

# GRADUATE STUDENT HANDBOOK

## Department of Plant Science University of Manitoba

Link: [http://umanitoba.ca/afs/plant\\_science/](http://umanitoba.ca/afs/plant_science/)

### Welcome to the Department of Plant Science and the University of Manitoba

Welcome to graduate studies in the Department of Plant Science. This department is one of seventy-eight graduate departments within the Faculty of Graduate Studies (FGS) at the University of Manitoba. Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and support your educational success. In this *Graduate Student Handbook*, it is our hope to provide you with the necessary information to help you better understand and access those services and resources.

## Contact Information

### General Office

The Department of Plant Science is located at the Fort Garry Campus in the Agriculture Building. The main administrative office for the Department and its mailing address is:

Department of Plant Science  
University of Manitoba  
222 Agriculture Building  
66 Dafoe Road  
Winnipeg, Manitoba, R3T 2N2

A map of the Fort Garry campus can be found at: <https://umanitoba.ca/map/>

### Faculty Members and Administrative Staff

For information on faculty members and administrative staffs visit:

[http://umanitoba.ca/faculties/afs/dept/plant\\_science/staffs/faculty.html](http://umanitoba.ca/faculties/afs/dept/plant_science/staffs/faculty.html)

### Department Graduate Programs

The Department of Plant Science offers a Master of Science (M.Sc.) program and a Ph.D. program:

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=341&chapterid=4131&loaduseredits=False>

## Orientation

Every semester orientations are offered to both new and returning graduate students. It is important that you attend all orientations that apply to you to ensure full preparedness for your academic journey.

### Departmental Orientation:

To help familiarize students with services offered by Department of Plant Science, the presentation includes an overview of:

- Office, keys, graduate student lounge, mailbox
- Department staff and faculty
- Program information
- Course requirements
- Registration
- Teaching assistants positions
- Computer support
- Printing, photocopying
- Who to contact in the department to get assistance or advice

For more information about your department orientation, please contact Martha Blouw at 204-474-8223, [martha.blouw@umanitoba.ca](mailto:martha.blouw@umanitoba.ca).

You must also familiarize yourself with the  
Department of Plant Science Policies and Procedures:  
[http://umanitoba.ca/faculties/afs/dept/plant\\_science/grad\\_studies/1081.html](http://umanitoba.ca/faculties/afs/dept/plant_science/grad_studies/1081.html)

### University of Manitoba Graduate Student Association Orientation

UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner, including services offered by:

- The Faculty of Graduate Studies
- Student Life (e.g. Peers)
- Career Services
- Student Counseling
- Academic Learning Centre
- Libraries
- The Registrar's Office
- Health and Dental Services
- University Financial Aids and Awards
- Student Advocacy and Accessibility
- Centre for the Advancement of Teaching and Learning
- CUPE 3909 (Union for TAs, tutors, lecturers/ instructors, grader/ markers)
- Recreation Services and Bison Sport
- Human Rights and Advisory Services

- Alumni Association
- Additional resources provided at UMGSA orientation include:
  - Social networking
  - Student Planners and Calendars
  - Student Guide and Academic Guides
  - Food and beverages
  - Winnipeg Trolley Tour and Campus Tours

For more information on the GSA Orientation, please contact GSA at: 221 University Centre; 204-474-9181; <http://www.umgsa.org/>

### **International Student Orientation:**

The International Centre offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:

- Meeting IC staff and new and returning students from around the world
- Learning about IC programs and services (e.g., International Student Mentorship Program, Intercultural Retreat, events, Advising Services, Workshops & Info Sessions)
- Learning 'survival tips' from experienced students
- Become familiar with the University and the city of Winnipeg
- Learn about cultural differences in educational settings
- Get information about adjusting to Canada, university policies and procedures, finding accommodation, study permits, visas, health matters, and more!

