

GRADUATE STUDENT HANDBOOK

**Department of Agribusiness
and Agricultural Economics**

**University of Manitoba
Winnipeg, Manitoba
R3T 2N2**

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1. ACADEMIC PROGRAMS

1.1 Pre-requisites for the M.Sc. Program in Agribusiness and Agricultural Economics

The course prerequisites for the graduate program in Agribusiness and Agricultural Economics are listed in the University of Manitoba Calendar. It is strongly recommended that M.Sc. and Pre-M.Sc. students take the non-credit Math Review course that is offered within the Department, during the first few weeks of fall term. This course should be taken at the beginning of their program. Alternatively, students may take ECON 6040 Survey of Mathematical Topics, normally offered from mid- to late-August over approximately two weeks (5 hours per day).

Entrance requirements for the M.Sc. as specified by the Faculty of Graduate Studies include....a minimum GPA of 3.0 (B grade or equivalent) in last two full years (60 credit hours) of study, English Language Proficiency, e.g. TOEFL meeting the University of Manitoba requirements. See the Faculty of Graduate studies website for details on admission requirements and updates. Our Department Graduate Advisory Committee (DGAC) strongly recommends that GRE tests be written by all applicants from outside Canada and the United States (including countries that have English as medium of instruction) so DGAC will have some uniform measure for evaluation of the wide range of applications. Also, students from outside of Canada and the United States who submit GRE (or GMAT) scores will be given higher priority in consideration for funding than otherwise, such as for research assistant positions, or various other Department funding.

1.2 M.Sc. Program Requirements

The M.Sc. program has three streams: (1) Agricultural Economics, (2) Agribusiness, and (3) Environmental and Resource Economics. A student will complete one of these three streams. Within each stream, there is a thesis option and a comprehensive option. In each of these three streams, the thesis option includes 18 credit hours (with at least 9 credit hours at 7000 level) and the comprehensive option includes 27 credit hours (with at least 18 credit hours at 7000 level). Other course work will normally be at 7000 level as well. Any exceptions to specific course requirements must be approved by the Department Graduate Advisory Committee (DGAC).

All students in the thesis option must complete a thesis and pass an oral examination based primarily on the thesis. These students must present two graduate seminars open to the public. The first presentation shall be on the thesis proposal paper, and the second presentation will be on the completed research. The thesis must be in the area of the student's selected stream.

All students in the comprehensive option must complete a research paper and pass an oral examination based primarily on the paper. These students shall present a graduate seminar open to the public and based on the completed research. The research paper must be in the area of the student's selected stream. Students should consult the University of Manitoba Calendar for University regulations concerning the M.Sc.

1.3 Requirements Specific to the Three M.Sc. Streams:

Within the above program requirements (18 credit hours for thesis option, 27 credit hours for comprehensive option), students must include the following courses specific to their selected stream. Within their program, students often take courses from other departments (for example, economics, business, statistics, computer science), with approval of their advisor.

1.3.1 **Agricultural Economics Stream:** All students in the Agricultural Economics stream (*both thesis and comprehensive option*) must include the following courses within their program:

a. Microeconomics:

ABIZ 7940 and ABIZ 7950 6 credits

OR

ECON 7722 3 credits

b. Quantitative Methods 3 credits

(a course in Econometrics, Management Science, or Statistics, as approved by their advisor, normally at 7000 level)

1.3.2 **Agribusiness Stream:** All students in the Agribusiness stream (*both thesis and comprehensive option*) must include the following courses within their program:

a. ABIZ 7410 Agricultural Finance 3 credits

b. an additional 6 credit hours in agribusiness or related area 6 credits
(as approved by their advisor, normally at 7000 level)

c. Quantitative Methods 3 credits

(a course in Econometrics, Management Science, or Statistics, as approved by their advisor, normally at 7000 level)

Note: A limited number of students will be given permission to take the Agribusiness stream, based on Department capacity.

