

# GRADUATE STUDENT HANDBOOK

Department of Soil Science  
University of Manitoba

<https://umanitoba.ca/agricultural-food-sciences/soil-science>

Welcome to graduate studies in the Department of Soil Science and the University of Manitoba!

This department is one of seventy-eight graduate departments within the Faculty of Graduate Studies (FGS) at the University of Manitoba, and one of eight departments within the Faculty of Agriculture and Food Science. Throughout your academic journey as graduate students there are several amenities that will be made available to you 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.

## **Administrative Office**

The Department of Soil Science administrative office is in 362 Ellis Building. Office hours are 8:30am-4:30pm Monday to Friday.

## **Soil Science Graduate Program Chair**

Mario Tenuta

[Mario.Tenuta@umanitoba.ca](mailto:Mario.Tenuta@umanitoba.ca)

Office: 360 Ellis Building; (204) 474-7827

## **Soil Science Graduate Program Advisor**

Ekta Badesha

[Ekta.Badesha@umanitoba.ca](mailto:Ekta.Badesha@umanitoba.ca)

Office: 226 Agriculture Building; (204) 474-8223

## **Administrative Staff & Faculty Members**

<https://umanitoba.ca/agricultural-food-sciences/soil-science/soil-science-faculty-and-staff>

## **Department Graduate Programs**

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

<https://catalog.umanitoba.ca/graduate-studies/agricultural-food-sciences-agriculture/>

Please familiarize yourself with the <a href="#">Department of Soil Science Orientation Handbook</a>
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A map of the Fort Garry campus can be found at: <https://umanitoba.ca/map/>

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

For information about regulations and policies governing your graduate program:

<https://catalog.umanitoba.ca/graduate-studies/academic-guide/>

**Academic Calendar** <https://catalog.umanitoba.ca/>

*Updated May 2024*

## 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 includes an overview of:**

- Program information
- Course requirements
- Registration

Review the [Department of Soil Science Orientation Handbook](#)

**Supplemental Regulations:** Our program regulations are governed by the Faculty of Graduate Studies known as Supplemental Regulations. Please review the Soil Science Supplemental Regulations [here](#).

Soil Science Thesis Guidelines: [https://umanitoba.ca/agricultural-food-sciences/sites/agricultural-food-sciences/files/2020-07/thesisguidelinesjan2018\\_final.pdf](https://umanitoba.ca/agricultural-food-sciences/sites/agricultural-food-sciences/files/2020-07/thesisguidelinesjan2018_final.pdf)

### **Weekly Newsletter: The Soiled Profile**

The Soiled Profile is a weekly newsletter sent out by our Program Chair which includes departmental news, announcements and scholarship/awards information. It is emailed to all students and faculty every Friday and is a great way to stay connected and informed. If you prefer not to receive these emails please contact Mario Tenuta.

### **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 UM**

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

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

## Milestones

(Items may occur simultaneously)

Master's Degree	Ph.D. Degree
<ul style="list-style-type: none"> <li>• Complete <a href="#">Advisor/Student Guidelines</a></li> <li>• Complete <a href="#">GRAD 7500 and 7300</a></li> <li>• Complete Orientation Manual and WHMIS</li> <li>• Establishment of Advisory committee and complete <a href="#">Program of Study form</a></li> <li>• Initiate <a href="#">Soil Science MSc Requirement Checklist Form</a></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>• Regular meetings with Advisor including at least annual meetings with Advisory Committee to discuss <a href="#">progress</a></li> <li>• Establish Teaching Assistant plan with Advisor</li> <li>• Establish communication and outreach plan with Advisor</li> <li>• Coursework</li> <li>• Conduct research</li> <li>• <a href="#">Write thesis</a></li> <li>• Final 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 <a href="#">MSpace</a></li> </ul>	<ul style="list-style-type: none"> <li>• Complete <a href="#">Advisor/Student Guidelines</a></li> <li>• Complete <a href="#">GRAD 7500 and 7300</a></li> <li>• Complete Orientation Manual and WHMIS</li> <li>• Establishment of Advisory committee and complete <a href="#">Program of Study form</a></li> <li>• Initiate <a href="#">Soil Science Doctoral Requirement Checklist Form</a></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>• Regular meetings with Advisor including at least annual meetings with Advisory Committee to discuss <a href="#">progress</a></li> <li>• Establish Teaching Assistant plan with Advisor</li> <li>• Establish communication &amp; outreach plan with Advisor</li> <li>• Coursework</li> <li>• Conduct research</li> <li>• <a href="#">Candidacy examination</a> (no later than one year prior to expected graduation)</li> <li>• Write thesis</li> <li>• Review of final thesis by advisor</li> <li>• <a href="#">Submission of thesis to FGS</a> 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 defense 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 <a href="#">MSpace</a></li> </ul>

## Guidelines for Graduate Student Program Target Timelines

The Department of Soil Science target completion for full-time students is 24 months for the M.Sc. program and 36 to 42 months for the Ph.D. program. Timelines may vary to meet the needs of individual students. The suggested progression to meet these targets is given below.

