



UNIVERSITY
OF MANITOBA

FOOD SCIENCE DEPARTMENT
FACULTY OF AGRICULTURAL AND FOOD SCIENCES
ELLIS BUILDING

Welcome to the University of Manitoba Food Science Department. This orientation manual should help you through your introduction to the department, general guidelines and personnel involved in labs and areas of research. Feel free to contact support staff or faculty members should you have any questions or concerns.

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ELLIS BUILDING

The Ellis Building is occupied by the Department of Food Science and the Department of Soil Science. Students require permission to use facilities and equipment of the Department of Soil Science. Your supervisor will coordinate permission with the head.

KEYS and BUILDING SECURITY

Graduate students are given shared office space. Each graduate student will be assigned keys for their office space, the building entrance and any labs/rooms authorized by their advisor. Each key requires a \$5.00 deposit which is returned when keys are returned. Keys are available in the General Office. There is a \$25.00 charge for replacement of a lost key; this is also returnable when the key is turned in.

These keys are for your use only and are not to be used to allow entrance of any unauthorized persons. All outside doors must be kept locked during the evenings, weekends and holidays. Remember, this is for your security as well as to secure the building. Be sure that the office, laboratory and building doors are locked and that all lights and instruments in your area are turned off when you leave.

GENERAL OFFICE INFORMATION

Mail:

Graduate Student mail boxes are located in the General Office. These are shared mailboxes grouped alphabetically. Please check for mail often, preferably once a day. Telephone message, courier packages, and faxes that may come in for you will also be placed in the mailbox.

Outgoing mail: You may send internal university mail at no charge through Campus mail. Place in the outgoing mail box available in the General Office. Any other mail must be stamped.

Courier Service: Should you need to send out mail or parcels by courier they may be processed through General Office to arrange pick-up. The following information must be given. Contact person, Full address (PO Box not acceptable), telephone number and grant (FOAP) to be charged. Should the shipment be for overseas or U.S., value and description of contents must also be supplied using a commercial invoice form. This form can be provided by in the General Office. (The courier may be used for personal reasons but payment for the courier must be made to the Administrative Assistant in 252 Ellis once charges are received in the office).

Telephone Access:

There are two telephones available (local use only). Cloakroom and Lunch Room (474-9878). Calling out of the university you must **dial 4**, then the number. Any long distance calls can only be made through the General Office upon request.

FAX Machine

The department fax machine is available for local faxing. The long distance log must be filled out for long distance faxes.

Photocopying and Printing:

Personal (including course material) photocopies can be made in the department at your cost (5 cents a copy). Research-related photocopying in department is generally covered by your advisor and you will be given a copier for use if they do so.

Transparencies are also available from the Departmental Office Assistant in the General Office. They may be purchased from the Office Assistant for 50 cents each which includes photocopying on Department copier.

Printing is available from the Departmental Office Assistant in the General Office.

Please email the file or bring a usb drive. Printing is 25 cents per page.

Computers:

Computers are available in the Computer Room primarily for use by graduate students in Food Science. Username and password application forms are available from Pat Heritage. E-mail is provided by the University through Information Services and Technology, please see <http://umanitoba.ca/computing/ist/staff/studentervices.html> for information. In the Computer Room there is one laser printer for graduate student use.

Graduate students make request a key for the Computer Lab from the General Office at a charge of \$5.00 each. Undergraduate students have access to this room from 8:30 - 4:30 weekdays. Undergraduate students are allowed to use the computer room for courses requiring Design Expert or Genesis only.

Students should store any material they want to preserve in a folder with your name in the Documents section, any files not in folders will be removed on a regular basis. Software requests should be made through Pat Heritage and no unauthorized software is allowed.

Summer assistants may be allowed access to format data for their advisors.

ADMINISTRATIVE PAPERWORK

It is mandatory that all financial transactions be processed through the Administrative Assistant's Office in 252 Ellis (this is an Internal Audit policy). Please allow 1-3 days for processing. Your cooperation in planning ahead and your patience will be appreciated. Copies of all forms are available from the hanging folder on the door of Room 252. Please do not hesitate to ask questions. Forms must be filled out in legible printing (not handwriting).

Payroll Forms: (Student Research Assistant/Teaching Assistant/Grader-Marker/Contract Work)

If you will be putting in any hours for a department at the University, a social insurance number is required prior to start date.

