

URGE

Unlearning Racism in Geoscience

URGE Resource Map for People of Color in
UBC Department of Earth, Ocean and Atmospheric Sciences (EOAS)

This document is a resource map for students and faculty of color in the Earth, Ocean and Atmospheric Sciences (EOAS) department at the University of British Columbia (UBC). The map 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/).

1. Intent

EOAS graduate studies can be an opportunity to make new and exciting discoveries in geoscience through research, coursework and more! The road to making these discoveries must begin with a foundation of support by faculty, staff, and the community at large. The UBC-EOAS department is committed to making structural changes that will support future students and faculty from historically-marginalized and/or underrepresented communities, including people of color. Mindful that this work is continuous, the aim of this document is to provide an array of resources that can help these students navigate their experiences in EOAS graduate studies.

2. Mentoring Plan

All new EOAS graduate students need formation when they arrive in a lab or research team. The graduate supervisor is responsible for informing the student of expectations, responsibilities and requirements related to their degree and research. To this end, two initiatives are proposed that will be explored beginning in the summer 2021 term:

- A graduate supervisor-student contract has been developed to set a standard early on regarding the relationship between the two parties. It includes logistical information about meetings, funding, research, teaching and other aspects of the experience. Though it is still a work in progress, the contract is meant to empower the student by providing clarity about the nature of a new professional relationship with their supervisor. It is also a guide for supervisors on establishing a safe, welcoming environment for new students. A first draft of this contract is included in the deliverable. The next draft will include expectations for publishing, paper submission to publication agencies and reviewing, the role of self-evaluation and goal-setting.
- A peer mentoring graduate student initiative is currently in the works to help integrate new graduate students from a peer-to-peer level. New students will be sent an email at the start of a new term, inviting them to participate in the experience should they desire the connection.

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3. Core Work Resources

This section adapts information included in the recently-developed EOAS Graduate Student Guidebook. It includes significant information most pertinent to the current graduate studies experience - requirements, processes, etc... The next iteration of this section will include details about access to research/field-work equipment and expectations around conferences. It will also link to the code-of-conduct devised and submitted as the Session 6 deliverable.

3.1 Master of Science/Applied Science

- Expected time to complete: 2 years
- 18 course credits, you can choose except:
 - Geophysics MSc students who have not completed a course in physics of the Earth at either the senior undergraduate or graduate level will be required to register for EOSC 453
 - 6 credits can be at the 400 level
 - 6 credits can be in Directed Studies
- 12 credit thesis, final grade is a pass or fail

3.2 Master of Engineering GEOE or Master of Science/Applied Science - course-based

- Expected time to complete: 1 year
- 27 credits of coursework
 - 3 credit major paper
 - At least 21 credits must be at the 500-level or above
 - 6 credits can be at the 300/400 level
 - 6 credits can be directed studies
 - At least 9 credits must be of first class standing

3.3 PhD

- Expected time to complete: 4-5 years
- No coursework required for most. However:
 - Geophysics PhD students who have not completed a course in physics of the Earth at either the senior undergraduate or graduate level will be required to register for EOSC 453
 - Atmospheric PhD students need to take either GEOB500 or EOSC571
- Must take candidacy exam within 24 months of starting program
- Must advance to candidacy within 36 months of starting program

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- First four years of tuition is covered by scholarship from the Faculty of Science both for domestic and international students

3.4 Transferring from Master's to PhD

- Expected time to complete: depends at what time the transition is.
- Do you still need to complete more coursework? Although for a master's you need 18 credits worth of classes, only 12 are required to upgrade from MSc to PhD, and you don't need to make up those last 6 credits.
- In cases related to degree progress, UBC treats the MSc registration date as the start of the PhD. So you need to advance to candidacy within 36 months of starting the MSc. However, for funding agencies like NSERC, they often consider your eligibility based on when you transferred from the MSc to the PhD. This can be confusing, so it's probably best to check this with your funding source.
- More info: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/transfer-masters-doctoral-programs-without-completing-masters>

3.5 Transferring from PhD to Master's

- UBC and EOAS usually require students to have already received a Master's upon entering a PhD program. However, in a few scenarios this transition is possible and has occurred before! First, don't be ashamed. PhD programs are *not* for everyone. While this is commonly referred to as "Mastering out" or "downgrading" it is not! You have upgraded to the program that makes the most sense for **your** goals. This transition is often stigmatized, but you are likely not alone!
- The expected time to complete your new Master's program will vary! Master's students are required to complete a certain degree or coursework (*see Master of Science thesis/course-based and Master of Engineering sections above for details*). Some PhD students, although not required, often take coursework so make sure you check to see how much coursework you still need to complete.
- Funding: depending on your funding as a PhD student (if you were on a fellowship, PhD-specific funding/scholarship), your funding source will likely change. Be sure to have this conversation with your advisor before your switch as funding is often advisor-specific. You can also talk to the graduate coordinator on general EOAS funding opportunities.
- More info: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/transfer-doctoral-masters-programs>

3.6 PhD Candidacy/Comprehensive Exam

A candidacy examination is normally held after completion of all required coursework. It is intended to test the student's grasp of the chosen field of study as a whole, and the student's ability to communicate his or her understanding of it in English or in French. The student's committee will set and judge this

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examination in a manner compatible with the policy of the graduate program concerned.

More details can be found at:

https://www.eoas.ubc.ca/sites/default/files/grad/PhD_Exams_Proceedures_EOAS_nov2014.pdf

- Note: Atmospheric PhD students have a different set-up for the exam:
https://www.eoas.ubc.ca/sites/default/files/grad/ATSC_PhD_program_outline.pdf

3.7 Masters and PhD Committee

A supervisory committee helps guide your course selection, research and thesis. Your Research Supervisor usually has the idea and funding for the project. There is the option of having co-supervisors which makes sense in some cases. Committee members bring valuable breadth of knowledge, experience and alternative opinions. Committees are an invaluable tool in assisting your progress through a degree.

3.7.1 Choosing Your Committee

You and your supervisor should choose a committee as soon as you begin your program. Your committee will consist of:

- Your research supervisor (your committee chair)
- Either two or three additional members who are familiar with your research topic. There are pros and cons to having more or less committee members. Commonly it is two for MSc and 3 for PhD. Committee members are usually identified in coordination with the supervisor.

Committee members are usually UBC faculty holding the rank of Assistant Professor, Associate Professor, or Professor. However, special permission allows for supervisory committees to include senior instructors, honorary faculty, adjunct faculty, off-campus professionals and/or faculty members from other universities **so long as the majority of the committee consists of UBC faculty** holding the ranks above. A letter justifying the appointment, a memo by the proposed committee member pledging to be available to fulfill the duties of a committee member, and a copy of the individual's curriculum vitae should be submitted to the EOAS Graduate Program Coordinator.

