

# GRADUATE STUDENTS – CIVIL ENGINEERING INFORMATION HANDBOOK 2017/2018

## WELCOME TO THE DEPARTMENT OF CIVIL ENGINEERING

For more information on our Graduate Program please contact:

Dr. Leon Boegman, Graduate Coordinator, Ellis Hall Room 204.  
Telephone: 613-533-6717 email: [leon.boegman@queensu.ca](mailto:leon.boegman@queensu.ca) or

Debbie Ritchie, Graduate Program Assistant, Ellis Hall, Room 241,  
Telephone: 613-533-6000 ext 79359 email: [debbie.ritchie@queensu.ca](mailto:debbie.ritchie@queensu.ca)

The information listed below should help you with your introduction to the Department.

- **OFFICE HOURS**  
Monday through Friday 8:30 am – 12:00 noon, and 1:00 pm – 4:30 pm. Please note that the Civil Engineering Office is closed between 12:00 noon and 1:00 pm
- **COURSE DETAILS** – <http://www.civil.queensu.ca/Graduate-Studies/Graduate-Courses.html>  
Although this website is generally up to date, last minute changes and course schedules are often posted to you via email as well as on our website.
- **SCHOOL OF GRADUATE STUDIES REGISTRATION**  
You have already been notified of your registration date in your formal acceptance letter. Please check your SOLUS account regularly. Please read your weekly School of Graduate Studies newsletter as it contains very important information about registration. Returning students can validate Photo ID from August 29<sup>th</sup> to September 15<sup>th</sup> in Wallace Hall, John Deutsch University Centre. New students can pick up/validate Photo ID in Wallace Hall, John Deutsch University Centre on September 8<sup>th</sup> from 8:30am -4:30pm.
- **COURSE REGISTRATION**  
**Graduate Students CANNOT register for classes on SOLUS. It must be done through the Department on paper.** Please see your Supervisor for approval before registering for courses. Complete the “*Academic Change Form*” for adding or dropping courses (available in paper form through the Graduate Assistant) or online at  
[http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS\\_Academic\\_Change\\_Form.pdf](http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS_Academic_Change_Form.pdf)

This form requires the course instructor's permission only if the course is offered outside our department. Please get your Supervisor's approval for all course adds/drops before submitting to the Graduate Assistant who will then obtain the Graduate Coordinator's approval for you and either enter your courses online for you or submit on your behalf. The deadline dates to either add or drop courses are October 7 (Fall term) and February 10 (Winter Term). There is a special form for RMC course registration and this form can be obtained from the Graduate Assistant. The deadline to add/drop at RMC is much sooner than our dates so please do not delay if you wish to add an RMC course.

- Graduate Student Workplace Code of Conduct  
All Civil Engineering graduate students are required to sign this form and abide by the code to create a more inclusive environment for graduate students, faculty and staff in the common, social, and workspaces of Ellis Hall
- Graduate Student Safety Code of Conduct  
All Civil Engineering graduate students are required to sign this form to create a safe research environment where students can be productive. This is done online when completing CIVL 801 (a required course).
- POLICY ON ACADEMIC INTEGRITY  
All registered graduate students should be aware of the seriousness of academic integrity in a graduate setting and the possibility of expulsion from the program for any of the listed offenses. Many of our departmental courses include an independent research paper. Submitting any written work (either in draft or final form) in whole or in part that is authored by someone else, or using direct quotations or large sections of paraphrased material in a project, research report, thesis, or other scholarly publication without appropriate acknowledgment is considered an offense under the Academic Integrity Policy. An expanded discussion, including definitions of Academic Integrity is found in the School of Graduate Studies calendar

Students are encouraged to consult their course instructors regarding appropriate use of materials if in doubt about how their use may relate to academic integrity. All Civil Engineering policies will abide with the policies of the School of Graduate Studies.  
[http://www.queensu.ca/calendars/sgsr/Academic\\_Integrity\\_Policy.html](http://www.queensu.ca/calendars/sgsr/Academic_Integrity_Policy.html)

If a course instructor, or supervisor identifies a case of Academic integrity, the steps outlined below will be followed. There will be no exceptions to the policy.