1.3.3 **Environmental and Resource Economics Stream:** All students in the Environmental and Resource Economics stream (*both thesis and comprehensive option*) must include the following courses within their program:

a. Microeconomics:

ABIZ 7940 and ABIZ 7950 6 credits

OR

ECON 7722 3 credits

b. Quantitative Methods 3 credits

(a course in Econometrics, Management Science, or Statistics, as approved by their advisor, normally at 7000 level)

c. ABIZ 7430 Advanced Theory of Resource Economics 3 credits

d. An additional course related to environment and resources 3 credits
(as approved by their advisor, normally at 7000 level)

Note: A limited number of students will be given permission to take the Environmental and Resource Economics stream, based on Department capacity.

M.Sc. expected time to graduation: two years (though some students have finished in one year)

1.4 Selection of Stream

Students are automatically placed in the Agricultural Economics stream after being accepted into the M.Sc. program. However, if a student wishes, they may instead later enrol in either the Agribusiness Stream or Environmental and Resource Economics stream, if they meet the requirements below and are eligible for their stream of interest.

The following information applies for both the Agribusiness stream and Environmental and Resource Economics Stream. Capacity for these two streams is limited, and only a limited number of students will be given permission to take these streams. Only students with a sufficient combination of academic preparation, background, aptitude (quantitative, analytical, verbal) and work experience are eligible.

(i) Students must receive approval from the DGAC in order to take either of these two streams. Students interested in either stream may be required by the DGAC to submit a Graduate Management Admissions Test (GMAT) score, and must have a minimum score of 620. (The Graduate Record Examination (GRE) will be accepted with an equivalent percentile score). GMAT and GRE scores must not be older than five years.

(ii) However, students interested in either of these two streams must first find a Faculty member whose research interests match those of the student, and the Faculty member must agree to be the student's advisor. Also, after finding an advisor, the student must obtain a form (M.Sc. Stream Request Form) from the head of DGAC, and complete the form, and have the advisor sign it. Then the student will return the form to Head of DGAC, and DGAC will assess the application to the Agribusiness Stream or Environmental and Resource Economics Stream.

1.5 Course Selection

For all programs, the entire selection of courses must be approved by the student's advisor.

Note: Students in the Agribusiness stream are encouraged to take quantitative and analytical courses, to help ensure a sufficient quantitative agribusiness focus. These students may also be advised to take courses in microeconomics, such as ABIZ 7940, ABIZ 7950, and also ABIZ 7430.

1.6 Graduate Seminars

As a requirement for graduation from the M.Sc. program of the Department of Agribusiness and Agricultural Economics of the University of Manitoba, students in thesis M.Sc. programs shall make two seminar presentations. Comprehensive (non-thesis) M.Sc. students are required to make one seminar presentation. M.Sc. oral presentations must meet acceptable standards as assessed by DGAC and as implemented by the examining (Advisory) committee. The content of these seminars is as follows:

1. If the student is in the thesis M.Sc. program, the first seminar presentation shall be on the thesis proposal and the second on the completed thesis research;
2. If the student is in the comprehensive (non-thesis) M.Sc. program, the one presentation shall be related to the completed research paper.

The seminars shall be held in accordance with the following rules and procedures:

1. The advisor is to notify the Department in advance of the seminar. The advisor is strongly encouraged to provide at least one week notice prior to the seminar.
2. Prior to the first presentation, the student must have approval of the advisor. (If a presentation is the student's thesis proposal defense, the student must have an Advisory Committee selected by that time).
3. It is the goal of the Department that the thesis proposal seminar be held within twelve months of admission to the program in the case of M.Sc. students.

1.7 M.Sc. Thesis Proposal

A student in the thesis M.Sc. program is required to prepare an M.Sc. thesis proposal in consultation with their advisor and also other members of their Advisory Committee. A student's Advisory Committee will consist of the advisor plus at least two other members, at least one of whom must be from within the Department, and one from outside the Department.