More info: <https://www.grad.ubc.ca/current-students/supervision-advising/supervisory-committee>

3.8 GradMe

GradMe is the tool we use to keep track of your progress. Committee meeting reports, etc. will be uploaded to your file. If you do not have a profile, please contact Compstaff (compstaff@eoas.ubc.ca) and they can set you up. There is a new version of gradme coming soon.

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3.9 Courses

List of EOAS courses: <https://www.eoas.ubc.ca/academics/courses>

However - students can also take courses from different departments/faculties as long as courses are mostly in science (and maybe engineering) and your supervisor agrees. And it's free!

3.10 Grad Student Minimum Funding

The minimum funding for graduate students consists of salaries for research assistantships (RA), teaching assistantships (TA), scholarships, etc.

Effective January 2021, with an annual increase (every September) of 2%, the minimum funding will be:

- Thesis-based MSc or MASc students: \$25,000/yr for the first 2 years of the program
- PhD students: \$25,000/yr + tuition award for the first 4 years of the program

Few things to keep in mind:

- Although it can be awkward it is important to discuss with your supervisor at least once (good to do this in the beginning of your programme) how your stipend will be paid as this varies. For example: **are TA-ships paid as part of or on top of your stipend?** If you win awards or scholarships, are you getting all or a part of them?
- Regarding stipend payments post the 2 or 4 year mark - discuss with your supervisor possibilities if good progress towards completion is happening
- TAs can review the collective agreement <https://cupe2278.ca/services/bargaining/quick-guide-and-collective-agreement/>
- Keep track of your stipend payments and TA hours (you can compare Workday "pay" tab and your bank payments), if there are any problems ask/let the grad program coordinator (Alicia) know

3.11 Conferences and Workshops

Additionally, funding is available to attend conferences through the EOAS Department Graduate Student Travel Fund (\$300 for MSc, MASc students and \$600 for PhD students).

- Be open to considering proposed workshops/conferences, especially for groups like SACNAS, NABG, AISES, GeoLatinas and others
- Additional for the Student Handbook:

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3.12 Completion Time

The programs are **designed to be completed in 2 and 4 years**, respectively. However, based on students admitted from 2009 to 2012, the completion time average for MSc with thesis required was 2.66 years, with a thesis optional was 2.84, course-based 1.31, and for PhD studies was 6.13 years.

Please note:

- Taking ownership of timely completion is up to the students with their supervisor and committee.
- The grad student minimum funding (above) is only guaranteed for 2 or 4 years for Masters and PhD students, respectively. This is important to keep in mind and the financial implications of taking longer after funding runs out.
- TA-ships and part time jobs have benefits and drawbacks. They can give invaluable skills but there is a need to consider the effect on completion times.

3.13 Minimum Thesis Expectations

As the department is very varied, it is not possible to have clear uniform expectations (e.g. number of papers published) for MSc and PhD. However, **general guidelines are for MSc: 1 paper and what constitutes to 2 years (including course work), and for PhD: 3 papers and what constitutes to 4-5 years.**

To make formatting and submitting a smooth process, check out these links:

- Database of old theses: <https://open.library.ubc.ca/cIRcle/collections/ubctheses>
- Thesis preparation and template: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>
- Thesis preparation and checking against Sample Thesis: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/resources-thesis-preparation-checking>

3.14 Defending and Graduation

When you and your supervisor agree it is time to set up a defense you need to:

- For MSc and MASc, it is organized more on the department level. For MSc students, it's up to the supervisor and student to organize: <https://www.eoas.ubc.ca/node/1026>
- For PhD there is a very detailed list of to-dos on the G+PS site: <https://www.grad.ubc.ca/current-students/final-doctoral-examination>

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The normal procedure is to have a committee meeting to approve the thesis. The draft needs to be passed by the committee before. Your Supervisor and possibly your committee works with the student to get the thesis in good shape. Then get the thesis to the external examiner 2-4 weeks ahead of the defense. That timeframe is flexible and depends on the availability of the external examiner. Formally, 2 weeks (for MSc) and one month (for PhD) is given, but if the external examiner is willing, then it could be less. Note that the external is someone not on the student's committee (for MSc it is commonly within EOAS or another department at UBC, for PhD it is someone outside UBC).

Following the defense you may either pass, pass with edits or be rejected - which leads to another 6 months of work (very rare).

- Then submit thesis to G&PS (formatting guidelines above), here are steps: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/final-submission-instructions>
- Remember: apply for graduation within SSC -> graduation - this will be either for the May or November graduations (but deadlines to apply are a few months earlier): <https://students.ubc.ca/enrolment/graduation>

3.15 Supervisor/Thesis/Committee Problems

Although not common, it is better to know where to go if problems arise related to your supervisor, lab group, candidacy exam or thesis. If there is any harassment, discrimination, misconduct, see resources below.

In the case of problems with finishing up long after a planned timeline, getting a candidacy exam set up, unrealistic expectations from supervisor or committee, or problems with communication with supervisor, then you can talk to or get help from:

- grad program coordinator (Alicia)
- anyone in the grad advisory committee
- for resources, unofficial help and chat: the grad council
- or the UBC Office of the Ombudsperson: <https://ombudsoffice.ubc.ca/>

In these following occurrences:

- It is not common to **switch supervisors** during a degree, since an agreement has been made between you and your supervisor at the time of acceptance. The supervisor guarantees the funding, which in many cases is related to a project related to the supervisors research program. If this situation should arise, you would need to discuss this with your current and prospective supervisor to find a solution.

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- If there is a need to **switch committee members**, discuss this with your supervisor. You would need a good reason to explain why an alternative committee member would be more suitable to serve on your committee than one of the existing members.
- If there is a need/desire to **switch from MSc to PhD or PhD to MSc studies**, talk to your supervisor. Your supervisor should be able to help you decide, if such a transfer is a good idea. Given certain conditions are met, such transfers are possible: See for transfer from MSc/MASc to PhD: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/transfer-masters-doctoral-programs-without-completing-masters> and from PhD to MSc/MASc: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/transfer-doctoral-masters-programs>.
- It is uncommon to **switch from one program to another** (e.g. OCGY to GEOP), since your supervisor is typically associated with a specific program. If you ended up in the wrong program for whatever reason, making this transfer is possible. This has occurred in the past with students GEOL/GEOE. If such a transfer is necessary, talk to your supervisor and the Graduate Program Coordinator (Alicia).
- If there is a need to **withdraw from your program and EOAS**: discuss this with your supervisor to find out whether another solution can be found, which allows you to complete your degree. If that is not the case there is an option to voluntarily withdraw from the program. Procedures can be found here: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/withdrawal>.

3.16 Contact

3.16.1 Graduate Program Coordinator

If you ever need assistance, please contact your Graduate Program Coordinator.