For more information on the IC Orientation, contact: 541 University Centre; 204-474-8501; <http://umanitoba.ca/international/>

### **Indigenous Student Orientation**

- The Indigenous Student Centre offers a three-credit Native Studies course, The Colonizers and the Colonized: Opening the Circle (NATV1000). This course integrates an orientation component with relevant information, resources and skills, which include computer and library skills, guest lecturers, tours, and information sharing from ISC and Native Studies about U of M services and facilities.

The Indigenous Student Centre welcomes First Nations, Metis, and Inuit Students: 114 Sidney Smith St.; 204-474-8850; <http://umanitoba.ca/student/asc/>

## Milestones

(items may occur simultaneously)

Master's degree	Ph.D.
<ul style="list-style-type: none"> <li>• Complete Advisor/Student Guidelines</li> <li>• Establishment of Advisory committee</li> <li>• Development and approval of thesis proposal</li> <li>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</li> <li>• Coursework</li> <li>• Conduct research</li> <li>• Write thesis</li> <li>• Review of thesis by advisor</li> <li>• Review of thesis by examiners</li> <li>• Oral examination</li> <li>• Further revisions (if applicable)</li> <li>• Revisions approved by Advisor</li> <li>• Submission of final thesis to FGS</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Advisor/Student Guidelines</li> <li>• Establishment of Advisory committee</li> <li>• Development and approval of thesis proposal</li> <li>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</li> <li>• Coursework</li> <li>• Conduct research</li> <li>• Candidacy examination (no later than one year prior to expected graduation)</li> <li>• Write thesis</li> <li>• Review of thesis by advisor</li> <li>• Submission of thesis to FGS who distributes to internal examining committee (advisory committee)</li> <li>• Submission of potential external examiners to FGS</li> <li>• Upon approval of thesis by the external, the date is set for the oral examination</li> <li>• Oral examination and public defence of thesis</li> <li>• Further revisions (if applicable)</li> <li>• Revisions approved by Advisor/examining committee</li> <li>• Submission of final thesis to FGS through MSpace</li> </ul>

## Registration

### Student Photo ID Card

- Multi-use card granting access to services such as library services, gym memberships, lounge access, Winnipeg transit services, and printers and photocopiers on campus. For more information on new or replacement cards: Registrar's Office, 400 University Centre; 204-474-9420; [http://umanitoba.ca/student/records/pii/photo\\_id.html](http://umanitoba.ca/student/records/pii/photo_id.html)

### Activate all U of M accounts

- For more information on JUMP, Aurora, Iridium, Desire2Learn, U of M e-mails. Your student number is on your letter of admission. Please see Information “Services and Technology” section of this booklet below.

### Course Approval

- All courses must be approved, prior to registration by your advisor and the head of the major department or designate. Courses delivered by other departments require approval from those departments.
- Martha Blouw will provide you with the approval form.

### Register for Courses using Aurora Student

- For information visit: <http://umanitoba.ca/student/records/registration/steps/step1.html>
- Aurora Student: <https://aurora.umanitoba.ca/> Log in as per the directions.
- Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.

### Academic Integrity Tutorial:

- All graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial in their first term of registration: [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)

### Paying Tuition Fees

- For deadline, payment options visit: [http://umanitoba.ca/admin/financial\\_services/revcap/StudentAccounts.htm](http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm)

### Progress Report (for students re-registering)

- Progress reports must be submitted to the Faculty of Graduate Studies by June 1<sup>st</sup>.
- Report form: [http://umanitoba.ca/faculties/graduate\\_studies/media/Progress\\_Report\\_2018.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Progress_Report_2018.pdf)
- Failure to submit this report will result in the denial of registration through Aurora.
- Students should be aware of progress reports deadlines for renewable scholarships.

