



Appendices

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Appendix I

Department Services and Facilities for Graduate Students

Administrative and Student Services

The Department's Administrative Office, 1-26 Earth Sciences Building (ESB), is open from 8:30 am to 4:30 pm, Monday through Friday (September 1- April 30). Summer hours are 8:00 am to 4:00 pm (May 1 - August 31). Contact phone numbers and emails for all staff are on the Departmental web site.

Policies/Procedures

Office supplies are not provided to graduate students by the Department. Contact your supervisor for such items as paper, pens, and envelopes. University stationery is available for official departmental business. If you need supplies for teaching support, please contact the course instructor or EAS Office.

Graduate students' mail is processed once a day at about 2:00 p.m. University business letters and packages (i.e., not personal post) for research purposes must have a trust account number for postage charges. Courier and shipping services are available and are arranged in ESB.

Photocopier access is available 24 hours a day in the Graduate Student Mail Room in Tory, and during office hours in ESB. Photocopying accounts are set up by Kathy Sanderson in ESB. Photocopier codes are activated on one photocopy machine only, in either Tory or ESB.

A fax machine is available 24 hours a day in Tory. You need a long-distance telephone access code from your supervisor for long distance. Local calls are free.

If you have any questions about general administrative procedures, equipment or room bookings please contact Judy Fjoser in ESB.

Graduate Student Office Space

Each graduate student is provided office space for two years in the case of an MA or MSc candidate, and four years for a PhD. An exception may be made for holders of major awards and for those who transfer from a Masters into a PhD. Assignment of office space to graduate students is the responsibility of the Graduate Program Administrator and the Assistant Chair (Administration); it is not decided by the student or supervisor.

If a student is dissatisfied with his or her office space, they may make a request to Kimberly Arndt or Mary-Jane Turnell to be moved if alternative space is available.

Keys

Judy Fjoser (ESB 1-26) will issue keys to you once office space is determined. You will be asked for a deposit (\$30.00 in 2006-2007). When you have completed your program, or sooner if you are overtime, you are required to return your keys. A refund of \$25.00 is provided (\$5.00 is a non-refundable cost of cutting keys).

Students who are required to be off campus for extended periods (4 months or more) are to return their keys for safe keeping. If you are residing elsewhere you must return your keys before you leave.

Once a thesis defence date is set, students are expected to arrange a time and a date to return their keys. If keys are not submitted by the agreed date, you will not be refunded your deposit. Missing keys become a Campus Security issue.

Graduate Student Closeout Procedures

Upon completion of your degree, you are expected to empty your office and lab space and return borrowed equipment, books, and specimens and ensure that chemicals and hazardous materials have been appropriately disposed or stored. A “Final Check Out List”, located in the Forms Cabinet on the Departmental web site, must be completed. Check with your supervisor or the Graduate Program Administrator if you have questions.

Storage within the Department

Storage space in the department is limited. Storage of personal possessions other than books and papers in assigned office space is not allowed. Space for thesis specimens (rocks, fossils, etc) is provided by your supervisor. If additional space is required, it must be arranged with the Collections Manager, Dr. Andrew Locock.

Computing Facilities

The IT staff is there to ensure that your graduate studies computing is safe, virus-free, and crash-free. We have established the following guidelines:

To access the EAS computing network you need:

- ***Anti-virus software***

F-secure is a free anti-virus software that students and staff can download from the AICT software download web page (<http://www.ualberta.ca/AICT/SOFTWARE/>) F-secure can be used for your computer here in the department as well as your computer at home and is available for both windows and linux. Any other proven anti-virus software is also acceptable.

The department uses Symantec anti-virus software for the staff, so the IT group is most familiar with Symantec and f-secure.

- ***Firewall***

Windows XP with SP2 comes has a firewall. This protects the computer from intrusion. F-secure also has a firewall. Other firewalls that the IT group is familiar with include:

- Zone alarm
- Norton Internet security

- *OS updates*

For Windows users it is recommended to set the automatic updates to “Automatic (recommended)”. The IT staff set the automatic updates for every Friday at 12:00 PM

For Mac users it is recommended to set the software updates (found in the system preferences to update weekly).

Contact the Workstation Analyst, Christopher Lough, if you require assistance setting up anti-virus, firewall, or OS updates.

Contacts:

Workstation Network Analyst – Christopher Lough

Phone 719-1400 Office 3-34 Tory

Workstation configuration and troubleshooting, software/hardware installations, EAS computer ID's.

Webmaster – Igor Jakab

Phone 2-0340 Office 3-32D Tory

EAS websites and use of Internet software applications; maintains department's web servers. Provide routine technical backup on software for the workstation network analyst.

