

University of Victoria
Centre for Forest Biology



Student Handbook

Table of Contents

Welcome to Incoming FORB Graduate Students.....	3
General Welcome	3
Welcome from the Director.....	3
Overall Program Summary.....	4
Graduate Courses	4
Outreach	4
Forest Biology Symposium:.....	4
Other Forest Biology Outreach Activities	4
Student Support.....	4
Graduate	4
Undergraduate.....	5
Centre Facilities and Resources	5
Facilities	5
Bev Glover Greenhouse Facility.....	5
Forest Biology Field Research Facility (also known as the Compound).....	5
FORB Meeting Space.....	6
Vehicles	6
Forest Biology Truck (#29):	6
Safety	6
Safety in the Lab and in the Field.....	6
Accidents.....	6

Welcome to Incoming FORB Graduate Students

General Welcome

The Centre for Forest Biology, University of Victoria is a Graduate Research Centre with a mandate to carry out fundamental and applied research and to train graduate students and postdoctoral fellows in Forest Biology, emphasizing the adaptation of trees and their interactions with the environment. The Centre is interdisciplinary, and the faculty and grad students in the Centre can belong different departments. Currently all Faculty members are in the Department of Biology. The faculty and their graduate students thus have access to the facilities available in the Biology department and must follow the guidelines and rules of the department. The Biology department has a handbook for graduate students and it is encouraged that Forest Biology (FORB) graduate students familiarize themselves with it.

- [Resource Manual for Biology Graduate Students](#)

That said, there are many additional advantages to being part of the Centre for Forest Biology and those will be outlined in this document.

First of all - Welcome to the UVic Centre for Forest Biology! This manual is intended to provide new FORB Graduate Students with an introduction to the people, facilities, funding and resources available to you during your graduate degree at UVic. If you can't find someone or something you need in here ask the Centre's Administrative Assistant – Andrea Roszmann (forestbiology@uvic.ca).

A complete and current list of everyone in FORB can be found online at <https://www.uvic.ca/research/centres/forestbiology/people>

Welcome from the Director

The Centre for Forest Biology is formed by a collaborative cohort of researchers and we strive to maintain a cooperative, open and equitable environment. We nurture a culture of sharing knowledge, equipment, and facilities and I hope you will enjoy being part of this community. Being part of FORB comes with special opportunities and responsibilities and we hope that this guide will help you to navigate the Centre and take full advantage of what we have to offer. If you need any help, there are many resources within the Centre and across campus and we are happy to guide you in the right direction. Don't hesitate to ask questions as you will be the one answering those questions to those coming after you. Welcome to FORB, enjoy your studies, be proud of your discoveries, expand your network, and find new friends!

Overall Program Summary

Graduate Courses

A number of Forest Biology graduate courses are designated FORB 500 level in the graduate calendar. Students may register in regularly-offered courses via webreg, or in directed research or special topics courses by a Pro Forma (see the departmental graduate secretary). All Forest Biology graduate students must register and participate in FORB 560, the Forest Biology Seminar, in every year of their program. MSc students are expected to present one 20 min and one 40 min seminar during their program, and PhD students must present three 20 min seminars (plus a 40 min Departmental Seminar for Biology students). In addition to graduate student seminars, there will be seminars from invited speakers. Students are encouraged to suggest speakers to the Director or the seminar coordinator. Seminars are typically held on Wednesdays 2:30-3:30 in Cunningham 146 or online via Zoom.

Outreach

Forest Biology Symposium:

A research symposium hosted by Forest Biology is held biannually which brings together scientists from the Federal and Provincial governments and from Universities. Traditionally this is a one-day symposium with oral presentations and posters. There may be a theme to the symposium, or it may be a mix of speakers. Coffee and lunch are provided and there is ample opportunity for networking.

Other Forest Biology Outreach Activities

The Centre engages in a variety of outreach activities, this includes Greenhouse Tours and Campus Tree Walks and participating in campus-wide events such as IdeaFest. Graduate students are expected to help out and volunteer for events as needed.

Student Support

Graduate

The Centre provides:

- Travel Grants to all graduate students to attend conferences: \$450 per student per calendar year if giving a paper or poster, \$150 if the student is attending only. This also applies to postdoctoral fellows.
- One major travel grant per Ph.D. student in their 3rd year or near completion – one award per term of student of \$1,500 to present a paper or poster at an international conference.
- Assistance to supervisors for the travel costs of external thesis examiners to a maximum of \$1,000/student.
- Assistance to supervisors of up to \$500 to bring in potential graduate students for a visit.
- Thesis binding – 1 copy (primary supervisor). Biology binds 1 copies per student. Student is responsible for printing copies to be bound (1 for Primary Supervisor and 1 for Biology) but is not to use the FORB printer.
- Forest Biology contributes \$200/year to the Annual Biology Graduate Student Symposium.
- Forest Biology provides international student fee differential for the first 2 (MSc) or 3 (PhD) years (\$200.25/month).

