit)?
- Have you let people know your plans: where you are going, when you will be back and who to contact? If you have taken a boat, ensure that the Animal Care/Field Technician also has this information.
- Are you traveling with another person? Always do fieldwork in pairs.
- Do you have all your permits with you?
- Never conduct field research in hazardous weather conditions.
- Have you developed a sample labeling system?
- What kind of preservative will best store any samples?
- Do you have any special shipping considerations (e.g. do you have samples that need to be frozen?)?
- Will you need refrigeration at the site?
- What other equipment/supplies/instruments are needed that you will need to bring in with you?



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## Fume hood Alarms

After a power fluctuation or outage, fume hood alarms may sound; these can simply be muted. If there is a fume hood that is continuously sounding, notify the owner of the fume hood.

## Major Equipment Malfunction

In the event of a malfunction of major equipment (e.g., freezers) during business hours please contact the Secretary to the Executive Director. If it is outside of regular business hours, check to see if there is a name and telephone number of a contact person and attempt to contact this individual right away.

## Reimbursement

### *What is reimbursed?*

Some of your expenses -- such as field course and supply costs and travel expenses -- may be reimbursable. It is completely up to the individual Advisor what they will reimburse, so make sure to find out. Make sure you are completely clear on what they will pay for, including *per diem* and mileage costs *before* you take your trip!

### *How can I pay for travel costs?*

You are eligible to get a travel advance – for instance to cover plane ticket costs – if you booked using your personal credit card; some Advisors have Travel VISAs, which they may allow you to use. There may also be [Travel Awards](#) available to help defray costs. If you do your paperwork immediately after making your purchase you'll be reimbursed before your next credit card statement.

### *How do I apply for reimbursement?*

#### Keep your receipts

Keep all relevant receipts– some students have found it convenient to have a pencil case where they store all their receipts and a small notebook to write down everything in case they lose their receipts (or just take a photo with your phone). Once you have returned from your trip, photocopy all of your receipts – a good way to do this is to tape or staple them all to sheets of blank paper before photocopying. If you are going to buy alcohol, try to get it on a separate receipt, as it will not be reimbursed.

#### Lost Receipts

If you have lost a receipt or if the receipt you have is not itemized then you will have to fill out a [Lost Receipt Form](#). An *itemized receipt* has the following:

- Business Name
- Date
- Item(s) Purchased
- Price of Each Item
- Total Amount of Bill

#### Other items to keep

##### Air Travel

If you are asking for reimbursement for air travel, include receipt and boarding passes.

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## Conference

If you are asking for reimbursement for a conference, please include a print out of the relevant page(s) of the conference agenda with your presentation(s) circled as well as a photocopy of the cover of the program.

## Fill out a Travel Expense Form, if necessary

You must fill out a Travel Expense Form for any meals, even local ones (for example, if you hosted a prospective student). You must also fill this out if there is any kind of travel expenses involved for your research (e.g., sampling trip, out of town tuition, in town hotel).

You can find blank online forms on the [Finance Department website](#). This website shows examples of completed Travel Expense forms. Just a few notes:

- you must check the “travel in Canada” box, if relevant, so the form will do all the HST/GST calculations. If you are filling out the form for a travel advance do not check this box, as the taxes will be handled on your return from your trip.
- see “[What is an account and a subaccount?](#)” below for information on those items.
- the “Approval Authority” is simply your Advisor or other lab member with signing authority on that grant.
- make sure you sign near the bottom (“Claimant Signature”).

If you had a more complicated travel arrangement (e.g., had an advance, paid for several people), you may just want to ask the Secretary to the Executive Director for assistance.

## *If the form is just for a meal*

Note that *any* meals, even local ones, need to be handled on a travel expense sheet. Complete the “Group Travel, Entertainment and Other Expenses” portion of the sheet with a list of everyone who attended the meal. Make sure you get an [itemized receipt](#) and ask for any alcohol to be charged separately.

## *What is an account and a subaccount?*

Some students don’t know the Business Unit number (which grant you traveled under); just ask your Lab Manager or Advisor. For example, the Account Number will be 8769 if the travel was for fieldwork, a course or conference and 8860 for field supplies.

## *Per Diem charges*

Some grants will give you *per diem* amounts for meals and expenses; the currently reimbursed amounts are printed on the Travel Expense form. You do not need receipts to claim these.

## Submitting a Reimbursement Package

The package will consist of:

- Completed Travel Expense Form – signed by Advisor
- Completed Cheque Requisition – signed by Advisor
- All receipts and boarding passes
- Lost Receipt form(s), if necessary

Distribute as follows:

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- Original to Accounts Payable:
- 1 copy to the financial person in your lab (e.g., Lab Manager, Advisor)
- 1 copy for your personal files

. A few notes:

- your “address” and “route to” will be “GLIER.”
- the numbers in the “To Be Distributed As Follows” section are found on your Travel Expense Form in the “Account Distribution” box (lower right hand corner). If you are not using a Travel Expense form, simply put the total in the “Amount” column and see “[What is an account and a subaccount?](#)” above for information about the “Account Number” column.
- write “EFT” by the “Cheque Requisition” title if you would like the cheque direct deposited.

Also, be aware that the Finance Department no longer issues cheques. After you have submitted the Reimbursement Package the funds are credited to your student account. Once the funds are in your student account you can request a refund through the UWinsite Student.

### *Vehicles*

If you need access to a work vehicle for university-related business, your Advisor can e-mail the Secretary to the Executive Director to say that you are approved to drive the GLIER vehicles. You will then need to provide a Driver’s Abstract (Motor Vehicles Report; \$12 – 16) and a photocopy of the front and back of your Canadian Driver’s License. The Assistant to the Director will have a form that will need to be completed and signed so you will be covered by the University’s insurance policy.

Your Advisor will book the vehicle for you. Drivers are required to replace any fuel used, fill out the log sheet (stored in the vehicle) and clean the vehicle after each trip.

### *Volunteers/Work Study Students/Undergraduate Research Assistants*

If you need extra help you may decide to take on an undergraduate assistant (with your Advisor’s approval). One option is to hire an Undergraduate Research Assistant (RA) -- either paid from your Advisor’s grant or an UWin-paid Work Study student. For the latter, you will need to follow the [Work Study Hiring Procedures](#).

For either a grant-paid RA or a volunteer, you can ask your Advisor if they have been approached by any undergraduates requesting work experience in their lab. Alternatively, you can make up a PowerPoint slide or two outlining your needs and expectations and ask a professor to show them in their class.