### M.Sc. Program Target Timelines

Timing following start date	Event/Activity
Prior to Student Start Date	Advisor discusses proposed advisory committee with Department Head; reach consensus.
2 months	<b>Student Program of Study and Appointment of Advisory Committee forms</b> completed. First Committee meeting completed. <b>Advisor Student Guidelines</b> completed. <b>GRAD 7500</b> Academic Integrity and <b>GRAD 7300</b> Research Integrity completed.
By mid-May annually	Student <b>progress report</b> completed.
4 months	<b>Thesis proposal</b> presented and approved by Advisory committee; submitted to Department Head.
12 months	All course work completed. First experiments or field season completed.
12-24 months	At least one Committee meeting in person and more as required
14 months	Outline of thesis organization approved by supervisor
18 months	All experiments and field work completed. Data analysis close to complete.
18-20 months	Research presented at a scientific meeting
20 months	Complete high-quality draft of thesis to Advisor
21-24 months	<b>Thesis</b> examination completed, thesis approved and submitted to MSpace. <b>Department Program Checklist</b> signed off.

### Ph.D. Program Target Timelines

Timing following start date	Event/Activity
Prior to Student Start Date	Advisor discusses proposed advisory committee with Department Head; reach consensus.
2 months	<b>Student Program of Study and Appointment of Advisory Committee forms</b> completed. First Committee meeting completed. <b>Advisor Student Guidelines</b> completed. <b>GRAD 7500</b> Academic Integrity and <b>GRAD 7300</b> Research Integrity completed.
By mid-May annually	Student <b>progress report</b> completed during Advisory Committee meeting. More frequent advisory committee meetings encouraged.
6 months	<b>Thesis proposal</b> presented and approved by Advisory committee; submitted to Department Head.
12 months	All course work completed. First experiments or field season completed.
18-24 months	Research presented at a scientific meeting.
20-24 months	Candidacy examination completed.
30 months	One research <b>Paper</b> from thesis submitted to journal.
32 months	All experiments and field work completed. Data analysis close to complete. Thesis partially written.
34 months	Complete high-quality draft of thesis to Advisor.
36 months	<b>Thesis</b> submitted to examining committee. 2 additional <b>Papers</b> from thesis submitted to journals.
38 months	Thesis examination completed, thesis approved and submitted to MSpace. <b>Department Program Checklist</b> signed off.

## 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.

<https://umanitoba.ca/registrar/photo-id>

### Activate UM accounts

- All UM 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.
- UM e-mails: <https://umanitoba.ca/email>

### Course Approval:

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

### Register for Courses using Aurora Student

<https://umanitoba.ca/current-students/first-year/how-to-register-using-aurora>

### 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

<https://umanitoba.ca/registrar/tuition-fees>

### 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.

### Register with Student Accessibility Services for needed accommodations

<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 to establish guidelines to govern their relationship: [Information on Advisor Student Guidelines](#)
- It may be revisited at any stage of the student's graduate program to accommodate for changes in the student-advisor relationship.

## Declaring Graduation

Once the Faculty of Graduate Studies approves your thesis submission (having met their deadline), you will be added to the graduation list. You don't have to declare graduation yourself.

## Information Services and Technology

**UM Learn** (UM online learning environment)

<https://umanitoba.ca/centre-advancement-teaching-learning/technologies/umlearn>

**Connecting to the Internet**

<https://www.umanitoba.ca/computing/ist/connect/wireless/securewirelessinstructions.html>

For information about your e-mail, general computing, password resets, supported software, wired & wireless network and more, contact the IST Help & Solutions Centre: <https://umanitoba.ca/ist/help/>

## 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/)

**Funding, Awards and Financial Aid**

- <https://umanitoba.ca/graduate-studies/funding-awards-and-financial-aid>
- Faculty of Agricultural and Food Sciences awards:  
<https://umanitoba.ca/agricultural-food-sciences/student-experience/awards-and-financial-aid>

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

- FGS Travel Award: <https://umanitoba.ca/graduate-studies/forms>
- UMGSA Conference Grants: <http://www.umgsa.org/grants-and-awards/>

**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)

**Buses and Bicycles**

<http://umanitoba.ca/campus/transportation/>

**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>

## **Additional Resources**

**Lunch/Break Room:** There are 2 break/lunch rooms in our department, open to all students: Room 340 and 386 Ellis Building.

**Canteen:** The Soil Science Graduate Student Association operates a Canteen in Room 385 Ellis.

### **Security Services**

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

### **Faculty of Graduate Studies Workshops**

These are plentiful, varied and worthwhile. You are strongly encouraged to attend.

<https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops>

### **Important Dates and Deadlines**

<https://umanitoba.ca/registrar/important-dates-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: <https://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.

