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

Winter semester 2020
Outline

- Welcome by Chair - Prof. Mohamed Meguid
- External Services:
  - Liaison Librarian – Ms. Tara Mawhinney (on leave)
  - The McGill Writing Centre: [https://www.mcgill.ca/mwc/](https://www.mcgill.ca/mwc/)
  - Graduate Engineering Equity Committee (GEEC): [https://equityeng.wixsite.com/geec](https://equityeng.wixsite.com/geec)
  - Our PGSS ambassador – Mr. Alejandro Pérez Villaseñor
  - CEGSS President – Mr. Xiangping Xian
- GPD Presentation
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!
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 (for a fee) – registration by mid February 2020:
https://www.mcgill.ca/mwc/online-course

Tutorial service (no fee): https://mcgill.ca/mwc/tutorial-service
GEDEC
Graduate Engineering Equity Committee
https://equityeng.wixsite.com/geec
equity.geec@gmail.com
It takes all of us (to prevent sexual violence)

- [https://mcgill.ca/sv-education/program-overview](https://mcgill.ca/sv-education/program-overview)

- Completion of online training is mandatory for all at McGill
CEGSS President

- Civil Engineering Graduate Student Society

Xiangping Xian
(xiangping.xian@mail.mcgill.ca)
Presentation of staff

- 20 professors (2 post-retirement)
- 4 administrative support staff
- 6 technical support staff (1 Academic Associate)
## Enrolment Statistics (October 2019)

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of professors</th>
<th>Ph.D.</th>
<th>M.Eng. Thesis</th>
<th>M.Eng. Nonthesis</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental</td>
<td>6</td>
<td>16</td>
<td>12</td>
<td>9</td>
<td>37</td>
</tr>
<tr>
<td>Hydraulic &amp; water resources</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Geomechanics &amp; geotechnical</td>
<td>2</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Structural &amp; Construction materials</td>
<td>6</td>
<td>14</td>
<td>8</td>
<td>18</td>
<td>40</td>
</tr>
<tr>
<td>Transportation</td>
<td>2</td>
<td>14</td>
<td>12</td>
<td>2</td>
<td>28</td>
</tr>
<tr>
<td>TOTAL</td>
<td>19</td>
<td>55</td>
<td>38</td>
<td>32</td>
<td>125</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)
M.Eng. Thesis degree requirements (cont’d)

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 11:00-13:30 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
  o Associate Dean responsible for Engineering is Prof. Robin Beech (robin.beech@mcgill.ca)
  o Academic and administrative responsibility for graduate and postdoc programs
  o 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
  
- 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](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](mailto: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.
  [Link to roadmap](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
  [Link to thesis timelines](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

Check sequence of important steps and timelines: [https://www.mcgill.ca/civil/grad/roadmap-your-degree](https://www.mcgill.ca/civil/grad/roadmap-your-degree)
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 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 (Prof. Mary Kang)

- 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

- Necessary to fill out forms for special equipment/hazardous material handling training, after hours work, or having visitors working in the lab.
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.
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!
Thank you!