



# **STARTING OFF STRONG: GRAD ORIENTATION ESSENTIALS**

School of Graduate and Postdoctoral Studies  
ONTARIO TECH UNIVERSITY

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## Welcome to Ontario Tech University!

### Dear New Graduate Student,

Welcome to grad school at Ontario Tech University!

You are embarking on a life-changing journey, one that will *stimulate* you intellectually, *challenge* you academically and, most certainly, *reward* you abundantly in terms of personal and professional growth.

### ***A few words about us***

You will find Ontario Tech to be a warm, dynamic and forward-looking institution that shuns the status quo, spurs innovation and connects faculty and students to the community. In less than 20 years, we've developed an extraordinary community of students and researchers supported by outstanding staff; built world-class learning and research facilities; and had staggering success in providing career-ready education. Our partnerships extend from the local to the international level. We engage in problem-focused inquiry and discovery and boldly contribute to the advancement of society.

The School of Graduate and Postdoctoral Studies is integral to the university, with graduate students like you exploring and extending the boundaries of knowledge across disciplines. We realize that in today's rapidly changing world – characterized by unprecedented technological complexity, massive and pressing human and environmental challenges, and increasingly interdependent causes and effects – our graduate scholars need to be equipped *to do much more than generate knowledge*.

### ***Get further ahead***

We want to help you set a path forward, progress confidently and view your studies as part of a well-rounded – yet transformative – life experience.

We invite you therefore to explore the power and possibilities of our *Graduate Professional Skills programming*, which offers multiple opportunities to hone your professional communications, mobilize your research, enhance your teaching abilities, develop your entrepreneurial astuteness and manage your career trajectory.

You should also actively pursue the various experiential learning and networking opportunities available within and beyond the university. Get fully engaged – it's both fun and enriching!

### ***Some helpful guidance***

Clearly, undertaking a graduate program is a big step that requires serious commitment on your part. Keep in mind these useful tips and attitudes throughout your studies:

- Maintain continuous effort and dedication toward your program. This should be your first priority.
- Take initiative in planning all stages of your work and meet regularly with your supervisor or advisor.
- Keep everyone, including your graduate program director, informed of issues that may affect your progress.

- Understand and follow the various policies applicable to your program, and adhere to the highest standards of academic integrity and professional conduct.

Bottom line: steady work, good communications and general respect will lead you far.

***SGPS is here to support you***

In addition to day-to-day assistance from your program and the wide range of services offered by units across the university, you can count on the \*great team\* in the School of Graduate and Postdoctoral Studies for support.

Come to us with any graduate administrative, financial or engagement question that you might have. We provide a welcoming environment where you can interact with our friendly personnel for information, advice or resolution of issues. Don't be shy to stop by, even just to say hi!

My very best wishes for success in the journey ahead.

Sincerely,

Langis Roy  
Dean, Graduate and Postdoctoral Studies

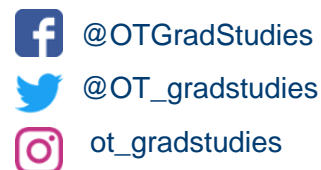
## School of Graduate and Postdoctoral Studies (SGPS)

### SGPS Campus Location



### Contact

Monday to Friday, 8:30 a.m. to 4:30 p.m.  
Campus Corners, suite 1400  
905.721.8668 ext. 6209  
[gradstudies@ontariotechu.ca](mailto:gradstudies@ontariotechu.ca)





## **Our Team**

### **Admissions and Registration**

#### **Beth Stewart**

Senior Graduate Admissions and Registration Officer

#### **Desiree Saunders**

Graduate Admissions and Registration Coordinator

#### **Nancy Giddings**

Graduate Services Assistant

### **Thesis**

#### **Kristin Dobranowski**

Graduate Thesis Coordinator

### **Finance**

#### **Kurshid Dain**

Graduate Finance Coordinator

#### **Gail Fuller**

Graduate Services Coordinator

### **Engagement**

#### **Daria Ruginis**

Graduate Student Engagement Coordinator

### **Communications**

#### **Kaitlyn Nienhuis**

Graduate Communications Coordinator

### **Postdocs**

#### **Jennifer Pereira**

Graduate and Postdoctoral Affairs Coordinator

### **SGPS**

#### **Langis Roy, PhD**

Dean, Graduate and Postdoctoral Studies

#### **Aziz Douai, PhD**

Associate Dean, Graduate and Postdoctoral Studies

#### **Linda Craig**

Executive Assistant

#### **Andra Drinkwalter**

Manager, Graduate and Postdoctoral Affairs

### **Program contacts**

You can find the program contacts for each faculty on our [programs contacts page](#).

