

URGE

Unlearning Racism in Geoscience

URGE Resource Map for the Royal Ontario Museum and University of Toronto

This is a draft Resource Map for UofT / ROM Pod at University of Toronto and the Royal Ontario Museum. This was adapted from the "Sample Ph.D. Mentoring Plan" developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/). Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

Mentoring plan (U Toronto)

- **Onboarding resources:**
 - A student handbook exists to provide basic onboarding and logistical information for new students (<https://eeb.utoronto.ca/wp-content/uploads/2020/09/EEB-Graduate-Student-Handbook-2020-2021-Sept7.pdf>).
 - Orientation for new students is typically held at the beginning of the academic year, and generally provides necessary onboarding and introduction to the department. In some years, this orientation is not offered in the Winter semester, so students starting then may not receive any formal onboarding
 - As an additional form of onboarding and orientation, most grad students are expected to take the course on 'philosophy and methods', wherein they will be introduced to their cohort of grad students, their research, and the work of the faculty in the department
- **Available mentorship resources:**
 - UofT EEB department maintains a peer-mentorship program (<https://eeb.utoronto.ca/education/undergraduate/peer-mentorship-program-eeb-pmp/>), through which junior students can be mentored by more senior students, creating a pathway for learning and asking questions that one might not feel comfortable asking a primary supervisor
 - The university also offers more general mentorship resources through their 'student life' programs: <https://studentlife.utoronto.ca/department/mentorship-peer-programs/>
 - Primary supervisors are expected to provide mentorship of their students, meet with them regularly to provide guidance, and participate in the required committee meetings and evaluations. However, this aspect is largely (and perhaps ironically) unsupervised, so the degree of mentorship and supervision provided by individual PIs varies greatly.
- **Individual/Group meeting expectations:**
 - Individual and group meeting expectations are largely variable and up to the PIs of each lab. Given the lack of standard requirements, in some cases, lab meetings,

discussions of journal articles and data, document reviews, etc will be held weekly, while in other cases they will occur much more infrequently.

- It is expected that in the first year of a graduate program, students will officially meet each semester with their supervisory committee, and continuing in this fashion until completion of the PhD Appraisal, after which they are expected to hold official committee meetings at least once per year.
 - It is expected that members of the department will regularly attend departmental seminars and at least some journal/discussion groups
- **Evaluations:**
- UofT EEB requires regular meetings between the student and advisory committee (form available at this link: [PhD Supervisory Committee Meeting Report](#))
 - More formal evaluations of progress also take place via the PhD appraisal (14 to 20 months after program start) and PhD defence (at end of program), details of which are available on the EEB website:
<https://eeb.utoronto.ca/education/graduate/graduate-handbook/>

Core work resources

- **Code of Conduct:**
 - This code of conduct addresses lab policies on acceptable behaviour
 - All members of the lab must read and sign the code of conduct, which should be discussed and submitted to the lab head
 - [Code of Conduct can be found here](#)
- **Communication plan and expectations:**
 - Our goal is to ensure lab members are able to maintain a work-life balance and keep work and personal matters separate, if desired.
 - Lab members should communicate on lab-related matters via e-mail or Slack
 - Lab members are not expected to respond to e-mail or Slack messages outside of their work hours (which may be worked out with the lab supervisor). This includes no expectation that messages will be responded to during weekends or vacation.
- **Reporting Policy:**
 - Details on reporting policies related to the Royal Ontario Museum and University of Toronto can be found [here](#).
- **Equipment:**
 - Communal gear (e.g., microscopes, reagents) are provided by your supervisor. Individual gear (e.g., hiking boots, backpacks), however, are not supplied
 - Some retailers with local shops where you may buy **new** field gear include [MEC](#), [Mark's](#), [Canadian Tire](#) (Note: Mark's and Canadian Tire may be sourced in one go!), [Patagonia](#), and [Arc'teryx](#)
 - Because Toronto is a large city, you may also have success finding **used** gear for much cheaper than new. Try checking out [Kijiji](#), [Bunz](#) (be expected to trade for things!), Facebook Marketplace, or a [Buy Nothing](#) group near you

- **Conference and workshop participation:**
 - For graduate students, it is advised that you present at least one national or international conference per year. This will demonstrate that you are progressing your work on your CV. If this is your first year doing research, you may not be prepared to present in your first year - that's fine!