- Alicia Warkentin: awarkent@eoas.ubc.ca

3.16.2 Graduate Advisory Committee

The Grad Committee consists of chosen faculty members, their role includes graduate admissions, scholarships/awards, candidacy exam etc.

- Uli Mayer (chair): umayer@eoas.ubc.ca
- Lori Kennedy: lkennedy@eoas.ubc.ca
- Michael Bostock: bostock@eoas.ubc.ca
- Evgeny Pakhomov: epakhomov@eoas.ubc.ca

Uli Mayer is the main contact for any grad questions but feel free to contact anyone within the Graduate Advisory Committee.

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3.16.3 Graduate Student Council

The Grad Council represents grad students, has representatives in departmental and UBC-wide groups, organizes social activities (such as ski trip, camping trip and grad socials), recreational events, safety and sustainability, etc.

- Email address to members: gradcouncil@eoas.ubc.ca
- Email list of all grad council members: <https://sites.google.com/site/eoasgc/council-members>

Grad students interested to join can come to the elections every September or send an email to the grad council! Any questions or concerns - feel free to contact or come to grad council meetings!

3.16.4 Lab and Field Safety

As a Grad student you have the right to request training, depending on your work. Please look at the EOAS website safety for details

- Lab work: Depending on the nature of the work, students may need to have finished lab training, get masks fitted to be allowed in the labs etc. There are mandatory safety forms and training modules before getting keys to labs.
- Field work: Training will be aligned with the field work task. For example, first aid, bear safety training, contaminant training, and more is possible. Before going to the field you and your supervisor will need to fill out safety paperwork.
- If there are any safety concerns, talk to your supervisor first, then the grad rep on the safety committee (Anne-Martine; amdoucet@eoas.ubc.ca) or the head of the safety committee (Roger Beckie; safety@eoas.ubc.ca).

3.16.5 Buildings Safety

- EOAS Buildings safety: <https://www.eoas.ubc.ca/about/resources/safety>
- Contact Tim Morgan (tmorgan@eoas.ubc.ca) for facilities questions/problems.

3.16.6 Reporting Policy

Below is a link to the discrimination/harassment complaint chart. It provides a roadmap, FAQs and resources for anyone who encounters discrimination: <https://www.eoas.ubc.ca/about/safety/have-a-harassment-or-discrimination-complaint>

In addition, students can seek human rights advising to address their experience of a human rights violation, in accordance with the British Columbia Human Right Code: <https://equity.ubc.ca/how-we->

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[can-help/human-rights-advising/](#)

4. Community Support

4.1 Accommodations Assistance

Types of accommodation and housing options available for students, plus links to housing resources. UBC and Vancouver specific

- <https://www.grad.ubc.ca/gradprospect/2021/1/top-tip>
- <https://www.grad.ubc.ca/campus-community/life-vancouver/housing>

General tips, international students new to Canada

- <https://www.canadavisa.com/accommodation-options-for-international-students-in-canada.html#gs.1023y1b>

There are two graduate residences at UBC, Green College and St. John's College. It is recommended to apply to these residences as early as possible to ensure accommodation prior to your program start date

- <https://www.grad.ubc.ca/campus-community/residential-graduate-colleges/green-college>
- <https://www.grad.ubc.ca/campus-community/residential-graduate-colleges/st-johns-college>

UBC graduate school website offers this Cost of Living calculator to estimate monthly and annual cost of living, comparing on-campus to off-campus options

- <https://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/cost-living>

UBC graduate school also recommends knowing your rights as a tenant in British Columbia, and points to the Tenant Resource and Advisory Centre and the Government of BC tenancy websites

- <https://tenants.bc.ca/>
- <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

4.2 UBC Key Figures

- Diversity officer - Equity strategist in Faculty of Science, Mai Yasue, mai.yasue@ubc.ca
- Equity Inclusion Office (EIO)
- Ombudsperson <https://ombudsoffice.ubc.ca>

Resources for Students

- Students can now **include their personal pronouns within Canvas**. Students can select from a

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drop-down menu within the Setting of their Canvas Account (Account -> Settings -> Edit Settings -> Pronouns Drop-Down Menu -> Update Settings)

- The [UBC Centre for Accessibility](#) [Links to an external site.](#) has several resources for students and have updated particular policies and procedures based on COVID-19. Midway through this webpage there is a section on "Supports for students" related to:
 - Academic accommodations for students with disabilities
 - Academic concessions
 - Exam accommodations
 - Accessibility on campus
 - Awards for students with disabilities
- The primary channels for UBC wellbeing resources are:
 - [wellbeing.ubc.ca](#) [Links to an external site.](#) (system-wide initiatives, resource, and stories)
 - [students.ubc.ca/health](#) [Links to an external site.](#) (UBCV students)
 - [students.ok.ubc.ca/health-wellness](#) [Links to an external site.](#) (UBCO students)
 - [hr.ubc.ca/wellbeing-benefits/living-well/](#) [Links to an external site.](#) (Staff & Faculty)
 - [Student Wellness Centre: Online](#)
- The AMS created a [summary of support resources](#) [Links to an external site.](#) that students can access during this COVID-19 pandemic.
- The BC government recently the launched [Here2Talk](#) [\(Links to an external site.\)](#), a free 24/7 counselling service for students. More info can be found at: <https://www.ubyssey.ca/news/here-2-talk/> [\(Links to an external site.\)](#)
- The following is a summary of federal government financial support for students: <https://www.canada.ca/en/departement-finance/news/2020/04/support-for-students-and-recent-graduates-impacted-by-covid-19.html>
- **Counselling supports for UBCs Black community**
 - The UBC Black Caucus is excited to announce a pilot project focused on wellness for Black faculty, staff and students at UBC Vancouver and Okanagan campuses. Black counsellors from within the community have collaborated with us to provide virtual counselling at no cost to participants on a limited, first-come, first-served basis during the month of March. The list of counsellors will be available in late February on IBPOC Connections page and bookings can be made by contacting the counsellors directly.
 - [Mental Wellness Pilot Project for Black Students, Faculty and Staff](#)
 - [Health and Wellbeing Resources](#)

4.3 UBC Connections of Color

- **Healing in Colour** <https://www.healingincolour.com/>
 - For BIPOC, finding a therapist who understands our lived experiences can feel next to impossible. Healing in Colour strives to make that search easier.

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- The site offers a directory of BIPOC therapists who are committed to supporting BIPOC in all our intersections. By helping to connect our community in this way, they aim to revitalize a legacy of healing, liberation work and resiliency practices that have been lost/taken.
- **IBPOC connections** <https://equity.ubc.ca/ibpoc-connections/>
 - An initiative designed for and by Indigenous, Black, and People of Colour at UBC – on the traditional, ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam) people.
 - Coffee Club
 - The Coffee Club provides the opportunity for IBPOC groups and communities – who are already in existence or in formation – to come together around special interests. These communities may be formed around institutional spaces (e.g. academic or administrative units), sociocultural identities (e.g. Indigenous, Black, African) and/or key topics (e.g. emotional labour, mentorship).