## About grad studies at Ontario Tech

40+ Thesis, course based and graduate diploma programs

800+ Graduate Students

State-of-the-art facilities and laboratories!

Welcoming and supportive community!

- To develop leaders who can **create, innovatively apply** and **communicate** new knowledge.
- To embrace **cross-disciplinary** and **cross-faculty** program development, local to global **partnerships, entrepreneurship** and grad/postdoc **engagement**.

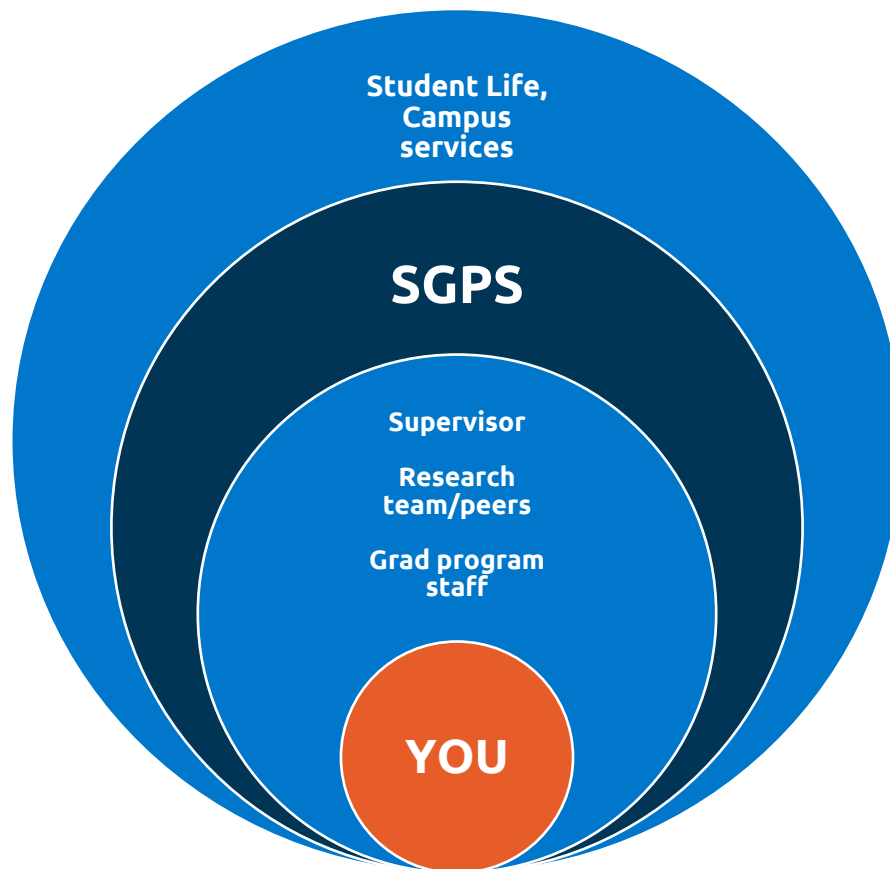
At Ontario Tech we expect our graduate students to seek the highest level of academic integrity, commitment and professionalism. Take a look at the word cloud below to explore more words that describe the expectations of Ontario Tech graduate students.





## Starting Off Strong

To ensure academic excellence and the highest level of success at Ontario Tech, it is important that our students start on the right foot and familiarize themselves with all the service and resources available to them. Take your time to read through the next section, though there is a lot of information, each piece offers a different tool to ensure you start your studies off strong. The chart below represents the different levels of support that are available to you.



