

PART 2: GRADUATE STUDENTS AND THE DEPARTMENT OF BIOLOGY

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PART 2: GRADUATE STUDENTS AND THE DEPARTMENT OF BIOLOGY

2.1. DEMONSTRATOR DUTIES

Students should discuss the choice of courses to demonstrate with their supervisor and advisory committee. Demonstrator assignments are arranged by the T.A. Coordinator, Patricia Gray, in consultation with course instructors, prior to the first week of classes (after course enrollment has been determined). T.A. contracts are then prepared by the Human Resources Officer and will be available for signature in early September.

All graduate teaching assistants in Biology are represented by the UWO Graduate Teaching Assistant Union (<http://www.gtaunion.com/>), a directly Chartered Local of the Public Service Alliance of Canada. The purpose of the UWO-GTA Union is to represent and act on behalf of GTAs in any matter of collective concern. The union is committed to developing and maintaining excellent working conditions and fair compensation for work performed by GTAs. It is also committed to promoting a high standard of educational services at Western. In June 1996 SOGS passed its authority with respect to the GTA Memorandum of Agreement to the new union. The Memorandum of Agreement covers the terms of employment for teaching assistants. This document is available on the SOGS web page (<http://www.uwo.ca/sogs>). This agreement will remain in effect until a new contract is negotiated between the GTA union and UWO.

1. The awarding of a full Teaching Assistantship means that the graduate student is committed to give the Department 10 hrs/week for two 14-week terms (i.e. 140 hours per term). This means two laboratory periods of 3 contact hours plus 4 hrs/week for preparation, marking, etc., in each term may be allowed, but with some variation. Instructors should specify at the beginning of every course exactly what will be required of the demonstrators. Instructors are responsible for granting permission to demonstrators to be absent from their duties. Demonstrating duties begin the first day of classes, or as arranged by the instructor.
2. All graduate students are required to teach a minimum of a half Teaching Assistantship during their residency regardless of their status, e.g. N.S.E.R.C., O.G.S., O.G.S.S.T., etc. Rate of pay is the same for all graduate students receiving Teaching Assistantships.
3. If a shortage of graduate students to fill available positions occurs, scholarship holders may be offered an additional half Teaching Assistantship by the Department. Given sufficient Departmental monies and available positions, scholarship holders may request in writing, a full Teaching Assistantship.
4. All Teaching Assistants are required to attend an in-house Graduate Orientation Session held at the beginning of the Fall term and are also encouraged to attend seminars offered through the T.A. Training Program. The Graduate Administrative Assistant will contact students with the various dates. These are offered free of charge and cover such topics as Prelab Talks and Demonstrations, Leading Discussions, Marking Essays, Tutoring, and Problem Solving. Students whose first language is not English are urged to register for the International T.A. Training Program. Applications for both programs are available

from the Graduate Affairs Coordinator. Hours of attendance in these programs are included in the T.A. hours for the term in which the course is taken.

5. Teaching Assistants are expected to present themselves, fully prepared for the laboratory, at least ten minutes before the lab is due to start.
6. Teaching Assistants are expected to keep laboratories in a neat, orderly fashion. Check before end of laboratory that all equipment is restored to order, glassware rinsed, and special equipment accounted for, e.g. stopwatches, calculators, etc. If the laboratory is left untidy the Teaching Assistant is responsible for restoring it to order.
7. If for some reason, e.g. ill health, etc., a graduate student cannot attend the lab, the supervisor must be advised and arrangements made for a suitable substitute.
8. Lab coats, and safety glasses are required in all designated lab areas. Lab coats may be obtained through Don Yakobchuk (ext. 82168, ChB 003). Safety glasses are provided through the Office of Occupational Health & Safety (Support Services Building 4190).
9. A Teaching Assistant may request, through the Graduate Affairs Coordinator, that their teaching performance be evaluated by the undergraduate students in his/her lab section(s). This request is normally made at or around the mid-point of the T.A. appointment. Results of this evaluation may not be released to a third party without written consent of the Teaching Assistant.
10. Exceptional demonstrators are eligible to be considered for two awards. The Graduate Student Award for Excellence in Undergraduate Teaching is offered by the Faculty of Science; Teaching Assistant Excellence Awards are jointly sponsored by the School of Graduate and Postdoctoral Studies and the Society of Graduate Studies. Notices are posted in the Department, and instructors are encouraged to announce the nomination deadlines in their classes.

2.2. SOCIETY OF BIOLOGY GRADUATE STUDENTS (S.O.B.G.S.)

The S.O.B.G.S. elects representatives each fall for one year terms beginning Sept. 1.

