

Physics Department TA/Grad event

September 6, 2018

physics.carleton.ca

**Welcome back returning grad
students!**

Welcome new grad students!



Overview:

- Welcome: Manuella Vinciter
- CUPE 4600 rep:
- GSA rep:
- GASP rep:
- Let's talk science rep: Nathan Murtha
- Grad remarks: Manuella Vinciter
- General Information: Manuella Vinciter on behalf of Alain Bellerive (Chair of Physics Department)
 - AODA
 - FIPPA
 - Emergency Procedures
 - Safety Training
 - Discipline
- Break
- Information for teaching assistants
- TA training session led by: Maria Paula Rozo and Etienne Rollin

Important people

- Temi Guoti – Departmental Administrator & Graduate Program Contact
- Joanne Martin – Undergraduate Program Administrator
- Penka Matanska – Scientific Officer
- Igor Ivanovic – Lab Supervisor 1001, 1002, 1004, 2604 ..
- Etienne Rollin – Lab Supervisor 1007, 1004, 2202 ..
- Tamara Rozina – Lab Supervisor PHYS 1003, 1008, BIT ...
- Maria Paula Rozo – Lab Supervisor 1007, 1004, 2604
- Guillermo Bernal – Senior Technician
- Matt Bowcock – Lab Technician
- Michael Hu – System and Network Administrator
- Spencer Manwell is graduate rep at Departmental meetings; relevant issues should be brought to your rep!
- Manuella Vincter – Associate Chair for Graduate Studies
- Alain Bellerive, chair of the department

Group representatives

September 6, 2018

I think that your colleagues would appreciate your initiative here!

CUPE 4600: cupe4600.ca/

GSA: gsacarleton.ca/

GASP: physics.carleton.ca/gasp (WARNING: page is out of date!)

Carleton Graduate Student Association (GSA)

- You are a paying member, take advantage of their services
 - Mike's place bar on second floor University Center
 - Health plan
 - Community garden
 - Grants and awards
 - Run many activities
 - Welcome Week(s)
- Website:
 - gsacarleton.ca
- Office/Lounge:
 - 600 University Center
- Physics GSA Reps/Councilors



<http://outreach.letstalkscience.ca/>

Each year, across Canada, Let's Talk Science mobilizes thousands of university and college students and science, technology, engineering and math (STEM) professionals. Our trained volunteers visit elementary and high school classrooms, libraries, community events and more to deliver meaningful, exciting hands-on/minds-on STEM learning experiences to children and youth free of charge.

Contact Us

If you're interested in learning more about our local Outreach program or would like to get involved as a volunteer or educator, we'd love to hear from you! Our program in Ottawa is coordinated by six coordinators: Eliza Ali (rural and indigenous outreach), James Podrebarac (volunteer and team leader coordinator), Marilyne Delorme (educator coordinator), Renee Nelson (Aboriginal Mentorship Program), Sarah Zhang (kit and training coordinator), and Usha Shan (events coordinator); a program manager, Sue McKee; and our director, Dr. Barbara Vanderhyden.



Let's Talk Science Ottawa
Room 304, Tabaret Hall
University of Ottawa
550 Cumberland
Ottawa, ON K1N 6N5
p: 613-562-5800, ext. 2909
f: 613-562-5285
e: ltsp@uottawa.com

General remarks to new and returning grad students

Thursday September 6, 2018

Manuella Vincter, Graduate Advisor

Here is my business card:



Our incoming graduate students

- We have 6 new PhD students, 6 new MSc (including 1 international).

Welcome!