The Department of Civil Engineering Policy on Plagiarism applies to any submitted work in any registered course a student is taking while registered as a graduate student. Should a student's submitted work be found to contain any evidence of plagiarism (unreferenced work from other papers, books, articles, websites, including and not limited to figures, text, tables, lists, conclusions, etc.), the following action shall be taken:

- a) The student will receive a grade of zero (0) for the submitted work in which the infraction is found.
- b) The final grade in the course will be computed using the method specified by the instructor in the course outline.

- c) The final grade awarded for the course (and placed on the student's transcript) will be the LESSER of the mark calculated in (b) above or 70 per cent.
  - d) In addition, a note will be placed in the student's file indicating that academic dishonesty has occurred. Should the student be found to have committed academic dishonesty on a second occasion, the Department will seek to have the student expelled from the program.
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- **CIVL 801**  
All students (with the exception of M.Eng. non-research students) must be enrolled into this non-credit course in laboratory safety at the first opportunity after their initial registration. **This is a requirement to graduate.** CIVL 801 will be offered in the Department of Civil Engineering and some parts of the mandatory sessions are available on line through onQ. You will need to complete and pass a series of quizzes in order to progress to the next module. The Employee/Student Safety orientation checklist with Jaime Escobar will need to be done through booking an appointment with Jaime. The mandatory online requirements are as follows: Module 1-Introduction, Module-2-Safety at Queen's, and Module 3-Course Requirements, the Safety Code of Conduct and Department Information, as well as Module 7-Silica Sand training. You then need to complete at least one more Module (depending on your research) which you may choose from Module 4-Specimen and Experiment Fabrication, Module 5-Chemical and Biohazard Safety or Module 6-Field Work Safety. We also offer training on specific equipment which you will need to discuss with your supervisor and then complete an additional training form. You can bring that form for filing to Maxine in the main office and return for the form whenever updates are needed for your additional training. **You must complete all mandatory sessions.**
  
  - **SAFETY**  
(All graduate students who receive compensation from Queen's are considered "workers" under the Occupational Health and Safety Act and must adhere to the rules and regulations outlined in the Act.) At Queen's, you must complete WHMIS training and refresh this training every year. There are a number of other safety courses available to you through the Queen's Environmental Health and Safety Department web site [www.safety.queensu.ca](http://www.safety.queensu.ca). Our department also has an on-line safety manual which you should access for specific safety information  
<http://www.civil.queensu.ca/About-Us/Safety-Manual/index.html>

### **Orientation Safety Training Required by the University**

Ontario Regulation 297/13 under the Occupational Health and Safety Act came into force on July 1, 2014.

Under this regulation every employer in Ontario must ensure all workers and supervisors complete, or have completed, an awareness training program that meets the regulatory requirements. This is mandatory in all workplaces in Ontario.

Workers must take the training as soon as possible after being hired. Supervisors must take the training prior to assuming a supervisory role. The Queen's Health and Safety Awareness course includes regulatory requirements for both workers and supervisors.

Due to the specific content of the Queen's University Health and Safety Awareness training, Awareness training received from previous employers or organizations is not accepted.

Queen's University policy for new employee orientation can be found at "*New Employee Health & Safety Orientation (SOP-Safety-06)*" <http://www.safety/policy/eh&s/orientation.pdf>.

Awareness training is available on Moodle. To access Moodle you will need your userid. If you do not have one, please contact either your supervisor or Departmental Computing Representative.

To access the course go to <http://www.safety.queensu.ca/orient.htm>

#### Project/Job Management:

Please refer to the provided link to help you with the management of your projects in regard to technician time and prioritizing. If you have any concerns or questions regarding this, please contact Lloyd Rhymer (see info under staff)

<http://www.civil.queensu.ca/pdf/GradStudentJobManagement.pdf>

#### New Employee/Student Safety Orientation Checklist:

This checklist is intended to serve as a guide to supervisors for orienting new staff, faculty, students and others (i.e. post doctoral fellows, visitors/volunteers, summer students, 4th year students doing research projects, etc.) and to assist them in carrying out their work safely in the laboratory. This checklist should be done with Jaime Escobar and it also serves to provide a summary of training received. Certificates for WHMIS, Radiation Safety, First Aid, CPR courses must be kept on file in the Department's main office.

This checklist is required to be completed with all new students/workers within the *first two weeks* of their arrival in the department and the signed checklist must be kept on file in the Department's main office. Return to the Department's Safety Officer.