The 2009/2010 representatives are: <http://www.uwo.ca/biology/sobgs/index.htm>

Chair	Nikhil Lobo	nlobo3@uwo.ca
SOGS	Sonja Teichert	steiche@uwo.ca
SOGS	Andrea Pitts	apitts@uwo.ca
SOGS	Bolaji Adeniji	badeniji@uwo.ca
SOGS	Tanya Berkers	tberkers@uwo.ca
SOGS	Eridan Pereira	erodri5@uwo.ca
SOGS	Danielle Styranko	dstyrank@uwo.ca
Grad Ed	Lovesha Sivanantharajah	lsivanan@uwo.ca
Grad Ed	Morgan Kleiber	mkleibe@uwo.ca
Undergrad	Mathew Vankoughnett	mvankou@uwo.ca

Seminar	Lindsay Crawford	lcrawfo6@uwo.ca
Seminar	Danielle Styranko	dstyrank@uwo.ca
Outreach	Thom Luloff	tluloff@uwo.ca
Outreach	Scott Colbourne	scolbor@uwo.ca
Social	Dan Bath	dbath2@uwo.ca
Social	Alex Laliberte	alalibe@uwo.ca
Research	Haroon Sheikh	hsheikh6@uwo.ca
GTA rep	Aniruddho Hoque	ahoque2@uwo.ca

Although the Society operates informally, it does possess a Constitution and By-Laws.

Constitution - Society of Biology Graduate Students of the University of Western Ontario

Article I: Name

The name of this organization shall be "The Society of Biology Graduate Students of the University of Western Ontario" hereinafter referred to as the "Society". The abbreviated form of the name of this society is SOBGS.

Article II: Purpose

The purpose of the Society shall be to give Biology graduate students a recognized organization through which they may satisfy their needs and express their opinion.

Article III: Powers and Jurisdictions

Section 1

The jurisdiction and powers assumed by the Society of this constitution and any amendments thereto arise from self-governing authority and do not require the approval of any authority other than that of the Society itself.

Section 2

The governing body of the Society shall consist of members elected by the general membership.

Section 3

By-laws attached to this constitution arise from self-governing authority from within the constitution.

Article IV: Membership

Section 1

The requirements for full membership in the Society shall be registration in the Faculty of Graduate Studies of the University of Western Ontario as a full-time or part-time graduate student in the Department of Biology.

Article V: Elected Representatives

Section 1

The Society shall be represented by the following elected representatives:

- a) A chairperson
- b) One Society of Graduate Students (SOGS) representative for every twenty-five graduate students registered in the department of Biology.
- c) A principal SOGS representative.
- d) An undergraduate education committee representative.
- e) Two graduate education committee representatives.
- f) Two seminar committee representatives.
- h) A GTA Union Steward.
- i) Two outreach committee representatives.
- j) Two social committee representatives.
- k) A research committee representative

Section 2

The duties of elected representatives are outlined in the by-laws.

Article VI: Meetings

Section 1 - Procedure

- a) The society shall generally conduct itself in an informal manner. When deemed appropriate the rules contained in Robert's Rules of Order may be used to govern the Society in a manner not inconsistent with the by-laws of the Society. A motion to introduce these rules must be made and carried before they are applied.
- b) Responsibility for preparation of the agenda for a general or elected representative meeting shall normally rest with the chairperson.

Section 2 - General Meetings

- a) General meetings may be called by any elected representative.
- b) All members of the Society shall be entitled to attend general meetings. Only members shall be entitled to:
 - 1 - move, second, and vote on motions
 - 2 - assign proxy, as defined in ARTICLE VI Section 2 (f).

- c) A quorum in the case of general meetings shall consist of ten members in attendance, excluding proxies.
- d) Notice of a general meeting, including an agenda showing business to be transacted, shall be advertised by departmental memo at least 2 days in advance of the meeting. Following discussion of the agenda, new business will be permitted.
- e) General meetings will be chaired by the chairperson or the individual responsible for calling the meeting.
- f) A proxy holder must be a member of the Society. Any member attending a general meeting may hold a maximum of two proxy votes. The signed proxy must be submitted to the individual chairing the general meeting at the opening of the meeting, and shall be valid for the period of the meeting.
- g) Motions made and carried at a general meeting shall be binding on the Society.
- h) Nominations for elected representative positions in the succeeding term will be received at a general meeting held the last week of September.

Section 3 - Elected Representative Meetings

- a) Elected representatives may convene meetings to discuss matters concerning the general membership. Resolutions passed at such meetings must be ratified by the majority of the membership at a general meeting, either by secret ballot or by a show of hands, before they are considered binding on the Society.
- b) Meetings of elected representatives may be called and chaired only by elected representatives. Any other Society member may attend and speak at a meeting, providing that the individual is recognized by the majority of elected representatives in attendance at the meeting.

Section 4 - Conflict of Interest

No member of any meeting shall vote on an issue that can be construed to raise a conflict of interest, as outlined in the by-laws.

Article VII: Elections

Section 1

- a) Nominations for all Society positions in the succeeding term shall be received by the chairperson.
- b) All members of the Society shall be eligible to seek election.

- c) Elections shall be conducted by email ballot, or show of hands at a general meeting at the discretion of the chairperson.
- d) Votes shall be tallied by the chairperson. If only a single candidate stands for office, that person shall gain the position by acclamation.
- e) Any vacant executive position shall be filled as described in ARTICLE VII Section 1 (a)-(e) for the remainder of the term of office. Temporary absences will be covered by the Society chairperson, or by the principal SOGS representative.
- f) In the event that the position is vacated, the principal SOGS representative shall assume the responsibility of coordinating the election of a new candidate for the position providing there is still time left in the term to warrant the election.
- g) Elections shall be held on the first Monday following September 15 and elected representatives shall take office immediately after their election.