4.4 Event Calendar and Communications

University-wide events and deadlines are listed on the UBC Calendar website here: <http://www.calendar.ubc.ca/>.

New graduate students are provided with a new EOAS email account through the IT department, a process that is facilitated with paperwork from the graduate supervisor. Once a student graduates, it is requested that they stop accessing their EOAS email server and instead forward any emails from that address to an alternate account.

For graduate students in the EOAS department, a web chat account host on Slack is available for all students to sign up to ([EOAS Grads](#)), so that they can communicate with other graduate students. If the link in this document does not work for students to sign up, please email Anthony at adistefa@eoas.ubc.ca to request access and join the EOAS Grads Slack team.

4.5 On-Campus (UBC Vancouver) Gatherings

Establishing a sense of community and finding fun activities and interests is an essential part for managing stress as a graduate student. Here we have compiled a list of resources available both within EOAS and UBC.

UBC Clubs

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- UBC has over 300 clubs for a variety of interests and communities in categories such as culture, religion, activities, arts, social, or academic. You can access the full list provided by AMS or find out when Clubs days are held here: <https://www.ams.ubc.ca/get-involved/clubs/joining-a-club/>

Sports and Outdoors

- UBC has many fitness classes, sports clubs, and active resources. For more information about facilities and clubs, check out: <https://recreation.ubc.ca/>
- The Varsity Outdoors Club (VOC) organizes trips into the outdoors almost every weekend. Many of their trips are quite challenging, but as a member you can rent gear for the backcountry or **hiking** for free. Check out more at: <https://www.ubc-voc.com/about-voc>

4.6 Off-Campus (Metro Vancouver) Gatherings

Many people who first move to Vancouver have noted over time that it can be challenging to make new friends. Though the outdoors is easy to fall in love with, social spaces can feel hard to find. Below are some recommendations to help you meet people in the community. Having a support system within and beyond the workplace setting is very important!

4.6.1 Starting Online

- Meetup - organized trips and socials through Meetup is a great way to get to know people, or find activities that suit your interests and goals.

Of course, there are also many options across Vancouver too. If you have a specific interest, hobby, or activity in mind, some google searching can lead you to a variety of clubs, classes, or resources off campus as well!

4.6.2 Religious and Cultural Spaces

In the next iteration of this document, a table of links to cultural and religious spaces will be added. It is important to find spaces with people that we share things in common with. This can help us to feel grounded and to meet new people more easily.

4.7 On-Campus (UBC-Vancouver) Services

<i>If you are looking for any of these...</i>	<i>These services are for you...</i>
Barber Shop	<u>University Barbershop</u>

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Hair Salon	<u>On The Fringe</u> ; <u>Eliane's UBC</u> ; <u>Kabro Salon</u>
Hospital	<u>UBC Hospital</u>
Medical Clinic	<u>University Village Medical and Dental Clinic</u>
Unisex Gym/Fitness Center	<u>UBC Bodyworks Centre</u> ; <u>ARC</u> ; <u>BirdCoop Fitness Centre</u> ; <u>Gold's Gym University Market Place</u>

4.8 Off-Campus (Metro Vancouver) Services

<i>If you are looking for any of these...</i>	<i>These services are for you...</i>
Barber Shop	<u>Google Maps</u> ; <u>Boombox Barber Shop</u> ; <u>Broadway Barbers Hair Design</u> ; <u>JD's Barbershop</u>
Beauty Shop	<u>Google Maps</u> ; <u>Afro Hair Studio</u> ; <u>Ammerose</u> ; <u>Elsa Piassa</u>
Black-Owned Business	<u>Starter Compilation</u>
Black-Owned Restaurant	<u>Starter Compilation 1</u> ; <u>Starter Compilation 2</u>
Dentist	<u>Google Maps</u> ; <u>Dentists On Dunbar</u> ; <u>West Ninth Dental</u> ; <u>Dentists in Point Grey</u>
Gym/Fitness Center for Women	<u>Google Maps</u> ; <u>30 Minute Hit</u> ; <u>Curves</u> ; <u>YWCA Vancouver</u>
Hair Salon	<u>Google Maps</u> ; <u>Jessica's Hair and Beauty Studio</u> ; <u>Salon Kanako</u> ; <u>Sunshine Hair Design</u>
Hospital	<u>Google Maps</u> ; <u>Vancouver General Hospital</u> ; <u>Saint Paul's Hospital</u> ; <u>Richmond Hospital</u>
Indigenous-Owned Business	<u>Starter Compilation 1</u> ; <u>Starter Compilation 2</u>
Indigenous-Owned Restaurant	<u>Starter Compilation</u>
Medical Clinic	<u>Google Maps</u> ; <u>Khatsahlano Medical Clinic</u> ; <u>Point Grey Walk-In Medical Clinic</u> ; <u>UNA Medical Clinic</u>
Unisex Gym/Fitness Center	<u>Google Maps</u> ; <u>Dunbar Fitness Centre</u> ; <u>Fitness World</u> ; <u>Gold's Gym West Broadway</u>

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4.9 Geoscience Societies

<i>If you identify as any of these...</i>	<i>These organizations are for you...</i>
2SLGBTQ+	<u>NOGLSTP</u> (National Organization of Gay and Lesbian Scientists and Technical Professionals) <u>oSTEM</u> (Out in Science, Technology, Engineering, and Mathematics) <u>500 Queer Scientists</u>
Asian or Pacific Islander	<u>AASSA</u> (Association of Academies and Societies of Sciences in Asia) <u>SASE</u> (Society of Asian Scientists and Engineers)
Atmospheric Scientist	<u>AMETSOC</u> (American Meteorological Society) <u>CMOS</u> (Canadian Meteorological and Oceanographic Society) <u>WMO</u> (World Meteorological Society)
Black	<u>AABE</u> (American Association of Blacks in Energy) <u>CBSN</u> (Canadian Black Scientists Network) <u>NABG</u> (National Association of Black Scientists) <u>NSBE</u> (National Society of Black Engineers)
Black Female	<u>BGDS</u> (Black Girls Do STEM) <u>BWISE</u> (Black Women in Science & Engineering)
Chicana, Hispanic Female or Latina	<u>GeoLatinas</u> <u>Latinas in STEM</u>
Chicanx, Hispanic or Latinx	<u>MAES</u> (Society of Mexican American Engineers and Scientists) <u>NHSN</u> (National Hispanic Science Network) <u>SACNAS</u> (Advancing Chicanos/Hispanics & Native Americans in Science) <u>SHPE</u> (Society of Hispanic Professional Engineers)
(Dis)abled	<u>Entry Point! AAAS</u> (American Association for the Advancement of Science) <u>NEADS</u> (National Educational Association of Disabled Students)
Female	<u>AWIS</u> (Association for Women in Science) <u>MPOWIR</u> (Mentoring Physical Oceanography Women to Increase Retention) <u>SCWIST</u> (Society for Canadian Women in Science & Technology) <u>WRISE</u> (Women of Renewable Industries and Sustainable Energy)
Geologist	<u>GAC</u> (Geological Association of Canada) <u>GSA</u> (Geological Society of America)

