Orientation Session for New Graduate Students
Department of Civil Engineering and Applied Mechanics

Fall semester 2019
Outline

- Welcome by Chair - Prof. Mohamed Meguid
- External Services:
  - MITACS program – Dr. Noha Gerges, Director, Business Development
  - Introduction of Liaison Librarian – Ms. Tara Mawhinney
  - The McGill Writing Centre: https://www.mcgill.ca/mwc/
  - Graduate Engineering Equity Committee (GEEC): https://equityeng.wixsite.com/geec
  - Our PGSS ambassador – Mr. Alejandro Pérez Villaseñor
- GPD Presentation
- Engineers in Action – Ms. Leïlah Yadia Kelly Sory
- Introduction of CEGSS President – Mr. Xiangping Xian
Welcome to McGill

- Special and important time in your life
- You have a key role at McGill – an essential element of a research intensive university
- McGill and Montreal offer you a variety of fantastic opportunities for education and personal development - Take advantage of them!
MITACS program

- Noha Gerges, PhD
Director, Business Development, McGill University
Directrice, développement des affaires | Université McGill
Mitacs | 514.607.8978 | ngerges@mitacs.ca
Library Resources

Ms.Tara Mawhinney
Liaison Librarian for Civil Engineering
Schulich Library of Science and Engineering
McGill University
514 398-4764
tara.mawhinney@mcgill.ca

http://www.mcgill.ca/library
The McGill Writing Centre

McLennan-Redpath Library
Room #02
http://www.mcgill.ca/mwc
(514) 398-7109
Inquiries: mwc@mcgill.ca

New online course on scientific writing starting on 21 October: https://www.mcgill.ca/mwc/online-course

Tutorial service: https://mcgill.ca/mwc/tutorial-service
3rd Annual Equity Orientation

A community formed by graduate students and postdocs to introduce basic concepts, stimulate discussion, and raise awareness about the importance of equity, diversity, and inclusion (EDI) at McGill and in STEMM fields.

📅 September 24, 2019
⏰ 12:00 - 14:00
📍 Thomson House Ballroom (3rd Floor)
Post Graduate Student Society (PGSS)

- Mr. Alejandro Pérez Villaseñor
Presentation of staff

- 19 professors + 1 new coming later this term (2 post-retirement)
- 4 administrative support staff (1 on leave)
- 6 technical support staff (1 Academic Associate)
# Enrolment Statistics (February 2019)

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of professors</th>
<th>Ph.D.</th>
<th>M.Eng. Thesis</th>
<th>M.Eng. Non thesis</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental</td>
<td>6</td>
<td>18</td>
<td>8</td>
<td>11</td>
<td>37</td>
</tr>
<tr>
<td>Hydraulic &amp; water resources</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Geomechanics &amp; geotechnical</td>
<td>2</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Structural &amp; Construction materials</td>
<td>6</td>
<td>16</td>
<td>14</td>
<td>26</td>
<td>56</td>
</tr>
<tr>
<td>Transportation</td>
<td>2</td>
<td>11</td>
<td>9</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>19</strong></td>
<td><strong>54</strong></td>
<td><strong>37</strong></td>
<td><strong>46</strong></td>
<td><strong>137</strong></td>
</tr>
</tbody>
</table>
People who can help you find information

Graduate Program Coordinator - GPC
Ms. Sun Chee Wong – Gradinfo.civil@mcgill.ca

- Make sure to use this email address – not her personal address
- Be on the ball – check information first on https://www.mcgill.ca/civil/grad
- Pay attention to Gradinfo email messages
- Respect her office hours: Monday-Friday 10:30-11:30am and 2:30-4:30pm
Doctor of Philosophy Ph.D. degree requirements

- **Thesis** A thesis for the doctoral degree must constitute original scholarship and must be a distinct contribution to knowledge.

- **Required Courses**
  - CIVE 701 Ph.D. Comprehensive Examination
  - CIVE 702 Ph.D. Research Proposal

- **Complementary Courses**
  - 6-8 credits at the 500 or 600 level taken from the Department of Civil Engineering.
# M.Eng. Thesis degree requirements

**Thesis Courses 27 credits**
- CIVE 630 Thesis Research 1 (3 credits)
- CIVE 631 Thesis Research 2 (3 credits)
- CIVE 632 Thesis Research 3 (3 credits)
- CIVE 633 Thesis Research 4 (6 credits)
- CIVE 634 Thesis Research 5 (6 credits)
- CIVE 635 Thesis Research 6 (6 credits)