Application forms for Social Insurance Numbers are found on Services Canada website. <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

Check the comments section on your student visa to see if you are permitted to work in Canada. You might have to obtain special approval for this.

Direct Deposit Authorization must be filled out as soon as possible as automatic bank deposit is mandatory (i.e. your "pay cheque" is deposited directly to your bank account). After signing & dating the form, please return it to the Administrative Assistant in 252

Ellis. If you must change your banking information, a new form must be submitted. Ideally this form should be filled out 2 weeks prior to your start-date which would allow sufficient time to go through all the signatories and meet Payroll's "cut-off date". We know this is not always possible, though, but keep in mind then that your first payment may be delayed).

If you change addresses or marital status, you must fill out a **Personal Information Form** as soon as possible and return it to the Administrative Assistant (Rm. 252) after you've signed & dated it. You must also advise the Registrar's Office (see information available at their website) <http://umanitoba.ca/student/records/pii/823.htm>

Travel and Conference:

Graduate students may apply for a *Conference Travel Award* through the Faculty of Graduate Studies. This application is web-based and can be found in the Graduate Studies folder on JUMP. If your application is successful, you will submit your travel claim form after you travel (available on the door of 252 Ellis) to the Administrative Assistant with all original receipts as well as the approval letter/email from the Faculty of Graduate Studies. The office will submit your forms to travel and Graduate studies for your reimbursement.

Travel Expense Reimbursement:

You will be reimbursed by the University for all expenses incurred during work hours provided you:

- (a) Have your advisor's approval
- (b) Have all original receipts for lodgings and transportation.
- (c) Obtain receipts for meals.

Laboratory Supply Orders

Graduate students who need to order chemicals and laboratory supplies will find the forms in envelopes on the door of Room 252. All laboratory supplies are purchased by approval from your advisor. (The undergraduate lab supplies in Room 249 are not to be used. These are for the undergraduate program only.)

LABORATORY SAFETY

For your safety and that of others, a set of laboratory rules has been developed as follows.

1. Be sure you are thoroughly familiar with chemical (MSDS) or microbial hazards before beginning experiments for course work, read each exercise listed in your lab manual prior to each laboratory period. All students should be familiar in advance with the principles and methods involved in each exercise. Familiarity with the exercise decreases your chance of an accident and allows you to use your time efficiently to complete the experiment.
2. Eating, drinking, smoking and other unsafe practices in the laboratories at any time are strictly forbidden.

3. Wear your lab coat at all times in the laboratory to protect you and your clothes from spillage of chemicals and stains.
4. Only materials pertinent to your lab work (lab manuals, lab notebooks, etc.) should be brought to your lab work space. Graduate students must record all procedures used and results obtained in a bound book with numbered pages. Date the experimental record.
5. All material and chemicals should be properly labeled with your name, group number and experiment number. Labeling is critical to avoid improper use or disposal of material
6. Wash your hands before leaving the laboratory.
7. In the event of any accident or injury, report immediately to the laboratory instructor so that prompt and proper action can be taken.

You are requested to adhere to these rules at all times. This is especially important in crowded laboratories. Pay particular attention to the points about lab coats, food in laboratories and keeping the laboratories tidy.

Laboratory safety is paramount at all times, with particular reference to the use and handling of chemicals, glassware and equipment.

With regard to chemicals, your attention is drawn to WHMIS (Workplace Hazard Materials Information System) and the Material Safety Data Sheets (MSDS). You should be familiar with these materials prior to doing any lab work. Questions on this matter can be addressed to Pat Heritage (216A Ellis Building).

IN CASE OF FIRE

- (a) Fire extinguishers and fire blankets are available in the building hallways and in most laboratories. Obtain instructions on use of this equipment from the laboratory technician, or Chief Fire Marshall (Dr. Susan Arntfield).
- (b) The fire alarm should be activated and no attempt to fight the fire should be made.
- (c) Alarm pull stations are located by the stairwells and exits to the building.
- (d) In case of an emergency (fire, security, medical assistance, emergency building maintenance) phone 555. This number will put you in touch with the University of Manitoba Security Office. They will coordinate subsequent calls for emergency assistance, will respond to the scene in person and direct outside Emergency Services to your specific location on campus.
- (e) The non-emergency number for the security office is 474-9312.

- (f) The Emergency Exit Plans for the individual zones of the building are posted in the hallways. These plans detail the location of pull stations, fire extinguishers, fire hoses and multiple exit routes.