- First weeks usually are a whirlwind of things to do
 - Moving into a new environment!
 - New courses!
 - New TA responsibilities!
 - Eager to already start your research programme!
- Don't stress out!
 - Rank what is important and what is urgent.
 - Centre for Student Academic Support can help with time management training etc... <https://carleton.ca/csas/>
 - Talk to your supervisor or to me if you find it difficult to cope.
 - **You are never alone.** There is always help.
 - <https://carleton.ca/health/>





- I am here to help you...
 - successfully complete the requirements of your degree
 - <http://www.physics.carleton.ca/current-graduate-students>

- **Graduate Programs - calendar entries**

- Graduate Courses in Physics offered at Carleton
 - **Calendar Entries - PHYS**
 - **Graduate Course Material**
 - **Timetable Search Tool**
- Graduate Courses in Physics offered at U. Ottawa
 - **Calendar Entries - PHYJ**
 - **Timetable Search Tool**
- **Thesis formatting and advice**
- **M.Sc. Defense - Procedure and Advice**
- **Ph.D. Defense - Procedure and Advice**





- I am here to help you...
 - be aware of all the funding that may be available to you:
 - <https://gradstudents.carleton.ca/awards-and-funding/>
 - Internal award
 - External awards:
 - OGS, NSERC, Vanier, QEII...



- **It does make a difference!**

- Can impact $\int(\text{funding}) d\$$
- Looks good on your CV
- Boot-strap effect
 - People like to give awards to proven winners

Follow up and give it your best shot when we ask you to apply!

Awards and scholarships

<https://gradstudents.carleton.ca/awards-and-funding/external-awards/>

	Natural Sciences and Engineering Research Council (NSERC)
Value	\$17,500 to \$35,000 per year
Duration	1-3 years
Eligibility	A degree in science or engineering
Deadline	Masters: December 1, 2018 PhD: September 28, 2018 (submit through the NSERC online portal)

Hey! This is in 3 weeks!

We can help you write a strong proposal: prelim applications to us by Thurs Sept 20

These are the big ones. Eligible students are **expected to apply**. Your funding package in the department assumes that you do so. i.e. *we fund you if all other avenues are exhausted*

Ontario Graduate Scholarship (OGS)

Value	\$5,000 per term
Duration	2 or 3 consecutive terms
Eligibility	Students pursuing graduate studies at the master's or doctoral level at Carleton. See full criteria, info. about the application process and application documents on the OGS website.
Deadline	November 15, 2018

Email

- official communication from the University is via email
 - everyone has an account like *Jane.Smith@cmail.carleton.ca*
 - most also have an account like *jsmith@physics.carleton.ca*
 - the Grad School, the Registrar, the Business Office will all use “cmail” email
 - within Physics, we will also use your Physics email
 - you must read both! Forward one to the other.
-
- we will only reply to an official Carleton account, and not to private email (gmail, hotmail, etc.)
 - Being a grad student is much like having a job. Use the email of your place of work.

a few reminders

- Talk to your supervisor before you decide to register in a course
 - What you take should be by mutual consent
 - It should go towards fulfilling your programme requirements before anything else
 - Talk to me (Manuella) if in doubt
- department seminars are usually Tuesdays at 3:30pm in HP4351 and **you are expected to be there**
- please read The Graduate newsletter (comes to your Carleton inbox)

<http://gradstudents.carleton.ca/newsletter/>

General Logistics

- Grad Desk assignments and keys
 - Temi Guoti has/will send you an email about this
 - If you don't have a "home" (or a way to enter it!) follow up ASAP!

Physics Department TA training

September 6, 2018

Manuella Vinciter on behalf of Alain Bellerive

Chair, Physics Department

physics.carleton.ca

The Job of a TA



Regarding the TA job:

- It's an important one, first line of contacts with the students.
 - You shape the lives of aspiring scientists. Respect that!
- Treat the TA job as partially a learning experience for you, a chance to reinforce your own knowledge of undergrad physics and develop/enhance presentation skills
- Remember, it is a job. Act professionally. (no phones in labs)

TA training: many options! <https://carleton.ca/tasupport/training/training-options/>

- Pedagogical training is voluntary – you can get paid for up to 5 hours per year; this session (3h) counts towards your hours *if* you registered in advance (and sign the sign-in sheet!)
- Compliance training (e.g., AODA, Accessibility for Ontarians with Disabilities Act) is mandatory; you will get paid for this.
- New Graduate Student and TA Orientation was on Sept 4:

<https://gradstudents.carleton.ca/new-grad-students/orientation/>

- may count toward paid pedagogical training hours for new teaching assistants who attended.