**Required Course 1 credit**
- CIVE 662 Master's (Thesis) Research Seminar (1 credit)
Complementary Courses (17 credits)
- A minimum of five courses at the 500 or 600 level, with at least 8 credits at the 600 level.
- A maximum of 1/3 of coursework credits may be taken outside McGill (approval required from the Department)
- Transfer to Non Thesis option possible (approval required from the Department)
- Minimum residency of 3 terms full-time
- Usual completion time is 20-24 months
M.Eng. Non-thesis degree requirements

- A minimum of 15 credits selected from a list of research oriented courses
- A maximum of 30 credits with emphasis on expertise (specialty area) for professional practice
- Research Seminar (3 credits)

CIVE 664 MEng (Non-thesis) Research Seminar (3 credits)

- List A: Research Courses
  12-42 credits from one of the research streams: 1) Infrastructure, 2) Environmental/Hydraulics-Water Resources, and 3) Transportation.

- List B: Other Complementary Courses from the Department
  0-30 credits
M.Eng. Non-thesis degree requirements (cont’d)

- A maximum of 1/3 of coursework credits may be taken outside McGill (approval required from the Department)

- **Project Courses 0 or 5-15 credits**
  - CIVE 691 Research Project 1 (1 credit)
  - CIVE 692 Research Project 2 (2 credits)
  - CIVE 693 Research Project 3 (3 credits)
  - CIVE 694 Research Project 4 (4 credits)
  - CIVE 695 Research Project 5 (5 credits)
  - CIVE 696 Research Project 6 (6 credits)
  - CIVE 697 Research Project 7 (7 credits)
M.Eng. Non-thesis degree requirements

- Project report examined in the department only
- Transfer to thesis option possible (approval required from the Department)
- Minimum residency of 3 terms full-time
- Usual completion time 20-24 months if full-time
- Non-Thesis Master’s students should not expect to receive any funding from the Department or supervisor
- Graduate courses from other McGill Engineering Departments are also allowed as complementary courses
Other programs

- Master of Engineering (MEng) Non-Thesis Option in Environmental Engineering
- Master of Science (MSc)
People who may help with information and advice (cont’d)

- Graduate Program Director - GPD
  Prof. Ghyslaine McClure
  - ghyslaine.mcclure@mcgill.ca
  - Office hours: Tuesdays and Thursdays
    1:00-2:30 PM in room ENGMD 475F

- Your research supervisor
- Your colleagues
Where to go for further assistance?

Your Graduate Program Office is your first stop
The daily administration of graduate studies and advice

Service Point
Ground floor of the McLennan Library Building
https://www.mcgill.ca/servicepoint/

Graduate and Postdoctoral Studies - Dean’s Office
- Associate Dean responsible for Engineering is Prof. Robin Beech (robin.beech@mcgill.ca)
- Academic and administrative responsibility for graduate and postdoc programs
- Mostly deals with GPD and GPC (not directly with students, some exceptions)
Our Shared Responsibilities

**McGill’s**
Provide the **framework** for you to get through your program in a timely fashion
Provide mechanisms to **support** you
Provide you with **opportunities** to develop your professional skills
http://www.mcgill.ca/skillsets/
Provide you with a safe work environment

**Yours**
Your own **academic integrity**
Be informed of the rules and regulations pertaining to your degree program. See the roadmap to your degree on http://www.mcgill.ca/civil/grad
Maintain your **Minerva registration status** in good standing until your degree is granted.
Use your McGill email address in all correspondence and cc Gradinfo.civil@mcgill.ca
Do not use Sun Chee’s personal e-mail address.
Talk to your **supervisor** about expectations and parameters of:
  - Your work environment
  - Meeting frequency
  - Intellectual property
  - Travelling to conferences
  - Authorship
  - Funding (RA-TAships) – normal funding commitments made on a yearly basis
Academic Integrity

https://mcgill.ca/students/srr/honest
Mandatory on-line tutorial for new students

https://mcgill.ca/students/srr/honest/students/test
Conflict resolution

- Supervisor
  - (co-supervisor)
- Graduate Program Director
  - (Graduate Program Coordinator)
- Department Chair
- Associate Deans, GPS
- Dean GPS

Other services
- Ombudsperson for Students
- University Harassment Assessors
- Services for Students
- Dean of Students

Stay informed and deal with problems early...

Don’t let them fester!
Program Milestones

- Following your roadmap and regular progress tracking are key to timely and successful completion. [https://www.mcgill.ca/civil/grad/roadmap-your-degree](https://www.mcgill.ca/civil/grad/roadmap-your-degree)

- New procedures enforced starting this fall for PhD oral examinations

  **CIVE 701 Comprehensive Examination**: submission of a Literature review document; oral presentation followed by questions from examiners. CIVE 701 must be taken within 13 months of entry in the program. Pass/Fail. A Pass is required to move on to CIVE 702.