FIRST AID TREATMENT

- (a) First aid kits are located in a number of rooms (249, 216, 263). .
- (b) The kits are checked regularly, but if there is a problem with a kit or the contents, contact Alison Ser.
- (c) Certified First Aider Alison Ser 8168
- (d) In the event of any work-related injury or accident, report as soon as practical to Pat Heritage.
- (e) All injuries should be documented on the green Workers Compensation Board cards. One copy is retained by the employee and the other is given to the General Office, 250 Ellis. These cards are located in the photocopier room, 247 Ellis.
- (f) All injuries, minor or serious, that require first aid treatment should be reported. What appears to be minor at first could develop into a more serious problem.
- (g) If medical attention was required you must complete a Worker's Report Form #3 within 5 days of reporting the injury. See Pat Heritage for these forms.

Teaching Assistantship Positions

There are a number of teaching assistantship positions available in the department to help out with undergraduate courses for the Food Science Program. Posting for these positions usually occurs 1 to 2 months prior to the start of the course and you are able to apply for any position for which you feel qualified. You should be aware that according to Union regulations, the position must first be offered to the student who held the job previously, so the number of positions available in any given year may be limited. You should also be aware that there are similar positions in other faculties (e.g. Science), and you are able to apply for these positions as well (if you meet the qualifications). You must seek permission from your advisor before applying for a teaching assistantship.

Graduate Studies

The current Graduate Chair is :

Dr. Trust Beta, Rm. 226 Ellis Bldg.

474-8214

Degree designations for a Master's or Ph.D. student are not allowed until the degree is conferred. Any misrepresentations of a degree designation by a student will be viewed as a type of fraud.

If a student wishes to indicate their status, they may consider using the designation "Ph.D. Student" or "Master's Student".

a. Course Program Requirements

The Department currently offers a PhD degree and two types of M.Sc. degrees, one requiring a Thesis and one referred to as a Non-Thesis Program. You are referred to the Graduate Calendar for specific requirements. Course selection is to be made in consultation with your advisor. A list of current graduate courses and the terms in which they are offered is outlined in the Graduate Calendar.

http://umanitoba.ca/faculties/graduate_studies/thesis/index.html will help you when you have to prepare your thesis.

b. Graduate Committees

The formation of an Advisory Committee by the student's advisor is obligatory. The Committee is to be constituted within 9 months of the start of the student's degree. Responsibilities of the committee are to approve the program of study and to offer advice on the scientific direction of the student's thesis during the course of the M.Sc.

Registration

Regulations for students registering in a graduate program are given in the Graduate Calendar. Each student must discuss the registration with her/his advisor. The completed form is then to be signed by both the advisor and the Department Head. Students then submit form to the department office assistant in Room 250 for a registration block to be removed. Students may then register online through Aurora.

Food Science Graduate Students Association

The Food Science Graduate Students Association (FSGSA) is composed of all graduate students registered in the Department of Food Science. The FGSA exists to represent the interests of graduate students to the departmental administration, to organize social events and send a representative to the Graduate Students Association (GSA) Council. Meetings of the FSGSA are held at least once a semester.

The Graduate Student Association (GSA) is a university wide organization for graduate students. The GSA receives revenues from the organization fees paid by students. These monies are used to support a number of services including, scholarships, conference grants, and computer access. The GSA also transfers a portion of its revenues to departmental associations.

Department Telephone Numbers

Dr. James House, Acting Head	6287
Dr. Sue Arntfield,	9866
Dr. Trust Beta	8214
Dr. Rick Holley	9601
Dr. Arnold Hydamaka	9642
Dr. Peter Jones	8883
Dr. Claudia Narvaez-Bravo	6658
Dr. Argenis Rodas-Gonzales	9523
Dr. Harry Sapirstein	6481
Dr. Martin Scanlon	6480
Dr. Michael Trevan	8232
Ms. Denise Aminot-Gilchrist, Technician	8168
Ms. Pat Heritage, Technician	480-1075
Ms. Yang Qiu, Technician	8355
Ms. Alison Ser, Technician	8355
Mr. John Thoroski, Technician	8168/9332 (Dairy)
Ms. Carola Lange, Administrative Assistant	8180
Ms. Jennifer McLaren, Administrative Secretary	9621
Graduate Students, 207/236 Ellis	9878
Reading Room	6484