Undergraduate assistants are especially useful if you have menial, repetitive tasks that are robust so you can train your assistant(s) quickly and then leave them to it. The student should be enthusiastic, responsible, organized and a quick learner. Work study and RAs will have fairly consistent hours; volunteers may have inconsistent and variable hours. All of these qualifiers mean that there are many situations where you get little to no benefit from hiring someone. Remember to offer a letter of reference from you and/or your Advisor and a record for their [Co-Curricular Record](#).

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## Waste

If you are unsure of how to dispose of something, please take a look through the [Chemical Control Centre website](#). There you will find information on:

- [Chemical Waste](#)
- [Biological Waste](#)
- [Empty Containers](#)
- [Radioactive Waste](#)
- [Battery & Cell phone Recycling](#)
- [Toner Cartridge Recycling](#)
- [PCB Management](#)
- [E-waste](#)

If you still can't find the answer to your question, please contact the Chemical Control (x3523, option #2). They will be very happy to answer any questions you might have.

Here are a few notes that are more GLIER-specific:

### Biological/Geological Waste

Bacterial Plates (e.g., Agar)

Will need to be autoclaved in a red Biohazard bag. Check the autoclave instructions (Room 201) for instructions on how to prepare your samples.

### Biological Samples

If you have a lot of Biological Samples, you can obtain a large cardboard barrel from CCC for their disposal (see [CCC's chart](#)); please let the Animal Care/Field Technician know, as, depending on the amount, he may have to arrange billing. If there is just a small amount, you can put it into a Biological Waste bag and store it in the fibre bin in the walk-in freezer overseen by the Animal Care/Field Technician. Note that this is biological waste *only* – not gloves, syringes, etc.

### Soil, sand, stones

Small quantities of solid waste (discarded potting soil, aquarium sand, sediment, stones, etc.) can be placed in the garbage. Large quantities should be taken to one of the municipal 'clean fill' landfill locations for disposal. These materials should not be dumped into flower beds or on the grounds around the building.

### Solid waste & Garbage

Broken glass

There should be a yellow broken glass container in your lab.

### Cardboard Boxes

Can be placed in the GLIER hallway for pick up by the custodial staff.

### Garbage

Garbage is removed daily from laboratories, offices and classrooms by the custodial staff.

# GLIER Graduate Student Handbook 2022-2023

## Recyclables

The university recycling program was started largely through the efforts of graduate students in the Department of Biological Sciences. The university presently recycles fine paper, corrugated products and aluminum cans. Drop off areas for used printer toner cartridges, batteries and cell phones are also available.

## Sharps

Blades and needles should be disposed of in a special sharps container, kept in your lab.

## Waste Drop Off Station

Waste will be picked up [regularly](#) from the Lab Services Room on the bottom floor. You can also find empty waste containers, labels and tags here. If you need more, contact your Lab Manager or CCC.

## General Procedures and Policies

### Addresses

#### *To have parcels/boxes shipped to UWin*

University of Windsor - GLIER  
Shipping and Receiving  
2601 Union Street  
Windsor, ON  
N9B 3P4

#### *To have letters sent to UWin*

University of Windsor - GLIER  
2601 Union Street  
Windsor, ON  
N9B 3P4

#### *Billing Address*

University of Windsor  
Accounts Payable Department  
401 Sunset Ave  
Windsor, ON  
N9B 3P4

#### *Street Address of GLIER*

2990 Riverside Drive West  
Windsor, ON  
N9C 1A2

## International Purchases and Shipping Address for UW

A new online [Customs Portal](#) meant to aid in assembling all necessary information about how to execute your international purchases. Following the steps outlined on this page will ensure: a) compliance with new CBSA and CUSMA regulations; b) an expedited customs clearance by TACO; and c) the lowest possible duty/processing costs charged to your accounts.

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Attention: Contact Name, GLIER  
University of Windsor  
401 Sunset Ave  
Windsor, ON  
N9B 3P4

## Backing up your computer

With all the time and effort you put into your data collection, analysis and writing, it makes sense to back up your computer regularly. Windows and Mac computers both ship with tools to back up locally (to an external hard drive or USB key) and there are several affordable services that will back up your computer automatically and store it on the Cloud.

## Booking rooms

The Boardroom, Conference Room and Student Lounge can all be booked by e-mailing the Assistant to the Director.

## Fax

There is a fax machine (519-971-3616) in the Mail Room. Instructions for use are posted above the machine. For long distance faxes you will need a code from your supervisor/lab.

## Mail

### *Canada Post*

#### Parcels and Boxes

If they are not too large or heavy, you can leave them in the mailroom. If they are labeled and stamped you can take them to Distribution Services (2601 Union Street, near Key Control Office). Otherwise, you will have to take them to a post office – the closest is in the [Shoppers Drug Mart](#) at 1675 Wyandotte Street West (Wyandotte & Campbell).

### *Courier Service*

Parcels can be sent via courier using forms available from the Assistant to the Executive Director. They will need to arrange for pick up so let them know before noon, if possible; The cost of courier delivery is borne by the sender and you will need a grant number to cover these costs. The University's contract with UPS gives us the best rate.

Note that if you would like another institution/company to use our courier account numbers, you can give them our account number, a grant number (very important) and UWin's Shipping and Receiving address (with Attention: Person's name, GLIER). Provide the Assistant to the Executive Director the Way Bill #, the Grant #, to know who the costs will be charged to.

### *Inter-University Transit Service (IUTS)*

The University is a member of the Ontario Inter-University Transit Service (IUTS) which means that letters and small parcels destined for other Ontario Universities are delivered postage-free. Write "IUTS" with the name and # of the University where stamps are normally placed ([list of IUTS participating institutions](#)), then put the items in the Outgoing Mail box.

### *Mailboxes*

Mailboxes for graduate students are grouped by letters of your surname.

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## *Pickup and Delivery*

Inter-campus mail is picked up from the white box in the Mail Room every day of the week except Tuesdays. Stamped off-campus mail can also be posted from Facility Services located at 2601 Union Street.

## *Postage*

Stamps for personal correspondence can be purchased at the Pharmacy, located in the basement of the CAW Student Centre (Room B06). For research-related correspondence, simply write the grant number where postage would normally go.

## *Office Supplies*

Normal office supplies (pens, pads of paper, tape, staples, file folders etc.) are the students' responsibility. Supplies necessary for running laboratories, marking exams, etc. will be provided by course instructors/Advisors.