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	<u>IUGS</u> (International Union of Geological Sciences)
Geophysicist	<u>AGU</u> (American Geophysical Union)
Indian	<u>ISCA</u> (Indian Science Congress Association) <u>SSI</u> (Science Society of India)
Indigenous	<u>AISES</u> (American Indian Science and Engineering Society) <u>SACNAS</u> (Advancing Chicanos/Hispanics & Native Americans in Science)
Physical Oceanographer	<u>CMOS</u> (Canadian Meteorological and Oceanographic Society) <u>TOS</u> (The Oceanography Society)

4.10 Work Hours and Vacation Time

This section adapts information included in the recently-developed EOAS Graduate Student Guidebook. It consists of specific information about work time for graduate students.

4.10.1 Working

Per week, graduate students should spend at least 8 hours per day (40 hours per work week) on their research and studies. General expectations for graduate students, including coursework and research, can be found [here](#).

While we have provided general recommendations and the policies provided by UBC, this is something that should be discussed with your supervisor.

Grad students can work part time up to 20 hours per week besides graduate school and TA-ships. However, this will affect completion timing.

4.10.2 Vacation

Graduate students are entitled to three weeks of vacation (15 working days) from their academic obligations per academic year, excluding weekends and statutory holidays. The official UBC policy can be found [here](#). More information is given below:

- The academic year means the period of time from September 1 to August 31 of the following year. The period between the Christmas and New Year statutory holidays is not counted as vacation time.

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- Vacation must be approved by the student's supervisor and by any faculty member providing Graduate Research Assistantship (GRA) funding. Vacation must be arranged so that there is minimal impact to the student's research and other obligations to the University.
- Awards will continue while students are on approved vacation.
- There will be no vacation pay in lieu of any vacation time not taken.

4.10.3 Leaves of absence

The total duration of all leaves of absence granted in a graduate program is normally limited to **24 months for a doctoral student and to 12 months for a master's student**, except for Leave to Pursue a Second Program of Study.

- Please see: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191> for different types of graduate student leaves of absence like paternal, health or personal reasons.
- More info: <https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence>

Parental leave

Graduate students (domestic or international) with substantial parenting responsibilities for a newborn or newly adopted child under the age of six during their course of study may apply for an **eight-week** parental accommodation period. A graduate student granted a **parental accommodation period retains the full value** of any fellowship or other award for which the terms and conditions are established by the Faculty of Graduate and Postdoctoral Studies and will experience no change in this funding during the parental accommodation period. Payments will continue on the usual schedule. There will be no change to the total amount granted or to the completion date of the scholarship.

- There is a childcare stipend: <https://science.ubc.ca/faculty/diversity/childcare>
- More info: <https://science.ubc.ca/faculty/parental>
- There might be longer parental leave depending on your funding (NSERC scholarship can fund up to 4 months).

5. Mental Health Resources

5.1 Getting Informed About Mental Illness

We are not always aware that we suffer from mental illness. This can be because we are not informed about the symptoms, or we feel that there is a stigma attached to the idea of mental illness. The reality is that many people struggle with varying degrees and forms of mental illness. Like all illnesses, it is possible to find remedies and to live a full, productive life.

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UBC offers an array of resources for overall wellbeing, which includes informative resources about mental illness. Each November, UBC offers a series of activities to help increase mental health literacy, as part of its UBC Thrive initiative.

5.2 Immediate Distress Resources

If you or someone you know is in immediate danger, calling 911 may be the best option. However, we recognize that this might not feel the safest option in all scenarios. We have provided a list of crisis numbers and resources below for anyone who may need them; it is recommended that you scan this list for those which may apply to you and add their contact numbers to your phone for ease of access when you need them.

If you identify as any of these...	Organization	Contact & Availability	Description
2SLGBTQ+	<u>The Trans Lifeline</u>	Anytime - 877-565-8860 877-330-6366	Trans Lifeline provides trans peer support for our community that's been divested from police since day one. We're run by and for trans people. When you call, you'll speak to a trans/nonbinary peer operator. Full anonymity & confidentiality. No nonconsensual active rescue (calling 911, emergency services, or law enforcement).
	<u>WAVAW 24-hour Crisis and Information Line</u>	Anytime - 1-604-255-6344	Emotional support for cis and trans women, Two-Spirit, trans and/or non-binary people
Asian or Pacific Islander	<u>Chimo Crisis Line & Live Chat</u>	<u>Telephone:</u> 1-604-279-7070 8am - Midnight PT <u>Live Chat:</u> 4-10 pm PT, Thur-Sat	Crisis support in Mandarin, Cantonese, Punjabi, Hindi, Urdu, Tagalog, Japanese and Korean

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	<u>SUCCESS Chinese Helpline</u>	10am - 10pm PT <u>Cantonese:</u> 1-604-270-8233 <u>Mandarin:</u> 1-604-270-8222	Crisis support for Chinese Canadians
	<u>Elimin8hate</u>	File report online https://www.elimin8hate.org/fileareport	An anonymous and safe reporting (not through the police) environment for people of Asian ancestry experiencing racial attacks.
Black, Chicanx, Hispanic or Latinx	<u>VictimLinkBC</u>	Anytime <u>Call or text:</u> 1-800-563-0808	Crisis support in 150 languages, including many North American Indigenous languages - <i>recommended by Black Lives Matter Vancouver</i>
Indigenous	<u>KUU-US Aboriginal Crisis Line</u>	Anytime - 1-800-588-8717	Crisis support to Indigenous-identified folks anywhere in BC
	<u>Beendigen Crisis & Talk4Healing Lines</u>	Anytime <u>Crisis:</u> 1-888-200-9997 <u>Talk4Healing:</u> 1-855-554-HEAL	Crisis support and talk healing from Fort William First Nation, Ontario, available to anyone who may reach them
UBC Student	<u>UBC's Student Assistance Program</u>	Anytime - <u>In North America:</u> 1-833-590-1328 <u>Outside of North America:</u> 1-604 757-9734 <u>Live Chat</u> w/ student code and password: UBCO (for Okanagan students) or UBCV	Confidential, multilingual counseling (immediate distress and long-term counselling) for UBC students attending the Okanagan and Point Grey, Vancouver campuses

