

Department of Mechanical Engineering Grad Student Orientation

Welcome to UVic!

Agenda

- Introductions

- Dr. Peter Oshkai, Graduate Adviser:
poshkai@uvic.ca; Office: EOW 529;
Phone: 721.8922
- Susan Wignall, Acting Graduate Secretary:
mechgrad@uvic.ca; Office EOW 548;
Phone: 721.8921

- Getting Settled

- Teaching Assistantships

- Program

- Awards



Getting Settled

- Faculty of Graduate Studies:
www.uvic.ca/gradstudies/
- Mechanical Engineering:
www.uvic.ca/engineering/mechanical/
- University Calendar:
<http://web.uvic.ca/calendar2013/>
- UVic Netlink account and email:
www.netlink.uvic.ca or see handout.

Getting Settled

- **Offices & keys:** Consult with supervisor regarding lab and office assignments.
 - \$20 deposit required for keys.
- **Grad Support:** Consult with supervisor. Distributed on or around the 18th of every month

Research Program – All students

- Course selection
 - Consult with supervisor for specific course selection.
 - MAsC students: Register in the thesis, MECH 599 and seminar, MECH 595
 - PhD students: Register in candidacy, MECH 693 or dissertation, MECH 699 as well as seminar, MECH 695
 - MEng students: Register in project report, MECH 598.
 - Registration in 598, 599, 693, or 699 will give you full-time student status.



Research Program – PhD Students

- MECH 601–Engineering Analysis
 - Required course for all PhD students
 - Must be taken before the Candidacy exam
 - Offered September of each year
- Candidacy Exam
 - Timeline: The candidacy exam must be taken within 18 months of the start of your PhD program
 - See [Grad Calendar](#) pg 120, and [details on the Mechanical Engineering site](#)



Seminars: MECH 595/695

Fall 2013:

- Day: Wednesdays, 12:30-1:20
- Location: Engineering Computer Science Building (ECS), Room 116
- Coordinator: Stephen Lawton (slawton@uvic.ca)



Seminars: MECH 595/695

- Seminars are presented by MAsC & PhD students.
 - MAsC students are required to present 1 seminar and PhD students are required to present 2 seminars.
- Students are required to attend 6 seminars per term for:
 - MAsC: For the first 2 years, or to a total of 36 seminars
 - PhD: For the first 3 years, or to a total of 54 seminars
- Email announcements are sent out weekly with details of the upcoming seminar



Library

- Engineering librarian, Katy Nelson
 - Tel: (250) 721-8272 Email: katnel@uvic.ca
 - <http://blogs.library.uvic.ca/index.php/Engi/> for information on engineering resources
- Journal databases, etc. Emails regarding new journals and library information sent to ME list-serve



Labs & the Machine Shop

- Lab safety/security
- Machine shop
- Required course, Introduction to Safe and Efficient Manufacturing and Machine Shop Use
 - October 2013 offering TBA, watch for email from mechgrad
 - [Machine Shop \(Engineering Lab Wing \[ELW\] B111\)](#)
 - Instructors: Mr. Rodney Katz & Dr. Martin Jun
 - Pre-registration is required



Teaching Assistants

- **Posting and Application:** Available about 4 weeks into each term, for positions starting the next term. Posted in Department and emailed from Grad Secretary.
- **Duties:** consult with the course instructor prior to classes to inquire about your TA duties.
- **Evaluations:** TA evaluations are administered every term.
- **TA Award:** There is an annual TA award given out in September. Letters of recognition are given to the top 3-4 TAs every term.



TA Training

- The Learning and Teaching Centre

<http://www.ltc.uvic.ca>

- TA Seminars

- Offered in Fall and Spring
- For more information email the Teaching Assistant Consultant, Jonathan Reaume (reaumejd@uvic.ca)



Awards

- Internal Awards deadline
(aka “Donor Awards”)

September 2013 (all applications due in Dept.) Check with your supervisor to see if you are eligible.

- Others come up periodically

Watch your @uvic.ca email

- NSERC Scholarships

<http://www.nserc-crsng.gc.ca/>