- **RESEARCH AND TEACHING ASSISTANTSHIP CONTRACTS**

In order to receive your monthly financial payment (teaching assistantship or research fellowship), your Supervisor must complete the necessary paperwork and submit it to the Graduate Assistant. You are responsible for providing the Graduate Assistant with your personal information on the Biographical Information Sheet found in your welcoming package. If you are an International student you need to provide a copy of your study permit to the Graduate Assistant along with a copy of your SIN# which you can obtain at the Services Canada Office, Frontenac Mall, Floor 1, 1300 Bath Road. Payments will be made to your account on the last working day of each month for your Teaching Assistantship and during the last week of the month for your research fellowship. Upon registration you will receive a Queen's NETID and PASSWORD. You will need this information to access the

contract once it has been submitted by the Graduate Assistant. It is your responsibility to either accept or decline this contract. If this is not done by the deadline date (which is the 14<sup>th</sup> day of the month), you will not receive payment until you have done so. If you have any questions about the process, please see the Graduate Assistant. You will also be required to access myHR with your employee netid and submit your banking information online there. Information on how to do this can be found at the following link:

<http://www.queensu.ca/humanresources/peoplesoft/myhr>

- **DESK REQUESTS**

Desk allocations for research students will occur upon your arrival. Desks are normally grouped in areas of specialization. Therefore, priority is given to students in a particular area. If you are allocated a desk outside your area of specialization, you should be prepared to move to your group space once a desk becomes available. You are also NOT permitted to change desks without consulting the Graduate Assistant, in the case that it might have already been allocated. Graduate offices cannot be reorganized without prior approval of Lloyd Rhymer.

- **KEY REQUESTS**

Once your desk has been allocated and upon your arrival you will be asked to fill in the key request form to obtain keys from the Graduate Assistant for the building, lounge and office space. Sandra Martin will provide you with laboratories keys once your supervisor sends Sandra an email authorizing your entry into those laboratories and you have completed your mandatory safety training requirements. Please consult a technician (not another graduate student) for instruction on the operation of any equipment in the laboratories.

- **E-MAIL**

Please make sure that you are always checking your queensu.ca email address as that is where we will communicate with you.

- **MAIL**

Student mail is delivered to the student mailboxes in the lounge. Any mail received for students who have completed their programs will be returned to sender, unless a forwarding address has been given to the Civil Office. Mail will be forwarded for 3 months only.

- **PHOTOCOPIER ACCESS**

The Graduate Student copier is located in Room 216. You will need a photocopy code to use the copier. If you wish to have an account set up for copying please contact Sandra Martin to make the arrangements and Sandra will charge you back for the copies monthly. You may also scan documents to yourself using code "216". (free) There is a photocopier located in the Administration Office, but is to be used only in the case that the graduate copier is not working.

- **OTHER ENGINEERING DEPARTMENTS**

Chemical Engineering (Dupuis Hall)	Rm 201A	Tel: #32765
Electrical Engineering (Walter Light Hall)	Rm 416	Tel: #32925
Mechanical Engineering (McLaughlin Hall)	Rm 317	Tel: #32575
Mining Engineering (Goodwin Hall)	Rm 354	Tel: #32230

**Accessibility Training** - as approved by Senate, all graduate students are required to complete customer service training as per the Accessibility for Ontarians Disabilities Act, 2005 (AODA), through the online courses, as part of their graduate degree program. The training module can be found on the Equity Office website at: <http://www.queensu.ca/equity/accessibility/accessibility-training>

To access the AODA Training Suite you need to enter your Queen's NetID and password. You will receive electronic confirmation of your completion. Please provide Maxine with confirmation of completion. This should be completed as soon as possible upon your arrival.

**Scent Sensitivity**

It has come to our attention that some members of the Civil Engineering Department have severe sensitivity and/or allergy to scents. As such, we would like to encourage you to refrain from wearing cologne, perfume, or other scented personal care products in the Department. Thank you for your cooperation in accommodating the health needs of scent-sensitive members of our Department.

## Department of Civil Engineering Graduate Student Workplace Code of Conduct

### **Purpose:**

Queens' Department of Civil Engineering is a workplace like any other, and we must meet a code of conduct that will lead to a productive and inclusive environment. Graduate students are from a variety of backgrounds with respect to culture, age, gender, and race. Most of the students are located in a few shared offices in the department, so we must be respectful of the shared work environment. A code of conduct will provide a common starting place for how to behave in the graduate student work and social spaces in the Department of Civil Engineering. The code is intended to encourage students to work together to create an inclusive, fun and productive atmosphere, but it can also be used as a reference for students that do not feel that they are in a respectful environment.