Community support and mental health resources

○ *Assistance for Students (UofT)*

Accommodation - Assistance finding accommodations, moving expenses/assistance

<https://offcampushousing.utoronto.ca/>

This includes listings, expense breakdowns, workshop opportunities, and information regarding legal rental units/leases/actions and what to do in the event of a housing issue.

Institutional Services

Ombudsperson - <https://governingcouncil.utoronto.ca/ombudsperson>

Psychological Services - <https://studentlife.utoronto.ca/service/mental-health-care/>

Health & Wellness - <https://studentlife.utoronto.ca/department/health-wellness/>

Affinity Groups - <https://hrandequity.utoronto.ca/inclusion/affinity-groups/>

BIPOC Resources - <https://ischool.utoronto.ca/bipoc-resources-information/>

Financial Aid - <https://ischool.utoronto.ca/current-students/money-matters/financial-aid/>

[Undergraduate] Student Union (Support/Representation) - <https://www.utsu.ca/>

Graduate Student Union (Support/Representation) - <https://utgsu.ca/>

Networking and Events

International Students - <https://studentlife.utoronto.ca/department/centre-for-international-experience/>

Student Life Calendar -

<https://sites.studentlife.utoronto.ca/slCalendar/sleventcalendar.aspx?>

Community Life and Inclusion - Local clubs, religious or spiritual organizations, organizations, hobbies to get connected with

Culture and Faith:

https://studentlife.utoronto.ca/task_levels/culture-and-faith/

Indigenous Students:

<https://studentlife.utoronto.ca/department/first-nations-house/>

“We provide culturally relevant services to Indigenous students to support academic success, personal growth and leadership development. We offer learning opportunities for all students to engage with Indigenous communities at U of T and beyond.”

Students with Disabilities:

https://studentlife.utoronto.ca/task_levels/accessibility-and-academic-accommodations/

Includes links to find peer and faculty/staff support

Clubs and Hobbies:

https://studentlife.utoronto.ca/task_levels/clubs-groups-and-community/

Vacation Policies:

There is no vacation policy for graduate students as they are not employees and do not have access to employment rights and benefits. However, the Faculty of Medicine outlined the following policy/guidelines:

<https://www.glse.utoronto.ca/sites/default/files/Graduate%20Student%20Personal%20Time%20Off%20Guidelines.pdf>

Some perspective: <https://www.impressmagazine.com/breaking-bad-a-graduate-students-vacation/>

○ *Assistance for Employees (UofT)*

Specific HR Resources for faculty and staff are not public.

Wellness - <https://hrandequity.utoronto.ca/culture/wellness/>

Anti-Racism - <https://hrandequity.utoronto.ca/inclusion/anti-racism-strategic-tables/>

Benefits - <https://hrandequity.utoronto.ca/careers/benefits/>

Contact Directory - <https://hrandequity.utoronto.ca/contact/#dhro-10588>

UofT Faculty Association (Support/Representation) - <https://www.utfa.org/>

○ *General City of Toronto Resources*

Moving to Toronto - <https://www.toronto.ca/community-people/moving-to-toronto/>

Mental Health - <https://www.toronto.ca/community-people/health-wellness-care/>

Financial and Employment Support - <https://www.toronto.ca/community-people/employment-social-support/>

Family Services - <https://www.toronto.ca/community-people/children-parenting/>

Community Resources and Changemakers - <https://locallove.ca/>

Local Resources (primarily Crisis Resources etc)- <https://211central.ca/>

Neighbourhood Profiles - <https://www.toronto.ca/city-government/data-research-maps/neighbourhoods-communities/neighbourhood-profiles/>

Social Atlas Toronto (Find communities based social factors) - <https://www.toronto.ca/city-government/data-research-maps/neighbourhoods-communities/toronto-social-atlas/2016-maps/>

Toronto Maps - <https://www.toronto.ca/city-government/data-research-maps/maps/>

Toronto Businesses - <https://www.toronto.com/toronto-directory/>

Multicultural Events - <https://www.torontomulticulturalcalendar.com/>

Ethnocultural Centres - <https://www.torontocentralhealthline.ca/listservices.aspx?id=10423>

Skillset support resources

- What skills or experiences are required for their work/coursework? e.g., driving, hiking/outdoors activities, compass/GPS navigation, swimming/SCUBA, operating power tools, first aid, etc.