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		(for Point Grey students)	
Other Resources	Crisis Centre BC	<p><u>Telephone:</u> 1-800-784-2433 - Anytime</p> <p><u>Live Chat:</u> Noon-1am PT</p>	Crisis support in 140+ languages to anyone in crisis in BC
	Access & Assessment Centre	<p>7:30am – 11:00pm PT</p> <p><u>Call:</u> 1-604-675-3700</p> <p><u>Visit:</u> 803 West 12th Avenue</p>	Short-term treatment for mental health challenges on-site, by telephone or by mobile response for Vancouver residents
	VictimLinkBC	<p>Anytime</p> <p><u>Call or text:</u> 1-800-563-0808</p>	Crisis support in 150 languages, including many North American Indigenous languages
	Crisis Services Canada	<p><u>Telephone:</u> 1-833-456-4566 - Anytime</p> <p><u>Text:</u> 45645 4pm-midnight PT</p>	Crisis support to anyone anywhere in Canada
	Here2Talk	<p>Anytime</p> <p><u>Call:</u> 1-877-857-3397 (Canada Wide)</p> <p>+1-604-642-5212 (Outside of Canada, long distance fees may apply)</p>	Connects students with mental health support. Open to all students registered in B.C. post-secondary institution.

5.3 Seeking Treatment

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Talking to a counsellor or therapist can be extremely beneficial, and is a totally normal act of self-care. Finding a counsellor may involve some trial and error to find someone who you feel is right for you, however it can be extremely helpful for stress management and learning coping strategies.

If you identify as any of these...	Organization	Description
2SLGBTQ+	<u>QMUNITY</u>	Free and reduced-cost health and wellness counselling for individuals, couples, relationships, and families. All of our counsellors are members of the LGBTQ2SAI+ communities.
	<u>Sher Vancouver</u>	Sher Vancouver is a non-profit society for LGBTQ+ South Asians and their friends, families and allies in Metro Vancouver, B.C.
Asian or Pacific Islander	<u>Asian Mental Health Collective</u>	It is the mission of AMHC to normalize and de-stigmatize mental health within the Asian community. They also provide a list of resources and an Asian therapist directory by province.
	<u>Sher Vancouver</u>	Sher Vancouver is a non-profit society for LGBTQ+ South Asians and their friends, families and allies in Metro Vancouver, B.C.
BIPOC Resources	<u>Healing in Colour</u>	“We offer a directory of BIPOC therapists who are committed to supporting BIPOC in all our intersections”
	<u>Dragonstone Counselling</u>	Core values of offering respectful and informed holistic care to people who have experienced marginalization. Lower-cost counselling for \$60 or less. They do not turn people away due to lack of funds. Prioritizes lower cost counselling for the following groups of people: <ul style="list-style-type: none"> - people with disabilities and chronic health conditions - newcomers to Canada - including undocumented newcomers - LGBTQ people - Black, Indigenous and People of Colour - and single parents
Black	<u>Vancouver Black Therapy and Advocacy Foundation</u>	VBT&AF is a non-profit organization committed to connecting black community members to mental health resources such as free therapy and advocacy services

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Indigenous	<u>UBC Counselling Services</u>	<p>If you're an Indigenous student within British Columbia, and you would like to self-identify as Indigenous, we can offer you more support options, like arranging for a virtual appointment with an Indigenous counsellor.</p> <p>Indigenous self-identification is not used for any purpose other than to support you better.</p> <p>Call UBC Counselling Services at 604-822-3811 to schedule an appointment.</p>
	<u>First Nations Healing Authority</u>	<p>Accessible in British Columbia. Get tips, guides, and resources, find out about your health benefits, and more.</p>
UBC Student	<u>UBC Counselling Services</u>	<p>Provides same day counseling or ongoing therapy appointments, as well as resources to other options as a UBC Student.</p>
Other	<u>Scarfe Free Counselling</u>	<p>The counsellors are Counselling Psychology Master's students in training. A registered psychologist who is on-site supervises the counsellors.</p>
	<u>UBC Psychology Clinic</u>	<p>The UBC Psychology Clinic offers comprehensive psychological services for adults in the Greater Vancouver community. We provide affordable services using the most recent advances in mental health care.</p>

5.4 Self-Management of Stress and Anxiety

Many resources are available to help you learn and practice stress and anxiety management at home or in any safe place. These include [breathing exercises](#), [mindfulness meditation](#), and [emotional freedom technique](#) (EFT), also known as tapping, all of which are clinically-proven to reduce symptoms of stress and anxiety. A large number of mobile apps also exist to facilitate stress and anxiety management. These include [Headspace](#), [Insight Timer](#) and [Meditopia](#). Also, for those interested in integrating spirituality in their mental health management, consider the [Awakenings App with Iyanla Vanzant](#).

In addition, we list below a number of community support and self-care resources specific to students from marginalized communities:

<i>Resource</i>	<i>Description</i>
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Swan Vancouver	Culturally-Specialized Supports & Advocacy for Immigrant Women Engaged in Indoor Sex Work
Mutual Aid and Survival Tips by Rebel Black	A Google doc with many resources for IBPOC people
Free therapist led support group for people affected by Racial Trauma	A free, private support Facebook group moderated by licensed clinicians.
BEAM: Black Emotional and Mental Health Toolkit	Great resource with prompts, graphics, worksheets and resources.
Black Lives Matter: Mental Health Resources for and By People of Colour by Reina Gattuso	Mental health resource list, may be U.S.A focused but has virtual opportunities
Connected in Colour: Online Support Group for BIPOC	A weekly online support group for Black, Indigenous, People of colour who self-identify as cis/trans women, trans men, Two-Spirit, non-binary and gender non-conforming, intended for folks to check in with their mental health, share feelings and experiences including grief and anger, and come together in community.
The Focus On You	Self-care, mental health and inspirational articles written by a Latina Therapist.
Therapy For Black Girls	Often the stigma surrounding mental health issues and therapy prevents Black women from taking the step of seeing a therapist. This space was developed to present mental health topics in a way that feels more accessible and relevant.
Depressed While Black	Interviews, community engagement, and podcasts from a writer and mental health advocate.
Care in the Academy (in Times of a Pandemic)	Diversity, Decolonization, and the German Curriculum, April 15, 2020. Article addressing academic care and self-care during Covid-19.
Rest for Resistance	Rest for Resistance is a healing space meant to support the mental well-being of queer and trans people of color as well as other stigmatized groups.
What Are We Talking About When We Talk About 'Care'?	Hook & Eye, April 16, 2020. A theoretical post that addresses some important nuances of self-care.