Copies of the thesis proposal must be distributed to members of the Advisory Committee at least two weeks prior to the proposal presentation. The Advisory Committee will determine if the proposal can go forward to presentation or if revisions are required prior to the presentation. The student is expected to present, in about 20 or 30 minutes, the proposed research, including related literature, statement of the problem, and methods and procedures. This is followed by questions from attending members of the Advisory Committee and others. The advisor and the majority of the Advisory Committee in attendance at the seminar must judge the written proposal and seminar to be acceptable. The student's ability to present and defend the thesis proposal clearly and concisely in the oral presentation is an essential part of the examination process. Members of the committee will base their decisions on the written and oral presentations of the proposal, the quality of the student's response to questions during the seminar, and the student's apparent understanding of the general subject area (e.g. theory, methods, policy) related to the proposal. The Advisory Committee, in consultation with the student, determines what revisions, if any, are necessary prior to the beginning of the research. If the student fails the proposal, then they can later present a revised or new proposal upon approval by the advisor. A second failure necessarily leads to expulsion from the M.Sc. program.

Through the thesis proposal a student is expected to initiate early and meaningful communication with their Advisory Committee on a research problem. The student should be in timely consultation with their Advisory Committee.

1.8 M.Sc. Thesis Defence

Before a thesis is presented for defence, the advisor will inform the Department that the thesis meets the minimum standards required for an oral exam (this does not imply that the student will necessarily pass the oral exam of the thesis). Once this requirement has been met, an oral examination date will be set. The student will typically make an opening presentation and there will be open questions and Committee's questions. The thesis defense is open to the public. Notice will be given of upcoming theses defenses.

Both the written thesis and the oral presentation are evaluated by the Advisory Committee. The student is expected to present, in about 20 to 30 minutes, the major objectives, content, results and conclusions. The student's ability to present and defend the thesis clearly and concisely in the oral

examination is an essential part of the examination process.

If one committee member fails to attend for an M.Sc. thesis oral exam (or thesis proposal), then the examination will proceed without that member. Final results of the examination will be determined after consultation between the absent member and the other members of the committee.

The format of the final copy of the thesis must meet University standards. Thesis guidelines are available on the website of the Faculty of Graduate Studies.

In the Acknowledgements section, students must acknowledge all agencies who provided funding directly or indirectly related to the thesis. Any thesis that does not acknowledge all funding agencies will not be accepted. Students are encouraged to prepare an article for publication from the thesis.

1.9 Comprehensive Option: M.Sc. Research Paper

The research paper will define, analyze and report on a specific problem, and typically would be shorter in length than a thesis. The topic for the research paper must be approved by the student's advisor. The paper will be submitted to the Advisory Committee, and written according to professional publication guidelines.

Students must acknowledge all agencies that have provided funding directly or indirectly related to the paper, and any paper that does not acknowledge all funding agencies will not be accepted. Students are encouraged to prepare an article for publication from the paper.

1.10 Comprehensive Option: M.Sc. Research Paper Defence

A student's Advisory Committee will consist of the advisor plus at least two other members, at least one of whom must be from within the Department, and one from outside the Department. The research paper defence follows the same procedures as listed for the thesis defence (section 1.8.).

1.11 Ph.D. Program in the Department of Economics*

A Ph.D. is offered by the Department of Economics with the cooperation of the Department of Agribusiness and Agricultural Economics. Students following this approach for their field of research must find a faculty member who is willing to serve as an advisor. If Ph.D. students in Economics select a field of research within the Department of Agribusiness and Agricultural Economics, then they would typically include in their program some related courses from the Department of Agribusiness and Agricultural Economics.

***Please refer to the Department of Economics for complete information regarding the Ph.D. in Economics or visit the Department of Economics website.**

Students should consult the University of Manitoba Calendar for University regulations concerning the Ph.D. program.

1.12 Submission of Research to Department

After completion of the M.Sc. thesis or comprehensive research paper, students must submit an electronic version of the thesis /comprehensive research paper to the Department. M.Sc. students are allowed to borrow previous M.Sc. theses/comprehensive papers.