- What skills training is supported through the organization, how would someone acquire/improve these skills? What training is available prior to arrival?
- Do they need to know how to code? If so, what languages? (e.g., R, Matlab, Python) If they do not have this skill, what resources/training are available?
- Potential skills/training needed (subject to Covid restrictions):
 - SCUBA
 - U of T Hast House Underwater Club has training courses: <https://www.ulife.utoronto.ca/organizations/view/id/2062>
 - First Aid
 - Training is usually organized by the university departments ahead of field seasons.
 - Wilderness First Aid
 - Usually training is organized by the university departments ahead of field seasons.
 - R
 - May be taught in some courses but mostly learned through self learning or help from colleagues.
 - SciNet at UofT offers workshops and courses on coding, the archives of which can be accessed at any time: <https://support.scinet.utoronto.ca/education/browse.php>
 - Online training:
 - Code Academy: https://www.codecademy.com/learn/learn-r?fbclid=IwAR1x8NQFxnHptDz58lwHVSZWZVKfYKu5H_eZDIIndxPqpveYi3drZP6J6QbQ
 - Swirl Stats (interactive modular learning): https://swirlstats.com/?fbclid=IwAR0rx_ZyB836aystpbvLt120ipCgl-OZRNgsrju6sot99VOMgwPkQ-Nm6P0
 - Swimming
 - Swim lessons are available at City of Toronto public pools: <https://www.toronto.ca/explore-enjoy/recreation/swimming-splash-pads/swim-lessons-and-leadership/>
 - Camping
 - Camping training is not provided. Here are some helpful tips to general camping:
 - 58 Insanely Useful Camping Tips for Beginners: <https://www.wellplannedjourney.com/camping-tips-for-beginners/>
 - Camping for Beginners: <https://www.rei.com/learn/expert-advice/camping-for-beginners.html>
 - Beginner's Guide to the Backcountry: <https://www.outwardbound.org/blog/beginners-guide-to-the-backcountry/>
 - A beginner's Guide to Backcountry Camping: <https://www.lonelyplanet.com/articles/backcountry-camping-beginners-guide>

- A Beginner's Guide To Wilderness and Backcountry Hiking Prep: <https://www.nationalparks.org/connect/blog/beginners-guide-backcountry-hiking-prep>
- Driving
 - Training is not provided by the institution but in class courses and in car instruction are available in Toronto but do cost \$500-\$1500. Some examples:
 - AMB Driving: <https://www.ambdriving.com>
 - ABC Driving School: <https://www.abcdrivingschool.ca>
 - Young drivers: <https://yd.com/locations/on/toronto>
- ATV
 - Training would be outside of the department. Potential courses:
 - ATV rider training: <https://canadasafetycouncil.org/product/atv-rider-course/>
 - ATV safety: <https://ofatv.org/driver-training/>
- Databases
 - Not provided. Highly suggest auditing on campus information management courses.
 - SciNet (<https://support.scinet.utoronto.ca/education/browse.php>) has a course on Basic Relational Databases
- WHMIS
 - Training usually is provided by university departments if lab work is required.
- Lab Safety Training
 - There is usually a faculty wide training for all staff/graduate students and individual training for specific labs.
- GIS
 - No courses provided. It is possible to try and audit courses at the university:
 - Online tutorials:
 - Learn ArcGIS: <https://learn-arcgis-learn.org/hub.arcgis.com>
 - List of GIS courses: <https://www.gislounge.com/learn-gis-for-free/>

Training that is not done within the department or by University of Toronto resources could be completed before arrival by students or faculty.