### Grad student toolkit

Navigating graduate school can seem overwhelming at times. Whether you are new to Ontario Tech or have graduated from one of our many undergraduate programs, there are new experiences, challenges and situations you will have as a graduate student. SGPS has created a Grad Student Toolkit to help you navigate your studies.

Check out the grad student toolkit for information on next, steps, resources, IT services and more!  
[Grad Student Toolkit](#)

## Grad student toolkit



### Next steps

What to do after accepting your offer of admission.



### Resources

Learn more about orientation, academic and financial resources, and services for graduate students.



### IT Services

Set up your email account, access software and connect to the university's wireless network.



### Communicating with you

How you can expect to receive information at Ontario Tech.



### Contacts

SGPS and faculty contact information

### Getting Set-Up

***\*In support of public health and the wellbeing of our campus community, some of these services are not currently open or available. Please visit the [Ontario Tech COVID-19 webpage](#) for more information on what services are available as well as access important FAQs.***

### Familiarize yourself with campus

Campus maps are available and you can also explore our campus with the [virtual tour](#).

[North Oshawa Campus Location Map](#)

[Downtown Oshawa Campus Location Map](#)

### Explore your MyCampus account

All Ontario Tech University students have a [MyCampus web account](#). MyCampus will be your central hub for information regarding academic, administrative and extracurricular university events. You can use this account to:

- Register for courses
- Read important announcements
- View your grades
- Access Student Awards and Financial Aid

### Obtain your campus ID

Your Campus Card is a valuable piece of identification. Your Campus Card is needed for exam identification, acts as your transit pass, and gives you retail discounts on and off campus. Your Campus Card also grants you access to a number of resources on campus including, but not limited to, library resources, student health plan access and campus recreational facilities.

[Visit the Campus ID website](#)

All full-time students receive a Universal Transit Pass (U-Pass), which provides you with unlimited access to Durham Region Transit (DRT) during the academic year. The cost of the U-Pass is included in your full-time student fees. The icon for U-Pass will be on your Campus Card.

Please note that full-time graduate students in online programs are exempt from the U-Pass fees.

### Obtain a proximity card

Some faculty labs on campus require proximity card access. In order to receive a proximity card, please contact your designated faculty representative. If you require proximity card access, [contact your graduate program director](#) at the start of the term.

### Parking

Paid parking is in effect on campus and only permitted in designated areas. Visit the parking website to view parking rates and purchase a parking pass for the north or downtown location.

[Visit parking website](#)

### **Course registration**

The university uses an online system to register for courses. You will be notified of your registration date by email. To ensure efficient service and personal assistance, you may have been assigned a specific registration time. You may register at any point after your allotted time. Keep in mind that you should register as soon as possible to ensure access to the broadest selection of courses. Once the registration window has opened, it will remain open and you can continue to make changes to your schedule up until the posted registration deadlines.

As a student, you are responsible for ensuring that your class schedule is accurate and complete, and that you have registered for the required courses for your program. You are also responsible for complying with the academic regulations outlined in the [Graduate Academic Calendar](#). At the beginning of your online registration session, you will be presented with a registration contract. Students must be registered in each term commencing with the term specified in their letter of offer and continuing until graduation.

[Step-by-step graduate registration](#)

Students with questions about their program map or suggested courses are encouraged to reach out to the faculty advisor for students in professional programs or their research supervisor or graduate program director for research programs.

### **Policies, procedures and regulations you should know**

As a graduate student it is essential to conduct all aspects of your time at Ontario Tech with integrity and respect. You are expected to familiarize yourself with the university's policies to ensure a clear understanding of the expectations of you as a graduate student, as well as how to ensure your health and safety. The following are some of the key policies, but the Ontario Tech Policy Library has a full list.