Article VIII: Impeachment of an elected representative

Section 1 - Impeachment of the Society chairperson

- a) A motion to dismiss the Society chairperson shall be received by the principal SOGS representative provided that:
 - i - it is presented by a majority of elected representatives or by 50% of the general membership.
 - ii - the reasons for wishing to dismiss the Society chairperson are stated in the motion.
- b) Immediately following the reception of such a motion, the principal SOGS representative shall call a general meeting within one week.
- c) The motion to dismiss the chairperson shall be discussed at the general meeting, and a vote on the motion can be taken at the meeting.
- d) If the motion to discuss is approved by a simple majority, the position of Society chairperson shall be declared vacant, and elections shall be held as described in

Section 2 - Impeachment of other elected representatives

- a) A motion to dismiss any other elected representative shall be received by the Society chairperson. The requirements on such a motion and its handling shall be described in ARTICLE VIII Section 1.

ARTICLE IX - Finance

Section 1

The administration of the Society's funds shall be in the best interests of the Society and shall be the responsibility of the principal SOGS representative.

Section 2

The signature of the department graduate secretary or department finance officer shall be required to authorize any withdrawal of funds from the Society's bank account.

ARTICLE X: Amendments to the Constitution

Section 1

- a) Proposals for amendments to the constitution shall be made in writing and received by the Society chairperson. The chairperson shall present the amendments to the general membership within 1 calendar month of the chairperson's receipt of the proposals.
- b) Discussion of proposals shall take place at the next available general meeting. The membership shall vote to accept or reject the proposals, such a motion requiring a simple majority of approval. Only amendments that do not materially change the intent of the proposal shall be acceptable; other amendments to the proposal shall require a new submission to the chairperson as outlined in ARTICLE X Section 1 (a).

ARTICLE XI: By-Laws

The by-laws are complementary to, and not part of, this constitution. By-laws and amendments shall be treated procedurally as constitutional amendments, as defined by ARTICLE X Section 1.

**Society of Biology Graduate Students of the
University of Western Ontario
By-Laws**

(i) Conflict of Interest

No member should vote on a question in which he has direct personal or pecuniary interest not common to other members of the organization (Robert's Rules of Orders, 1981 edition).

- i) The responsibility for revealing conflict of interest lies directly with the member concerned.
- ii) Conflict of interest perceived by any member concerning any other member should be brought to the attention of the chairperson or principal SOGS representative immediately.

- iii) A person may be barred from membership on a committee if they are unable to take part in the business of the committee due to conflict of interest frequently occurring.
- iv) A member having a conflict of interest must abstain from voting in the business concerned.

(ii) Duties of Elected Representatives

Society Chairperson

The Chairperson for the Society of Graduate Students is responsible for representing Biology graduate student interests and concerns to departmental faculty and administration. The individual occupying this position shall:

- a) be accessible to Biology graduate students
- b) attend Biology departmental faculty meetings
- c) chair general Biology graduate student meeting
- d) organize special initiatives in the membership's interest
- e) call general Biology graduate student meetings at least once per term.

Principal SOGS representative

In addition to possessing the duties associated with being a Society of Graduate Students (SOGS) representative, the principal SOGS representative shall:

- a) serve as an alternate for the chairperson at departmental faculty meetings.
- c) represent Biology graduate students in the absence of the chairperson.

SOGS representative

All graduate students at the University of Western Ontario are members of the Society of Graduate Students (SOGS), which provides a variety of services such as running recreational sports programs, managing the graduate centre, granting funds for departmental graduate societies, and interacting with other organizations both internal and external to UWO.

The SOGS representatives shall:

- a) attend all SOGS council meetings. If they are not able to attend they must designate an alternate counselor. The SOGS representative and the alternate counselor must complete and sign an alternate counselor form <http://www.uwo.ca/sogs/Contact/> and present to the SOGS secretary at the beginning of the meeting.
- b) keep the Chairperson informed of any relevant information that may need to be presented at faculty meetings.

GTA Union Steward

The union steward acts as a representative of the GTAs in the department of Biology to the GTA Union and shall:

- a) attend all GTA Union Steward meetings
- b) attend Steward training sessions organized by the GTA Union
- c) keep the Chairperson informed of any relevant information that may need to be presented at faculty meetings.
- d) perform the duties as outlined in the GTA Union By-Laws <http://gtaunion.com/gta/>

Graduate Education Committee Representative

Graduate students have two representatives on the Graduate Education Committee. In general this committee is responsible for setting and implementing all departmental graduate policy. More specifically the Graduate Education committee carries the following function:

- a) the selection of graduate students for admission
- b) the organization of the graduate curriculum
- c) the organization of qualifying exams
- d) the appointment of members of advisory committees
- e) the arranging for the defense of theses
- f) the ranking of post-graduate scholarship and post-doctoral fellowship applications
- g) the consideration of requests for extensions of departmental financial support.
- h) assists in the yearly publication of the Biology Graduate Student Handbook, presented to newly arrived students.