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Stop Breathe and Think (wellness App)	<p>Available on iTunes and Google Play, this app works to benefit people seeking some stress relief, whether COVID-19 related or not. Featuring a daily check-in to get a gauge on your stress level and how you're feeling physically, you can also go straight to selecting a variety of exercises such as ambient music. Kids version also available.</p> <p>*If you are interested in this app, IBPOC Connections will cover the cost for a 6-month period. Please reach out to Elydah Joyce: elydah@mail.ubc.ca</p>
Liberate (wellness App)	<p>A meditation app, by and for the Black & African Diaspora</p>
IBPOC Wellness Meditation	<p>Breathing & Wellness Exercise lead by Sashah Rahemtuilla</p>

5.5 Support Groups

Often, internal struggles are expressed externally by chronic or addictive behaviours. These can become destructive if not managed or treated. In addition to talking with counseling and psychology professionals, group therapy can provide a space for many struggling individuals to come together safely. For any of the organizations below, joining a meeting is completely free or by donation. Also, there are many meeting groups happening at different times and locations. This [guide](#) can help you to choose the group that feels right for you.

<i>If this is your struggle...</i>	Organization	Description
Alcoholism	Alcoholics Anonymous (AA)	International organization offering community and group therapy for addicts struggling with a drinking problem. Meetings offered in person and virtually. Sponsors are available.
Drug/Opioid Addiction	Narcotics Anonymous (NA)	An international organization offering community and group therapy for addicts struggling with a drug problem. Meetings offered in person and virtually. Sponsors are available.
Food Addiction	Food Addicts Anonymous (FAA)	An international organization offering community and group therapy for addicts struggling with a food problem. Meetings offered in person and virtually. Sponsors are available.
Gambling Addiction	Gamblers Anonymous (GA)	An Alaska and British Columbia organization offering community and group therapy for addicts struggling

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		with a gambling problem. Meetings offered <u>in person only</u> . Sponsors are available.
Grief and Loss	<u>BC Bereavement Helpline (BCBH)</u>	A British Columbia organization offering community and group therapy for individuals struggling with the death of a loved one. Meetings offered in person and virtually.
Mental Illness: Depression, Anxiety, ...	<u>The Kaleidoscope</u>	A UBC student-led organization offering community and group therapy for students struggling with mental illness. Meetings offered in person and virtually.

6. Skillset Support Resources

UBC provides a range of free training courses covering a wide variety of topics related to working on campus. Many of these courses are mandatory when beginning employment or graduate studies at UBC.

- <https://wpl.ubc.ca/>
- New Worker Safety
- Violence Prevention
- Bullying and Harassment
- Privacy and Information Security
- Diversity and Inclusion
- Biosafety
- Chemical Safety
- WHMIS
- Wellbeing
- Ergonomics
- etc

UBC Science Graduate Student Resources. A wide range of resources compiled here: “Graduate school advice and resources from across the web”. Some relevant resources cover science communication and presentation, and networking

- <https://science.ubc.ca/grad/resources>

UBC provides access to LinkedIn Learning. “Learn at your own pace. Stream business, creative and technology courses taught by industry experts. UBC staff and faculty receive free access to the library of high-quality digital tutorials, courses, and curated learning paths.”

- <https://linkedinlearning.ubc.ca/>

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UBC offers Extended Learning courses and programs. Some are free, but these are mostly pay-by-course.

- <https://extendedlearning.ubc.ca/>

Topics range from:

- English Communication Skills
- Professional Writing
- Data Science
- Coding
- Software Development
- Grad Studies Prep

Field safety

Association for Mineral Exploration British Columbia offers guides and training in field safety

- <https://amebc.ca/what-we-do/health-safety/>

First aid training

- <https://www.sja.ca/English/Pages/default.aspx>

7. Professional Development Resources

A plethora of resources, both within and outside of UBC, can support students as they complete their graduate studies. Many skills are often gained during graduate students that can become highly useful for students interested in careers in teaching, media relations, management and academia. The next version of this resource map will include resources for project management and budgeting, media training, conferences, and community networking.

7.1 Teaching/Pedagogy

- EOSC516 Teaching and Learning in EOAS <https://www.eoas.ubc.ca/academics/courses/eosc516> - which is essentially the ISW for the EOAS graduate students but spaced out over 7 weeks.
- The Instructional Skills Workshop (ISW) for [graduate students](#) and [faculty](#) is an inter-university initiative that takes place over three 8-hour period. It is like a crash course to help aspiring instructors across UBC get acquainted with research-based teaching practices. All students get a certificate in recognition of their participation.
- The Certificate in Advanced Teaching and Learning ([CATL](#)) is a multi-term teaching experience that trains students across UBC to hone and practice research-based teaching methods. It is open to any students who have completed EOAS 516 or the ISW, and who want to further

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explore research-based pedagogy.

- UBC's Centre for Teaching, Learning and Technology ([CTLT](#)) supports and promotes both the ISW, CATL and a large host of seminars, initiatives and programs to help students and faculty build expertise in UBC teaching and learning. They also support courses happening on- and off-campus and are an essential resource for anyone needing help with their teaching.

7.2 Proposal/Paper Writing

- Graduate students, whether Master's or PhD, must take a graduate seminar course. This course will help students become acquainted with creating literature reviews, giving talks and preparing research proposals for supervisors. For EOAS students, graduate seminar courses which are available include [EOAS 515](#) or [GEOB 500](#).
- Over the course of a graduate degree, students can read hundreds of papers! It helps to have a publication and citation manager to sort the papers into categories and retrieve citations from them. Examples of good publication managers include [Mendeley](#) and [RefWorks](#).
- While Microsoft Office is a reliable place to produce written content and create presentations, publications often require very specific formatting. [Overleaf](#) provides a way to "code" your writing into a desired format and can give you access to the PDF copy of it for submission. It takes some learning and practicing, but can prove to be an invaluable tool in your paper writing!

7.3 Public Speaking/Communication

- Science communications is an integral part of participating in the science community. Some practical ways of honing communication skills in EOAS include teaching, TA work, research presentations and seminars, and by chatting with colleagues and faculty.
- In the community, [Toastmasters International](#) is a renowned organization that can help anyone practice the art of public speaking. There are nearly 100 clubs in Metro Vancouver alone, giving people lots of choices. Students can visit any one club up to 3 times before being encouraged to join. Finally, this is a great place to make friends and enjoy consistent social time.

8. Outreach Resources

8.1 Join the JEDI Committee

If you have some ideas for how to make EOAS a more inclusive department, there are several ways to get involved. However, we acknowledge that often significant time efforts must be spent on these initiatives, and there is often an already disproportionate "time tax" on minorities. Should you want to participate as a means of empowerment by suggesting a workshop or speaker for the seminar series, event, or have more ideas for positive resources, please [reach out to the EOAS JEDI Committee](#). You can

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join the committee, or just send an email with an idea, whatever you feel you have time for! AND you can always opt out at any time, no problem.