Professional development resources

- General professional development resources
 - ROM Professional Development Grant (<https://insite.rom.on.ca/bb/index.php>)
 - Up to \$5,000 to put towards an opportunity for professional development (e.g., courses, conferences, etc.). Aim of the grant is to develop skills that will increase the job opportunities and career growth of the recipient. Available for full and part-time ROM employees.
 - U of T Centre for Learning, Leadership, & Culture (LLC) (<https://ulearn.utoronto.ca/>)
 - U of T Student Life - Careers (<https://studentlife.utoronto.ca/department/career-exploration-education/>)

- U of T Career Centre (<http://studentlife.utoronto.ca/cc>)
 - University of Toronto Division of HR & Equity - Professional Development Archive (<https://hrandequity.utoronto.ca/category/professional-development/>)
- Teaching/pedagogy
 - TA training is provided by the U of T. Additional support is available.
 - U of T Teaching Assistants' Training Program (<https://tatp.utoronto.ca/>)
 - U of T Teaching Support (<https://teaching.utoronto.ca/teaching-support/u-of-t-resources/teaching/>)
 - U of T Scarborough TA Support (<https://www.utsc.utoronto.ca/ctl/ta-support>)
- Project management/budgeting
 - Mitacs EDGE offers multi-day training on project management and time management: <https://edge-reg.mitacs.ca>
 - U of T Financial Services - Research Funding. Information for budgeting and managing funds. (<https://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/preparing-a-research-proposal-budget/>)
 - Portny & Austin (2002) Project Management for Scientists. (<https://www.sciencemag.org/careers/2002/07/project-management-scientists>)
- Media training
 - Media Tips. Science Media Centre of Canada. (<http://sciencemediacentre.ca/site/resources-scientists/media-tips/>)
 - Media Interviews. American Association for the Advancement of Science (<https://www.aaas.org/resources/communication-toolkit/media-interviews>)
 - How to Work with the Media. American Psychological Association (<https://www.apa.org/pubs/authors/working-with-media>)
 - Science Communicators: How to Practice for a Media Interview. Advancing Earth and Space Science. (<https://www.agu.org/Share-and-Advocate/Share/News-media/Rehearse>)
 - How to write a viral press release on academic research. Blue Sky PR. (<https://www.bluesky-pr.com/blog/business-education/viral-press-release/>)
 - How to write a press release. American Society for Biochemistry and Molecular Biology. (<https://www.asbmb.org/education/science-outreach/how-to-write-a-press-release>)
- Proposal writing
 - U of T Graduate Centre for Academic Communication offers courses, workshops, and appointments for writing and speaking (<https://www.sgs.utoronto.ca/resources-supports/gcac/>)
 - U of T Scarborough - Graduate Writing Support (<https://www.utsc.utoronto.ca/ctl/graduate-writing-support>)
- Public speaking
 - U of T Graduate Centre for Academic Communication offers courses, workshops, and appointments for writing and speaking (<https://www.sgs.utoronto.ca/resources-supports/gcac/>)
- Networking
 - U of T Graduate Students' Union (<https://utgsu.ca/>)