Seminar committee representative

Graduate students on this committee assist in the invitation, and reception of speakers for the departmental seminar series held weekly during the fall, winter, and spring sessions. The committee benefits from newly arrived students, with contact in other universities, and provides a beneficial introduction to the diversity of interests present in the department.

Undergraduate education committee representative

Graduate students on this committee attend the Biology Undergraduate Education Committee meetings and act as a liaison to the Biology Undergraduate Society.

Outreach committee representatives

Graduate students on this committee promote the research activities of graduate students and the department to the community. They participate in open houses and workshops or organize participation of other grad students. In addition, the graduate students in this committee are responsible for updating the SOBGS bulletin board, and for updating the SOBGS webpage by contacting and providing Vicky Lightfoot (vlighft@uwo.ca, B&G 3064, x84547) with all necessary information. The SOBGS webpage should be updated at the beginning of the academic year to display contact info for the new executives and to ensure information on the site is up to date. The site should be updated at least once a term.

Social committee representative

Graduate students on this committee help organize social events for graduate students within the department.

Research Committee Representative

The graduate student on this committee attends meetings of the Biology Research Committee, whose primary goal is to facilitate the research enterprise of the department.

2.3. SOCIETY OF GRADUATE STUDENTS (S.O.G.S.)

The Society of Graduate Students is your student government at Western. Its many activities include organizing suitable health and dental plan and managing the Grad Club. SOGS also organizes a New Student Welcoming Party at the Grad Club. As well, there are many standing and Ad-Hoc committees in which any graduate student may participate. Ask your SOGS representatives for more info. Get Involved!

A) Health/Dental Plan

All full time graduate students in the Department of Biology are members of the health plan provided by SOGS. Graduate students with proof of comparable coverage may chose to opt out of the health plan and recoup the premium paid. Opt out forms are due by the last business day of the first month of each term.

To Opt out:

1. Complete SOGS' Opt-out form <http://sogs.studentwise.ca/>
2. Present proof of coverage that includes the name of the insurance provider and a policy number. Such proof maybe, but is not limited to, the following: a letter, fax or email from either the insurance provider or an employer or other agency that arranges the coverage OR a membership card.

It is also possible to Opt into the SOGS health plan, if you are a part-time student or Post-Doc OR if you want to enroll your spouse or partner and any children under the age of 21 (25 if they are still attending school). For forms and more information about opting in, please refer to the SOGS website.

B) Bus Pass

At the beginning of each term, bus passes are available for pick up in the SOGS office (UCC 260). To pick up your pass you will require:

1. Your UWO Student ID or other official photo ID.
2. To be a full time graduate student in the coming term, where your status and account will be checked online by the SOGS office.

C) SOGS Committees

If you want to take an active role in the affairs that affect graduate students at Western, consider running for a position on the SOGS executive council. If this is too ambition for

you, there are various SOGS committees to join that need graduate student participation. For a list and description please see the SOGS website.

2.4. FOR THE INTERNATIONAL STUDENT

- A) Before arrival in Canada. Most, if not all, Study Permits (student visas) are issued with the strict prohibition of employment of any kind during residence in Canada. Hence, all international students must obtain a student authorization that allows employment on campus where a student is registered full time. (You cannot be paid until the date shown on your Employment Authorization.) Usually international students are issued a visitor's visa in the country of their residence and their student authorization is transmitted electronically to immigration authorities in Canada. Upon arrival in Canada, a student is given his/her Student Authorization at the port of entry.

It is also advantageous to get a U.S. visa before entering Canada. This is especially beneficial to those citizens of countries where U.S. visas are usually issued in the non-restrictive, multiple-entry form.

However, if it is not possible to accomplish the foregoing, do not despair! Read part (B)!

US citizens need only arrive at the Canadian border with appropriate documents to obtain a same day study permit. However, this can only be done on certain days/times. Contact Immigration Canada for more details

- B) Upon arrival in Canada. There are 4 extremely important items on the international student's list of "things to get" upon arrival in Canada. These are (i) Employment Authorization, if not already obtained in home country, (ii) Social Insurance Number (SIN), (iii) a local bank account, and (iv) University Health Insurance Card.

You need an Employment Authorization and a SIN to be paid by the University. You cannot be paid until the date shown on your Employment Authorization. You must provide the Graduate Affairs Coordinator with a copy of your Student Authorization each time it is updated in order to get paid. As mentioned in Part (A), if provision has been made in the Student Authorization for working as a T.A., only a SIN is required. For application details please see the Graduate Affairs Coordinator as soon as possible. Always remember: these applications require time to be processed, so do not procrastinate! (Immigration Canada requires a minimum of 30 working days.)

The provincial government does not provide health care protection under the Ontario Health Insurance Plan (OHIP) for non-Ontario residents and their families. Because of this, the University has initiated the University Health Insurance Plan (UHIP), to provide protection comparable to that available from the Ontario Government. It is mandatory that international students and their dependents enroll in this plan as soon as they arrive in Ontario if they are not eligible for either OHIP or an equivalent plan. Applications and additional information may be obtained from the Registrar's Office, Western Student Services Building room 1120.

