

# GRADUATE STUDENT HANDBOOK

Department of Plant Science  
University of Manitoba

[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. This *Graduate Student Handbook* will provide you with information to help you better understand and access those services and resources.

## General Office

The Department of Plant Science administrative office is located in 222 Agriculture Building.

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

## Faculty Members and Administrative Staff

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

## Plant Science Academic Advisor

[Martha.Blouw@umanitoba.ca](mailto:Martha.Blouw@umanitoba.ca); (204 474 8223)

## 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=440&chapterid=5011&loaduserredits=False>

Please 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)

## Orientation

Orientations are offered to both new and returning graduate students. To help you with your academic journey, it's important that you attend orientations.

### **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
- Printing, photocopying
- Who to contact in the department for assistance or advice

For information, please contact [martha.blouw@umanitoba.ca](mailto:martha.blouw@umanitoba.ca).

### **University of Manitoba Graduate Student Association Orientation**

UMGSA presents an overview of services available to graduate students. Information on the GSA Orientation is at <http://www.umgsa.org/>

### **International Student Orientation:**

Studying in a new country can be both exciting and overwhelming. To help international students with their transition to Canada and the University of Manitoba, the International Centre offers orientation and welcome programming at the beginning of each term. Get the information you need and connect with other international students going through the same experience.

<http://umanitoba.ca/current-students/international/orientation>

### **The Indigenous Community at U of M**

The Indigenous campus community works together to build and expand their presence and visibility at UM while creating a safe environment for students and staff to work and learn.

<http://umanitoba.ca/indigenous/>

## 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 through MSpace</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 examining 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 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 libraries, recreational facilities, computer labs, Winnipeg transit services, and printers and photocopiers on campus.

[http://umanitoba.ca/student/records/pii/photo\\_id.html](http://umanitoba.ca/student/records/pii/photo_id.html)

### **Activate all U of M accounts**

- All U of M communications will be through your myumanitoba.ca account. It's essential that you monitor this email account on a regular basis.
- Students can activate their umnetID 48 hours after they accept their offer of admission. Your student number is at the top of your letter of admission.

- For information on JUMP, Aurora, U of M e-mails:  
<http://umanitoba.ca/computing/ist/accounts/claimid.html>

### **Course Approval**

- All courses must be approved by your advisor prior to registration.
- Courses delivered by other departments require approval from those departments.
- [Martha.Blouw@umanitoba.ca](mailto:Martha.Blouw@umanitoba.ca) will provide you with the approval form.

### **Register for Courses using Aurora Student**

- <http://umanitoba.ca/student/records/registration/steps/step1.html>
- Aurora Student: <https://aurora.umanitoba.ca/>
- Locate when you can begin registering in the Aurora “Registration Time and Status” section.

### **Academic Integrity Tutorial; Research Integrity Tutorial:**

All graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial and GRAD 7300 Research Integrity Tutorial in their first term of registration.

<http://umanitoba.ca/graduate-studies/student-experience/core-academic-requirements>

### **Paying Tuition Fees**

[http://umanitoba.ca/admin/financial\\_services/revcap/StudentAccounts.htm](http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm).

### **Progress Report**

- Progress reports must be submitted to the Faculty of Graduate Studies by June 1<sup>st</sup>.
- Report form: <http://umanitoba.ca/graduate-studies/forms>
- 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'.
- <http://umanitoba.ca/bookstore/>

### **Register with Student Accessibility Services for needed accommodations**

For information, visit <http://umanitoba.ca/student/accessibility/>

### **Completing the Advisor/Student Guidelines**

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

### **Declaring Graduation**

Once you’ve submitted your final thesis to the Faculty of Graduate Studies by their deadline, you’re automatically added to the graduation list.

## Information Services and Technology

### JUMP Portal

- <https://cas.portal.umanitoba.ca/cas-web/login?service=https%3A%2F%2Fjump.portal.umanitoba.ca%2Fportal%2Flogin>
- Log in using your UMnetID and password developed in signUM.

### 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:

<http://umanitoba.ca/computing/ist/help/index.html>

## Financial Support

### Teaching Assistant Positions

- For information about teaching assistant and grader/marker positions, go to [http://www.umanitoba.ca/admin/human\\_resources/employment/](http://www.umanitoba.ca/admin/human_resources/employment/)
- You'll be informed when Department of Plant Science positions are available.

