

# GRADUATE STUDENTS – CIVIL ENGINEERING INFORMATION HANDBOOK 2010/2011

## WELCOME TO THE DEPARTMENT OF CIVIL ENGINEERING

For more information on our Graduate Program please contact:

Dr. Bruce Anderson, Graduate Coordinator, Ellis Hall Room 229A.  
Telephone: 613-533-6835 email: [Anderson@civil.queensu.ca](mailto:Anderson@civil.queensu.ca)

or

Maxine Wilson, Graduate Program Assistant, Ellis Hall, Room 241,  
Telephone: 613-533-6000 ext 74228 email: [maxine@civil.queensu.ca](mailto:maxine@civil.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** – [www.civil.queensu.ca/graduate](http://www.civil.queensu.ca/graduate)  
Although this website is generally up to date, last minute changes and course schedules are often posted on the Graduate Notice Board inside the Civil Engineering office, 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. Graduate Students only need to register once a year, not each term. You do however, have to register each year. Pre-registration takes place every April.
- **COURSE REGISTRATION**  
Please see your Supervisor before registering courses. Complete the “*Academic Change Form*” for adding or dropping courses (available through Graduate Assistant) or online at [http://www.queensu.ca/registrar/aboutus/forms/SGS\\_Academic\\_Change\\_Form.pdf](http://www.queensu.ca/registrar/aboutus/forms/SGS_Academic_Change_Form.pdf)  
This form requires the (Instructor’s-only if outside our department), Supervisors and the Graduate Coordinator’s signatures before submitting to the School of Graduate Studies. The deadline dates to either add or drop courses are (tentative) October 1

and January 28. **\*Note: you may also add courses at the time of your registration into Graduate School.**

- **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 <http://www.queensu.ca/sgs/forstudents/policiesprocedures/FINALSGSAcademicIntegritypolicyMay2010.pdf>

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.

If a course instructor, teaching assistant 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.

- a) 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:
- b) The student will receive a grade of zero (0) for the submitted work in which the infraction is found.
- c) The final grade in the course will be computed using the method specified by the instructor in the course outline.
- d) The final grade awarded for the course (and placed on the student's transcript) will be the LESSER of the mark calculated in (d) above or 65 per cent.
- e) 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.

Further details may be found on our Departmental website at the following address: <http://www.civil.queensu.ca/academicdishonesty/documents/PoliciesonSubmittedWorkandAcademicDishonesty.pdf>

- **CHEM 801**

All student's must successfully complete this non-credit course in laboratory safety at the first opportunity after their initial registration. **This is a requirement to graduate.**

- **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 [www.civil.queensu.ca/department/safety.htm](http://www.civil.queensu.ca/department/safety.htm)

Documentation of your training is required to be kept on file with the Department and in addition, you and your supervisor are required to complete a "Student/Worker Safety Orientation Checklist". The checklist outlines specific safety information, rules that impact your work, and provides a list of the safety courses you have completed. Some safety courses must be completed prior to starting your research work.

**Project/Job Management:**

Please refer to the provided link to help you with the management of your projects in regards 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/graduate/documents/GradStudentJobManagement.pdf>

**Student/Worker 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 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 laboratory 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 salary payment, your Supervisor must complete the necessary paperwork and submit it to the Graduate Assistant. You are responsible for providing the Graduate Assistant with your SIN#, Date of Birth and a void cheque for direct deposit. If you are an International student you need to get a letter from the Graduate Assistant that you will take with you when you apply for a SIN#. You must provide the office with a copy of your SIN# in order for your appointment to be

processed. Payments will be made to your account on the **last** working day of each month. 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. Notification will be received by you via your Civil email address from Human Resources. It is your responsibility to either accept or decline this contract. If this is not done by the deadline date (usually before the 15<sup>th</sup> of the month you received the contract), you will not receive payment until you have done so. If you have any questions about the process, please see the Graduate Assistant.