If you did not obtain a U.S. VISA before entering Canada, you may apply for one through the International Student Office (UCC 210, ext. 83031). Once again, remember that the application requires time to be processed, so don't do it at the last minute! (Allow at least 4 weeks processing time.)

C) Tuition Fees. International students may make arrangements to pay their tuition fees by installments. There is a charge of \$26.00/term to do this. For further details, contact the Fees Office in the Office of the Registrar, Western Student Services Building room 1120.

D) Renewal of Graduate Student Study Permits. Allow 6-8 weeks for processing of Study Permit renewals! Remember, you can not be paid without a valid Study Permit. The Graduate Affairs Coordinator will provide a letter verifying your graduate student status and financial support to assist in expediting renewal of Study Permits. Please allow 3-5 days for processing from the time you request the letter.

Be reminded that each time you renew your Study Permit a cash payment will be required by Immigration Canada. The current fee is \$125.00 for each document. Copies of these documents must be provided to the Graduate Affairs Coordinator.

2.5. DEPARTMENTAL FACILITIES AND RESOURCE PEOPLE

The technical staff is always willing to assist graduate students in this Department. For some services, you will need a research grant number or you may be asked to replace some of the items consumed. In all cases it is advised that you consult with the person in charge as this will ensure that you receive the best service.

- A) Computing Services: ITS Help Desk (ext. 83800, Support Services Building) or <http://askits.uwo.ca/>. Note that most services are charged back to a research account, so check with your supervisor before authorizing service.
- B) Confocal & Optical Microscopy (Rick Harris - rjharris@uwo.ca, ext. 86780, Biotron Suite 105)
- C) Digital Imaging for thesis plates/publication materials/poster sessions (Ian Craig - icraig@uwo.ca, ext. 86778, Biotron Suite 105) (Alan Noon- anoon@uwo.ca, ext. 86482, B&G 2064).
- D) Electron Microscopy (Dr. Richard Gardiner - rgardine@uwo.ca , ext. 82241, Biotron Suite 105).
- E) Environment Sciences Western (Peter Duenk - pduenk@uwo.ca , 666-0218, ESW)
- F) Huntsman Marine Laboratory. (Dr. Jim Staples - jfstaple@uwo.ca , ext. 84057, B&G 3020, Michael Owen - mowen@uwo.ca)

- G) Molecular Genetic Unit (Raihan Uddin, ext. 86648, WSC 343)
- H) Stores (Don Yakobchuk, ChB 003, ext.82168). Biology shares a supply stockroom with Chemistry, where Don is our primary contact. A valid Western Speed Code is required to access stores. A Speed Code is the unique 4 character code which identifies you or your supervisor's research accounts. The Chemistry Stockroom is located in Rm. 003ChB, and is open as follows: 10:00-noon and 1:00-4:00 p.m. Monday through Friday.

Other stores operate on campus and you may find them helpful for locating supplies, equipment or chemicals.

Physics Stores	ext. 82186	PAB 28
Engineering Stores	ext. 82148	ESB 14
Dental Stores	ext. 86107	DSB 0037

- I) Tissue Culture and Isotope Labs (Rick Harris - rjharris@uwo.ca , ext. 86780, Biotron Suite 105).
- J) Departmental Ombudsperson (TBA). The ombudsperson serves as a grievance officer for students, acting as a buffer between students, faculty and the Department Chair, and provides a formal means for initiating grievance procedures. The ombudsman also plays the same role(s) for staff members in their dealings with undergraduate and graduate students, as well as faculty.
- K) Departmental Committee Chairs (2009-10)
<http://www.uwo.ca/biology/administration/staffadmin.htm>
Chair: Dr. M. Bernards
Associate Chairs: Drs. B. Neff, D. Maxwell
Undergraduate Curriculum Committee Chair: Dr. D. Maxwell
Graduate Education Committee Chair: B. Neff
Annual Performance Evaluation & Awards Committee Chair: Dr. M. Bernards
Appointments and Planning Committee Chair: Dr. M. Bernards
Workload Committee Chair: Dr. M. Bernards
Unit Users Committee Chair: Dr. M. Bernards
Research Committee Chair: Dr. Tony Percival-Smith
Seminar Committee Chair: Dr. G. Thompson
Departmental Historian: Dr. W.W. Judd
Safety Officers: Mr. R. Harris
Departmental Outreach Committee: Dr. G. Taylor
Departmental Ombudsperson: Dr. S. Kohalmi
Academic Counsellors: Ms. B. Beretta, Dr. R. Gardiner
Social Committee: T. Gray

- L) Thesis Library. The Graduate Affairs Coordinator maintains a library of M.Sc. and Ph.D. theses completed in the Department of Biology (and former departments of Plant Sciences and Zoology). These may be borrowed by signing out. Additional titles may be available in the Allyn and Betty Taylor Library, located in the Natural Sciences Building.
- M) Others. Many other facilities and equipment are available to graduate students and are best sought out individually depending upon your requirements. We suggest that you search out others within this Department (or other departments) who are engaged in similar research as this often gains access to research-funded (not open to general use) facilities and equipment.

