

Welcome to the New Graduate Student Orientation Session

**Department of
Computing and Software**

2020 - 2021





Contact:

McMaster University

Department of Computing and
Software

ITB-202

1280 Main Street West

Hamilton, Ontario, Canada

L8S 4K1

email: gradcas@mcmaster.ca

Business Hours: 8:30am – 4:30pm

Closed: 12:00pm – 1:00pm



Main Office Staff Contacts

ITB-202

**Laurie
LeBlanc**

Administrator
leblanl@mcmaster.ca

Delcia Aguiar

**Administrative
Assistant**
aguiad1@mcmaster.ca

**Connie
Carrabs**

Graduate Assistant
gradcas@mcmaster.ca

Otse Umoru

**Undergraduate
Assistant**
umorui@mcmaster.ca

Faculty/Staff Contacts

**Dr. Mark
Lawford**

Departmental Chair
lawford@mcmaster.ca

**Dr. Richard
Paige**

Associate Chair for
Research
paigeri@mcmaster.ca

**Dr. Emil
Sekerinski**

Grad Advisor for
Computer Science
emil@mcmaster.ca

Derek Lipiec
Facility Manager
lipiec@mcmaster.ca

**Sebastian
Rabiej**
Systems Specialist
rabiejs@mcmaster.ca

**Dr. Ryan
Leduc**

Grad Advisor for
Software Engineering
leduc@mcmaster.ca

**Dr. Rong
Zheng**

Associate Chair for
Graduate Studies
rzheng@mcmaster.ca

**Dr. Ned
Nedialkov**

Grad Advisor for
M.Eng in Computing
& Software
nedialk@mcmaster.ca

SPECIAL COVID-19 PROTOCOLS

- This is an academic year like no other. Heading into your first year, 2020 is a year for the ages. With our Fall term online, we'll be learning together what it really means to be a part of the McMaster community.
- Even though so much will be different this year, expect the same McMaster commitment to teaching excellence, innovation, health and well-being.
- We'll be supporting our students with innovative initiatives like Archway, which ensures every first-year student is connected with mentors, coaches and friends. We're supporting faculty to make the most of all the best technologies for instruction. We are supporting the McMaster community in every way. Together, we've got this.
- PLEASE NOTE: Masks are required in all indoor public spaces at all locations on campus. If you do not have a mask, you can get one at the Campus Store's service window.
- For the latest information on COVID-19, please visit <https://covid19.mcmaster.ca/>

SPECIAL COVID-19 PROTOCOLS

****Please note that the overarching emphasis is that anyone who can work remotely should still be doing so. As you are aware, we have shifted our services online. Our office remains closed at this time until further notice so that everyone stays healthy and we can continue to provide services to our students.**

- Normally rooms are assigned to each grad student, mailboxes and keys/access cards also issued but this is all postponed until we are back on campus
- For anyone who needs to go to campus for specific reasons (eg. to run/record lectures, labs, tutorials; to work for specified time periods due to hardship of getting work done at home; to pick up supplies or belongings, etc.) here are the steps that need to be taken:
 - 1. Complete the online Covid-awareness training module. This must be done before you can attend campus:
 - Students can register for training on Mosaic. The course can be found in the regulatory training section, following this path: Home>Regulatory Training>Search by course name>Leave search field blank>Search>View available sessions, and proceed with your registration until reaching Submit.
 - It takes one day from when you sign up to when the training is made available on Avenue to Learn, so leave enough time to complete training before coming to campus. A record of completion will be available in Mosaic one business day after training has been completed.

SPECIAL COVID-19 PROTOCOLS

- 2. Obtain permission from your supervisor for a specific date and time. (For TA's, your supervisor for TA purposes is the course instructor.) That permission should then go through Laurie LeBlanc, as she will need to notify the Chair. Such permission will only be granted for a specific purpose and for specified times.
- 3. Complete a Covid self-assessment within an hour before you enter campus: <https://covid-19.ontario.ca/self-assessment/>
 - New employees (TA's) can get their Working at McMaster ID card, which can then be programmed with building access:
<http://parking.mcmaster.ca/photoid.html>. Please let Laurie know once you have your card if you need to access the building. For TA's, there are studio spaces that have been set up in some departmental rooms that may be booked by email to Delcia Aguiar (aguiad1@mcmaster.ca) if you need to use them for virtual or recorded lecture, tutorial, or lab sessions.

House Keeping from the Graduate Assistant:

gradcas@mcmaster.ca

- McMaster Student Cards - For graduate students who are residing in Ontario, your student card has been mailed to the current address in your Mosaic profile. Graduate students who do not currently reside in Ontario, will not receive their students cards via mail at this time.
- Please take time to review the regulations from our own CAS Graduate Handbook and also the School of Graduate Studies Calendar.
- All classes will be held online for the fall term and will be recorded. Please contact the instructor of the course for more information.
- Final date to ADD course in the fall term: September 25, 2020
- Final date to DROP course in the fall term: November 13, 2020
- Tuition Payment Deadline for fall term: September 25, 2020; for winter term: January 25, 2020; for spring/summer term: May 25, 2020. Late fees and interest will be charged to your student account after these dates if not paid in full for that term. Tuition is due in the first month of each term.