8.2 Funding for JEDI Initiatives

If you want to run your own workshop, or invite a speaker and provide an honoraria, there are several options available through UBC.

- [Skylight Science Student Equity Diversity and Inclusion \(EDI\) Funds](#)
- Career-planning, mentorship, or skills development workshop funding from the [Vivien M Srivastava memorial endowment](#)



EOAS GRADUATE STUDENT AND SUPERVISOR AGREEMENT V1

The following are terms of the graduate student and supervisor relationship. These terms apply for the time during which _____ is a graduate student in the _____ Graduate Program working under the supervision of _____. The graduate student and supervisor are bound by these terms unless a new agreement in writing is signed. Any modifications to this agreement should be initialled/signed by both parties.

1) Supervisory Meetings

The EOAS graduate student and supervisor will schedule a meeting within the **first two weeks** to discuss the frequency and interval of one-on-one meetings. Supervisor-student meetings are essential to inform and update the student about their research, coursework, teaching, team responsibilities, if any, and overall productivity and wellness. Meeting frequency and interval will likely evolve over time according to student needs, but for accountability and encouragement, the supervisor must memorialize these here:

I, the supervisor, agree to meet one-on-one with the graduate student:

Once per <period> _____ from <current date> _____ to <end date> _____
Initials: _____, _____

Once per <period> _____ from <current date> _____ to <end date> _____
Initials: _____, _____

Once per <period> _____ from <current date> _____ to <end date> _____
Initials: _____, _____

Once per <period> _____ from <current date> _____ to <end date> _____
Initials: _____, _____

Once per <period> _____ from <current date> _____ to <end date> _____
Initials: _____, _____

*I, the supervisor, agree to meet on an ad-hoc basis with the graduate student for any reason, so long as it is communicated between the student and supervisor ahead of time (i.e. by email). Scheduling conflicts may arise, but **the essence of this schedule will be respected**, and the graduate student is expected to communicate with the supervisor if it is not. Moreover, I, the supervisor, promise to be **open and welcoming** to any concerns brought forth, and to maintain a **safe environment** of mutual respect always.*

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2) Student Funding

If funding is available through the supervisor, EOAS graduate students are required to **read and sign** any necessary forms for funding approval and renewal. If funding is not available through the supervisor, and funding arrangements have not been made and settled prior to arrival into the graduate program, the student must apply for as many **scholarships and/or bursaries** as they are eligible. Note: all PhD students in the Faculty of Science are eligible for the **PhD Award**, which subsidizes a large portion of tuition for up to 4 years. Graduate students can apply through UBC SSC shortly before tuition is due.

3) Teaching Responsibilities

EOAS graduate students are encouraged to be **teaching assistants** (TA), in which they can build and hone skills in teaching and learning by assisting an EOAS instructor with their course. On some research teams, TA work is mandatory (minimum one TA position during the course of the degree program), while in others it is not. Often, TA work is not connected to research, which means that TA work poses an additional constraint on graduate work time. Overall, students must be mindful of the time spent outside of research and study, for which their degree will be conferred.

Communication with the supervisor regarding expectations and responsibilities as TAs is very important. If the instructor for a course on which the student will serve as TA is the supervisor, the supervisor must be explicit and clear about **responsibilities, workload** and **salary** so that the student can manage their time and continue with their research. If the instructor is someone else, the supervisor must communicate any limits on graduate student work outside of research and any impact that TA work might have on salary.

4) Research/Publication conditions

EOAS graduate students must be provided with access to adequate computing and material resources to conduct their research. Original data must remain with the lab, but copies may be kept by a student upon completion of the program to assist in further publications. The student is expected to comply with all university standards and policies of scholarly integrity. Failure to do so may result in being required to withdraw from the graduate program. Additional punitive actions may be taken by the university.

5) Authorship Policies

It is the policy of this department to assign authorship based on level of intellectual contribution to the research, as determined collectively by the research team. The research supervisor is usually listed as the last author. If there are disputes about authorship within the research team,

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the department Head will determine the order of authorship. The graduate student will be encouraged to publish the result of their research according to the standards in their field.

6) Work Hours & Vacation

Hours of work and holidays are at the discretion of the student, but will normally meet or exceed _____ hours per week. A sufficient quantity of work will be carried out to complete projects, meet deadlines and achieve in classes.

I have read and agree to the above terms.

Student's signature _____
Date _____

Supervisor's signature _____
Date _____



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Initials: _____, _____

Once per <period> _____ from <current date> _____ to <end date> _____
Initials: _____, _____

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If funding is available through the supervisor, EOAS graduate students are required to **read and sign** any necessary forms for funding approval and renewal. If funding is not available through the supervisor, and funding arrangements have not been made and settled prior to arrival into the graduate program, the student must apply for as many **scholarships and/or bursaries** as they are eligible. Note: all PhD students in the Faculty of Science are eligible for the **PhD Award**, which subsidizes a large portion of tuition for up to 4 years. Graduate students can apply through UBC SSC shortly before tuition is due.

3) Teaching Responsibilities

EOAS graduate students are encouraged to be **teaching assistants** (TA), in which they can build and hone skills in teaching and learning by assisting an EOAS instructor with their course. On some research teams, TA work is mandatory (minimum one TA position during the course of the degree program), while in others it is not. Often, TA work is not connected to research, which means that TA work poses an additional constraint on graduate work time. Overall, students must be mindful of the time spent outside of research and study, for which their degree will be conferred.

Communication with the supervisor regarding expectations and responsibilities as TAs is very important. If the instructor for a course on which the student will serve as TA is the supervisor, the supervisor must be explicit and clear about **responsibilities, workload** and **salary** so that the student can manage their time and continue with their research. If the instructor is someone else, the supervisor must communicate any limits on graduate student work outside of research and any impact that TA work might have on salary.

4) Research/Publication conditions

EOAS graduate students must be provided with access to adequate computing and material resources to conduct their research. Original data must remain with the lab, but copies may be kept by a student upon completion of the program to assist in further publications. The student is expected to comply with all university standards and policies of scholarly integrity. Failure to do so may result in being required to withdraw from the graduate program. Additional punitive actions may be taken by the university.

5) Authorship Policies

It is the policy of this department to assign authorship based on level of intellectual contribution to the research, as determined collectively by the research team. The research supervisor is usually listed as the last author. If there are disputes about authorship within the research team,

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the department Head will determine the order of authorship. The graduate student will be encouraged to publish the result of their research according to the standards in their field.

6) Work Hours & Vacation

Hours of work and holidays are at the discretion of the student, but will normally meet or exceed _____ hours per week. A sufficient quantity of work will be carried out to complete projects, meet deadlines and achieve in classes.

I have read and agree to the above terms.

Student's signature _____
Date _____

Supervisor's signature _____
Date _____