

DEPARTMENT OF MECHANICAL ENGINEERING GRADUATE STUDENT ORIENTATION

WELCOME TO UVIC!



**University
of Victoria**

Mechanical
Engineering

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/loginpasswords/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/>
 - 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
 - <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
- Great online search & request tools through UVic library website
 - <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 \approx 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>
- 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
 - <http://www.nserc-crsng.gc.ca/>
 - 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

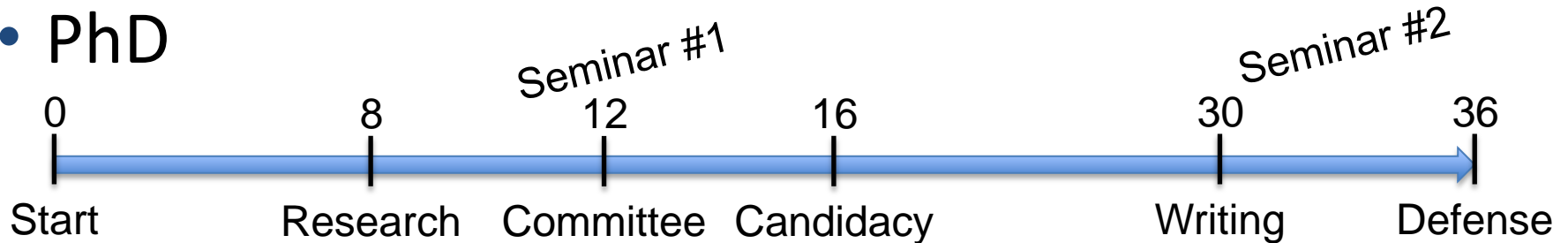
- Oxygenate your brain
 - Get out in the great BC outdoors
 - In the woods, on the water, etc.
 - Just remember we have bears & cold weather though!
 - Sports
 - Intramural & city teams, clubs, etc.
- Keep a handle on your happiness
 - Keep things in perspective
 - Make friends & try yoga
 - Counselling 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

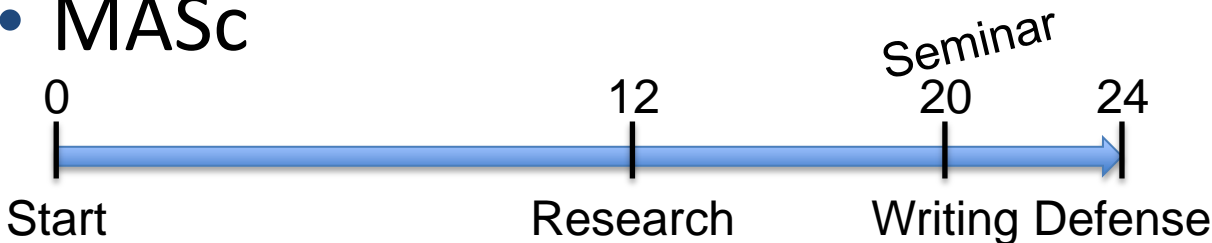
- PhD



- 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?