1.13 Student-Advisor Academic Relations

If the student does not have an advisor, then DGAC will appoint an interim advisor for all incoming graduate students after they have accepted the offer of admission to the M.Sc. Pre-M.Sc. students are not normally assigned an interim advisor and should consult DGAC about course assignments and other matters.

For students who are research assistants and are receiving funds for a research project from their advisor, the procedure for changing advisors may be somewhat complicated. In such a situation, there is the need to protect the interest of both the student and the advisor vis-a-vis the ongoing research project. A student in such a position is required to complete their assigned portion of the project even if a change of advisors is undertaken. For other students, changing advisors is relatively simple.

1.14 Supplementary Regulations Regarding Academic Performance and Decisions/ Recommendations on the Progress of Student's Program

General regulations with regard to academic performance in the Faculty of Graduate Studies are in the University of Manitoba Calendar. Note that the Department of Agribusiness and Agricultural Economics can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress and/or status in the program. In addition, the Department may decide to make no recommendation, in which case the regulations of the Faculty of Graduate Studies would be automatically invoked. The following outlines the procedures for review of Departmental decisions/recommendations that are sent to the Faculty of Graduate Studies.

- An Annual Progress Report evaluation must be completed each year by the student's advisor. If a student does not meet the standards as specified in the Progress Report, then the student can be terminated from the program. A student must maintain a cumulative GPA of 3.0 to remain in the M.Sc. program. (If the student's cumulative GPA falls below 3.0, they are given one term to bring their cumulative GPA up to 3.0).
- When a decision is made with regard to a student's status and/or progress in the graduate program, the student will be informed of the nature of the decision and of the possible consequences.
- After receiving the decision/recommendation, the student may request a review of the decision by the Department Head.
- The Department Head will review the case in a timely fashion after receipt of the request.
- The Department Head will forward their decision/recommendation to the Dean of the Faculty of Graduate Studies.

1.15 Course Evaluations

Course evaluations are conducted for each undergraduate and graduate level course, at the end of the term. The procedure used guarantees the confidentiality of the student's assessment. An evaluation questionnaire is provided, which the student completes anonymously. The instructor will not be present during the evaluation. The questionnaires are given to the Department. Instructors see the summary sheets of computerized questionnaires, and comments if any, only after final grades for the course have been submitted.

1.16 Pre-Master's Program

The University requires that all pre-M.Sc. students must maintain a 3.0 average at the end of each academic term. Pre-Master's students may apply for the Master's program once they have completed all prerequisites, provided they have maintained a 3.0 GPA (although a 3.0 GPA does not guarantee admission). Applications will be reviewed by the DGAC.

1.17 Registration Deadlines

Registration is required each year, including summer term, until the degree is granted. Otherwise the student's program is terminated and he/she must REAPPLY for admittance. This applies also to students who have taken jobs before their thesis or comprehensive paper is submitted.

1.17.1 Maximum Time Limit

The maximum time allowed for completion of the M.Sc. program is four years. If a student needs an extension, they must apply formally to Graduate Studies via their advisor within the specified time period. NOTE: Graduate Studies has indicated it will grant extensions only in exceptional circumstances.

1.18 Academic Year Deadlines

See the current University of Manitoba Calendar for details regarding specific deadlines (late registration or registration revisions, voluntary withdrawal from courses without academic penalty, etc.). Refer to the current University of Manitoba Calendar and Registration Guide for additional information.

1.19 Seminars and Conferences

The Department arranges seminars occasionally and all students are encouraged to attend. In addition, funding may be available for students presenting papers at professional conferences. Students are encouraged to co-author papers with staff.

1.20 Academic Integrity: Plagiarism and Cheating, and Personation at Examinations

Attention is drawn to the regulations regarding academic integrity published in the University of Manitoba Calendar, and to the very serious academic penalties which are applied. When in doubt about any practice, consult with your instructor or advisor.