<https://carleton.ca/tasupport/teaching-events/>

You might be interested in this:



WHAT IS THE “TA TRAINING DAY”?

TA Training Days are traditionally half day or full day events consisting of multiple concurrent sessions on a variety of topics. They are designed to appeal to both new teaching assistants and continuing teaching assistants.

There are several opportunities for teaching assistants to participate in events throughout the year. These university wide initiatives serve several purposes:

- They may serve as an orientation for new teaching assistants
- They provide opportunities for individuals from different units and disciplines to collaborate and learn from each other
- They cover a range of topics that teaching assistants can use to better educate and prepare themselves for their duties

TA Training Day for Fall 2018 is Saturday, September 22 and Winter TA Training Day is Saturday, January 19.

- As per the **Collective Agreement** between CUPE 4600 (unit 1) and Carleton University, all TAs at Carleton are “required to successfully complete compliance training as a condition of employment as mandated by Ontario legislation” (14.01). TAs are compensated for **5 hours of pay** for completing this training; those 5 hours of pay are **in addition** to their contracted hours (e.g., a TA with a 65-, 130, or 260-hour assignment earns an additional 5 hours of pay for this training). Compliance training is to be completed by **October 15th** for all TAs with Fall-only and Fall/Winter assignments; by **February 15th** for all TAs with Winter-only assignments; and **by June 1st** for all TAs with Spring/Summer assignments (14.01).
- Unlike the 5 hours of pay available to you for Pedagogical Training, which is available to you for each academic year in which you have a TA assignment, TAs can earn 5 hours of pay for completing their Compliance Training only **one time** during their employment at Carleton (14.01).
- **Human Resources** tracks the completion of and remuneration for all Compliance Training.

You must do this

All the TAs have to complete compliance training as per the following link:

<https://carleton.ca/tasupport/training/compliance-training-tas/>

This training is mandatory for all TAs and includes:

- 1) "AODA: Accessibility Standards for Customer Service,"
- 2) "AODA: Employment Standard Training,"
- 3) "Information and Communications Training,"
- 4) "Workplace Violence and Harassment Training," and
- 5) "Worker Health and Safety Awareness".

- As per article 14.01 of the Collective Agreement, all Carleton TAs must complete their Compliance training in the first 4-6 weeks of their TA assignment (e.g., **October 15th** for all TAs with Fall-only and Fall/Winter assignments; by **February 15th** for all TAs with Winter-only assignments; and **by June 1st** for all TAs with Spring/Summer assignments)

You must do this (2nd and 3rd year TAs)

The TAs for second and third year labs should complete the Lab safety training and laser safety training.

The next Lab safety training is on:
Sep 07, 2018 (09:00-12:00) (register through Carleton Central)

The next laser safety training is on:
TBA

Lab safety training and laser safety training are *recommended* for the first year TAs

You might need to do this

There two modules that depending on the TA assignment have to done:

- The "Supervisor Health and Safety Awareness"
- The "WHMIS" module

TAs will be communicated if they need to complete these modules.

- To access the full list of Compliance Training modules, please login to **Carleton Central** and then scroll to the bottom of the page and click on **the "Online Courses" tab**. On the next page, you will see all of the online workshops.

Educational Development Centre

You can take courses from EDC to make up the additional training hours. Such as:-

- Training Workshops
- TA Manual (available electronically)
- Teaching Events
- Certificate in Teaching Assistant Skills (New TAs)



for additional information

EDC website www.carleton.ca/edc

TA Awards

- There is a “Don Wiles Award” for excellence in 1st year demonstrating
 - Will be announced at upcoming grad event
- “Undergraduate TA award” by the department for exceptional TA work by an undergraduate student.



- Be careful how work is returned:-
 - Can't leave on pile or in a box outside your door
 - Can't post grades by name or student number
- Pictures; students can refuse to have their picture taken, if so you can ask to see their student card
- Do not disclose marks except to student
- Can't discuss individual students with other TA's
- Always use Carleton email account

FIPPA at Carleton University

Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton's Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario's *Freedom of Information and Protection of Privacy Act* within the university.