- U of T EEB Graduate Student Association (<https://utegsa.wordpress.com/>)
- Getting involved in professional societies
 - Canadian Society for Ecology and Evolution (CSEE: <https://www.csee-scee.ca/>)
 - Geological Association of Canada (<https://gac.ca/>)
 - Geological Society of America (GSA: https://www.geosociety.org/GSA/Events/Annual_Meeting/GSA/Events/home.aspx)
 - Society of Vertebrate Paleontology (SVP: <https://vertpaleo.org>)
 - Canadian Society of Vertebrate Palaeontology (CSVP: <https://csvp.ca/>)
 - Canadian Society of Zoologists (<https://csz-scz.ca/wp/meetings/>)
 - Entomological Society of Canada (<https://esc-sec.ca/annual-meetings/>)
 - Ecological Society of America (<https://www.esa.org/canada/>)
- Additional coursework
 - Coursework is offered by the University of Toronto to be taken for credit. Auditing courses is possible in some circumstances.
 - SciNet courses can be taken as credit for degree requirements (<https://support.scinet.utoronto.ca/education/go.php/514/mods/calendar/index.php>)
- Fellowships, internships, summer experiences, field course opportunities, etc.
 - University of Toronto Award Explorer. Database of scholarships, grants, fellowships, and awards.
 - Undergraduate awards (https://uoftscholarships.smartsimple.com/ex/ex_viewreport.jsp?key=&token=%40HwoGSxocZERdRRtfQRxZQ11SZV1zH3pgEw~)
 - Graduate awards (https://uoftscholarships.smartsimple.com/ex/ex_viewreport.jsp?key=&token=%40HwoGSxocZERdRRtfRxxZQFdTZFVyEnpuEg~~)
 - Graduate Scholarships and Awards (list updated by UofT EEB) (<https://eeb.utoronto.ca/education/graduate/graduate-finances/>)
 - Undergraduate Scholarships and Awards. (list updated by U of T EEB) (<https://eeb.utoronto.ca/education/undergraduate/scholarships-and-awards/>)
- Departmental and regional seminars, presentation opportunities, and opportunities to meet with speakers for building a professional network
 - EEB Seminars (departmental, recurring)
 - Atwood Colloquium (departmental, yearly)
 - Many of the professional societies listed above host academic conferences for presenting research.

Outreach resources

- EDI at UofT providing a list of resources, including guidelines for accommodating disabilities, religious holidays, LGBTQ career trajectories, materials for accessible communication, and links to various equity offices for getting involved: <https://hrandequity.utoronto.ca/inclusion/edi-at-u-of-t/>
 - Specifically: Connections and Conversations “organizes campus specific and tri-campus events to encourage cross portfolio, cross divisional and cross campus collaboration to provide a community of support and opportunities for mentorship and

- professional development.” <https://antiracism.utoronto.ca/connections-and-conversations/>
- Office of Indigenous Initiatives (OII) provides a hub for the Indigenous community and offers several events involving discussions of reconciliation, conferences (e.g. Indigenous health conference), and information on the Indigenous studies academic programs: <https://indigenous.utoronto.ca/>
 - Confronting Anti-Black Racism - <https://www.toronto.ca/community-people/get-involved/community/confronting-anti-black-racism/?accordion=partnership-accountability-circle>
- The time tax for invisible work, or “cultural taxation” ie. the burden put on minority groups to advocate for/serve on committees for their group, is discussed in this article: <https://cen.acs.org/careers/diversity/Making-invisible-work-STEM-visible/97/i26>.
 - Key takeaway points: *“In the long run, the best way to solve the issue of invisible work is to make it more visible.”* This can involve including such EDI activities in their dossier for review, as it can go towards their teaching excellence evaluations
 - This study in Nature Ecology and Evolution <https://www.nature.com/articles/s41559-019-0911-5> explains how the burden of inclusivity work falls on minorities, as there are “so few of them on campus”.
 - While most faculty consider diversity and inclusion to be important, more tenured faculty engaged in such work than assistant professors, as those earlier in their career had less time and funding for such endeavours.
 - The paper acknowledges that “finite time and resources could be reallocated if diversity and inclusion were more explicitly valued in faculty evaluations for promotion, especially for tenure decisions.”
 - Their suggestions: institutions must place greater value on diversity & inclusivity outreach in their tenure and promotion guidelines in ways that are measurable, and thus “promote shared responsibility for a more diverse and inclusive discipline.”
 - Information on honoraria and establishing/charging speaker fees
 - Speakers Bureau of Canada has a page of Diversity & Inclusion Speakers: <http://speakerscanada.com/diversity-and-inclusion/>
 - The Speaker Lab has a speaking fee calculator: <https://thespeakerlab.com/speaking-fees-calculator/>
 - The Diversity Institute at Ryerson University (<https://www.ryerson.ca/diversity/>) conducts research and holds events on diversity and inclusion, including the Diversity Inclusion Now conference <https://www.diversityinclusionnow.ca/>