2. FINANCIAL ASSISTANCE

In reading the following, note that a student is automatically considered full-time for the registration period of his/her academic program under the AURORA student system unless a formal request to be considered part-time has been made by the student on the appropriate form, and Departmental approval given, and such formal request then forwarded to the Faculty of Graduate Studies by the Department. Full-time students may be employed by the Department or University as Research Assistants for up to 40 hours per week during the academic year. Part-time students do not face constraints.

Students may be eligible to receive a Graduate Research Assistantship (GRA), or a Teaching Assistantship (TA). A GRA is received for research work, and a TA is received for teaching work.

A student-teaching assistant is one who receives remuneration from the University of Manitoba for

academic instructional services rendered. Such services include supervised instruction, marking, demonstrating, leading seminars, tutoring, etc. (A student hired as a full-time or part-time sessional lecturer is not considered to be a teaching assistant; see the Department Head if you are interested in teaching an entire course.) The Department of Agribusiness and Agricultural Economics typically employs a few TAs (when funds are available) to complete its instructional aid requirements. The Department has limited funding for these positions, so usually will not know very far in advance how many TAs it can hire in any particular academic session. Pay rates and seniority are set by Canadian Union of Public Employees (C.U.P.E.) (Local 3909) (see current rates). Students working as TAs will be required to join C.U.P.E. 3909 Unit 1.

There *may* be two types of TA positions available: normally full-time (for the entire term) and part-time (under six weeks of employment for a term). Students interested in employment as a part-time TA within the Department during the academic year should indicate their interest early in writing to the Department before August 1. The final selection of TAs will generally be made by the course instructors conditional on the availability of funds.

Full-time TA positions are posted on the University of Manitoba website and on union posting boards around campus (currently there are two locations in the Agriculture Building) as these positions become available. These postings are most likely to appear in July/August (for first term positions) or November/ December (for second term positions). In order to be considered for such a position, it is necessary to apply as per the instructions in response to each particular posting. Students interested in such positions must read the Canadian Union of Public Employees (C.U.P.E.) Collective Agreement which is mailed to them upon entering the program. Especially read the Articles regarding application procedures for posted jobs and the Job Security Period (2 years).

There are two types of GRAs that differ according to the type of payment the student receives. Type 1 GRA receive payment on an hourly basis, whereas type 2 GRA receive a flat rate payment. Both types receive payment bi-weekly. Under both types the individual is employed on a student to professor basis. The professor may require the student to do research in more than one area, however, the nature of the work has nothing to do with the type of GRA received. As a general rule, initial appointments are of the type 1 variety.

Students receiving either a TA or a type 1 GRA are required to submit a weekly summary of hours worked to the Department in order to receive payment. A student receiving a type 2 GRA is not required to make such a formal report; nonetheless he/she is still accountable to his/her research director for monies received. It is important to realize that continued financial assistance is a function of several factors including the availability of funds, acceptable performance of TA and GRA responsibilities, and acceptable academic performance. Most GRAs are for contract research projects which have very strict deadlines and conditions which **MUST BE MET**. These contract deadlines may coincide with academic deadlines (final exams) and, in such circumstances, the funding agencies cannot accommodate our schedules.

GRA and TA assignments are administered by the Department Head. The Head may also be able to indicate to the student which staff members have research funds. It is normally the student's responsibility to meet with staff members to establish a mutually agreeable working arrangement. In the event that, after agreeing to and commencing work on a research project, the student discovers that he/she is not interested in, or unable to work on the project or with the instructor, the student is obliged to fulfil his/her contribution to the project (see Section Student Advisor Relations). Research topics and assistantships are not transferable between staff members. Lastly, students are also encouraged to

pursue their own interests and to attempt to secure funding from external agencies. This should be done in consultation with their advisor or the Department Head.