### Locate List of Course Textbooks

- 1) Login to Aurora Student, 2) Select 'Enrollment & Academic Records', 3) Select 'Student Records', 4) Select 'Booklist'.
- Books can be purchased or sold at the U of M Bookstore: 140 University Centre; 204-474-8321; <http://umanitoba.ca/bookstore/>

### Register with Student Accessibility Services for needed accommodations

- For more information visit: <http://umanitoba.ca/student/accessibility/>; 520 University Centre; 204-474-7423

### Completing the Advisor/Student Guidelines

- Complete the “Advisor/Student Guidelines”, which provide a framework for discussion between advisors and graduate students and to establish guidelines to govern their relationship.
- It may be revisited at any stage of the student’s graduate program to accommodate for changes in the student-advisor relationship.
- [http://umanitoba.ca/faculties/graduate\\_studies/media/ASG\\_Instructions.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ASG_Instructions.pdf)

### Declaring Graduation

- Once you have submitted your final thesis on or before the deadline date, you are automatically put on the graduation list. You will receive your graduation information in the mail.

## Information Services and Technology

### U of M Email Account

- All U of M communications will be through your myumanitoba.ca account. Therefore, it is essential that you monitor this email account on a regular basis.
- A student that accepts their offer of admission can activate their umnetID after 48 hours.
- <http://umanitoba.ca/computing/ist/accounts/claimid.html>

### JUMP Portal

- <https://cas.portal.umanitoba.ca/cas-web/login?service=https%3A%2F%2Fjump.portal.umanitoba.ca%2Fportal%2Flogin>

### UM Learn (U of M online learning environment)

- [http://intranet.umanitoba.ca/academic\\_support/catl/resources/umlearn.html](http://intranet.umanitoba.ca/academic_support/catl/resources/umlearn.html)

### Connecting to the Internet

- [www.umanitoba.ca/ist/connect/wireless](http://www.umanitoba.ca/ist/connect/wireless) or <http://umanitoba.ca/computing/ist/connect/index.html>

For information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:

- 123 Fletcher Argue; 204-474-8600;  
<http://umanitoba.ca/computing/ist/help/index.html>

## Financial Support

### Teaching Assistant Positions

- For information about teaching assistant or grader/marker positions, go to [http://www.umanitoba.ca/admin/human\\_resources/employment/](http://www.umanitoba.ca/admin/human_resources/employment/)
- You will be informed when Department of Plant Science positions can be applied for.

### Funding and Awards

- Contact FGS for information on internal awards, external awards, or needs-based funding: 500 University Centre; 204-474-9377;  
[http://umanitoba.ca/faculties/graduate\\_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)
- Awards Database: <http://webapps.cc.umanitoba.ca/gradawards/>
- For Department of Plant Science and Faculty of Agricultural and Food Sciences awards, visit: <http://umanitoba.ca/faculties/afs/awards/index.html>

**Academic Travel/Conference Grants** (funds to assist graduate students with costs for travel to present papers, posters)

- FGS Travel Award:  
[https://universityofmanitoba.formstack.com/forms/travel\\_award](https://universityofmanitoba.formstack.com/forms/travel_award)
- UMGSA Conference Grants: <http://www.umgsa.org/grants-and-awards/>
- Department of Plant Science Travel Awards: see Martha Blouw

### Emergency Loans

- FGS Emergency Fund:  
[http://umanitoba.ca/faculties/graduate\\_studies/media/Emergency\\_Loan2018.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Emergency_Loan2018.pdf)
- UMGSA Emergency Grant: <http://www.umgsa.org/emergency-grant/>

### U of M Food Bank

- 518 University Centre; 204-474-9850;  
[http://umanitoba.ca/student/fin\\_awards/food-bank.html](http://umanitoba.ca/student/fin_awards/food-bank.html)

## Transportation

### Parking

- Parking at Fort Garry Campus and Bannatyne Campus:  
[www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)
- Register early for parking passes

### **Buses and Bicycles**

- <http://umanitoba.ca/campus/transportation/>
- Free shuttle service loops around campus, including Smartpark: <http://umanitoba.ca/parking/shuttle/>
- For information on the U-Pass (included in tuition) visit <https://umsu.ca/services-and-support/u-pass/>