#### **[Ontario Tech Policy Library](#)**

- [Working Alone](#)
- [Student Conduct](#)
- [Safe Disclosure](#)
- [Responsible Conduct of Research and Scholarship](#)
- [Research Ethics](#)
- [Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence](#)
- [Intellectual Property](#)
- [Harassment & Discrimination](#)
- [Conflict of Interest in Research](#)
- [Care and Use of Animals in Research and Teaching](#)

### **[Graduate Studies Calendar](#)**

It is also important to familiarize yourself with graduate studies specific policies and regulations (admission, registration, thesis, 10 hour rule etc.). All graduate students should review the Graduate Academic Calendar yearly.

[Graduate Academic Calendar](#)

### [Academic Schedule and Important Dates](#)

There are many important academic dates throughout the school year that we encourage you to review. The academic schedule lists important course add/drop dates, tuition deadlines, thesis deadlines and semester start and end dates.

[Academic Schedule](#)

[Important Dates](#)

## **Finance**

This section summarizes various funding and scholarship information that may be available to you. All funding and scholarship eligibility depends on a variety of factors.

### **Scholarships and Awards**

There are various external and donor awards available to graduate students. The links below will direct you to explore internal and external awards. Additionally, the resources section covers tips and tricks when searching for funding and preparing applications.

[Graduate Student Awards](#)

[Other Resources](#)

### **Graduate Student Funding**

Students in a research based program are eligible to receive assistantships (Teaching Assistantships, Research Assistantship, and Graduate Research Assistantships). Check out our website for information on each type of funding and the terms and conditions of your graduate funding.

[Graduate Student Funding](#)

### **Tuition and Fees**

It is important to understand tuition and fees as well as be aware of the important dates regarding payments and refunds.

[Tuition and Fees](#)

[Minimum program tuition fee](#)

There are a variety of ways to pay your tuition and ancillary fees. You can view your account balance through your [MyCampus account](#). As it may take five business days for payment to post to your MyCampus account, it is important that your **fees are paid at least five days prior to the deadline.**

[Payment options](#)

[Paying tuition with funding](#)

***\*Due to the transition to online courses for the Spring/Summer 2020 term, some fees have been reduced or waived where access to the services has been decreased or where services are no longer being delivered. These include the Universal Transit Pass (U-Pass), infrastructure enhancements, sport and recreation, and printer services. Please see the ancillary fees page for more information.***

[Ancillary Fees](#)

## Thesis and Project/Major Papers

As you embark on your journey as a graduate student, you may have many questions about what to expect throughout your research program. The Thesis and Project/Major Paper section of the SGPS website provides resources specific to your path that will help to ensure you are successful in your program. Resources for PhD's, Master's Theses and Master's Project/Major Papers are provided in their own sections. In each area you will find handbooks, formatting guidelines, important dates and timeline resources. You will also find information about how to keep track of your research progress, links to writing resources and the roles and responsibilities of key individuals throughout your graduate experience.



## Student-Supervisor Conversation Starters

A strong relationship between a student and their supervisor is important to the success of both master's and PhD students. SGPS has developed the Supervisor-Student Conversation Starters guide to help in creating a relationship with your supervisor where expectations are clear and managed from the beginning. Download our conversation starters document.

[Student-Supervisor Conversation Starters](#)

## PhD

[PhD thesis and candidacy resources](#)

## Master's Thesis

[Master's thesis resources](#)

## Master's Project/Major Paper

[Master's project/Major paper resources](#)

## Research progress reports

[Evaluation of research progress](#)

## Roles and responsibilities

There are a number of individuals with whom you will work closely while pursuing graduate studies at the university. It is important to understand their roles and responsibilities, as well as your own duties as a graduate student, to ensure you are successful in your program.

- [Graduate program director](#)
- [Faculty advisor](#)
- [Research supervisor](#)
- [Supervisory committee](#)
- [You, the student](#)



## Graduate Student Engagement

### Grad Pro Skills

#### Workshops

Our Graduate Professional Skills program focuses on five key areas.

- Professional communication
- Research and knowledge mobilization
- Teaching and learning
- Entrepreneurship and leadership
- Career management skills

These workshops aim to help develop both key academic competencies as well as skills that extend beyond the lab and classroom. Non-Academic job search, time management skills and intercultural communication and just a few of the workshops we offer to our graduate students!