### **Goal:**

The goal of this code is to create a more inclusive environment for graduate students, faculty, and staff in the common, social, and workspaces of Ellis Hall.

### **Expectations:**

- Maintain an environment free of racism, sexual harassment, harassment based on religion, disability, sexual orientation, gender or gender presentation.
  - Do not use violent or offensive language. This includes, but is not limited to: the telling of sexist, racist, or homophobic jokes and stories; and the use of gendered, racist, or culturally insensitive language.
- Issues of verbal, physical, emotional abuse and discrimination can be brought to the attention of the Department through the graduate coordinator, Human Rights Office and/or the SGPS Student Advisors.
  - Queen's Human Rights Policy and Procedure: <http://www.queensu.ca/humanrights/index.html> [hrights@queensu.ca](mailto:hrights@queensu.ca)
  - SGPS Student Advisors: <http://www.sgps.ca/services/advisors.html> [advisors@sgps.ca](mailto:advisors@sgps.ca)
- Be respectful of other students and staff in workspaces such as offices and laboratories as well as common areas like hallways or the lunchroom.
- Offices should be quiet for working.
  - Do not socialize or talk excessively in common workspaces.
  - Individual workspaces in the graduate student offices are personal and should not be treated as common spaces.
  - Be aware that high sound levels coming from your workspace may disturb others.
  - Limit personal calls.
- Avoid the use of scented products.
  - Individuals in common workspaces should be aware that others will have different levels of tolerance to scents. Some individuals may even be allergic to scented products of any kind.
- Clean up after yourself in the office, laboratory and the lunch room.
  - Cleaning supplies will be provided in the lunch room. Please make it your responsibility to use those cleaning products to clean up after yourself.
- Debts will be paid promptly towards any services provided by the Graduate Executive Committee.
- Ongoing experiments and equipment in the shared lab space must be respected. Clean/clear your work space at the end of the day. When experiments are done, clean up your workspace.

**By signing this document, students are expected to abide by the code of conduct. If these expectations are not met, it is the right of other students to remind their peers about the code of conduct and/or bring the matter to the attention of the Graduate Coordinator through the Graduate Administrative Assistant. Please remember that your access to office space, laboratory space and other common areas in our building is a privilege, not a right. Failure to comply with this code of conduct can result in loss of access to these spaces. Documentation of code violations will be kept in student files except for human rights violations.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- USEFUL LINKS AND INFORMATION

The School of Graduate Studies & Research  
Gordon Hall - Room 425

[www.queensu.ca/sgs](http://www.queensu.ca/sgs)

Telephone: #36100

Instructional Development Centre  
Mackintosh-Corry – Room B176

<http://www.queensu.ca/ctl>

Telephone: #36428

Queen's University International Centre  
John Deutsch University Centre - Room 117

[www.quic.queensu.ca](http://www.quic.queensu.ca)

Telephone: #32604

Society of Graduate & Professional Students SGPS  
Room 021, JDUC

Queen's University

<http://www.sgps.ca/>

Telephone: 613-533-2924

PSAC 901

Graduate Student Teaching Assistants and Teaching Fellows at Queen's University  
Mac-Corry Hall, Room B106

<http://psac901.org/>

Telephone: 613-533-6000 ext 77010

- Graduate Student and Postdoctoral Fellows Career Week, October 19th – 23rd. Details to follow.
- A suite of professional skills development workshops are available at no charge to graduate students; check out the preliminary 2016-17 schedule for dates and times  
<http://www.queensu.ca/exph/workshop-series/schedule>
- All graduate students must understand issues of academic integrity – consider linking to the online module from your course syllabi or integrating it into your program orientation.  
<https://www.mygradskills.ca/courses/academic-research-integrity>. Seventeen other online modules are available to grad students through this site – all that is needed is a Queen's netID.