  **CIVE 702 Research Proposal**: submission of a Research proposal document; oral presentation followed by questions from examiners. VIVE 702 must be taken within 16 months of entry in the program. Pass/Fail.

- Normal thesis submission timelines:
  M.Eng. ideally 1.5-2yrs, maximum 3 yrs
  Ph.D. Ideally 3-4 yrs, maximum 6 yrs
  [https://www.mcgill.ca/students/courses/calendars/current](https://www.mcgill.ca/students/courses/calendars/current)
Progress Tracking

- Progress tracking is very important for the thesis student and it is attached as a milestone to your myProgress tracking [https://www.mcgill.ca/gps/myprogress](https://www.mcgill.ca/gps/myprogress).

- The dates to submit your Progress tracking forms (available at [https://www.mcgill.ca/gps/students/research-tracking](https://www.mcgill.ca/gps/students/research-tracking)) are:
  - First one (research objectives and plan) will be the end of the first term.
  - The yearly ones (progress and plan for upcoming year) have the same term deadline.
Tried and True Advice: Avoid Isolation

- Become involved
- Seek help
- Widen your horizons
- Explore the city and the province
- Meet people
Getting started

- Orientation
- Meeting with your supervisor(s)
- Course selection for Fall 2019 (Winter 2020)
- Desk allocation (susan.gaskin@mcgill.ca)
- Opening a LAN computer account and other local computing services (bill.cook@mcgill.ca; jorge.sayat@mcgill.ca)
- Photocopying & printing charges (Uprint system)
- Mailbox service in room 492
Other departmental committees

- Graduate Studies Affairs
- Graduate Admissions and Scholarships
- Student-Staff
- Safety
- Assignment of TAships
- Coordinator Environmental M.Eng.
Safety Training

- WHMIS
- Specialized Training
- Equipment / Process Training
- After Hours Work
- Visitors
WHMIS
Workplace Hazardous Materials Information System

Required for working in CE laboratories!!

Environmental Health and Safety

http://www.mcgill.ca/ehs/
Specialized Training

- First Aid
- Laser Safety
- Biosafety
- Hazardous Waste Management & Disposal
- Radiation Safety
- Supervisor / Lab Manager
# Equipment / Process Training

## Equipment Training Certification

Prior to using any potentially hazardous equipment, apparatus, device, or material, students must acquire training related to proper and safe usage. This training must be conducted by personnel appropriate to the equipment and use in question. 

"In-house" use of such equipment requires separate approval.

For work involving potentially hazardous equipment or procedures (as determined by Academic Supervisor or Laboratory Manager), there must be at least two people in the laboratory at all times. If a companion is not deemed necessary, the student should maintain contact with someone working in the same floor. If this is not possible, the student must inform Campus Security (x1000) of their presence in the laboratory, including arrival and departure times.

All completed forms must be submitted to the Departmental Safety Coordinator prior to commencing work.

Any student found using equipment without proper consent (via this form) may face disciplinary action.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Laboratory (Room #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Equipment**

- Equipment Name?
- Yes or No

**Complete Manual?**
- Yes or No

**OTHER Certif?**
- Yes or No

- To be determined by Academic Supervisor and Laboratory Manager.
- All personnel working in McGill laboratories are required to hold valid WDAS certifications.

- I have received training on the operational procedures for this equipment.
- I have received training regarding the safety issues related to this equipment.
- My ability to operate this equipment has been confirmed through direct observation.

**Witness: Signatures: Date:**

- Academic Supervisor
- Laboratory Manager
- [Position]

**Signature of Student:**

**Date:**

**Note:** A separate approval is required for each piece of equipment.
After Hours Work

McGill
Department of Civil Engineering

Working in Laboratories After Hours

“After hours” means between 5:00 pm and 8:30 am on normal working days, and all Saturdays, Sundays, public holidays, and during any other period when the administrative offices of the university are closed. This policy applies to Departmental laboratories containing or involving equipment, chemicals, or any activity which could potentially be hazardous. There will be limited access to these laboratories after hours. Laboratory doors should not be kept unlocked/proped open during this period.

Students using these laboratories after hours must obtain approval from their academic supervisor, as well as from the laboratory manager, as shown by their signatures below. All completed forms must be submitted to the Departmental Safety Coordinator prior to commencing work.