## *Parking*

[Parking](#) permit fees are currently ranging anywhere from \$400 – 800/year for students. The nearest UWin lot for students is on Askin. Alternatively, there is free street-side parking further west on Riverside/Sandwich Street and northwest on Russell Street.

There is a bike rack available at the front of GLIER.

## *Pets*

Pets are not permitted at GLIER.

## *Photocopying*

### *Departmental Copying*

A photocopy machine for small jobs is available in the Mail Room. This machine requires a personal access number which your Advisor can give you.

### *Large Copying Jobs*

If you need large numbers of copies, you can contact the University Print Shop in the lower level of Chrysler Hall Tower, Room 01.

### *Library Copying*

Serials cannot be removed from the Leddy Library so any photocopying must be done onsite. Copying machines are located throughout the library and operated with your UwinCARD, which can have funds added in a number of ways, including the machine located on the first floor of the Leddy Library.

## *Poster Printing*

The University Print Shop in the lower level of Chrysler Hall Tower, Room 01 offers full-colour, large-scale poster printing, as do a number of print shops around town.

## *Receiving Packages*

The Secretary to the Executive Director or graduate secretary may call the Grad Offices or Labs looking for someone to accept a parcel. Please ask your Lab Manager, Advisor or a fellow lab member what the procedure is for your lab. Generally, it will be something similar to this:

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- Check the contents against the packing slip.
- Ensure that the contents have arrived chilled or frozen, if appropriate
- Stow the contents of the package appropriately.
- File the packing slip appropriately.

Cardboard boxes can be put into the hallway for recycling.

### Repair Requests

Please route all repair and cleaning requests (including light bulb changes) through the Assistant to the Executive Director.

### Safety & Security

#### *Deter Thefts*

There have been a few thefts of opportunity at GLIER over the past years. Please ensure that your valuables, particularly laptops, are locked up securely if you are going to leave them unattended. The policy on locking the grad offices is left up to the students occupying the individual offices, so talk to your officemates to find out the custom.

Always lock doors to offices or laboratories if they are to be unoccupied even for a few minutes. Do not hesitate to politely question unfamiliar people whom you see in hallways outside of normal business hours (e.g., "May I help you?" or "Can I help you find something?"). If you have any doubts, call Campus Police, ext. 911. With millions of dollars of equipment and irreplaceable research at stake, it is better to be safe than sorry.

#### *Emergencies*

In case of an emergency, dial x911 and give your name and location. The 911 number is the emergency number to Campus Police, who will be able to reach your location quickly and will contact the municipal emergency people and provide timely assistance. For non-emergency calls to Campus Police, dial extension #1234.

#### *Fire Safety*

As per Ontario Fire Codes, there are fire extinguishers in all the labs. Because of the sensitive research conducted at GLIER, you will be notified if there will be a fire alarm test – the sound will be short and intermittent. If there is a long, continuous alarm, it is a real fire alarm. You must leave the building by the nearest exit and meet at the rallying point: south (front) side of building gathers at Nick's Garage across the street.

#### *First Aid*

Some GLIER staff and several faculty have first aid training (current list is in the mailroom). First aid kits are located in rooms throughout the building, including Room 249B (Mailroom). There is a defibrillator located in the mailroom as well.

#### *Gloves in the Hall*

No one is permitted to wear laboratory gloves in the hallways due to the risk of contamination going both ways (public and your samples!).



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## *Insure Your Belongings*

Note that your personal belongings are not insured by the university. You should check to see if your home/apartment insurance covers items that you keep in your office (personal computer, camera, etc.).

## *Reporting Injuries*

If you are hurt while on campus or while engaged in your research off campus, you must fill out [an injury report](#) form within 24 hours. Or alternatively, the Assistant to the Executive Director has these forms. The department will be fined if you require medical attention and have not turned in a form; please take the time to report injuries, no matter how minor.

## *Reporting Spills*

If a spill occurs while you are present, follow the instructions in the [Hazardous Materials Spill Response Manual](#) developed by the Chemical Control Centre (CCC). If you are unsure of how to handle the spill, or if the spill is too large for you to handle on your own, contact the CCC at x3519 or – if after hours -- Campus Police x911. Make sure you fill out a Spill Incident Report form within 24 hours of the incident. There is a spill response kit in the ice machine/chemical disposal room on the main floor-GL 127.

## *Safety features at GLIER*

All labs are equipped with an eyewash station and emergency shower. Many have First Aid kits and fire extinguishers. Please ensure that you are familiar with all of the safety features for [Lab Safety](#).

## *Walksafe*

[Walksafe](#) helps people get to their vehicle, home, apartment or residence on- or off-campus at night. Dial 0 from any university phone and ask for Walksafe, or call x3504.

## *Sending a large electronic file*

Look at the information page on [Big File Drop Box](#) and follow the directions.

## *Software*

Students are eligible to download software licensed by the University, including virus protection software. Check out what they've got at the [Software Depot](#).

## *Telephone*

The University of Windsor has a common telephone number (519) 253-3000, with separate four-digit extension numbers for each line. For on-campus operator assistance, dial '0'. Or use the convenient [University Directory](#).

## *Collect Calls / Incoming Calls*

Because all incoming telephone calls (except FAX numbers) are received through an automated central switchboard, collect calls for individuals will not be accepted.

## *Emergencies*

Calls for emergency services should be placed by dialling x911 to call the Campus Police. They will arrive quickly and will arrange for off-campus emergency response, if required.

## *Local and '800' calls*

To make a local call dial 9 and then the 10-digit telephone number. If you wish to make a call to an '800' number, you must dial 9, 1, 800, and the 7-digit telephone number.

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## *Long Distance Calls*

To make a long distance call, dial 9-1-[Area code]-[phone number]. Enter the 5-digit authorization code when the system prompts you with a tone. Each faculty and staff member has been assigned an authorization code. Long distance charges for research are deducted from grants.

## *Phone List*

The Secretary to the Executive Director has a more complete one available (including grad students), if you'd like it.

## Equipment & Supplies

### Research-related Equipment and Supplies

#### *Autoclave*

GLIER's autoclave – a Brinkmann Autoclave Model 3850 M -- is located in GL-200. There are explicit instructions posted in the room, but you must go through a quick orientation from Shelby Mackie (EGF Technician) before your first use. Please ensure that you sign the usage sheet.