House Keeping from the Graduate Assistant:

gradcas@mcmaster.ca

YOUR ACADEMIC JOURNEY

Resources and supports to help you throughout your graduate student journey can be found here: <https://gs.mcmaster.ca/current-students/resources/>

For more information on beginning your studies this fall, please visit the School of Graduate Studies website here: <https://gs.mcmaster.ca/ive-accepted-my-offer/graduate-student-orientation/>

House Keeping from the Graduate Assistant:

Cont'd...

- **Make sure you have enrolled in ALL 3 terms (fall/winter/spring-summer). If there is a term you are not taking an actual course, you must use the placeholder SGS 700**
- If you need to clear any conditions of admission, please make sure to submit them to gradcas@mcmaster.ca **ASAP** to avoid risk of your offer being rescinded.
- Check your profile on Mosaic to make sure all information is correct – program type/plan type/tuition amount/scholarships/etc.
- Graduate courses have commenced. You are responsible for ensuring that the courses selected meet your program requirements. Course categorization can be found here: <https://www.eng.mcmaster.ca/cas/current-graduates#Course-Categorization>
- Degree regulations can be found here: <https://www.eng.mcmaster.ca/cas/current-graduates#Degree-Regulations>
- It would be a good idea to fill in the **Graduate Student Course Selection** form. <https://www.eng.mcmaster.ca/cas/current-graduates> This form can be obtained from our website. Consult with your supervisor regarding your program course selections, fill in the form and submit to gradcas@mcmaster.ca.
- Grad course offerings for 2020/21 can be found here: <https://www.eng.mcmaster.ca/cas/graduate-course-listing-term>

House Keeping from the Graduate Assistant:

Cont'd...

- **SGS #101** – Academic Research Integrity and Ethics: this is mandatory for ALL students. Must be completed this month (September). This course is an online course that should be added in MOSAIC and can be completed through Avenue to Learn (A2L)
- **SGS #201** – AODA (Accessibility for Ontarians with Disability Act): this is mandatory for ALL students. Must be completed this month (September). This course is an online course that should be added in MOSAIC and can be completed through Avenue to Learn (A2L)
- <https://gs.mcmaster.ca/how-to-enrol-in-and-complete-sgs-101-and-201/>
- MUST be completed by September 30, 2020

House Keeping from the Graduate Assistant:

Cont'd...

- **Career Planning:** Entering graduate students within the Faculty of Engineering are required to complete a career planning exercise within their first academic year (September – August). This is a degree requirement which needs to be completed within your first year. Students can attend a career planning session with a career specialist within the Faculty and subsequently produce (at most) a two-page report before the end of their first year. The template can be found on our website. New students must attend a career planning seminar in order to complete their degree and will play a role in the writing of their career planning progression report. The seminar times/dates will be emailed to you.
- McMaster's University Technology Services – UTS – has created a page to help all McMaster students learn more about setting up remote work stations – from the basic tools to remote teaching technologies, from device recommendations to staying secure in your remote workspace. <https://uts.mcmaster.ca/technology-resources-for-mcmaster-students/#tab-content-ov>

House Keeping from the Graduate Assistant:

Cont'd...

- **Health & Safety Training:** All students are required to take the following courses in addition to any courses required by your supervisor or course instructor. These can be completed online through MOSAIC and Avenue to Learn (A2L) and should be done within the first week of the term if possible (Health & Safety Orientation; WHMIS; Asbestos Awareness; Ergonomics; Fire Safety; Slips, Trips & Falls; Violence and Harassment Program; Job Hazard Analysis (this must be done with your supervisor) You can find a full listing on the EOHSS website

https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/

The self-assessment tool is to be completed EACH TIME within 1 hour before you arrive onsite and given to your supervisor

<https://hr.mcmaster.ca/app/uploads/2020/05/Workplace-COVID-19-Employee-Checklist.pdf>

Graduate Co-op Program

**Optional

- Registration for the Co-op preparation course for Engineering Graduate Students (Engineer 701) is now open. The course will start on Wednesday, October 7, 2020. This course is required for all graduate students who would like to seek co-op in the upcoming terms, and it is recommended that students take the course at least 2 terms ahead of when they would like to work for the best success in finding employment.
- **There will be an information session held on September 15, 2020 from 11:00am – 11:45am for any students seeking more information. Please sign up on Oscar plus to attend this session and receive the Zoom Link.**
- Here is the link to Oscar plus <https://www.oscarplustmcmaster.ca/home.htm> Log on and go to Engineering and then events to register and be a part of the meeting.
- Students that are enrolled in MASc, MSc and MEng programs are eligible to complete a co-op work term after completing 8 months of studies and PhD students are eligible after completing their comprehensive exam. To enroll in Engineering 701, the preparation course, you **MUST have your supervisor's approval!**

Graduate Co-op Program

- Below is a table that shows when students are eligible to pursue co-op and how long they are able to work in a co-op position.