For work involving potentially hazardous equipment or procedures (as determined by Academic Supervisor or Laboratory Manager), there must be at least two people in the laboratory at all times. If a companion is not deemed necessary, the student should maintain contact with someone working on the same floor. If this is not possible, the student must inform Campus Security (59902) of their presence in the laboratory, including arrival and departure times.

Any student found working “after hours” without proper consent (via this form) may face disciplinary action.

Student Name: ____________________________ Student ID: ____________________________ Laboratory (Area #): ____________________________

Written Consent:

YES NO

All personnel working in McGill laboratories are required to hold valid INDS 1000 certificate.

Print Signature: ____________________________ Date: ____________

Print Signature: ____________________________ Date: ____________

Print Signature: ____________________________ Date: ____________

Print Signature: ____________________________ Date: ____________

Print Signature: ____________________________ Date: ____________

Print Signature: ____________________________ Date: ____________

Print Signature: ____________________________ Date: ____________

NOTE: Any changes to the information supplied above will require reapproval.
Visitors

Visitors Working in Civil Engineering Labs

Visitors from outside the McGill University Department of Civil Engineering require advanced approval before performing any activities in laboratories containing or involving equipment, chemicals, or any activity which could potentially be hazardous. To obtain approval, visitors must submit this request form, complete with all required signatures, to the Departmental Safety Coordinator prior to commencing work.

Prior to using any potentially hazardous equipment, apparatus, device, or material, visitors must also acquire training related to proper and safe usage. This training must be conducted by personnel appropriate to the equipment and area in question and must be confirmed through the submission of an ‘Equipment Training Certification’ form. Any work involving potentially hazardous equipment or procedures requires at least two people to be in the laboratory at all times.

Visitors intending to use laboratory facilities outside of normal working hours must obtain separate approval for such activities by submitting a “Working in Laboratories After Hours” form. In such cases, visitors must be accompanied by McGill personnel at all times. After hours access can be between 5:00 pm and 8:30 am on normal working days, and all Saturdays, Sundays, public holidays and during any other period when the administrative offices of the university are closed.

Visitors found working in department laboratories without proper consent will be asked to leave the premises immediately.

<table>
<thead>
<tr>
<th>Visitor Name</th>
<th>Affiliation</th>
<th>Laboratory (Room #:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Contact</td>
<td>Training Received?</td>
<td>YES NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NMSL Certified?</td>
<td>YES NO</td>
<td></td>
</tr>
<tr>
<td>Brief Description of Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Being Used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor (McGill CI)</td>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Laboratory Manager</td>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Department Chair (McGill CI)</td>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Signature of Visitor</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Any changes to the information supplied above will require reapproval.
Emergencies

For serious emergencies call 911 immediately.

Then inform campus security services at:

514-398-3000
(Downtown)

514-398-7777
(Macdonald)
Practical Guidelines and Departmental Procedures:

- Requesting a leave of absence
- Changing research supervisor
- Preparing your M.Eng. Project report
- Fast-tracking from your master’s thesis degree to the Ph.D. degree (for exceptional students only)
- Etc.

https://www.mcgill.ca/civil/grad
Engineers in Action

- Ms. Leïlah Yadia Kelly Sory
  https://www.mcgill.ca/seedsofchange/project/engineers-action
CEGSS President

- Civil Engineering Graduate Student Society

Xiangping Xian

(xianping.xian@mail.mcgill.ca)
We hope that you will enjoy your graduate studies at McGill and we encourage you to participate in the social and academic life of the Department.

Good luck!
Quiz
Fall semester 2019

Quiz!!
1. Where can you find the Roadmap?
2. Where is the link to the faculty’s important dates?
3. Provide the link to Thesis guidelines-general requirements
4. Where is PGSS located
5. Who is the chair of civil?
6. Where is the program requirement for MEng-Non-Thesis located?
7. Where is the funding info for Civil students found?
Thank you!
1. Where can you find the Roadmap?
   • https://mcgill.ca/civil/grad/roadmap-your-degree
2. Where is the link to the faculty’s important dates?
   • https://mcgill.ca/importantdates/
3. Provide the link to Thesis guidelines-general requirements
4. Where is PGSS located?
   • Thomson House, 3650 McTavish, Montreal, Quebec, H3A 1Y2
5. Who is the chair of civil?
   • Professor Mohamed Meguid
6. Where is the program requirement for MEng-Non-Thesis located?
   • https://mcgill.ca/study/2019-2020/faculties/engineering/graduate/programs/master-engineering-meng-civil-engineering-non-thesis
7. Where is the funding info for Civil students found?
   • https://mcgill.ca/civil/grad/financial