### **U of M Shuttle Bus**

- Free shuttle service loops around campus, including Smartpark, every 15 minutes: <http://umanitoba.ca/parking/shuttle/>

### **Safe Walk Program**

- Security Services is always available to accompany an individual from one U of M location to another, or to their vehicle/bus stop on University property on both campuses: <http://umanitoba.ca/campus/security/programs/safewalk.html>; 423 University Crescent, Welcome Centre: 204-474-9312 (both campuses); [emergency\\_response@umanitoba.ca](mailto:emergency_response@umanitoba.ca)

## **Additional Resources**

### **Faculty of Graduate Studies (FGS)**

- FGS Academic Guide: For information about regulations and policies governing your graduate program, such as academic performance, time limits, leaves of absence, thesis defenses, appeals and much more: <http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx>
- Thesis Toolkit: Gateway to information and learning resources for Graduate Students: <http://libguides.lib.umanitoba.ca/thesis>
- FGS Workshops: These are plentiful, varied and worthwhile: [http://umanitoba.ca/faculties/graduate\\_studies/workshops/schedule.html](http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html)

### **Important Dates and Deadlines**

Academic Calendar:

<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&loaduseredits=False>; <http://umanitoba.ca/student/records/deadlines/>

### **University of Manitoba Graduate Students' Association (UMGSA)**

- UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students: 221 University Centre; 204-474-9181; [gsa@umgsa.org](mailto:gsa@umgsa.org) or [pres@umgsa.org](mailto:pres@umgsa.org); [www.umgsa.org](http://www.umgsa.org)

### **Academic Learning Centre**

- For more information on assistance with study skills, writing support (i.e.,



developing ideas, organizing research projects, synthesizing research, citing sources, preparing thesis proposals, meeting thesis or dissertation deadlines, producing and delivering presentation, editing strategies), or online tutoring for graduate students visit: 201 Tier Building; 204-480-1481;  
<http://umanitoba.ca/student/academiclearning/>

### **Centre for the Advancement of Teaching and Learning (CATL)**

- CATL works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors. For more information on graduate courses or other services visit: 65 Dafoe Road; 204-474-8708;  
[http://intranet.umanitoba.ca/academic\\_support/catl/index.html](http://intranet.umanitoba.ca/academic_support/catl/index.html)

### **Library Workshops**

- Sample topics: literature searches, reference management, thesis writing:  
<https://libguides.lib.umanitoba.ca/c.php?g=298169>

### **English Language Centre**

- For more information on programs to help students improve their English: 520 University Centre; 204-474-9251; <http://umanitoba.ca/student/elc/>

### **Statistics**

- Free library workshops: <http://libguides.lib.umanitoba.ca/c.php?g=298169>
- For training, advice or more information in statistical experiments, planning a survey, analyzing data, and interpreting results contact the Statistical Consulting Service: 204-474-8205; <http://www.umanitoba.ca/statistics/statadv/statadv-access.1.html>

### **Ethics Approval**

- The approval from a U of M Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum: <http://umanitoba.ca/research/orec/index.html>

### **iThenticate**

- Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information:  
<http://umanitoba.ca/research/integrity/iThenticate%20.html>

### **FGS Thesis Submission and Distribution**

- For thesis information visit:  
[http://umanitoba.ca/faculties/graduate\\_studies/thesis/index.html](http://umanitoba.ca/faculties/graduate_studies/thesis/index.html)
- Ph.D theses are submitted for distribution to the internal examination committee online through the JUMP portal under the FGS tab:  
[http://umanitoba.ca/faculties/graduate\\_studies/media/Thesis\\_Distribution\\_Portal.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf)

### **Printing, Photocopying, Scanning**

- GSA Office (221 University Centre)
- Libraries; coin or copy-card operated; scanning is free:  
[http://umanitoba.ca/libraries/services/c\\_p\\_s\\_equipment.html](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)
- Digital Copy Centre: 118 University Centre; 204-474-6533;  
<https://dpdc.umsu.ca/>