[View and register for workshops](#)

### Certificates

#### Professional communication certificate

The Graduate Professional Skills certificate in Professional Communication is offered to all graduate students and postdoctoral fellows interested in developing their professional communication skills. The certificate program consists of workshops focused on communication concepts, public speaking practices, intercultural communication and effective use of communication technologies in professional contexts.

For a comprehensive outline of the communication certificate requirements, see our [Professional Communication Certificate document](#). To express interest in this certificate, complete the [online registration form](#).

#### Teaching and Learning Certificate

The Teaching and Learning Centre offers a Certificate in University Teaching to all teaching assistants and graduate students who are interested in developing their teaching practice and engaging in a community of practice along with their peers at Ontario Tech.

The certificate program consists of 14 modules, which include an examination of learning theories, issues in academic integrity, intercultural communication, and an exploration into learning technology.

Please check the [Teaching and Learning Centre website](#) to review additional information, upcoming schedules and to register.



### Writing Resources

SGPS in collaboration with the Student Learning Centre, offers writing focused events throughout the year. These range from shorter workshop settings to multi-day intensive boot camps, to assist students in all stages and programs make serious progress on their writing.

The Student Learning Centre also offers services such as the Writing Room, one-on-one sessions and workshops to provide support to graduate students throughout the academic year.

[Access Writing Resources](#)

### Experiential Learning

The School of Graduate and Postdoctoral Studies in collaboration with the Career Centre, offers opportunities for graduate students to extend their learning beyond the lab and experience a business setting. Meeting with employers and sharing your research can help

This past year our graduate students visited both MPAC and SOTI, businesses within the GTA looking for Ontario Tech graduate and undergraduate students to learn more about their company and to see where their research and expertise meet real world needs and applications.

The Career Centre holds events such as career fairs and information events, as well as provides services like resume writing help and career counselling.

### Three Minute Thesis

Three Minute Thesis (3MT®) is a university-wide competition for graduate students in which participants present their research and its wider impact in three minutes or less to a panel of non-specialist judges. The challenge is to present complex research in an engaging, accessible and compelling way, using only one static slide.

This fun and challenging academic competition enables students to showcase their research to a wider multi-disciplinary audience, within the university and to the broader public. The competition is open to the public, and is advertised within the community. 3MT® is a unique opportunity to communicate the innovative and significant research undertaken by graduate students.

[Check out Ontario Tech's 3MT Competition](#)



## Services for Grad Students

This section will cover all the services that are available to you. These services are not reserved for undergraduate students and we encourage you to take advantage of all the amazing supports our university offers.

### Student Life Services

#### Athletics and Recreations

**Athletics** and **Recreation** is a multifaceted department, focusing on competitive sport for varsity athletes as well as general health, fitness and community for all students.

#### Career Centre

Through the Career Centre, students can access career counsellors to discuss their anxieties and find clarity in their career paths, and they can work with employment advisors to talk about internships and co-ops, get help with résumés, cover letters, interview skills and job searches.

[careercentre@ontariotechu.ca](mailto:careercentre@ontariotechu.ca)

905.721.8668 ext. 3824

#### Indigenous Education and Cultural Services

Indigenous Education and Cultural Services offers cultural workshops, ceremonies, **events** and programming to educate Indigenous and non-Indigenous students, faculty, staff members and the broader community about Indigenous culture.

[indigenous@ontariotechu.ca](mailto:indigenous@ontariotechu.ca)

#### International Education

International Education is the hub of student support services for international students and those seeking global exchange opportunities. They are dedicated to supporting international and exchange students to adjust to their new environment while getting the most out of their student experience.

[international@ontariotechu.ca](mailto:international@ontariotechu.ca)

- Exchange opportunities: [internationalexchange@ontariotechu.ca](mailto:internationalexchange@ontariotechu.ca)
- International students: [iss@ontariotechu.ca](mailto:iss@ontariotechu.ca)

#### Student Accessibility Services

Student Accessibility Services will support students with disabilities who require accommodations as legally required by the Ontario Human Rights Code. The university is committed to facilitating accommodations for students with disabilities. Supports may include, but are not limited to, alternative testing arrangements, FM hearing systems, note takers, training and access to computers and adaptive software, alternative text formats, interpreters, counselling, and learning strategies instruction.