#### *Biological Safety Cabinet*

Located in the Tissue Culture Room (Room 205), this is used for cloning and other culturing work. Please contact Shelby Mackie (EGF Technician) for an initial general orientation. Note that while some of the equipment and supplies are common, others are lab-specific.

#### *Boats*

To support field transport and research on the Great Lakes or other inland lakes, GLIER core faculty possess several 18 to 28 foot boats for use on Lake St. Clair, Lake Erie and on the Detroit River. Studies on other large lakes (e.g., Michigan, Ontario, or Superior) are limited to coastal habitats using our boats, or in open waters on large craft by arrangements with other research groups in the USA and Canada.

See "[Boats](#)" in "Research-Related Procedure and Expectations," below, for guidelines and policies.

#### *Dishwasher*

There is a dishwasher available in GL-200. There are instructions for use posted in the room. Ensure that you are not using a detergent with phosphates.

#### *Environmental Chamber*

The Institute has two environmental chambers located on the first floor. If there are any problems, please contact Facility Services through the Secretary to the Executive Director. The Animal Care/Field Technician may also be able to help.

#### *Field Sampling Equipment*

Individual labs have field equipment (e.g., waders, nets) at their disposal. The Animal Care/Field Technician may be able to help you track down needed field equipment and discover if that lab is willing to lend it to you. Other equipment may be able to be borrowed from, for example, the Department of Fisheries and Oceans.

#### *Freezer (Walk-In)*

Room 121, 121A. The Animal Care/Field Technician operates the walk-in freezer for short-term storage, so please contact him before putting anything into the room. Items should be stored in a Rubbermaid

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tote with a large and clear label indicating the date it was deposited, the PI of the lab and a contact number. All items must fit in the room at least one foot below the fans so the compressors do not get blown. Please note that this is for short-term (<1 year) storage only; it is *not* for items to be archived.

## *Gas Cylinders*

Gas cylinders will be delivered to the storage cage located in the courtyard. Empty cylinders are to be returned to this cage as well. If you will be dealing with gas cylinder, you must have [online training course](#) on compressed gas cylinder safety.

## *Generator back up plugs*

If you have an electrical instrument that must run without interruption (e.g., -80 C freezer), you may want to consider finding an electrical outlet with generator backup. If there is an electrical failure, these may still experience a spike or brief power loss before the generator kicks in, so they are not [Uninterrupted Power Sources](#). Electrical plugs that have generator back up are either orange or are labeled beginning with the letter “E.” In a pinch, the -80 freezers in the “Elevator Lobby” on the 3<sup>rd</sup> floor are all on generator back up if you can find a plug there.

## *Ice Machine*

Located in the Lab Services Rooms: GL-127 in the basement and GL-200 on the first floor.

## *Specialized Research Equipment*

The excellent [Technical Support Centre](#) has a complete machine shop in Room 64-B-1 in the basement of Essex Hall. They manufacture and repair mechanical equipment for teaching or research for the cost of the materials, which are charged to the research grant. The Technical Services Centre also has an electronic design centre (Room 117, Essex Hall) that will design and construct the electronic components.

## *Vehicles*

To support field transport and research on the Great Lakes or other inland lakes, GLIER core faculty possess three pickup trucks and an SUV that may be used for university-related business. See “Vehicles” in “Research-Related Procedure and Expectations,” below, for guidelines and policies.

## *Water*

Water in labs on the entire west side of the GLIER building has been plumbed for reverse osmosis (RO) water (virtually free of organic, bacterial and particulate contaminants). Ultra-pure water facilities are owned by individual labs and facilities and you must get permission to use them. These give ASTM Type I water for used in analytical techniques and molecular biology applications, for instance.

## General Equipment and Supplies

### *Bus Passes/Tickets*

Can be purchased at the University of Windsor Student Alliance office.

## Extending your UWin Account

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After you have accepted an offer of admission to University of Windsor, you have to extend your UWin Account in order to gain access to additional services. Extending your UWin Account gives you access to:

- Your @uwindsor.ca e-mail account
- The University's student information system, UWinsite Student
- The University's online learning system, Blackboard
- The University's Wireless network
- The Leddy and Law Libraries
- The full suite of Microsoft Products
- Other online services

After you have extended your UWin Account, UWindsor the Registrar's Office will send all email communications to your UWindsor e-mail account. It is the University's official policy to only send e-mails to students through their UWindsor e-mail accounts

*[Information on how to extend your UWin Account can be found on the ITS webpage.](#)*

### *Intercom*

An intercom is located at the front door of GLIER for use outside of normal work hours. Visitors can contact you through your office extension.

### *Printer (Grad Lounge)*

Please see the Grad Secretary for the code and getting set up for remote printing.

### *Telephone*

There is a free phone in the GLIER lobby.

### *Uninterrupted Power Source*

If you have a computer analysis to perform that needs an extended running time, you may want to consider purchasing an uninterrupted power source – your lab may also have some to borrow or may arrange their purchase.

### *Wi-Fi*

You can access UWin's Wi-Fi network from across campus, including the residences as long as you have an active UWin ID.

## Getting involved

### *...as a student representative*

The representatives are responsible for ensuring that the Graduate Student needs and concerns are met in the agendas of the committees. It also gives committee members who volunteer a great education in how an academic enterprise functions, an opportunity to relate closely with the faculty and an addition to your [Co-Curricular Record](#) and/or CV. There can also be a small stipend.

Graduate representatives sit on all of the GLIER Committees. Nominations and elections to these committees take place in early September of each academic year. Most committees meet once a month, on average.

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- Departmental Council
- Appointments Committee
- Graduate Committee

Graduate students also serve on committees at all levels of the University:

- Graduate Student Society (GLIER Representative)
- Board of Governors
- Senate
- Faculty of Graduate Studies
- Research Council

These appointments are managed through the Graduate Student Society (GSS). Executive elections are typically held the first week of March; Council elections are generally held in mid-September to early October.

## ...in the GLIER Graduate Student community

- GLIER Social
- Sports
- Seminars
- Managing and contributing to the unofficial GLIER Graduate Student Social Media (FB, Twitter, and Instagram)

## ...in the UWin Graduate Student community

- The [Graduate Student Society](#) organizes a Welcome Barbecue, a Winter Gala, soccer and ping pong tournaments and a movie night.
- [Lancer](#) clubs and intramurals
- Any student [club or society](#) you could think of

## ...as a scientist in the wider community

- Science Fair Judging
- Doors Open
- Science Rendezvous
- Science Week at Devonshire Mall
- High School outreach
- Presentations, conferences, travel
- Christmas Adopt-a-family
- See also [Volunteer Opportunities](#) and [Lead@UWindsor](#), below

## What is there to do in Windsor?

As one of Canada's most multi-cultural cities and a vibrant border town, Windsor has a lot on offer. Check out these resources for a sampling:

- GLIER's (unofficial) [Facebook](#) [Instagram](#) and [Twitter](#) pages. GLIER students can contribute content to staff for posting.