- FORB will subsidize grad students to take an off-campus or external course (Bamfield, etc). The subsidy will be ½ the total of registration fee plus travel costs, up to \$500 in total.
- FORB will support student travel to a collaborator lab to carry out part of their research projects or learn techniques. The stay must be at least 3 weeks. \$1000 maximum subsidy.

Undergraduate

The Centre provides:

- Forest Biology Undergraduate Research Awards - two or three awards of \$4,000 (no more than half of salary paid for the 4 month summer period) to support undergraduate students working on a collaborative project between two or more Forest Biology faculty members.
- FORB Administrative Assistant can assist faculty members in applications for other undergraduate research funding including:
 - Work Study program: This program funds up to 120 hr of work in the lab of a faculty member, usually during the winter term. Forest Biology is generally allotted three to four work study positions which are administered through the Department of Biology Office. The Call for Proposals comes at the end of May. Awards are announced in August. Hours awarded are evenly divided between the FORB faculty members who have applied, or awards are rotated among labs.

Centre Facilities and Resources

Facilities

Bev Glover Greenhouse Facility

Contact: Brad Binges, Greenhouse/Compound Manager – local 5101 or 5104; bggf@uvic.ca

The greenhouse facility contains six greenhouses, 16 growth chambers and wet and dry labs. Applications for use of space must be made to the Greenhouse Manager. Guidelines and forms to apply for space in the facility are available on the Forest Biology website:

<https://www.uvic.ca/research/centres/forestbiology/research/facilities/index.php>

Access to the greenhouse facility is by an access card which must be obtained from the Greenhouse Manager. It can take up to two weeks for an access card application to be processed.

Forest Biology Field Research Facility (also known as the Compound)

Contact: Brad Binges, Greenhouse/Compound Manager – local 5101 or 5104; bggf@uvic.ca

The Centre for Forest Biology operates a fenced field facility (about 1 ha in size) on Cedar Hill Corner (previously known as CJVI Lands). There is a heated shed, shade house, covered storage areas, composting toilet, graveled beds, irrigated area, power and water. The shed contains the equipment and tools listed below in the Equipment section.

Road access is through a main gate at 2400 Cedar Hill Cross Rd., and then two additional gates to the compound. Keys for these gates and the shed may be obtained from the Biology Office with approval from the Centre Director.

Details regarding public access to the Cedar Hill Corner Property can be found online at:
<https://www.uvic.ca/campusplanning/current-projects/cedar-hill-corner/index.php>

FORB Meeting Space

Contact: Andrea Roszmann, Administrative Assistant – local 7119; forestbiology@uvic.ca

The Forest Biology office may be used for meetings associated with the Centre. Room bookings can be made through Centre Administrative Assistant.

Vehicles

Forest Biology Truck (#29):

The truck is available for local trips on a first-come first-serve basis. Graduate students should consult with supervisors prior to booking the truck.

Motor Pool Vehicle use is limited to people with “Full Privilege” or an N class driver’s license. All “N” class drivers must provide their own magnetic decal and place it on the vehicle prior to travel. Someone with an L is not permitted to drive the vehicle. Drivers must submit a “current” copy of their drivers’ license (both front & back) to Traffic and Security. Provide a copy of your license to Brad Binges for permission to drive Motor Pool Vehicle #29. He will then forward it to the appropriate people at Traffic and Security. Once approval is granted, the truck may be booked in the Forest Biology office. Approval from Traffic and Security is also required to drive the Biology van. The Biology van may be booked through the Biology Office: Janice Gough, Administrative Officer – local 7092; bioadmin@uvic.ca

Safety

Safety in the Lab and in the Field

You are required to obtain relevant training on occupational health and safety, such as WHMIS and Biosafety courses. These are offered by the university through the Department of Occupational Health, Safety and Environment. <http://ohs.uvic.ca/>.

Please consult with your supervisor to determine which courses you need to take. Refer to the Biology Graduate Student Handbook for more details

Accidents

You must report EVERY ACCIDENT to Department Secretary/Chair’s Assistant, Jennie Bartosik – 7091; biology@uvic.ca in the Biology Office, no matter how trivial. This includes ‘near-misses’ where a piece of equipment or infrastructure comes close to injuring someone and warrants investigation by the safety committee. Please also include FORB Assistant, Andrea Roszmann (forestbiology@uvic.ca) in communications.

Unless unavoidable, you should not work alone in labs. If you do, please notify others in nearby labs and keep the number for Campus Security posted nearby (7599). Make sure you know where first aid kits are kept. Please consult the “Working Alone” Occupational Health, Safety & Environment webpage for additional information: <https://www.uvic.ca/ohse/health/Working%20alone/index.php>