2.1 Teaching Assistants' Office Space

Depending on room availability, office space may be allocated upon request to the Department for the Teaching Assistants to meet with the students. The office hours have to be set up by each Teaching Assistant with his/her students.

2.2 Employment for International Students

Changes to Canadian immigration regulations now permit international students to work on *or* off-campus. For further information please contact the International Centre for Students.

2.3 Graduate Student Travel Funds

Graduate students' requests for funding to support travel to present papers at meetings, should be made to the Faculty of Graduate Studies. Assessment will be based on documents submitted by the graduate students as per the requirements of the Faculty of Graduate Studies. The amount to be contributed from other sources should be clearly indicated so a fair assessment can be made.

3. RESEARCH FACILITIES AND GENERAL INFORMATION

3.1 Library

Graduate students have access to all the university libraries. The Dafoe Library, the main library of the University, with a book and bound periodical stock, has a good reference section. Microfilm, audio visual materials, and a copying service are also available. The William R. Newman Library is located in Room 236 in the Agriculture Building. Provision is made for Inter-Library Loan, giving access to the resources in other Canadian and international libraries.

3.2 Computing Facilities

Graduate students have access to the University computing facilities; Room 366 is the Department's computer laboratory for use by our graduate students, and assistance from the Department's Computer Coordinator is available. A copy of the rules regarding use of Room 366 facilities is appended.

3.3 Accommodation

On-campus residences offer housing for single students. Also, the southern part of the city, including the Pembina Highway area and the area around the University of Manitoba offer convenient housing. Students wishing to obtain further information on available accommodation throughout Winnipeg may access the University of Manitoba Off Campus Housing Office.

3.4 Parking

Long-term on-campus parking passes are available for students with cars. Passes should be applied for per instructions from the University of Manitoba Parking Services. Meter and ticket dispenser areas are located throughout the campus for casual parking. During regular hours, there is no free parking

available anywhere on campus during the summer months, even though there may be an abundance of vacant spaces. On weekends, holidays, and after 4:30 pm on weekdays, free parking is available in all staff, student, meter and ticket dispenser areas excluding 24-hour reserved and restricted areas.

3.5 Other Information

Additional information about University services, facilities, fees, housing, the community and the University may be obtained from the following services:

- (a) The University of Manitoba Calendar
- (b) The University of Manitoba Registration Guide, Fee Schedule and General Information;
- (c) The Graduate Students Association (GSA) and the AEGSA.

3.6 Mail

Please check your mail boxes (352 Corridor, Agriculture Building) regularly for your mail, payroll slips, notes, etc. Student mailboxes are the alphabetical ones in the top row. Please inform the Department if you are leaving town so that you may be contacted regarding committee meetings, keys, library books, or important messages. As well, please inform the Department of any change in address, telephone number and/or e-mail.

3.7 Problems

If you have problems with registration, or have other administrative questions, etc., please contact the Department. For any payroll matters contact the Department. Academic queries should be directed to your advisor or, in confidence, to the Chair of the DGAC.

3.8 Telephones

Long distance **personal calls** are to be made from Graduate students' own personal phone/cell. Long distance telephone calls for projects/research may be made from your office phones or the phone in the coffee room; however you must keep a record of the numbers called, the date and length of each call, and the project/research budget account number.

3.9 Offices

Please see the Department (Room 352) regarding office space assignment, obtaining keys for the office (a \$25.00 deposit *may* be required before keys are assigned - either cash, or a cheque made out to University of Manitoba but not dated), and reporting any problems regarding your office.

Graduate students cannot be provided with office space indefinitely, especially those students who have full-time employment outside of the Department. If, after surrendering your assigned office space, you do need a workstation in the evenings, you may continue to use the Graduate Students Computer Laboratory (Room 366).

If you are working after hours (including weekends) – Please ensure all main doors on the 3rd floor and the computer lab are locked.

3.10 Main Office

The main office (352 Agriculture Building) is open 8:30 a.m. - 12 noon, 1 p.m. - 4:30 p.m., Monday through Friday.