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- Through the University of Windsor Student Alliance website you can subscribe to [UWeekly Events](#) -- a weekly newsletter keeping you up to date on events put on by student groups at the University of Windsor.
- UWin's [Daily News](#) keeps you abreast of what's happening at UWindsor.
- [CJAM](#) and The Lance (the campus radio station and blog, respectively) are also great resources for finding out what's happening on- and off-campus.
- The [website of the International Student Centre](#) (ISC) has a bunch of information about how to get around Windsor and what's available.
- [Windsorite.ca](#) keeps you posted on local events as does the "What's Going On?" column in the local newspaper, the [Windsor Star](#).
- Tourism Windsor-Essex-Pelee Island has an excellent [Calendar of Events](#) to find out what's going on in the County.

### Where can I go for help?

#### Dealing with Problems

If you encounter any problems while you are enrolled as a graduate student, there are many potential ways to address them. First, attempt to discuss any problems with your Advisor. If you feel that you can't talk to your Advisor, talk to the Graduate Program Chair. Your fellow graduate students can be great resources as well -- graduate students who have been here for a while will be happy to share their experiences with new graduate students and point them in the right direction for help.

#### Academic Support

##### Academic Data Centre

The [Academic Data Centre](#) helps students at the University of Windsor access and use statistical and geospatial data. We are located in room 1104, Leddy Library (next to the Cafe). This includes Pollution and Climate Data and Geospatial Services and Guides (GIS).

##### Academic Integrity Office

Academic dishonesty (e.g., plagiarism, cheating) can have a heavy cost on your academic career. The [Academic Integrity Office](#) has everything you need to avoid this pitfall, including interactive tutorials and twice-yearly workshops especially for international students, who may not be as familiar with North American citation and anti-plagiarism standards.

##### Bookstore

The [Campus Bookstore](#) provides textbook buybacks and recycling and will match prices on both textbooks and general books.

##### Centre for English Language Development

The [Centre for English Language Development](#) offers intensive language learning, academic skill preparation and exciting social activities.

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## Document Imaging Centre / CourseWare

The [University Print Shop](#) provides copying and poster printing services as well as handling invitations, tickets, business cards, letterhead, envelopes, flyers, brochures, posters and different sign and banner options.

## FAQs for Graduate Students

The Faculty of Graduate Studies maintains a list of FAQs for [Future Students](#) and [Current Students](#).

## Information Technology Services

[Information Technology Services](#) manages all things computing at UWin, including the [HelpDesk](#). The IT Services [HelpDesk](#) is the central point for computing questions on the University of Windsor campus. Whether you are simply looking for general computing information or have a specific problem or query, call, e-mail or drop by our website for the latest services and support information.

## Orientation to Working in a Lab

We highly recommend reading “At the Bench: A Laboratory Navigator”, by Kathy Barker for a refreshingly commonsensical approach to starting work in a lab, including lab etiquette, staying organized, planning an experiment, keeping a notebook and presenting your data.

## Library Services

The Leddy Library offers many [Library Services](#) including Interlibrary Loans.

## myUwindsor

myUWindsor is your pathway to search and register for courses, apply to live in residence, change your address and access many other campus services. See the [myUWindsor guide](#) for specific instructions on how to use it.

## Skills to Enhance Personal Success - S.T.E.P.S.

[S.T.E.P.S. \(Skills to Enhance Personal Success\)](#) is a program offered by the Student Success Centre to help students with taking exams, making timelines and studying smarter. Although primarily for undergraduates, they do have some graduate students who attend.

## Student Accessibility Services

[Student Accessibility Services](#) (SAS) provides a variety of services and supports to students with documented disabilities (e.g., learning disabilities, attention deficit/hyperactivity disorder, acquired brain injuries, vision, hearing and mobility impairments, chronic medical conditions and psychiatric issues), who have registered with SDS. These services and supports are intended to facilitate the inclusion of students with disabilities fully into the fabric of the University of Windsor, and to help minimize the impact of a disability on individual learning and academic performance.

## Writing Support Desk

Students are welcome to drop in at the [Writing Support Desk](#) (Leddy Library) with questions at any stage in their writing process. Due to high volumes of requests, peer writing advisors and volunteers are also available by appointment. Advisors can help with constructing strong theses and arguments; grammar, punctuation and syntax problems; analyzing and integrating sources; citing and referencing;

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interpreting assignment prompts; and developing active reading habits but please note that the WSD is not a proofreading service.

## Career and Employment Services

Co-op, Career and Employment Services

[Career Services](#) provides a variety of resources including one-on-one appointments with a Career Staff Member, workshops and resume and job interview clinics and job fairs.

## Co-Curricular Transcript

The [Co-Curricular Record](#) details students' activities, as well as the corresponding skills that have been gained from each activity. The CCT complements a resume and allows students to showcase their skill development and leadership experiences to potential employers and graduate schools. For more information, please login to the [mySuccess](#) portal.

## GAing Help and Support

An [orientation workshop and training](#) (GA/TA Academy) are offered every fall, and the [Centre for Teaching and Learning](#) offers development opportunities, support, feedback and training for interested GAs throughout the year.

## Lead@UWindsor

[Lead@UWindsor](#) provides students with an opportunity to make a difference on campus, provide support to their peers, influence their surroundings and gain valuable experience. As a Lead@UWindsor volunteer you will develop a stronger sense of student identity and pride, graduate with more work readiness skills, be aware of campus services and resources, and create connections and networks.

## Mitacs

UWin is partnered with [Mitacs](#) which offers a number of highly regarded professional development workshops throughout the year.

## mySuccess

[mySuccess](#) is a web-based system allowing students access to job opportunities, employment-related resources, appointment bookings with our staff (resume help, interest testing, mock interviews, etc.) and information about upcoming events (career workshops, employer events).

## Volunteer Internship Program (VIP)

The [VIP-Community Services Learning](#), run through the Student Success Centre can coordinate career-related work experiences. While it is primarily designed for undergraduate students, they do accept a limited number of graduate students.