2.6. THE DEPARTMENTAL OFFICE

The office staff provides a never-ending source of information about the “inner workings” of the university. They are always willing to help and can provide the many civilized conveniences (key requisitions, etc.) that mean life or death to the graduate student.

The Graduate Affairs Coordinator, Carol Curtis (x88923, BGS 2025, gradsec@uwo.ca), attends to administrative needs of Biology graduate students and will assist you with any questions regarding your graduate program.

- A) Duplicating. Equipment is available in BGS 2025 and NCB 301 for copying a wide variety of materials including the making of overhead acetates. It is suggested that you ask the office staff for assistance on how to use the equipment. At present, duplicating material for research will require the pre-approval of your supervisor who will give you a copy code to use. Personal copies will have to be made at other facilities on campus either through the copy centre, library (cash card) or off campus.
- B) Fax Machine. A FAX machine is located in the BGS mailroom, however this is only to be used for research. Therefore you will need to get a speed code from your supervisor and then give this information to Jacqueline Griffin to process. Please contact her in her office in BGS 2025 for further details about timing of your requests.
- C) Mail. The mail is picked up and delivered at approximately 11:00 a.m. Graduate student mail is grouped alphabetically by surname and distributed to mailboxes located in BGS 2025. Students are expected to pay for their own postage; departmental letterhead and envelopes may be obtained from your supervisor. A post office is located in UCC for stamps, money orders, registered mail, etc.
- D) **On-line Travel Advance and Expense Claims.**
The following are the general instructions to get into the ON-LINE claims. Please print off the “On-Line Travel and Expense Procedures” before you continue entering your claim. These instructions will walk you through the process while you are doing a claim. Link: <http://www.uwo.ca/finance/people>
If you have any questions, please contact Sherri Waring (ext. 83154, BGS 2025)

INSTRUCTIONS:

Log into UWO Financials
Enter your USER ID
Password (UWO email password)
Employee Self-Service (upper left)
Travel and Expense Centre
Expense Report
Create

Then enter your UWO Employee ID# (starts with either 01 or 02, this is NOT your student number) & then follow the instructions from the procedures that you printed off earlier.

Be sure to add actual descriptions of what you are claiming e.g. conference name, dates and place it was held and speed code so that I know what grant is being charged. Also, identify research vehicle expenses in the comments section of each specific receipt, or if room in the comments section on the front page.

Conference fees will not be paid before you attend. Therefore, get a PURCHASE ORDER done for this and it will be paid directly onto the supervisors grant and will not need to be claimed later. Otherwise you will need to wait until after the conference in order to get reimbursed. Any TRAVEL ADVANCES need to be in the amount of at least \$1000.00, otherwise you will need to cover the costs yourself until you get back from your trip.

Finally, you will NOT GET PAID until you submit a copy of the TRAVEL EXPENSE form with all ORIGINAL RECEIPTS attached including BOARDING PASSES for air travel. Also, a copy of TRAVEL ADVANCES should be submitted as well, even though there are not receipts at this time.

Once all of this has been completed, submitted and approved by your supervisor, it will be forwarded for payment. Keep in mind that you can have this money deposited directly into your bank account if you choose the “SELECT EFT” button. This will hit your account within 3 working days.

- E) Pay. Pay cheques are deposited directly into bank accounts on the second last banking day of each month. You will be contacted with your HR information in September.
- F) Typing. The office staff does not provide typing services for students.
- G) Supplies & Ordering. (Don Yakobchuk, ChB 003, ext.82168, and other store room staff). Items not available through the store room may be ordered through most supply companies. Requisitions must have a supervisor's approval and should be forwarded on the appropriate form listing a description of the item, the catalogue number, the unit price and the name and address of the company it is to be ordered from. The required ChemBio request form, that can be down loaded from the Biology website

<http://www.uwo.ca/biology/administration/staffadmin.htm> .

- H) Meeting rooms. For reserving rooms BGS 2084 and BGS 3026, see Jacqueline Griffin (BGS 2025, Ext. 82542) in the main office. The meeting room WSC 337 is reserved for use as a lunch room between 11:30 and 1:30PM, but otherwise the room may be reserved by contacting Raihan Uddin (WSC 343, Ext. 86648). Rooms are also available in NCB: Diane Gauley (NCB 301, ext. 86790)