3.11 Photocopying

The Department has a digital photocopier in Room 366. For any copying you are doing on a professor's research project please check with the Department for instructions regarding charges for various research projects, and also for any personal photocopying you may do.

3.12 Kitchen Facilities

The Department kitchen facilities may be used by graduate students, as well as by academics and support staff. Lunches, etc., may be stored in the refrigerator, and the microwave and other electrical equipment may also be used. Don't leave spoiled, stale or otherwise unusable food anywhere. The dishes, cutlery, mugs, etc. are there for everyone to use and are not to be taken home. After using dishes, cutlery, etc., please wash, dry and put them away in the cupboards ready for the next person. DO NOT under any circumstances scrape food into the sink as it clogs easily. Dispose of all waste food in the garbage container provided. Wipe up any spills as they occur. The utility caretakers empty the garbage container twice a week but are not expected to clean the kitchen. That is our responsibility and it is up to each of us to maintain the facility in a clean and tidy condition.

3.13 Departure

Following completion of your program of studies, please clean out your desk/shelving/office before you leave. Students must return all borrowed theses and/or textbooks, including books borrowed from professors. Take all your own books and papers with you or otherwise dispose of them appropriately. Confidential documents should be disposed of in the Shred-it locked cabinet below the mail-boxes. Hand in all your office keys to the Department, if applicable, your key deposit will be returned to you.

4. GRADUATE STUDENT ORGANIZATIONS

All graduate students who work on the University campus are members of the Graduate Students Association, and all students registered with the Faculty of Graduate Studies are automatically members of the campus Graduate Students Association (GSA). Student organization fees paid at the time of registration go to fund these two organizations.

The aims and purposes of the GSA are to promote the GSA as a whole, and to act as a platform for cultural, educational, and social activities of graduate students. The GSA can act as a liaison between graduate students and the administration of the University. The GSA lobbies on behalf of all graduate students, and also ensures that the administration has your viewpoint. The GSA maintains ties with other graduate student associations at other Canadian universities.

The GSA maintains facilities and a lounge in the University Centre. The lounge is open to all graduate students during the day.

There is also a graduate student association specific to the Department, AEGSA, which is part of the GSA. The AEGSA's aim is to promote the interests of the Association as a whole and act as a platform for all functions and projects, and all educational, cultural, and social activities of the graduate students. To date, the AEGSA has organized sporting and social events. Specifically, the AEGSA represents graduate students interests on the Department Council.

The AEGSA is also in close collaboration with the GSA, with an AEGSA representative on the GSA council and can act as a liaison between graduate students and GSA. You are encouraged to become involved with both the GSA and the AEGSA.

Appendix:

Department of Agribusiness and Agricultural Economics

RULES FOR THE OPERATION OF ROOM 366

GRADUATE STUDENT LAB (COMPUTER ROOM)

1. Room 366 will be open during normal Departmental hours—8:30 a.m. to 4:30 p.m. week days when the Departmental Offices are open.
2. Outside normal Departmental office hours, students may use room 366 by obtaining their own key for the room from the Department.
3. Students who use the room outside of normal Departmental hours are responsible for security in room 366. This responsibility includes the computer equipment and manuals.
4. Outside of normal Departmental office hours students should lock the door when leaving the room temporarily.
5. The last student leaving room 366 after normal Departmental office hours shall turn off all equipment and lock the door.
6. Only authorized graduate students (those who have keys) may use room 366 outside of normal Departmental office hours.
7. Graduate student lab users are urged not to store data on the lab machines. If you have any data files on the current lab computers, please move the data to your personal storage.
8. Undergraduates are only allowed the use of this facility if they are working for a staff member or have permission from the Department Head.
9. If you have questions about archiving your data, or need help with any lab equipment, please contact the Department of Agribusiness and Agricultural Economics Computer Coordinator in Room 355.
10. *******Printers in Room 366 are to be used for course-related/research materials only.*******