## Volunteer opportunities

Want to get involved, meet people, and have fun? Gain experience and enhance your skills? Our campus and community offers a wide range of [volunteer opportunities](#) that you can take part in. Sign up to receive automatic notifications about upcoming events based on your interests and availability!



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## Health & Wellness

### Athletics & Recreational Services

Visit [Athletics & Recreational Services](#) for all things Lancer-related and also for information on the fitness facilities, recreation programs and clubs and intramurals available.

### Campus Dental Centre

The [Campus Dental Centre](#) is a full-service dentist conveniently located on campus.

### Campus Lifeline

[Campus Lifeline](#) services support students at the University of Windsor through a combination of on-line support and one-on-one assistance with professional staff. They can help with Academic, Creating Your Gourmet Student Experience, Health and Wellness, Learning and Personal issues.

### Campus Police

[Campus Police](#) respond to and investigate calls for service ranging from general assistance to assaults to domestic disturbances as well as deliver cutting-edge community crime prevention and emergency preparedness services to our campus community.

### Financial Planning

[Student Awards & Financial Aid](#) will provide personal financial planning help to graduate students (e.g., budgeting, loans, setting up a line of credit, searching for awards, etc.). They also highly recommend reading *The Debt-Free Graduate: How to Survive College Without Going Broke*, by Murray Baker [Campus Lifeline](#) also offers one-on-one appointments to guide you through budgeting and other financial exercises.

### Psychological Services & Research Centre

The [Psychological Services & Research Centre](#) (PSRC) provides confidential individual and group psychotherapy to university students free of charge. Students wanting other forms of assistance (e.g., crisis intervention, academic or legal counselling, study skills training, or medical assistance) are referred to appropriate services on campus or in the Windsor community. Current University of Windsor students seeking individual psychotherapy services should go first to the Student Counselling Centre (below).

### Sexual Assault and Sexual Misconduct

The [Sexual Assault website](#) gives a comprehensive list of resources available for both helping someone who has been assaulted and for getting help for yourself if you need it.

### Student Counselling Centre

[The Student Counselling Centre](#) offers support programs to help students who may experience academic challenges caused by personal, physical or emotional difficulties. The University is able to offer short-term counselling and therapy services to students.

### Student Health 101

[Student Health 101](#) is an online newsletter with health tips specifically for UWin students.

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## Student Health Services

[Student Health Services](#) is your family physician's office while on campus. We provide confidential, student-centred health care, including comprehensive medical care, counselling, and referrals.

## University Pharmacy

The [University Pharmacy](#) is a full-service pharmacy located in the CAW building.

## Social/Cultural Support

### Aboriginal Education Centre

The [Aboriginal Education Centre](#) provides support to self-identified Aboriginal students to help them reach their highest potential in a culturally-supportive atmosphere.

### Multi-Faith Space

The [Multi-Faith Space](#) is open at all times to the University community regardless of faith, religion, gender, etc. It is located in the basement of the CAW Student Centre, beside the Pharmacy.

### Community Legal Aid

Graduate students may get assistance from [Community Legal Aid](#) if you are of low income and if your legal matter falls within the social justice case selection criteria of the CLA (e.g., wrongful dismissal, academic affairs, landlord/tenant disputes in the University area).

## Housing

There are a range of housing options available, from [Residence](#), to off-campus housing (refer to the [UWSA website](#)). If you choose to stay off-campus you can look at [kijiji.ca](#) and [Places4Students](#).

## Human Rights, Equity and Accessibility (Office of)

The [Office of Human Rights, Equity & Accessibility](#) (OHREA) is responsible for education, human rights inquiries and complaints, Ombudsman functions related to human rights, equity and accessibility, government reporting, policy development, and any other matters requiring accountability in these areas at the University of Windsor. The [Office of Research and Innovation Services](#) ensures that researchers at UWindsor are provided with an equitable, diverse and inclusive (EDI) environment and that the University's policies and procedures continue to support ongoing research excellence in a fully equitable and inclusive manner

## International Student Centre

The [International Student Centre](#) (ISC) facilitates the well-being of students engaged in international experiences, providing continuous support to help them succeed. The ISC guides and supports international students starting before arrival on campus and follows them right up to graduation. Canadian students will also find opportunities here to meet people from around the world and to travel abroad on Exchange.

## Student Clubs and Societies

The UWSA hosts a directory of UWin's Student Clubs and Societies and there is a Clubs Week each September in the CAW.

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### Womxn's Centre

The [Womxn's Centre](#) operates as collective offering a resource library and referral service for all students. It is a safe space and environment for women to come together, meet new friends, talk, exchange ideas about the world, discuss common issues and gain support from each other.

## Appendix A: Proposed Grading Rubric for Oral-only Comprehensive Examination

Question	Satisfactory	Somewhat satisfactory (Needs improvement)	Unsatisfactory (Needs much improvement)
Did the student demonstrate an understanding of the basic principles of their discipline (e.g., biology, biogeochemistry, environmental science)?			
Did the student demonstrate an understanding of the ideas in their area of speciality (e.g., evolution, animal behaviour, toxicokinetic, trophic ecology)?			
Did the student demonstrate an ability to put their research ideas into the context of previous research findings and the work of others?			
Did the student demonstrate a capacity to reason through challenging questions?			
Did the student demonstrate an understanding of the important methods and techniques in their area of specialty (e.g., genetics, stable isotopes, redox chemistry, and bioenergetics)?			
Did the student demonstrate an understanding of experimental design and data analysis approaches appropriate to their sub-discipline?			
Does the student have sufficient general scientific knowledge to become a recipient of a Ph.D. degree from GLIER- University of Windsor?			

Outcome	Explanation
Pass with Distinction	Answer is "Satisfactory" to every question or nearly every question <u>and</u> the student demonstrated mastery well beyond the accepted level. A rare distinction.
Pass	Answer is "Satisfactory" to most questions with very few answers of "Unsatisfactory".
Conditional Pass	Answer is "Satisfactory" or "Somewhat" for many questions and "Unsatisfactory" to several questions.
Repeat Exam	Answer is "Unsatisfactory" to many questions.
Failure	Answer is "Unsatisfactory" to many questions and it is the student's second attempt.

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## Appendix B: Important Dates

### January

Winter term begins.

Deadline for summer admission in order to be considered for UWin's entrance scholarships (January 1<sup>st</sup>)

Last day for late registration (ensure that you are enrolled in your thesis or dissertation course!)