[studentaccessibility@ontariotechu.ca](mailto:studentaccessibility@ontariotechu.ca)

905.721.3266

#### Student Engagement and Equity

Student Engagement and Equity endeavors to support students' positive transition into university and their ongoing success and engagement throughout their academic careers. Student

Engagement and Equity provides various learning and leadership programs, events and opportunities which help students to feel a sense of community at the university while also allowing them to build their skillsets for personal and professional success.

The Student Engagement and Equity team works hard to make the university a more equitable and inclusive community. Through the discussions they facilitate and the equity campaigns they run, they advocate for a more welcoming campus community that is built on empathy and understanding.

[askme@ontariotechu.ca](mailto:askme@ontariotechu.ca)

### **Student Learning Centre**

The Student Learning Centre supplements classroom experience by providing students with a number of services that help to strengthen academic skills and learning strategies.

Through workshops, fun events and one-on-one sessions, Student Learning Centre specialists support students in core areas such as writing, math, science and English as a second language. If students wish to have more personalized assistance, one-on-one sessions with both subject specialists and trained peer tutors are available.

[studentlearning@ontariotechu.ca](mailto:studentlearning@ontariotechu.ca)

905.721.8668 ext. 6578

### **Student Mental Health Services**

Student Mental Health Services exists to support students' mental wellness during their time at the university. They offer professional, short-term counselling and therapy to help students in one-on-one environments; they run a variety of support groups to care for students in community-based settings, and they run campaigns that aim to fight the stigma against mental illness.

[studentlifeline@ontariotechu.ca](mailto:studentlifeline@ontariotechu.ca)

905.721.3392

## Library Services

[library@ontariotechu.ca](mailto:library@ontariotechu.ca)

Below are some frequently asked questions to give you an overview of the services offered by the library.

### What can the library help you with?

- **Support for literature searches**
  - o Choosing the best databases
  - o Search strategies
  - o Tools to identify influential papers, journals and authors
  - o Specialized sources for your discipline (e.g. market and industry data)
- **Citation management tools ([Guide](#))**
  - o EndNote
  - o Zotero
  - o Mendeley
- **Accessing the resources you need for your research**
  - o Ontario Tech library collections
  - o [Interlibrary loan](#) (articles, technical papers, books, etc.)
  - o Purchase requests
    - We have a [purchase request form](#)
- **Other**
  - o Copyright and your thesis (and papers)
  - o Open access publishing
  - o Research profiles

### How can I access library services?

To access in-person borrowing services for books and equipment (laptop, chargers, whiteboard makers, etc.) bring your student ID card to the circulation desk.

To access online library resources you can login on the library website with your student ID and network password.

#### What is it?

Student ID Number  
+  
Network ID Password

#### It's the same login you use for:

Ontario Tech Email  
  
Institutional laptops and computers

#### What can you do with it?

Access library online resources (articles, E-books, etc.)  
  
Book a library group study room  
  
Access your Library Account (view checkouts and fines, place a hold on a book to go on a waitlist)  
  
Request an interlibrary loan

### **Top 4 Library tips for new graduate students**

#### **1. Activate Your Library Account (Note: not needed to access online resources!)**

- Visit in person and update your contact information
- Now you can check out a book, place a hold, and request an Interlibrary Loan

##### **1.1. Online student living more than 50 km from campus?**

- Register for [Distance Education Services](#)

#### **2. Connect Google Scholar to Ontario Tech subscriptions**

- [Google Scholar](#) > [Settings](#) > [Library Links](#)
- search for and select: University of Ontario Institute of Technology

e.g., *Harvard*

☒ University of Ontario Institute of Technology - Find Text @ UOIT

#### **3. Check out the Research Guide for your subject or program**

- [Research Guides](#) recommend the most relevant databases, books, websites and other sources for your subject area.

#### **4. Know how to contact your Subject Librarian**

- [Email](#) your Subject Librarian with questions
- [Make an appointment](#)
- Drop by the Library Reference Desk