### Funding and Awards

- Contact FGS for information on internal awards, external awards, or needs-based funding: [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: [Martha.Blouw@umanitoba.ca](mailto:Martha.Blouw@umanitoba.ca)

### Emergency Loans

- FGS Emergency Fund: <http://umanitoba.ca/graduate-studies/forms>
- UMGSA Emergency Grant: <http://www.umgsa.org/emergency-grant/>

**U of M Food Bank**

[http://umanitoba.ca/student/fin\\_awards/food-bank.html](http://umanitoba.ca/student/fin_awards/food-bank.html)

**Transportation****Parking**

- [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)
- Register early for parking passes

**Buses and Bicycles**

- <http://umanitoba.ca/campus/transportation/>
- For information on the U-Pass (included in tuition): <https://umsu.ca/services-and-support/u-pass/>

**U of M Shuttle Bus**

Free shuttle service loops around campus, including Smartpark:

[http://umanitoba.ca/admin/vp\\_admin/smartpark/bus.html](http://umanitoba.ca/admin/vp_admin/smartpark/bus.html)

**Safe Walk / Safe Ride Programs**

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 (Fort Garry); 204-789-3330 (Bannatyne Campus); [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:  
<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx>
- FGS Workshops: These are plentiful, varied and worthwhile. You are strongly encouraged to attend.  
[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&loaduserredits=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: [gsa@umgsa.org](mailto:gsa@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: <http://umanitoba.ca/student/academiclearning/>

### **Centre for the Advancement of Teaching and Learning**

The Centre works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors.

[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:

<http://umanitoba.ca/student/elc/>

### **Statistics**

- Free library workshops: <http://libguides.lib.umanitoba.ca/c.php?g=298169>
- Statistics Help Centre: <https://sci.umanitoba.ca/statistics/student-info/statistics-help-centre/>

### **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>

### **Thesis Information**

- Thesis Toolkit: Gateway to information and learning resources for Graduate Students: <http://libguides.lib.umanitoba.ca/thesis>
- FGS Thesis Information: <http://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>.
- FGS Thesis Submission and Distribution: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/index.html](http://umanitoba.ca/faculties/graduate_studies/thesis/index.html)

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

Libraries: [http://umanitoba.ca/libraries/services/c\\_p\\_s\\_equipment.html](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)

### **Poster Printing**

- CADlab: [http://umanitoba.ca/faculties/architecture/cadlab/cadlab\\_wide\\_printing.html](http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html)
- Media and Production: [http://umanitoba.ca/ist/service\\_catalogue/index.html#](http://umanitoba.ca/ist/service_catalogue/index.html#)

### **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 contact, <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. <https://umsu.ca/services-and-support/health-dental/>

### **Health Services**

To learn about on-site appointments with physicians, consultant psychiatrists, immunizations, and other health services contact University Health Services at 104 University Centre; [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**

Sometimes, when talking with your friends or family isn't possible or isn't enough, it helps to talk with a professional. The U of M offers students a variety of on-campus and off-campus counselling supports. 474 University Centre; <http://umanitoba.ca/student-supports/counselling-resources-students>



### Case Management

If anything in your personal or academic life is affecting your studies, contact their confidential intake assistant. Everything you tell them is kept completely confidential.

<http://umanitoba.ca/student-supports/academic-supports/student-advocacy/case-management>

### Sexual Harassment/Violence

Office of Human Rights and Conflict Management: 201 Allen Building;

[http://umanitoba.ca/human\\_rights/](http://umanitoba.ca/human_rights/)

### Chaplains' Association

Offers support to all students regardless of their religion:

<http://umanitoba.ca/student/resource/chaplains/>

**IN AN EMERGENCY:** <https://umanitoba.ca/emergency.html>

FIRE POLICE AMBULANCE HAZARDOUS MATERIALS	Dial <b>911</b> first before calling security services at the following numbers:  <b>555</b> From University phones <b>#555</b> from MTS or Rogers Wireless <b>(204) 474-9341</b> from all other phones <b>Red phones</b> from throughout University buildings <b>Code Blue</b> stations throughout the campus
SECURITY SERVICES (24hrs) Ft. Garry & Bannatyne Campus	<b>555</b> or <b>(204) 474-9341</b>
SUICIDE CRISIS KLINIC (24hrs)	On Campus: <b>4-(204) 786-8686</b> Off Campus: <b>(204) 786-8686</b>
University Emergency Information	(204) 943-8636
<b>NON EMERGENCY PHONE NUMBERS</b>	
SECURITY SERVICES (24hrs)  WINNPEG POLICE (24hrs)	Fort Garry: (204) 474-9312 Bannatyne Campus: (204) 789-3330 On Campus: 4-(204) 986-6222 Off Campus: (204) 986-6222
ENVIRONMENTAL HEALTH AND SAFETY OFFICE	(204) 474-6633
UNIVERSITY HEALTH SERVICE	(204) 474-8411
CHAPLAIN'S OFFICE	(204) 474-8721
COUNSELLING SERVICES	(204) 474-8592
EMPLOYEE ASSISTANCE (Equity Services)	1-800-387-4765
SEXUAL HARRASMENT (Human Rights and Advisory Services)	(204) 474-6348

## Get Involved

Explore ways to get involved with community on campus, locally or globally. Curricular and co-curricular experiential learning provides practical experience and skill development.

<http://umanitoba.ca/student-supports/get-involved>

### UMCommunityLINK

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

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

Offering opportunities to get involved with student governance. [www.umgsa.org](http://www.umgsa.org)

### Department Involvement

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

- **Department Council:** Made up of faculty members and a support staff member, as well as a student representative who meet to deal with departmental issues.
- **Plant Science Graduate Student Association (PSGSA):** The PSGSA is the departmental student organization. Consider joining the executive.

## Conclusion

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