System Network Analyst – Marvin Wadsworth

Phone 2-5623 Office 3-32B Tory

EAS department computer network, provide network and server security, maintain department servers, provides backup technical support to all EAS IT staff.

GIS Analyst – Valery Companytsev

Phone 2-3328 Office 1-39B ESB

GIS software including ERDAS, AccuMap, GeoOffice and PCI. Student computing lab hardware and software problems, assistance with spatial data manipulations and analyses, database development (Access, SQL server)

AICT services covered by the AICT helpdesk phone 2-9400

web: <http://www.ualberta.ca/HELP>

Services include GPU, webmail, campus network and Internet access, WebCT, AICT student labs: (<http://www.ualberta.ca/AICT/labs>), and AICT CCID's.

E-mail

Department practice is to distribute internal communications and memos by e-mail. These messages include information and reminders about such things as application deadlines for scholarships, and it is in your best interest to check your e-mail regularly. Contact the Systems Analyst, Marvin Wadsworth, for help with your email account.

Computing Facilities

There are a range of computing facilities available to graduate students. These facilities are provided by the Academic Information and Communications Technology, (AICT), the Department, and individual EAS faculty members.

All students are provided with a Campus Computing ID (CCID). This is be used to access the General Purpose Unix (GPU) computing environment, in which every user has a total of 1 GB of storage space. You must login to your GPU account once early in the term in order to retain your Campus Computing ID. Further details on Campus Computing ID's are included with your registration materials.

All EAS grad students can also get a departmental computing ID and network storage. The space allocation is 5 GB. The network storage space can be accessed from any computer in the department and is a good place to backup your files. Contact the Workstation Analyst, Christopher Lough, about your departmental account.

There are computers available for use by graduate students in the Digital Imaging Facility (DIF) HM Tory 3-32, which also houses digital imaging and printing facilities. Graduate students may also use the computers in the instructional laboratories, HM Tory 2-87 and ESB 1-39. The Department's web site will provide additional information about department computing resources and technical support (<http://easweb.eas.ualberta.ca/>)

Academic Information and Communication Technology (AICT) operates a large number of computing labs (generally PCs and Macs) on campus that are available for student use. Consult the AICT home page on the World Wide Web (<http://www.ualberta.ca/aict/>) for further information.

Access to AICT and EAS computing facilities is a privilege, not a right. Inappropriate use will result in suspension and/or termination of these privileges. Please consult the EAS Computing Facilities Policies and Procedures document (posted in the lab) and the CNS Conditions of Use document (<http://www.ualberta.ca/AICT/POLICY/>). Note in particular that you are not permitted to "lend" your account to anyone.

Digital Imaging Facility

The Digital Imaging Facility (DIF) is the Department's laboratory for creating posters, scanning large documents, slides, transparencies, etc. The DIF is equipped with a plotter, a 36 inch scanner, flatbed scanners, CD/ DVD writers, a slide writer, high quality color printers and several workstations (PC and MAC) and is open to Graduate Students and Faculty from 7:00 a.m. to 11:00 p.m. The DIF staff is available during regular business hours to support individuals using the facility. The staff in the facility include; the Webmaster, the Cartography Technician, and the Graphics Technician.

Data Projectors

Overhead, slide data projectors, LCD projectors and other audio-visual equipment is available for use in the Department. Contact EAS Secretary Judy Fjoser (2-3265) to book the equipment.

Safety Program

WHMIS

WHMIS is an acronym for Workplace Hazardous Materials Information System. By law, all personnel who work with or in close proximity to hazardous material must receive WHMIS training.

It is EAS Department's policy that all faculty, staff and students **must** attend a WHMIS training course given by EAS even if they have previously taken WHMIS elsewhere. This includes summer students, temporary employees, trust funded employees and all volunteers in the department. Training sessions are given several times a year.

Lab Safety

Your supervisor is responsible for ensuring that you are aware of hazards in the lab, given appropriate safety training for all the equipment and procedures carried out in the lab, and that procedures are followed. Training in general Lab Safety procedures including chemical disposal, fire safety, etc., is provided by the departmental Safety Officer.

Working Alone Regulations

Working Alone Regulations apply to all workers in the Province of Alberta. In the Department, they apply to staff and students working alone after office hours in the evening, on weekends, or during regular hours in laboratories and work areas which are isolated from other staff and students. The supervisor is responsible for identifying the hazards and risk in the area and have a working alone protocol in place. General protocols for department facilities are located in Appendix III. The regulations also apply to field work. If you cannot use a "buddy system", an established communication and check in procedure should be used.