### **Poster Printing**

- CADlab:  
[http://umanitoba.ca/faculties/architecture/cadlab/cadlab\\_wide\\_printing.html](http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html)
- Photography and Imaging Services:  
<http://umanitoba.ca/computing/ist/staff/servicescataloguephotographyservices.html>
- UMSU Digital Copy Centre; 118 University Centre; 204-474-6533;  
<https://dpdc.umsu.ca/>

### **Professional presentations:**

- Students have access to audiovisual and production services:  
[www.umanitoba.ca/computing/ist/teaching/classtech](http://www.umanitoba.ca/computing/ist/teaching/classtech)

### **Career Services**

- For resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs: 474 University Centre; 204-474-9456; <http://umanitoba.ca/student/careerservices/>

### **Child Care Services**

- <http://umanitoba.ca/student/resource/childcareservices.html>

## **Health and Wellness**

### **Health and Dental Insurance**

- All full time graduate students are automatically members of the UMSU Health & Dental Plan, and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage.
- For more information about your Insurance Plan contact: 110 University Centre; 204-474-8678; <https://umsu.ca/services-and-support/health-dental/>

### **Health Services**

- To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact University Health Services at: 104 University Centre; 204-474-8411;  
[www.umanitoba.ca/student/health](http://www.umanitoba.ca/student/health)

### Recreation Services

- For information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, intramurals and much more contact Recreation Services at:  
<http://umanitoba.ca/faculties/kinrec/recreationservices/index.html>

### Student Counseling Centre

- The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more information contact: 474 University Centre; 204-474-8592; <http://umanitoba.ca/student/counselling/>

### Sexual Harassment/Violence

- Office of Human Rights and Conflict Management: 201 Allen Building; 204-474-6348; [http://umanitoba.ca/human\\_rights/](http://umanitoba.ca/human_rights/)

### Chaplains' Association

- Offers support to all students regardless of their religion: 102Y University Centre; <http://umanitoba.ca/student/resource/chaplains/>

### IN AN EMERGENCY:

- **555 from any university phone**
- **#555 from MTS or Rogers Wireless**
- **204-474-9341 from all other phones**
- **Any emergency phone on campus**

## Get Involved

### Student Life:

- Student Life provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community, as well as internationally.
- Student Life is also responsible for the Co-Curricular Record, which is the official document that recognizes your involvement in approved programs: 225 University Centre; 204-474-9093; <http://umanitoba.ca/student/studentlife/>

### UMCommunityLINK

- <https://communitylink.umanitoba.ca/>

### University of Manitoba Graduate Students' Association (UMGSA)

- Offering several opportunities to get involved with student governance: 221 University Centre; 204-474-9181; [www.umgsa.org](http://www.umgsa.org)

## Department Involvement

Graduate students are selected and/or elected to represent students on departmental committees. The graduate student representative on each of these committees attends meetings to represent the view of graduate students, vote on issues discussed, and inform students about issues reviewed that are relevant to them. Committees include:

- **Department Council:** Made up of all faculty members in the department, as well as student representative who meets to deal with departmental issues.
- **University of Manitoba Graduate Student Association (UMGSA):** The UMGSA is a campus-wide student organization. Councilors (graduate students representing their department) have two roles: 1) to express the concerns and desires of students in their department to the UMGSA Council at monthly meetings; and 2) to keep students informed of relevant campus-wide issues, decisions, services, and events. Through this participation, student-fees are re-allocated to departments in the form of Department Grants, which can fund department events or projects.

## Conclusion

Faculty and staff members within your department, as well as all offices at the U of M are here to support you through your program of study. We hope this Graduate Student Handbook will be of use to you. Should you have any more questions regarding your program please don't hesitate to contact your department or the Faculty of Graduate Studies.