2.7. MISCELLANEOUS

- A) Lunch and Reading Room. A small lunch room and kitchenette are located in B&G 2044. The Western Science “library” (3rd floor, WSC) may also be used for lunch and break time when not in use as a meeting room.
- B) Travel Funds. Subject to the availability of funds, the Department of Biology endeavors to provide partial support for graduate students to attend a scientific meeting during their degree candidacy, with the understanding that grant funds are being or will be used in at least equal amount for the same purpose. Each M.Sc. student is eligible for one award up to a maximum of \$500.00, and each Ph.D. candidate is eligible for two awards of up to \$500 each during their program. In any particular year, funds may be limited and some requests for funds deferred.
- C) Grad Club. The Society of Graduate Students offers a lounge, T.V. room, and food services in the basement of Middlesex College to all graduate students. Its closeness to Collip, B&G, and the Western Science Centre make it an ideal spot to have lunch or gather after a hard day. A microwave oven and cold malt beverages are two other factors that take many to this gathering place.
- D) Health Services. Health Services in the University Community Centre (UCC) offers a full range of medical and social services to graduate students. Canadian students applying for coverage under the Ontario Health Insurance Plan may obtain an application here, and return it to the Ministry of Health office (217 York St., 5th Floor, London, Tel. No. 433-4651) to get signed up. International students are asked to refer to Section X (B) of this handbook.
- E) Graduate Student Services. There are various services on campus aimed at helping graduate students acquire skills that can assist them during graduate school and beyond.
- (i) Student Development Services (UCC 210) offers a range of programs aimed at career, learning, personal and social concerns, including: International Student Services, Effective Writing Program, Psychological Services, Career Services, etc. Please see the SDS website for more information (www.sds.uwo.ca).
- (ii) The Teaching Support Centre (D.B. Weldon Library 122) provides programs and resources for graduate students throughout the year, including the Teaching Assistant

Training Program, the Future Professor Workshop series and the Graduate Student Conference on Teaching. Please see the TSC website for more details (www.uwo.ca/tsc).

F) Occupational Health and Safety.

Western (http://www.uwo.ca/humanresources/facultystaff/facstaff_index.htm) has developed policies, procedures and guidelines designed to ensure the safe use and disposal of all potentially hazardous chemicals and materials commonly used in campus research and teaching labs; see the University of Western Ontario, Human Resources, Occupational Health and Safety; *Hazardous Materials Management Handbook*, *Radiation Safety Manual* and *Laboratory Health and Safety Manual for General Laboratory Practices*. In addition, Western is required to comply with Federal, Provincial and Municipal Legislation, Regulations and Codes dealing with fire safety and occupational health and safety.

Your supervisor has overall safety responsibility for the laboratory. In that capacity, he/she ensures that you receive appropriate safety training, that you are aware of the safety policies, procedures and guidelines and follow them, and that you receive instruction on any special or unusual hazards in non-routine work.

In addition, all Graduate Students in Biology are required to obtain WHMIS (Workplace Hazardous Material Information System) training available online and other safety training programs as needed through Human Resources. Occupational Health and Safety UWO Policy 1.31 stipulates that all TA's, technicians and laboratory demonstrators working in undergraduate teaching laboratories where chemicals are used must have attended the HR-OH&S training program for laboratory safety and handling of hazardous wastes - Laboratory & Environmental/Waste Management Safety Workshop, prior to handling chemicals.

Please see departmental safety bulletin boards or Human Resources, Occupational Health and Safety Web site for current notices and training requirements for your research and teaching duties or contact Richard Harris (Safety Officer) at Ext.86780.

First aid is available from many of the staff members of the department who have been certified. First aid kits are available in B&G 3071, in the MGU core area, autoclave room in BGS 2070, and in the Collip Building first floor hall. All cases of personal injury must be properly treated, reported and documented within 24 hours of the incident.

Detailed information on safety problems may be obtained from one of the specialists in Occupational Health and Safety (OH&S), Services Building 4190. Rick Harris, our departmental Safety Officer, is available for consultation on safety related issues within the department (ext 86780).

Western provides safety eye-wear to all graduate students under the guidelines of the eye protection policy. Contact: Mike Mosley in HR, OH&S for full details.

- G) Hazardous and Toxic Waste Disposal. OH&S offers comprehensive disposal services for toxic and hazardous wastes. All items must be labelled and packaged properly according to the guidelines set out in *Hazardous Materials Management Handbook* – available online at:
www.uwo.ca/humanresources/docandform/docs/ohs1/manuals/hazardous_handbook.pdf
- Pick-up of hazardous materials occurs at the loading docks. For times and locations, see schedule on safety bulletin boards or HR, OH&S website. Radioisotopes and isotopic wastes must be handled according to the procedures outlined in the *Radiation Safety Manual* - available online at:
www.uwo.ca/humanresources/docandform/docs/ohs1/manuals/RManual.pdf
- All radioisotope users are required to be listed on a valid permit and must take all required training prior to handling any radioisotopes.
- H) Western Graduate Research Scholarships (WGRS). Western's WGRS grade qualifications are set at 70%. However, the Departmental grade requirement for entry into our graduate program is 78%. While special considerations may be granted for entry into our graduate program for students with less than 78%, should WGRS qualifying standards be raised to 78%, that student would then no longer be WGRS eligible. Thus special entry into our program with an average below of 78% does NOT guarantee WGRS eligibility should their requirements be raised again to 78% The WGRS is currently valued at \$1,116.66/term for Canadian Students and at \$3,216.00/term for international students. The amount of this scholarship may vary in any given year depending on the availability of WGRS funds provided by the Faculty of Graduate Studies and Faculty of Science.
- I) Other Scholarships & Awards. The Biology website provides a list of internal and external Scholarships and Awards offered to graduate students on the basis of academic merit and/or financial need. Please visit the website for descriptions of awards offered and eligibility requirements.
- J) Sports & Recreation. A variety of sports, some more organized than others, are played by graduate students in this department. Registered full time graduate students have paid an activity fee and can use their UWO Student ID card to access facilities and programs offered through Campus Recreation (<http://campusrec.uwo.ca/>). This includes access to the cardio and weight rooms, aerobics classes, squash courts, the pool, etc. During the year, competitive and recreational intramural leagues for volleyball, baseball, soccer, basketball and hockey are organized through Campus Rec. Keep your eyes open for Biology teams! Other graduate students cycle, dance, sail, scuba dive, fish, hunt, run, etc., and so there is a wide variety of means by which one may burn off steam between (or instead of!) bouts of work. Just ask around, and find out who is doing what.
- K) Parking. Parking at U.W.O. is a perennial source of complaints, and the parking authority has no qualms about towing cars away (which can be expensive!). Graduate students may park only in peripheral (grey) non-reserved lots. Permits can be purchased in Rm 4150 Support Services Building, but get them early as there is a rush in