First Aid

All faculty and students who participate in EAS field schools are required to have current First Aid training. The department pays for the training for Field School. When performing field work for your graduate research, you should take the appropriate first aid training for that area. The cost is yours to cover.

Field Study Safety

Safety in the field is a must. All field personnel must be aware and understand the hazards and risks of working at the field location and have appropriate training to minimize risk. Supervisors are responsible for ensuring that graduate students and field assistants are made aware of the risks and are adequately trained.

All Federal and Provincial laws apply, e.g. need for Boating Card when operating motorized craft, etc. If firearms are necessary for protection against wildlife you must ensure that you have

a Possessions & Acquisitions Licence. Other regulations are the Transport of Dangerous Goods Regulations and Working Alone Regulations.

People in EAS

For a complete listing of faculty, staff, students and please go the EAS website under Department and directory.

APPENDIX II

University of Alberta Resources and Services

In an **EMERGENCY** call **492-5555**.

Campus Security

Campus Security can be reached at 492-5050. This will dispatch all emergency personnel (police, ambulance, fire). If you do call 911, remember to put 9 in front to get off campus.

Career and Placement Services

The University of Alberta Career and Placement Services offers career services, workshops, individual consultations and a resource centre. For more information, visit <http://www.ualberta.ca/CAPS>.

Academic Information and Communication Technologies (AICT)

AICT offered computer laboratories and laboratory resources. Visit <http://www.ualberta.ca/CNS/> under Teaching and Learning.

Graduate Students Association

All graduate students are members of the GSA. GSA supports students through social and academic programs, including negotiating the graduate assistantship salaries, advocacy for students' academic and non-academic concerns, and dental and other insurance plans. The Graduate Students Association is located at 206 North Power Plant and can be reached at gsa@ualberta.ca or <http://www.gsa.ualberta.ca/>.

International Students Association

The International Centre offers International Programs and International Relations. For more information see <http://www.international.ualberta.ca>.

Parking Services

For parking inquiries contact <http://www.uofaweb.ualberta.ca/parking/> or call 492-7275.

Safewalk

If you are working alone after hours and need an escort to your destination, please call 492-5563 (4-walk-me).

Student Financial Aid and Information Centre

The Student Financial Aid and Information Centre administers financial aid programs for graduate students who are experiencing difficulties. SFAIC is located in 2-700, Students' Union Building (492-3483, www.su.ualberta.ca/ser/sFaic/, emergaid@ualberta.ca).

University of Alberta Bookstore

The University Bookstore has two locations on campus; Students Union Building (SUB) for the main bookstore); and the Extension Bookstore (located across from the University of Alberta Hospital on 112 Street). (www.library.ualberta.ca)

University Health Centre

The Centre is a walk-in medical clinic with full physician, nursing and pharmacy services. It is located at 2-200, Students' Union building (492-2612). When using the Centre, you must present your One Card and an Alberta Health Care card or other evidence of health care insurance.

University Libraries

The University of Alberta houses libraries across campus; Cameron, Rutherford, Law, and Education buildings, the Walter C Mackenzie Health Sciences Centre and the Faculté Saint-Jean. Full information about the University Library is available in the University Calendar.

The ONECARD

The ONEcard is the universal identification card for students and staff of the University of Alberta. The information contained on the ONEcard includes your name and photograph, identification number, a library barcode, and your current status on campus (i.e., student). This identification card is required for writing exams and access to campus facilities such as:

- University Libraries
- Obtaining transcripts
- Door access to EAS Facilities
- Recreation and fitness facilities
- The Power Plant and Room At The Top (RATT)
- Student Discounts
- The HUB Community Centre
- Locker Rentals
- Campus Photocopying
- Campus Laser printing
- Vending machines

The ONEcard stays with you until you leave the University of Alberta.

For students, a validation sticker will be sent to you each year along with your confirmation of enrollment. For additional information www.ualberta.ca/onecard/

Additional resources and services are listed in the University of Alberta Calendar.

APPENDIX III:

EAS Working Alone Protocols

To comply with Working Alone Regulations, changes regarding common areas controlled by the Department have been made.

The following areas have had changes made to access procedures and hours:

- EAS Rock Saw Room , Greenhouse, Room 16A
- Greenhouse - changes affect all Departments using the Greenhouse
- EAS Rock Crushing Room, Room B-05E ESB
- Paleontology Collections Building and General Storage Building, South Campus
- Woodworking Shop, Room 2-92 Tory
- Tory Roof Access

Instructions, policies, and procedures are included.

