WELCOME TO UVIC!
Agenda

• Key contacts
• Getting settled
• Program
• Teaching assistantships
• Awards
• Other points to keep in mind
Key contacts in the graduate program

• Dr. Crawford
  Graduate Program Director
  E-mail: curranc@uvic.ca
  Office: EOW 537
  Phone: 250-721-7960

• Susan Wignall
  Graduate Secretary
  E-mail: mechgrad@uvic.ca
  Office EOW 548
  Phone: 250-721-8921
Some key websites detailing your program

• Faculty of Graduate Studies
  www.uvic.ca/gradstudies/

• Mechanical Engineering
  www.uvic.ca/engineering/mechanical/

• University Calendar
  http://web.uvic.ca/calendar/

• UVic Netlink account and email
  http://www.uvic.ca/systems/services/loginspasswords/netlinkid/
  or see handout
Getting settled

• Offices & keys
  • Consult with supervisor regarding lab and office assignments
  • $20 cash deposit per key required for keys

• Grad Support
  • Consult with supervisor
    • Fellowships for MASc & PhD are one-time
  • Direct deposit mid-month
    • Set up a Canadian bank account

• UVic ONECard
  • [https://www.uvic.ca/onecard/](https://www.uvic.ca/onecard/)
  • Id, on-campus payments, recreation, bus
Course requirements

- Individual course selection varies by term
  - Consult with supervisor
  - Upper year undergrad courses (4XX count, 3XX do not)
  - Courses outside department/faculty
  - Directed studies (MECH 590)
  - Ultimately judged relevant by committee

- MEng students
  - 8 courses (≤ 2 MECH 590, ≤ 2 MECH 4XX)

- MASc students
  - 5 courses (≤ 1 MECH 590, ≤ 1 MECH 4XX)

- PhD students
  - 4 courses (≤ 1 MECH 590, no 4XX)
  - Engineering Analysis required (MECH 601)
For each term you must register for an ongoing set of courses

- MEng student
  - Project report (MECH 598)
  - Seminar (MECH 594)
- MASc student
  - Thesis (MECH 599)
  - Seminar (MECH 595)
- PhD student
  - Candidacy (MECH 693) then dissertation (MECH 699)
  - Seminar (MECH 695)
- Full-time student status
  - Requires registration in MECH 598, 599, 693, or 699
Research Program – PhD Students

• MECH 601 – Engineering Analysis
  • Required course for all PhD students
  • Must be taken before the Candidacy exam
  • Offered in September of each year

• Candidacy Exam
  • Must be taken within 16 months of the start of your PhD program
  • See Grad Calendar and details on the Mechanical Engineering site
Seminars (MECH 594/595/695)

- Fall 2016
  - Day: Wednesdays, 12:30-1:20
  - Location: David Turpin Building (DTB), Room A104
  - Should already be getting emails
    - Check with office if not on email list
- Come to the first session tomorrow!
  - Presentation skills presentation
    - COR A121
    - @12:30
Seminars (MECH 594/595/695)

- Presented by MASc & PhD students
  - MASc students X 1
  - PhD students X 2 (first @ ≤ 16 months)
- Some external speakers from time-to-time
- Required to attend 6 seminars per term
  - MEng & 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
- More details given in the seminar
Library

• Engineering librarian, Aditi Gupta
  • Email: aditig@uvic.ca
• Journal databases, etc.
• Emails regarding new journals and library information sent to ME list-serve
• Great online search & request tools through UVic library website
  • [http://www.uvic.ca/library/](http://www.uvic.ca/library/)
Labs & the Machine Shop

• Lab safety & security
  • Hearing tests
  • Laser & chemical safety procedures

• Machine shop
  • Required course to use or request parts: Introduction to Safe and Efficient Manufacturing and Machine Shop Use
    • Time/date/location TBD
    • Instructors: Mr. Rodney Katz & ?
    • Pre-registration is required
Teaching assistant positions are available

• Posting and application
  • Available ≈ 4 weeks into each term, for positions starting the following term
  • Posted in Department & emailed from Grad Secretary
  • Union seniority rules in allocations
• Duties
  • Consult with the course instructor prior to classes
  • Must inform office if applying outside the department
  • Cannot be absent during the TA’d term
• TA Evaluations
• TA Award
  • Letters of recognition to top 3-4 TAs every term
  • Annual TA award in September
TA Training

• The Learning and Teaching Centre
  • [http://www.ltc.uvic.ca](http://www.ltc.uvic.ca)

• TA Seminars
  • Offered in Fall and Spring
  • For more information email the Teaching Assistant Consultant, Alex Dimopoulos (engrtac@uvic.ca)
Awards

• Internal awards ("Donor Awards")
  • Deadline September 2016
  • All applications due in Dept.
  • Targeted topics
    • Check with your supervisor to see if you are eligible

• Other awards come up periodically
  • Watch your @uvic.ca email

• NSERC Scholarships
  • Various deadlines & requirements
Co-op & Industry Collaborations

• Graduate co-op program is available
  • Apply for admission
  • Must fit with in with academic program
    • Sync with thesis defense/graduation
  • Subject to approval by supervisor
    • Constraints of Research Assistant payments/projects, etc.

• Other opportunities
  • Research contracts (MITACS, NSERC Engage, etc.)
Professional development

• Existing programs
  • Graduate student teaching
    • http://www.uvic.ca/graduatestudies/resourcesfor/students/pro-d/index.php
  • Career counselling
    • http://www.uvic.ca/services/counselling/
• MITACS Step workshops
  • https://www.mitacs.ca/en/programs/step
• I’m aiming to increase opportunities
  • Short courses, etc.
  • Entrepreneurship opportunities
  • Academic career planning
Plagiarism is taken extremely seriously in academic settings

• Just *do not do it*!
  • Consequences include expulsion from UVic
  • May be different standards here than you are used to
  • If you are unsure if you are plagiarising, ask!

• Self-plagiarism
  • Conference paper -> journal paper/thesis

• Courses & academic outputs (papers & reports)
  • Inclusion of text, figures, etc.
  • Limited allowance using “Lorem Ipsum”
    • Not usual in engineering
  • Must get permission or recreate figures
    • E.g. (adapted from [X]), quote source in presentations
Physical & mental health are important too

• Oxygenate your brain
  • Get out in the great BC outdoors
    • In the woods, on the water, etc.
    • Just remember we have bears & cold weather though!
  • Sports
    • Intramural & city teams, clubs, etc.

• Keep a handle on your happiness
  • Keep things in perspective
  • Make friends & try yoga
  • Counselling services are free to you
    • [http://www.uvic.ca/services/counselling/]
Roles & Responsibilities

• **Student**
  • Doing the work!
  • Self-motivation/goal setting

• **Supervisor(s)**
  • Directing, coordinating & funding work
  • Task setting
  • Reviewing

• **Supervisory committee**
  • Arms-length feedback
  • Specialist support

• **Graduate Director**
  • Academic regulations, support
Timelines - Day 1 is the day to start planning for your thesis defense

• PhD

• MEng

• MASc

• Fit in seminars, conferences journal publications
And most of all, enjoy it!

• At some points it will feel really tough
  • Remember though this will be one of the best experiences of your life
• You’ve learned the basics
  • Now you get to explore what really interests you
• Ask academic questions
  • Dig deep
  • Deadlines, yes, but not (quite) commercial ones

• Questions?