<https://umanitoba.ca/centre-advancement-teaching-learning/>

### **English Language Centre**

For more information on programs to help students improve their English:

<https://umanitoba.ca/english-language-centre>

### **Statistics**

Statistics Help Centre: <https://sci.umanitoba.ca/statistics/student-info/statistics-help-centre/>

### **Ethics Approval**

The approval from a UM Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum:

<https://umanitoba.ca/research/opportunities-support/ethics-compliance>

### **iThenticate**

Plagiarism detection software designed for researchers to ensure the originality of written work before publication. Students must submit an iThenticate Report with their thesis defense copy.



<https://umanitoba.ca/research/opportunities-support/ithenticate-plagiarism-detection-software>

### **Thesis Information**

- FGS Thesis Information: <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>
- Soil Science Thesis Guidelines: [https://umanitoba.ca/agricultural-food-sciences/sites/agricultural-food-sciences/files/2020-07/thesisguidelinesjan2018\\_final.pdf](https://umanitoba.ca/agricultural-food-sciences/sites/agricultural-food-sciences/files/2020-07/thesisguidelinesjan2018_final.pdf)

### **Poster Printing**

- CADlab: <https://umanitoba.ca/architecture/cadlab>

### **Child Care Services**

<https://umanitoba.ca/about-um/child-care>

### **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 <https://www.umanitoba.ca/career-services/>

## **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 statement. You have the option to opt-out of this plan with alternate coverage. <https://umsu.ca/services-and-support/health-dental/>

### **University Health Service**

To learn about on-site appointments with physicians, consultant psychiatrists, immunizations, and other health services contact University Health Service at: 100 University Centre; [University Health Service | University of Manitoba \(umanitoba.ca\)](#)

### **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: <https://umanitoba.ca/community/sport-recreation/recreation-services>

### **Student Counseling Centre**

The Student Counselling Centre (SCC) provides free counselling and mental health support to students: 474 University Centre; <https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc>

### **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. <https://umanitoba.ca/student-supports/academic-supports/student-advocacy/case->

[management](#)

**Sexual Violence Resource Centre / Sexual Harassment**

<https://umanitoba.ca/sexual-violence>

**Spiritual Services**

Offers support to all students regardless of religion: <https://umanitoba.ca/student-supports/spiritual-services>

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

FIRE POLICE AMBULANCE HAZARDOUS MATERIALS	Dial <b>911</b> first (Ambulance, Fire, Police) Then call Security Services: <b>555</b> from any university phone <b>#555</b> from Bell MTS or Rogers Wireless <b>(204) 474-9341</b> from all other phones <b>Any emergency phone on campus</b> <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)	<b>(204) 786-8686</b> <b>1-888-322-3019</b>
<b>NON-EMERGENCY PHONE NUMBERS</b>	
SECURITY SERVICES (24hrs) WINNPEG POLICE (24hrs)	<b>(204) 474-9312</b> Fort Garry Campus <b>(204) 789-3330</b> Bannatyne Campus <b>(204) 986-6222</b> Non-emergency line
Download the UM SAFE App <a href="https://umanitoba.ca/security/um-safe">https://umanitoba.ca/security/um-safe</a>	UM Safe is a mobile safety app that enhances the safety of students, staff and faculty on campus. The app sends safety alerts and provides instant access to campus safety resources.
Working Alone Procedure <a href="https://umanitoba.ca/governance/governing-documents-staff#working-alone">https://umanitoba.ca/governance/governing-documents-staff#working-alone</a>	If you are working alone, you must alert someone (a friend, family member, classmate) to your location and inform them when you plan to leave. You need to take reasonable care to protect yourself and others.

## 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>

### 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.
- **Soil Science Graduate Student Association (SSGSA):** The SSGSA is the departmental student organization. Consider joining the executive. The SSGSA acts on behalf of soil science graduate students at the Soil Science Departmental Council, the University of Manitoba Graduate Students' Association (GSA), and the Manitoba Soil Science Society (MSSS). The SSGSA promotes education in soil science by supporting the MSSS summer tours which enable participants to attend and learn about the various soils in Manitoba. The SSGSA also provides the department with a canteen and lunchroom where staff and students can meet and eat together. Additionally, the association coordinates several social activities throughout the year for members of the department and the Faculty of Agriculture and Food Sciences. SSGSA representatives are elected annually by their fellow graduate students.

### Other ways to get involved:

- Become an Executive in the Manitoba Soil Science Society
- Volunteer at the Manitoba Agronomist Conference
- Attend Department Seminars
- Go for coffee breaks with other students and Technicians

## Conclusion

Faculty and staff members within Soil Science, as well as offices at the UM are here to support you through your program of study. We hope this handbook will be useful for you. Should you have any questions regarding your program please don't hesitate to contact

[Ekta.Badesha@umanitoba.ca](mailto:Ekta.Badesha@umanitoba.ca).