Earth & Atmospheric Sciences

Graduate Student Orientation

September 2016
Library

Christina Hwang
Orientation Overview

• Introduction to people in EAS.
• Useful information (about pay, safety, ethics, professional development).
• Expectations of teaching assistants.
• Atlas presentations.
Departmental Administration

Murray Gingras
Assoc. Chair (Undergrad)

Benoit Rivard
Assoc. Chair (Research)

Stephen Johnston
Chair

Tom Chacko
Assoc. Chair (Graduate)

Mary-Jane Turnell
Asst. Chair (Administration)
Graduate Program Administrator

René Gobeil
Undergrad Lab Coordinators

David Chesterman
Introductory Classes,
Geomorphology
EAS 100, 105, 200, 225

Marilyn Huff
Mineralogy & Petrology,
Geochemistry, Structure
EAS 224, 232, 233, 320, 331, 332,
336, 368, 421
Digital Imaging Facility (DIF)

Igor Jakab

**Scanners** (documents, slides, maps, thin sections, rocks)

**Printers** (color documents & transparencies, posters, maps)

**Software** (Web page, CorelDraw, Illustrator, Acrobat, UNIX)
Technical Support Staff (Field)

Peter Carlson
Field Support
Technical Support Staff (Rock Stuff)

Martin Von Dollen  
Thin Section

Mark Labbe  
Rock Preparation
Technical Support Staff (Analytical)

Guangcheng Chen
ICP-MS

Yan Luo
Laser Ablation

Katie Nichols
Ion Probe

Nathan Gerein
SEM

Diane Caird
XRD, Superpress
Safety Officer
Faculty Service Officers

Andy DuFrane
ICP-MS Lab

Richard Stern
Ion Probe Lab

Sarah Woodland
Arctic Resources
Radiogenic Isotope Lab

Andrew Locock
Electron Microprobe Lab
Earth Observation Systems Lab

Mei Mei Chong
EOSL Lab Manager
Museums and Collections

Lisa Budney: Collections Manager
- Sample ownership
- Thesis collection
- Volunteer opportunities

Paleontology

Mineralogy & Petrology
Useful Information
(about pay, safety, ethics, professional development)
Pay Information

1. Paid twice/month; 10th and 25th of each month.

2. Take home pay is not even throughout the academic year.
Variations in Net Pay Through the Year

Pay listed above is after deduction of tuition and taxes.
WHMIS & EAS Safety Seminars

All thesis-based EAS graduate students are required to either attend one of the safety seminars by the Department sometime this month or complete BOTH the WHMIS and EAS Safety on-line seminars before Sept 30, 2016.

Diane Caird – safety officer

On-line
Web link: http://safety.eas.ualberta.ca/?page_id=134
Ethics Requirement
(8 hrs of training)

• On-line training (5 hrs.)
• Workshops, seminars (e.g., Student Code of Conduct, Plagiarism) offered at different times during the year. See Rene for specifics.
Professional Development Requirement
(8 hrs of training)

• Individual Development Plan (required of all students)
• On-line training (up to 4 hrs.)
• Safety training (counts for 2 hrs.)
• 2 hours of workshops or seminars offered at different times during the year. See FGSR website for specifics.
Master’s Thesis Proposal

- All master’s students must submit a thesis proposal outlining their planned thesis research.

- Deadline: March 15, 2017
Expectations of Teaching Assistants
Time Frame of TA Contracts

• TA contracts are based on 4-month terms (Sept. – Dec. and Jan. – Apr.).

• Assistantships begin BEFORE the start of classes and end AFTER the end of classes in each term.

• The expectation is that you will be available for organizational meetings before the start of classes and exam proctoring or grading after the end of classes.
TA Workload

**Official:** 12 hrs/wk x 16 wks/term = 192 hrs/term

**Practice:** ~12 hrs/wk x 11-13 wks = 132-156 hrs/term

Keep track of hours spent TA’ing each week, including time spent in preparation, TA meetings, lab/class, grading and exam proctoring, etc.
Absences During Teaching Term

Requires:

• You arrange for a qualified replacement TA to fill in for you during your absence.

• Obtain permission of both the course instructor and the Grad Chair at least two weeks prior to the absence.

• After these permissions are obtained, you notify the lab coordinator for the course of the date of your absence and the name of the substituting TA.

• Note that you will held responsible if the substitute TA does not show up for the lab or discussion section.
Teaching Expectations

- You make a significant effort to learn the material prior to the lab period.
- You arrive for the lab at least 10 minutes before the official start of the lab period and ensure that all lab materials are ready to go by the start of the lab.
Teaching Expectations (cont.)

- Except for emergencies, you are required to be present in the lab for the entire lab period (i.e., no coffee breaks).

- You should not leave the lab until the end of the lab period or until the last student has left the lab.
Teaching Expectations (cont.)

- Marking of labs/exams should be done promptly – normally in one week.
- A conscientious effort should be made to ensure that marks are entered accurately and promptly on the spreadsheet used to record marks in the course.
Lab Coordinators

- It is the lab coordinators’ job to supervise TA’s. They must be treated with respect.

- Any issues that you might have with the lab coordinator should be brought to the attention of the Grad Chair, who will attempt to resolve these issues.
Lab Meetings

• Regular (weekly?) meetings may be called by the lab coordinator or the course instructor. Attendance and punctuality at these meetings is **mandatory**.

• If you cannot attend a lab meeting because of an important alternative commitment then the lab coordinator or instructor must be notified well in advance.

• Regular absences from lab meetings will be considered dereliction of duty.
Confidentiality

• Teacher-student relationship is comparable to lawyer-client or doctor-patient relationships.

• NEVER discuss a student’s grades with another student.

• NEVER discuss a student’s grades with fellow grad students who may be TA’ing the student in other courses.

• In general, do not discuss a student’s grades with fellow TA’s in the same course unless absolutely necessary.
‘Romances’ with Students

- Romantic and/or sexual relationships with students whom you are TA’ing are not encouraged.

- If such a relationship exists prior to the course or develops during the course then the course instructor and the Grad Chair must be informed of this relationship.

- It is then the course instructor’s responsibility to ensure that the assignment of TA duties are such that there is no real or perceived conflict of interest in your dealings with the student.
“Students must perform satisfactorily in their own program and as graduate assistants to have their TA’s renewed.”

“Graduate assistantship funding is not terminated without warning. If after discussion between the student, the Associate Chair, and the supervising faculty member, a student's assistantship is terminated for unsatisfactory performance, one month's notice is provided.”
Final Thoughts

• We don’t expect anyone to have all the answers or to be ‘perfect’ TA’s.

• We do expect you to put forward your best effort and maintain a high standard of professional conduct in your teaching responsibilities.