If you are planning to meet the Phase I deadline (full tuition refund) for winter term, January will have the last day to complete all graduate degree requirements, including submitting dissertations and theses to the Faculty of Graduate Studies for format checking as well as submission of an article (MSc requirement) and submission and acceptance of articles (PhD requirements)

Applications due for:

- Ontario Graduate Scholarships / Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII GSST) (Faculty of Graduate Studies)
- Ontario Trillium Scholarships (OTS; for international PhD applicants)
- Mensa Canada Scholarships
- In-Course bursary deadline (Fall and Winter)

### February

Family Day Holiday: University closed

Study Week

Applications due for:

- Mackenzie King Open Scholarship
- OSAP deadline for Winter only
- OSAP deadline for Fall & Winter
- UWin Endowment Awards

CUPE 4580 General Membership Meeting (first Wednesday)

Elections open for CUPE 4580

Deadline for transferring from M.Sc. to Ph.D. (for summer start; February 1<sup>st</sup>)

If you are planning to meet the Phase II deadline (50% tuition refund) for winter term, February will have the last day to complete all graduate degree requirements, including submitting dissertations and theses to the Faculty of Graduate Studies for format checking as well as submission of an article (MSc requirement) and submission and acceptance of articles (PhD requirements)

### March

Graduate Student Society Executive elections held.

CUPE 4580 Annual General Meeting (first Wednesday).

# GLIER Graduate Student Handbook 2022-2023

Last day to file an application for spring graduation (students who applied for fall convocation but did not graduate must reapply for spring Convocation).

Deadline for recommending a Ph.D. external examiner for students who plan to graduate at Spring Convocation.

Last day to voluntarily withdraw from winter term courses.

## April

Good Friday: University Closed.

Last day of classes.

Application due for:

- Commonwealth Scholarship and Fellowship Plan: Canada-CARICOM Programs (for members of the Caribbean community)

Must receive GA contract in Faculty of Graduate Studies to receive payment in May ([by these deadlines](#)) - (GA-ships during summer months are uncommon; however, there are some courses offered, including field –based courses. Check University Course Calendar)

## May

Summer term begins.

Deadline for complete application for fall admission in order to be considered for UWin’s entrance scholarships (May 1<sup>st</sup>)

Victoria Day Holiday: University Closed

Applications due for:

- OSAP deadline for Intersession

Annual Report due to Graduate Secretary (May 31<sup>st</sup>). Specific original Annual Reports (i.e. Scholarship winners) will be forwarded to the Faculty of Graduate studies on their request.

Last day for late registration - ensure you are enrolled in your thesis or dissertation course!

Last day for the final oral defense of dissertations or theses for Spring Convocation.

If you are planning to meet the Phase I deadline (100% tuition refund) for summer term, this is the last day to complete all graduate degree requirements, including submitting dissertations and theses to the Faculty of Graduate Studies for format checking as well as submission of an article (MSc requirement) and submission and acceptance of articles (PhD requirements)

Last day to deposit dissertations, theses for Spring Convocation.

## June

Application due for:

- In-Course bursary deadline (Intersession)

Deadline for transferring from M.Sc. to Ph.D. (for fall start; June 1<sup>st</sup>).

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## Spring Convocation

If you are planning to meet the Phase II deadline (50% tuition refund) for Summer term, this is the last day to complete all graduate degree requirements, including submitting dissertations and theses to the Faculty of Graduate Studies for format checking as well as submission of an article (MSc requirement) and submission and acceptance of articles (PhD requirements)

## July

Canada Day: University Closed.

Deadline for recommending a PhD external examiner for students who plan to graduate at Fall Convocation.

Students who applied for Spring Convocation but did not graduate must reapply for Fall Convocation.

## August

Civic Holiday: University Closed.

Last day of classes.

Must receive GA contract in Faculty of Graduate Studies to receive payment in September ([deadlines](#)).

Last day to file an application for fall graduation.

Fall term fees are due and payable.

## September

Fall term begins.

Deadline for winter admission in order to be considered for UWin's entrance scholarships (September 1st)

Labour Day

GA/TAcademy for GA's

Information session on the larger national scholarships (e.g., NSERC)

If you wish to enroll in the payroll deferral plan for your GA-ship, your contract must be received in the Faculty of Graduate Studies by the [following dates](#).

Nominations for Graduate Student members to GLIER Committees.

Graduate Student Society Council elections held.

GLIER and UWin Endowment Awards area available for application.

Ensure your WHMIS has been renewed (must be done annually).

Last day for final oral defence of dissertations, theses for Fall Convocation.

If you are planning to meet the Phase I deadline (100% tuition refund) for Fall term, this is the last day to complete all graduate degree requirements, including submitting dissertations and theses to the Faculty of Graduate Studies for

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format checking as well as submission of an article (MSc requirement) and submission and acceptance of articles (PhD requirements)

Last day for late registration (ensure that you are enrolled in your thesis or dissertation course!)

## October

Thanksgiving Day: University Closed

Reading Week

Applications due for:

- OSAP deadline for Fall only
- Natural Sciences and Engineering Research Council of Canada Doctoral Scholarships (NSERC)
- [Vanier Doctoral scholarships](#) (for leadership)

Work Study Applications due.

Deadline for transferring from M.Sc. to Ph.D. (for winter start; October 1<sup>st</sup>).

CUPE 4580 General Membership Meeting (first Wednesday).

Fall Convocation

If you are planning to meet the Phase II deadline (50% tuition refund) for fall term, this is the last day to complete all graduate degree requirements, including submitting dissertations and theses to the Faculty of Graduate Studies for format checking as well as submission of an article (MSc requirement) and submission and acceptance of articles (PhD requirements)

## November

Applications due for:

- Canadian Federation of University Women Awards
- Natural Sciences and Engineering Research Council of Canada Scholarships for Master's Students

CUPE 4580 General Membership Meeting (first Wednesday).

Last day to voluntarily withdraw from fall term classes.

## December

The University is closed for Christmas holidays at the end of December to early January – this includes Shipping and Receiving. Make sure you plan ahead if you will need any supplies.

Winter term fees are due and payable.

Graduate Student Society scholarships are available for application – you should get an e-mail from the Graduate Secretary.



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## Appendix C: Things to discuss with your Advisor early in your program

### Your Project

- What is the expectation about how long it will take you to complete your degree? What is the average time of completion of your Advisor's students?
- What responsibilities will I have that are unrelated to my thesis topic (e.g., training other, teaching assistantships, group research activities)?
- How do we set a clear plan of action for my research program to ensure it stays on track?
- When should I have this and how detailed should it be?
- How much input will the Advisor provide in establishing this plan?