Classroom Protocol / Procedures

During regular hours, 8:00 a.m. to 4:30 p.m., there are many people available to assist you in case of an emergency in a classroom or lab. After regular work hours all students utilizing these classrooms and choosing to work alone should be aware of personal safety risk such as accident, injury, or intrusion by outsiders. Students should have a personal safety system in place and take steps to reduce the risk.

If you are working in a classroom after 4:30 p.m. weekdays or on a weekend you should:

Try to work ***with a buddy***. There is safety in numbers and an immediate support system in the event of an emergency.

Be aware of your surroundings at all times.

Never let anyone into the building/room who does not have a key/card swipe.

Report unusual activities to Campus Security @ 492-5050. This is a free phone call if you use the pay phone at the southeast exit of the Earth Science Building.

Call SAFEWALK to be escorted safely to your car. Phone 492-5563 or 4WALKME.

If you plan to work alone you should ensure that someone, *i.e.* a family member or a friend, knows where are and when you will arrive home. This person should be prepared to contact you or Campus Security if you are late arriving home. Be sure to contact them if you have a change of plans.

Consider carrying a cell phone so you can contact someone in the event of an emergency.

You should familiarize yourself with the various agencies/offices in the Emergency Guide in the front of the University phone book.

Protocol for Personal Offices

The Safety Committee has assigned a risk level to all areas of the department. Offices have a low but existent risk level.

During regular hours, 8:00 a.m. to 4:30 p.m., there are many people available to assist you in case of emergency. However, when you work alone *after hours, or if your office is in a particularly isolated/remote location*, the risk increases. In that case you should be aware of your personal vulnerability and take steps to reduce it. You are responsible for your own personal safety.

The most effective means to reduce the personal vulnerability risk is simply to use the "buddy system," i.e. work with a buddy or co-worker. There is safety in numbers and an immediate support system in the event of an emergency.

If you choose to work alone or if the "buddy system" is not feasible, consider the following:

Be aware of your surroundings at all times. You may wish to keep your door locked.

Have a communications plan in place, which can be:

To simply tell a friend or a family member that you will be working in the lab/office alone/after hours and when you will be returning home. If you do not arrive at the scheduled time, they should contact you to see why you have not arrived home.

To contact Campus Security 2-5050 and inform them where you will be working, your time in and estimated time out (they will request this information to enable them to deal with emergencies). Never leave without calling them to report out.

Use SAFEWALK to get to your car. Phone 492-5563 or 4WALKME .

Carry a cell phone.

Never let anyone into the building if they do not have their own key.

Report any unusual activities to Campus Security, 492-5050.

Protocol for the Rock Saw Room

The Rock Saw Room can be accessed only during regular work hours, 8:00 am to 4:00 pm, on week days. There is no after hours or weekend access.

There is only one key available for this facility. All personnel must sign out the key at the main office, 1-26 ESB. Judy Fjoser will record you in and out and give you a cell phone. There is no phone available in that area of the greenhouse. Do not allow anyone else access to the facility while you have the key.

All personnel must be trained by Mark Labbe on how to use the equipment in this facility. Mark will have you sign a training record, stating that you understand how to operate the equipment safely. Operating procedures for all equipment in the room are posted.

All personnel must have completed the Department of EAS WHMIS/Safety training.

Emergency phone numbers have been posted by the exit to this room.

For all Greenhouse users' safety, the first floor doors to the Greenhouse are locked during the day. DO NOT PROP THESE DOORS OPEN. The tunnel door to the Greenhouse will be open during the day.

Failure to follow regulations will revoke your access to this facility.

Please familiarize yourself with the various agencies/offices in the Emergency Guide in the front of the University phone book.

The University of Alberta 24-hour emergency phone number is 5555.

Protocol for the Headhouse/Greenhouse

When you are in the Greenhouse, you are isolated, even during regular work hours. You should be aware of this and take the necessary precautions to reduce your risk of harm or injury. You should:

Try to always **work with a buddy**. There is safety in numbers and an immediate support system in the event of an emergency.

Tell someone, your supervisor or another co-worker that you are going to the Greenhouse and when you will return to the Earth Sciences Building. Do not forget to report back to that person!

Be aware of your surroundings at all times.

Never let anyone into the building if they do not have a key.

Report any unusual activities to Campus Security at 492-5050. There is one phone on the main floor in the Greenhouse. If there is any unusual activity in the Greenhouse, leave the building and call from your office.

You should be aware that cell phones do not work well in the Greenhouse. Before relying on this as a communications device, check to see it will work in that building.

Doors should not be propped open.