Program	When the student can work	Duration of Co-op Permitted
MEng	After 8 months of study	Up to 8 months for 2-year programs
MASc/ M.Sc	After 8 months of study	Up to 8 Months for 2-year programs
PhD	After 12 months of study	Up to 12 Months

Graduate Co-op Program

- Other Important details:
- Students who want to pursue a co-op must complete 2 forms (Graduate Co-op Registration Agreement and the Graduate Supervisor Permission Form) and have them signed by their supervisor and program chair. They must be submitted to Christine Rich and copied to gradcas@mcmaster.ca. For a copy of those forms, you can email me.
- Students can find their own placement (it must be approved by our office) or they can apply to positions posted on the OscarPlus job board. Access to the OscarPlus job board is only granted for the terms approved by your supervisor and after completion of Engineer 701.
- All students have access to OscarPlus to see the events and sample resumes, etc., however, only those who have opted in to the co-op course and completed Engineer 701 will have access to see the jobs the ECCS team and employer partners posts on OscarPlus.
- Students who completed their engineering undergraduate degree at McMaster and completed 1EE0 or 2PW3 can have job board access and do not need to attend the Engineer 701 course. The co-op office still requires the 2 forms to be completed to allow them job board access for the specified terms and to show supervisor approval.
- Ideally, Master's students should complete the co-op course in their second term of school,
- PhD students should complete the co-op course after completing their comprehensive exam.
- ***If you are a student who receives a scholarship or TA, it is important to speak with your department administrator before registering for the co-op preparation course to learn how this may affect your funding.***

Graduate Co-op Program

- For anyone who is interested, **please send your registration forms to Christine Rich via email by Friday, September 18, 2020.** As a reminder, if you are interested in pursuing a co-op work term during your studies, this course should be taken at least 2 terms prior to when you would ideally like to start a work term to allow ample time for your job search and to allow time to receive a co-op work permit which can take up to 5 months (required for international students).
- **Engineer 701 starts Wednesday, October 7th @ 11:00am.**
- Here are the details:
- Location: TBD – Via Webex (online)
- Time: 11:00am – 12:00pm
- Date: Wednesday, October 7, 2020 – November 11, 2020. (6 Sessions)
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Graduate Co-op Program

- Any questions relating to Co-op, you can ask me or please email Christine Rich in the Co-op office:
- Christine Rich, Career Development and Relationship Manager
 - Engineering Co-op and Career Services / Faculty of Engineering
 - Email: richc2@mcmaster.ca

Health & Wellness

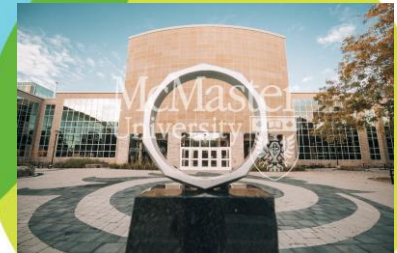
- UHIP – you can contact **Ana Pereira** in the Student Success Centre who can assist with any UHIP related issues - ferreiar@mcmaster.ca
- Students who are not physically in Ontario will be able to be exempt from the UHIP plan for the Fall term
- Registered students should have received an email from Ana in late August telling them that they will need to connect with her if they are not in Ontario to be exempt for the Fall term. That same email will also say that once they step into Ontario, if before the Winter term starts, they will need to connect with her in order to enroll them into the plan as soon as they arrive.
- All students will still be charged for UHIP. It will be up to the student to connect with her to let her know their physical location.
- International Students UHIP info: <https://studentsuccess.mcmaster.ca/international-students/health-insurance/>
- Student Success Centre can also assist International students with their transition to Canada and to McMaster – contact Andrew Staples (staplesa@mcmaster.ca). They work one-on-one with students. They have webinars on their website to go over University living in Canada (<https://studentsuccess.mcmaster.ca>)) You can also book an appt through Oscar Plus
- Any questions or concerns pertaining to travel/immigration related, you can email Anthony immigration@mcmaster.ca

Health & Wellness

- **New grad student mentorship program:** Please feel free to contact the mentor from your own research group with any questions you may have. I have previously sent out an email with this information.
- **Grad Student Clubs and Groups:** Computing & Software have our own graduate social groups –
- LICS (Life in Computing & Software) to enhance your graduate experience. You can find their information here:
<https://www.eng.mcmaster.ca/cas/resources#student-clubs-and-groups>
- You can also email them at gsalics@mcmaster.ca
- GSA (Graduate Student Association)
<https://gsa.mcmaster.ca/>



Welcome again! We are here to make your university experience and career a successful one. The main office is always available to help and we encourage you to get involved, participate, network and enjoy!





THANK YOU

Computing and Software

Be part of the change

Be part of McMaster Engineering