### Day-to-day Activities

- What is your official start date?
- Are there regular laboratory meetings?
- Will your Advisor be available to meet with you on a regular basis?
- What is the policy on use of laboratory equipment? Are items shared, or are individuals each responsible for their own equipment and supplies?
- What is the procedure for replacing consumables and ordering supplies and equipment?
- What is the policy for use and cleanliness of bench space, glassware, etc.?
- What is the policy on long-distance telephone calls? What is their long distance calling code (if to be provided)?
- How should my lab book be kept? How should I save my data for long-term storage?
- How often should we meet to assess my progress in research or courses?
- Who would you like me to communicate with first if I am having problems (e.g., lab manager, Advisor)?
- What is the best way for us to communicate regularly (e.g., e-mail, phone, face-to-face)?
- Will there be a regular "research group" meeting? What is my role in this?

### Academic Concerns

- When will you be expected to submit a research proposal?
- How will you select your research topic?
- Will your Advisor be absent for any extended periods of time (e.g., sabbatical, research leave, field work abroad)? If so, what arrangements will be made for interim supervision and provision of research supplies during the absence?
- Are you expected to conduct your research completely on your own; i.e., is collaboration with other students allowed or encouraged?
- Will laboratory assistance be available to help you with your research, culture maintenance, preparation of reagents and media, etc.?
- Will you be expected to assist with other laboratory projects that aren't directly related to your thesis? Is there compensation (e.g., monetary, acknowledgement, authorship, reciprocated assistance)?
- Are there courses you recommend I take beyond the required departmental courses? (What aspects do you perceive yourself to be lacking?)
- Who in the lab should I expect to get hands on training from?
- Will your Advisor expect you to be a Graduate Teaching Assistant in any specific courses?

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- If direct transfer from a Master's into the Ph.D. program is a possibility, is the Advisor amenable to your applying for a transfer if you so desire? Will the Advisor expect you to apply for a transfer?
- What is the Advisor's policy regarding attendance and presentations at conferences?
- What are the expectations regarding publication of results of your thesis research and the ultimate disposition of data and or specimens?
- What are the expectations regarding authorship?

### Financial Concerns

- For how long will you be guaranteed summer financial support, and at what salary?
- What are the stipends for Research/Grad Assistant?
- What photocopy and printing costs will the Advisor pay for? If to be provided, what is the Advisor's photocopier code?
- What sundry items will be considered personal expenses; for what sorts of items can you expect to be reimbursed?
- If you are engaged in field work, will you be reimbursed for use of your own vehicle, food or accommodation costs?
- What about specialty field wear necessary for your research (e.g., waders)?
- Will you be provided with partial or complete financial support to attend conferences?
- Will the Advisor pay for publication and/or reprint costs?
- Will additional scholarships/bursaries, which I secure, be paid in addition to my stipend funding? Do you have any suggestions of where to apply?)

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## Appendix D: Forms and UWinsite Student Help

The majority of the paperwork that you will need to complete will now be handled under your UWinsite Student account. Any forms you should need can be obtained through the [Graduate Secretary](#). There are many helpful links and reference sheets on the [Students Resources page](#). Below are some of the functions that you will probably use most often. Remember, GLIER Graduate Students **must** be registered in the Thesis Course each semester. The course code for the MSc Thesis course is GLIE 8970 and for the PhD Thesis course is GLIE 9980.

### Enrolling in courses



- 1st. Login to UWinsite Student and select the Manage Classes Tile.
- 2nd. Click on the Class Search and Enroll tab on the left
- 3rd. Search for classes by entering a subject, course, topic, or by using Favourites or Recently Viewed
- 4th. Under Course Information select the desired course
- 5th. After reviewing the courses and times select a class and click NEXT
- 6th. Review the Class Preferences and Accept
- 7th. You may then Enroll or Add to Cart. Remember that adding courses to the Shopping Cart does not officially register you in the course.
- 8th. Click the radio button next to each class in your Shopping Cart and click Validate to submit your choices. A green check mark means the class is valid and a red X means the class is not valid. A class may not be valid for many reasons-including time conflicts, prerequisites, or if an instructor's permission required.
- 9th. OR in the Browse Course Catalog tab under the Manage Classes Tile you can search for keywords, available subjects, catalog number, or when the course is typically offered.

### Uploading Forms



- 1st. Login to UWinsite Student and select the Research Tracking block.
- 2nd. Go to Service Request Management. Select Add New Value and Insert your SIN (Student Identification Number) and UWIN as the Institution.
- 3rd. In the Service Request Management page you must select a Category and a Type (see chart below). The subtype is your program (Environmental Science/GLIER), if you do not find Environmental Science use Earth and Environmental Science and add a note to your attachment stating that you are studying at GLIER.
- 4th. You will also need to save and submit any changes at this point. Once you have submitted any requests please contact the Grad Secretary so your Service Request can be reviewed and referred to the Grad Coordinator for approval at the program level and then forwarded to Grad Studies. Please email the [Grad Secretary](#) or [Grad Coordinator](#) to let them know there is a form to approve.

Program Activities	Research Activities
Course Substitution Form	Committee Members Form
Leave of Absence Form	External Examiner Form (PhD)
FGS Annual Report	Submit Thesis Supervisor Form
	Time Limit Extension Form

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## Applying for Graduation

Applying for Graduation has moved to the UWinsite Students.

## Applying for Graduation

- 1st. Login to UWinsite Student and click on the My Academics tile.
- 2nd. Click the Graduation Tile and select Apply for Graduation.
- 3rd. Select the term you anticipate to Graduate.
- 4th. Select your Delivery Option. If you are planning on attending convocation, select a time and how many tickets you need.
- 5th. After clicking Continue remember to Submit Application.

Note: There is also a helpful reference sheet, [Apply to Graduate](#).

## Additional Help

There are three ways to find addition help with UWinsite Student:

- You can search your questions on [askuwindsor.ca](http://askuwindsor.ca) to find Knowledge Articles.
- You can visit [UWinsite Student](#) and scroll down to find the Student Resources where you will find training modules and videos on the most frequently used functions of UWinsite.
- You can email [uwinsite@uwindsor.ca](mailto:uwinsite@uwindsor.ca) and the UWinsite Team will respond to you, they are very helpful.