The collection, storage, utilisation, and dissemination of [Personal Information](#) concerning members of the Carleton community is only undertaken as part of ongoing efforts by the University to ensure decision making practices are based on accurate information. The university also ensures that the information gathered for one purpose is not being used inappropriately for another, and that the privacy of an individual is not compromised by disclosure of personal information to third parties without the proper approvals.

The information found on these pages explains how Carleton University provides access to information and protects the privacy of our constituency within the context of Ontario's [Freedom of Information and Protection of Privacy Act](#) so that it can continue to be accountable and transparent to both the public and the University community.

Occupational Health and Safety Act

The Occupational Health and Safety Act includes workplace violence and harassment.

<http://www2.carleton.ca/ehs/programs/>

<http://www.carleton.ca/ehs/programs/working-workshop/workplace-violence-and-harassment/>

Workplace violence is defined as:

- *The exercise of (or an attempt to exercise) physical force by a person against a worker that causes or could cause physical injury*
- *A statement or behaviour that is reasonably interpreted by a worker as a threat to physical force against the worker in the workplace that could cause physical injury to the worker.*

— *Occupation Health & Safety Act (OHSA)*

Workplace harassment is defined as:

- *Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome, or*
- *Workplace sexual harassment; “Workplace Sexual Harassment”, as defined by the Occupational Health and Safety Act, means, - engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identify or gender expression, where the comment or conduct is known or ought reasonably to be known to be unwelcome, or*
- *making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.*

— Occupational Health & Safety Act (OHSA)

The following are **key questions** that can guide you in determining whether the behaviour (such as an act, comment or display) constitutes harassment.

- Is the behaviour improper and unwelcome or offensive?
- Would a reasonable person have known that the conduct was not
- Did it demean, belittle or cause personal humiliation or embarrassment?
- Is it a serious single incident?
- Is it a series of incidents over a period of time?

**RESPECT
IS A TWO WAY
STREET**



Emergency Procedures

- Emergency procedures are posted in the Laboratory
- Call 4444
- In case of fire: evacuate using the closest staircase; don't leave students behind
- There is a Fire Marshall for each floor; they may come and ask you to leave

Emergency Procedures

Building Evacuation Procedures

The following outlines the procedures for the evacuation of campus buildings:

- A building will be evacuated when there is a threat (or perceived threat) to the safety of the occupants.

Except in very obvious situations, such as fire, the decision to evacuate will be made jointly by the Director of Safety and the Building Authority (or their designates).

- Evacuate immediately on hearing the alarm. Do not hesitate; Do not use elevators, use the closest stairwell; Do not stop and congregate in stairwells; Exit the building as quickly as possible; Do not congregate near the building. The possibility of flying glass is real and is extremely dangerous.
- University Safety will post notices on the doors and keep the building locked.
- The Director of Safety and the Building Authority will decide when the occupants may return to the building.

Emergency Procedures

Emergency Evacuation of Buildings and Assistance to Persons with Disabilities

- Those who instruct are primarily responsible for the safety of the students they teach in laboratories or classrooms.
It is the responsibility of the instructor to evacuate his/her classroom as quickly as possible and, in so far as possible, to speed the evacuation of the building using exit routes which will avoid fire or other danger areas.
- The instructor should delegate an appropriate number of students to assist disabled students to move to a safe area pending the arrival of fire-fighters or police. University Safety should be advised immediately of the location of disabled persons.
- The emergency alarm in all campus buildings with the exception of the Dunton Tower, is the intermittent sounding of the horns or bells at a fixed rate. Occupants are to evacuate immediately and are not to return until the "All Clear", a continuous sounding of the systems for 30 seconds, signals that it is safe to return to the building.

Emergency Procedures

Requests for Assistance

- During an emergency evacuation of a building, those individuals with special needs may require assistance in leaving the building. This assistance will be provided by the Ottawa Fire Service.
- The instructor or others in the department or the fire wardens will need to provide first-line help such as assisting someone to enter a **stairwell that is a temporary haven** from fire or to reach an emergency telephone and, if necessary, provide help in using it.
- Those with special training and equipment will provide the actual evacuation assistance. The responsibility for identifying the special need lies with the individual who has that need.