Protocol for the Rock Crushing Room

(These rules do not apply to Rooms B-05A, B, C, D)

The following changes have been made for access to the Rock Crushing Room, Room B-05E, effective immediately:

The Rock Crushing Room can be accessed during regular work hours, 8:00 am to 4:00 pm, weekdays. There is no after hours or weekend access to the area.

There is only one key available for this facility. All users must sign the key out at the main office, Room 1-26 ESB. Judy will record you in and out. Return the key to the main office by the end of the day. Do not allow anyone else access to the facility while you have the key signed out.

The Department Technician, Mark Labbe, will train you on how to use the equipment in this facility. Mark will require you to sign a training record stating that you understand how to operate the equipment safely. Operating procedures for all equipment in the room are posted. Any subsequent training for special research will be provided by the primary researcher, **after** Mark has completed the initial training.

Users will be required to call their contact person on an hourly basis.

All personnel will sign the logbook in the room and indicate which crusher or apparatus they are using. Report any faulty equipment to Mark Labbe immediately.

All personnel must have completed the Department of EAS WHMIS/Safety.

Emergency phone numbers have been posted by the exit to this room. The nearest phones are in B-02, B-06, B-01A, or B-13 ESB, during regular work hours.

Failure to follow these rules will revoke your access to this facility.

<i>Protocol for EAS Facilities South Campus</i>
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(Paleontological Collections Building and General Storage Building)

During the winter of 1999-2000 Building F-52 and the General Storage Building suffered from a major infestation of mice. Droppings, dried urine, and bodies were noted throughout both buildings. The presence of mice presents a potential biohazard, including the Hanta Virus which is extremely dangerous to humans. All recognizable and reachable traces of the infestation were removed from F-52 during the summer, and the normal work areas were disinfected. It was not possible to clear all stacked/stored material, nor is it possible to completely exclude future intrusions of field mice, so there is a continuing potential biohazard. A hazard exists in the General Storage Building, which is open to continued access by field mice and is not under our control. An information package about this potential biohazard is provided. Contact Diane Caird (Room B-06 ESB or 492-1122) to obtain a copy.

Before being granted permission to access or work in either building, you are required to certify in writing that you have read and understood the information.

Mouse poison and traps will be used in Building F-52, and checked regularly to eliminate the mouse population as much as possible in that building.

All persons entering the facility must be aware of the potential biohazard and the steps to be taken if evidence of mice is found. Regulations outlined on the next page must be followed or permission for future visits/work sessions will be denied.

Tory Roof Access

The roof can be accessed only during regular working hours, 8:00 am to 4:00 pm, weekdays. There will be no after hours or weekend access to the area.

There is only one key available for this facility. All users must sign out the key at the main office, DIF Lab (T3-32 Tory). Your time in and out will be recorded. You will be given a cell phone to be taken whenever you go up on the roof. Do not allow anyone else access to the facility while you have the key.

Only EAS Personnel monitoring or repairing the equipment on the Tory roof are allowed to sign out the key.

APPENDIX IV:

ATLAS

ATLAS is the graduate students group in the Department of Earth and Atmospheric Sciences at the University of Alberta. We are made up of a council which includes a President, Vice President, Treasurer, Social Conveners and committees which organize the EAS Graduate Student Symposium, the Atlas Seminar Series and new student Welcoming Committee. The ATLAS president is elected in the spring; other members of council are elected in the fall.

Each year ATLAS organizes a research symposium to provide students an opportunity to present their work in a relaxed, conference-style public setting. The symposium runs over two days during the spring, and provides a forum for the discussion and dissemination of information between graduate students and faculty members.

Career and Employment

Academic Position Network <http://www.apnjobs.com/>

Career and Placement Services - University of Alberta <http://www.ualberta.ca/CAPS/>

Careers in Geography <http://www.aag.org/Careers/Intro.html>

Careers in Environmental Research/Management <http://www.ualberta.ca/~ersc/careers.htm>

Canadian Council for Human Resources in the Environment Industry <http://www.cchrei.ca/>

Career Information from the University of Waterloo
<http://www.earth.uwaterloo.ca/services/geoscience/careers.html>

Energy Careers <http://www.energycareers.com/>

Environmental Career Organization <http://www.eco.org/>

Earthworks - Jobs in Geoscience <http://www.earthworks-jobs.com/>

Employment Resources in the Earth, Atmospheric and Oceanic Sciences

<http://libwww.syr.edu/research/internet/earth/jobs.html>

Geoscience Job Board site <http://www.geojobsource.com/>

Geoscience jobs mailing list <http://www.eskimo.com/>

Guide to Outdoor/Environmental Careers <http://www.princeton.edu/~oa/jobs/careeroe.html>