Central Resources and Services: link can be found on the following webpage under News & Events: <http://www.civil.queensu.ca/Graduate-Studies/index.html>



- CIVIL ENGINEERING GRADUATE CLUB EXECUTIVE (2016/2017)  
 President: Shuang Liang  
 Vice President: Rain Saulnier  
 Internal Events: Debrah Zemanek, Dustin Brennan Forum  
 Coordinators: Alexandre Tourigny, Saeed Hashemi  
 Relations: Eric Pannese, Alexander Rey  
 Community Outreach: Titi Adebolah
- FACULTY ADVISORS – The following are the current Faculty advisors in the Department

Title	Name	Room	Tel #
Department Head	Dr. Kent Novakowski	201	#36417
Graduate Coordinator	Dr. Leon Boegman	204	#36717
Undergraduate Chair	Dr. Pascale Champagne	206	#33053
2 <sup>nd</sup> year Advisor	Dr. Mark Green	207	#32147
3 <sup>rd</sup> year Advisor	Dr. Ana daSilva	203	#32142
4 <sup>th</sup> year Advisor	Dr. Yves Filion	211	#32126

March 13, 2017

### Summary of Administrative and Technical Staff Job Responsibilities [CIVIL - Support Staff](#)

#### Lloyd Rhymer, Department Manager

- Manages technical support staff
- Coordinates teaching and research support activities for Ellis Hall, West Campus Labs and the Kennedy Field Station in Tamworth
- Oversees the budget and finance for the Department

#### Heather Hill, Administrative Assistant

- Provides administrative support to the Head, Department Manager and the Graduate Coordinator

#### Debbie Ritchie, Graduate Program Assistant

- Administers graduate student applications, contracts, and scholarships
- Schedules Defense Committees, Comprehensive Exams, Course Timetabling
- First point of contact for all graduate student concerns

#### Angela Agostino, Undergraduate Program Assistant

- Provides administrative support to the Chair and Year Advisors and is a member of the awards committee
- Administers the undergraduate curriculum, course timetabling, and scholarships
- Coordinates the Industry Open House event and the Job Network service
- First point of contact for all undergraduate student concerns

#### Sandra Martin, Financial Assistant

- Provides financial support to the Department Manager and Head
- Administers the day to day financial transactions
- Administers the telecom and security access systems (keys and electronic access)

- Administers the visa reconciliations, general procurement of supplies and equipment, and cost recoveries for technical services and supplies

### Jaime Escobar, Civil/Environmental Technologist

- facilitates undergraduate laboratory courses in the areas of Infrastructure and Geo-technical Engineering
- Trains students on testing machines and electronic instrumentation equipment
- Assists researchers with design of test setups and specialty apparatus
- Provides for maintenance of laboratories, testing machines and specialized testing facilities
- Trained operator of cranes, forklifts, excavation equipment and special material handling equipment

### Neil Porter, Instrumentation/Electronics Technologist

- Assists faculty, students and staff with electronic instrumentation needs for laboratory courses in all areas
- Trains students on testing machines and electronic instrumentation equipment
- Assists researchers with design of instrumentation setups which includes proper selection and procurement of transducers and electronic /computer control equipment
- Provides expertise in computer data acquisition and installation/calibration of transducers
- Provides for instrumentation equipment repair and maintenance

### Stan Prunster, Environmental Technologist

- Facilitates undergraduate laboratory courses in the area of Environmental Engineering
- Assists faculty and students with analytical test methods development and other specialized test setups in the laboratory and in the field
- Maintains chemical laboratories, analytical instrumentation and specialized testing facilities
- Procures all chemicals via the university HECMET system and provides for safe storage, handling and disposal

### Paul Thrasher, Civil Technician

- Facilitates undergraduate laboratory courses in all areas
- Maintains the workshops and provides general fabrication services for research and teaching projects
- Provides for maintenance of laboratories, testing machines and specialized facilities
- Trained operator of cranes, forklifts, excavation equipment and special material handling equipment

### Cory Mitchell, Research Assistant

- Facilitates research programs directed by Dr. Rowe and Dr. Brachman
- Trained operator of cranes, forklifts, excavation equipment and special material handling equipment

### Graeme Boyd, Civil Technologist

- Facilitates research programs directed by Dr. Moore and Dr. Brachman
- Trained operator of cranes, forklifts, excavation equipment and special material handling equipment

### Brian Westervelt, Research Technician

- Facilitates undergraduate laboratory courses
- Assists other Technical Staff as required
- Trained operator of cranes, forklifts, excavation equipment and special material handling equipment

### Hal Stephens, General Technician