Emergency Procedures

REQUEST FOR EMERGENCY EVACUATION ASSISTANCE FORM

- Any student, staff or faculty member with special needs for assistance during a building evacuation has the responsibility to make this known to the University. The University cannot make an independent evaluation of such need. Assistance is usually needed by anyone with hearing, visual or mobility impairment. The form is available in the lab.
- It is the student's responsibilities to complete the form and return it to the Department of University Safety.
[Request for Emergency Evacuation Assistance](#)
- <https://carleton.ca/safety/documentsforms/request-for-emergency-evacuation-assistance/>

All information provided will be kept confidential and only the persons and agencies providing the required assistance will have access. Please advise University Safety when there is a change in any of this information.

- Information is also included on the PMC web site at:
<https://carleton.ca/pmc/emergency-evacuation/>
[Emergency Evacuation of Buildings and Assistance to Persons with Disabilities](#)

Discipline: Academic integrity policy

- Copying and plagiarism
 - bring to the attention of the lab supervisor
 - Considered to be very serious misconduct
- Disruptive behavior
- If ever threatened by a student, back off, never fight.
 - Notify supervisor
 - Try to obtain witnesses

Some extracts from the Carleton University Academic Integrity Policy

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- Following the expectations articulated by instructors for referencing sources of information and for group work.
- Submitting original work, citing sources fully, and respecting the authorship of others.
- Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as a violation of the standards of academic integrity should ask for clarification.
- Identifying situations that may reasonably lead to a violation of this policy.
- Preventing their work from being used by others, e.g. protecting access to computer files, etc.
- Adhering to the principles of academic integrity when conducting and reporting research.

Academic integrity policy

- Fabrication or falsifications of data, using results of another student's work without acknowledgement are intellectual crimes as serious as plagiarism.

- It is a major academic offence and in some cases can lead to the loss of academic status. "Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference of the original source."

- In the case that two students present reports where parts have evidently been copied from one another, both reports should be brought to the attention of the lab supervisor.

Additional material

As a university, we all have a role to play in the health and well-being of our students. The **Carleton University Student Mental Health Framework 2.0** is an important addition to Carleton University's efforts to promote positive mental health and assist students in realizing their potential. Not only does it build on the previous Framework's consistent and integrated approach to recognizing, responding, referring and reporting a student in distress, it now offers a holistic, campus-wide approach to mental health and well-being. The Student Mental Health Framework 2.0 has been developed by the Student Mental Health Advisory Committee, a university-based cross-functional team.

For the purpose of the Framework 2.0, we identified and developed recommendations for the following six areas of focus:

- Student Engagement
- Well-Being, Skills Building, and Resilience
- Mental Health Awareness, Literacy and Education
- Accessible Service
- Coordinated Crisis Management
- Institutional Structure

You can view the **Student Mental Health Framework 2.0** for more information on the six areas of focus and the recommendations.

You can view the original **Student Mental Health Framework: A Guide for Supporting Students in Distress**.

Some examples of what generally constitutes harassment

- *Serious or repeated* rude, degrading, or offensive remarks such as teasing about a person's physical characteristics or appearance, put-downs or insults;
- Displaying sexist, racist or other offensive pictures, posters, or sending emails related to one of the 11 grounds prohibited under the *Human Rights Code*;
- *Repeatedly* singling out an employee for meaningless or dirty jobs that are not part of their normal duties;
- Threats, intimidation or retaliation against an employee, including one who has expressed concerns about perceived unethical or illegal workplace behaviours;
- Unwelcome social invitations, with sexual overtones or flirting, with a subordinate;
- Unwelcome sexual advances.

Some examples of what does not generally constitute harassment

- Allocating work;
- Following up on work absences;
- Requiring performance to job standards;
- Taking disciplinary measures;
- A *single* or *isolated* incident such as an inappropriate remark or abrupt manner;
- Exclusion of individuals from a particular job based on specific occupational requirements necessary to accomplish the safe and efficient performance of the job;
- Measures taken against someone who is careless in his or her work;
- A social relationship welcomed by both individuals;
- Friendly gestures among co-workers such as a pat on the back.