September and a long waiting list is soon established.

- L) Music. Throughout the year, various musical groups frequent Alumni Hall, the Grad Club, the pubs on campus, the Faculty of Music, and a number of off-campus night spots. World-class concerts are available free of charge every Friday at noon at the Music School. These are advertised in the Gazette or the Western News, along with ticket information. The university radio station, CHRW, broadcasts on 94.7 FM and 106.5 cable. As well, a number of graduate students invariably sport hidden amateur musical talent.
- M) The University Community Centre (U.C.C.). The U.C.C. - the modern looking maze located between the Social Science Building and the D.B. Weldon library - is the focus of student activities on campus, where a variety of services are located. These include the S.O.G.S. Office, GTA Union Office, university travel office, the International Student Office, gyms, swimming pool, weight room, book store, pharmacy, restaurant, cafeteria, fast food outlet, convenience store, the Chaplain's office, a games room, the campus radio station, cash machines, duplication facilities, post office, dry cleaner, computer store, general purpose room, music listening room, artcraft studio, etc., etc., etc. You will need help to find your way about if you're new, so ask around.
- N) Libraries. Western's libraries may be vast and foreboding places for the uninitiated. The holdings are large, and are spread among a number of divisional and professional libraries. Western has a newly-expanded Health Sciences library located in the Natural Sciences Building. Graduate students may borrow journals for 1 week periods, and books for 4 weeks, upon presentation of their student card. On-line literature searches, inter-library loans, microfilm reading, etc. are all available, and the libraries provide guided tours early in the school year.
- O) Information Services Accounts (ISAs). An ISA gives you access to e-mail and allows you to browse the worldwide web. Graduate students may apply for an account at the Office of Information Technology Services, Room 4100, Support Services Bldg (Western Road) Ext. 83800. Be prepared to show your student card. Use of a research project number (speed code) for account payment requires your supervisor's approval. Please let the Graduate Affairs Coordinator know as soon as your Western e-mail account has been activated so that you can be added to the Biograds@uwo.ca public mailing list.
- P) Audio-visual Equipment. For those who are preparing seminars, presentations, etc. Power Point Projection Systems may be borrowed through Jacqueline Griffin (BGS 2025 Ext. 82542) or Diane Gauley (NSC 301, ext. 86790). All equipment is in heavy demand, so please reserve ahead and return the item(s) as soon as possible. Costs of overheads and photocopying are borne by the student or by your supervisor. Note that BGS 2084 and 3026 have projector systems permanently installed; only a laptop computer is required.
- Q) Photo Gallery. Photographs of all current faculty, staff and graduate students are displayed in the department, along with the building and room number where that person can normally be found. A time is set aside at the beginning of term for new graduate

students to have their photos taken by Alan Noon (B&G 2064, ext. 86482).

- R) Movies. Throughout the year, the Western Film Community shows relatively current feature films in the McKellar Room (U.C.C.) on weekends at reasonable prices. The U.C.C. also offers a film program and video matinee gratis or for a minimal fee.
- S) Off-Campus. Not all activities of interest take place on the U.W.O. campus. London boasts a variety of night-spots and eateries to suit most tastes. The better places are best discovered by asking around the resident graduate students, faculty and staff. The city boasts numerous parks ideal for "dandelion breaks" and those times you need a little solitude. Cycling is popular and enjoyable in London (though at times you take your life in your hands). Mild, snowy winters make X-country skiing a possibility most years. Finally, frequent excursions are planned to locations ranging from Pt. Pelee for bird watching, to Toronto (for museums and Big City fun). Just keep your eyes and ears open and ask around, the more you put into life at U.W.O., the more you'll enjoy it.
- T) Exit Survey. Upon leaving the department, you will be asked to complete a confidential exit survey. The aim of this survey is to improve the quality of graduate education, and we are interested in your comments!
- U) Suggestions. This handbook undergoes yearly revision as personnel change, red tape becomes more confusing, or the "system" breaks down. If you spot any inaccuracies in the current edition, notice any omissions or wish to suggest changes, please drop by and see Nikhil Lobo nlobo3@uwo.ca SOBGS Chairperson or Bryan Neff, Graduate Chair. Alternatively you may jot down your thoughts and slip them in Nikhil's or Bryan's mailbox. Remember, this is your handbook, and it serves you, so your voice does count.