- **DESK REQUESTS**

Desk allocations will occur upon your completed registration. 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.**

- **KEY REQUESTS**

Once your desk has been allocated please fill in the key request form to obtain keys from the Graduate Assistant for the building, mailroom and office space. You may return later to ask for keys to laboratories which you are authorized to be in.

- **E-MAIL**

In order to receive your departmental e-mail address, you must see Bill Boulton (see information under **Staff**).

- **MAIL**

Student mail is delivered to the student mailboxes in Room 236. 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 236. You will need a photocopy code to use the copier. This number can be provided by your Supervisor. 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

## 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/secretariat/senate/policies/harass/index.html>
  - <http://www.queensu.ca/humanrights/Complaints%20process.htm> [hrights@queensu.ca](mailto:hrights@queensu.ca)
  - SGPS Student Advisors: <http://www.sgps.ca/services/advisors.html> [studentadvisors@sgps.ca](mailto:studentadvisors@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**

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.queensu.ca/quic/](http://www.queensu.ca/quic/)  
 Telephone: #32604

- **CIVIL ENGINEERING GRADUATE CLUB EXECUTIVE (2009/2010)**

President: Sarah Zakaib  
 VP Internal: Hale Mathieson  
 VP External: Jon Foster (SGPS Representative)  
 Forum Coordinators: Brendon McKenzie, Tamer Elshimi  
 VP Events: Lauren Sansford, Huma Irfan  
 Treasurer: Eric Martin  
 VP Services (pop): Eric Martin  
 VP Services (pizza): Doug Tomlinson  
 Modeling Forum Coordinators: Titia Praamsma, Pooneh Saheli, Usman Mushtaq

- **FACULTY ADVISORS** – The following are the current Faculty advisors in the Department

Title	Name	Room	Tel #
Department Head	Dr. Kent Novakowski	201A	#36417
Graduate Coordinator	Dr. Bruce Anderson	247	#36835
Undergraduate Chair/2 <sup>nd</sup> year Advisor	Dr. Amir Fam	244	#36352
3 <sup>rd</sup> year Advisor	Dr. Ana da Silva	443	#32142
4 <sup>th</sup> year Advisor	Dr. Mark Green	207	#32147

September 12, 2010

## **Summary of Administrative and Technical Staff Job Responsibilities**

### **Lloyd Rhymer, Department Manager**

- Manages 10 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

### **Maxine Wilson, Graduate Program Assistant**

- Provides administrative support to the Head, Department Manager and the Graduate Coordinator
- Administers graduate student applications, contracts, and scholarships
- Schedules Defense Committees, Comprehensive Exams, Course Timetabling
- First point of contact for all graduate student concerns
- Secretary to RPT Committee and Appointments Committee

### **Cathy Wagar, 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

### **Diann King, 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)
- Coordinates the financial tasks of the General Office Assistant

### **Rosalia Monagas-Escobar, General Office Assistant**

- Primarily supports the Financial Assistant and Department Manager
- Administers the visa reconciliations, general procurement of supplies and equipment, and cost recoveries for technical services and supplies
- Provides receptionist duties

### **Bill Boulton, Computing Systems Technologist**

- Provides network and desktop computing support to staff, faculty and students
- Maintains administrative, research, grad-email and course servers housed in a secure facility
- Maintains a 40 node computing site, all specialty course software, and the Server Facility
- Departmental IT Rep for collaborations with ITS and the Faculty IT Group
- Assists other Technologists with computer/network interfacing of instrumentation equipment

### **Jaime Escobar, Civil 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

### **Brett Muller, Civil Technologist**

- Assists technical staff and instructors with undergraduate laboratory courses in all areas
- Trains students on testing machines and electronic instrumentation equipment
- Assists faculty and students with development of specialized test setups in the laboratory and in the field
- Provides for maintenance of laboratories, testing machines and specialized testing 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