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**ADMISSION AND ACADEMIC PROCEDURES GUIDE FOR GRADUATE  
STUDENTS IN ANIMAL AND POULTRY SCIENCE**

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The Department accepts Canadian and international students for advanced training in M.Sc., and Ph.D. programs in the College of Graduate and Postdoctoral Studies. Financial assistance and scholarships are available to qualified graduate students.

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## Table of Contents

Section 1: .....	1
ADMISSION .....	1
FINANCIAL ASSISTANCE.....	2
SUPERVISION .....	3
The Supervisor.....	3
The Advisory Committee .....	3
Program Length .....	4
Residency Requirement .....	4
COURSE REQUIREMENTS.....	4
M.Sc.....	4
Ph.D. ....	5
General Course Requirements .....	5
Examinations .....	5
M.Sc. Thesis Examination .....	5
Ph.D. Comprehensive Examination.....	6
Ph.D. Thesis Examination .....	7
Transfer from the M.Sc. to Ph.D. Program.....	7
Academic Standards .....	7
Academic Standards for the Master's Degree .....	7
Academic Standards for the Ph.D. Degree .....	7
SEMINARS .....	8
THESIS PREPARATION .....	8
Permission to Write a Thesis .....	8
Steps in preparing for a thesis defence .....	8
Section 2: .....	10
GENERAL INFORMATION FOR GRADUATE STUDENTS IN ANSC .....	10
SAFETY AND EMERGENCY REGULATIONS.....	11
KEYS.....	12
SPACE ALLOCATION FOR STUDENTS.....	12
ADMINISTRATIVE SERVICES, TELEPHONES, FAXES, EMAIL AND SUPPLIES.....	15
AUDIO-VISUAL SERVICES.....	15
COMPUTER FACILITIES .....	15
LIBRARY AND READING ROOM FACILITIES.....	15
VACATIONS, TRIPS AND CONFERENCES .....	16
COFFEE ROOM .....	16
SECURITY .....	17
GENERAL INFORMATION.....	17



## Section 1:

### ACADEMIC PROCEDURES FOR M.Sc., and Ph.D. STUDENTS IN THE DEPARTMENT OF ANIMAL AND POULTRY SCIENCE

The Department of Animal and Poultry Science (hereafter referred to as the DAPS) adheres to the policies and procedures of the [College of Graduate and Postdoctoral Studies](#) (hereafter referred to as the CGPS) as described in the [Online Policy and Procedures Manual](#). The following information provides a simplified overview of graduate procedures in the DAPS and includes some additional details on the management of the program. The policies and procedures of the CGPS take precedence in case of discrepancy and, therefore, students are advised to become familiar with those as well.

#### ADMISSION

Students should first confirm preliminary interest by potential supervisors before proceeding with a formal application. Please correspond directly with the supervisor who will answer any queries you have about process and who will assist moving your application through the departmental approval stage. Please note a list of [faculty, adjunct professors and researchers](#) with areas of specialization and email addresses.

Applications for admission are submitted on-line (<http://www.usask.ca/cgps/>) and will then be forwarded to the DAPS. Unofficial transcripts of grades of all university programs and classes must be uploaded as part of the application process. Applicants must identify three (3) referees who can evaluate the applicant's academic abilities and request that they submit a confidential letter of recommendation. **These letters of recommendation must be submitted on-line** (<http://www.usask.ca/cgps/>) **directly by the person providing the recommendation**. Students whose first language is not English and who have not completed a degree in an English-speaking country must submit [proof of English proficiency](#), such as results of a Test of English as a Foreign Language (TOEFL) with a minimum score of 19 in each category for the TOEFL-IBT. Additional information on the most common English proficiency tests, the minimum English proficiency requirements, and a list of countries for which students do not need to show English language proficiency can be viewed on-line (<http://grad.usask.ca/admissions/admission-requirements.php#Englishlanguageproficiencyrequirements>).

Students will be admitted to the [College of Graduate and Postdoctoral Studies](#) only upon the recommendation of the DAPS. Recommendations are based on evaluation of academic excellence, establishment of suitable financial arrangements and degree of competition for the limited positions available. To be admitted to a M.Sc. program, students must have an undergraduate degree comparable to a Bachelor of Science in Agriculture (BSA.) from the University of Saskatchewan. To be admitted to a Ph.D. program, the student must have a M.Sc. from a university recognized as having standards comparable to those of the University of Saskatchewan. While it is possible to enter a Ph.D. program with only a BSA degree, this is done only on the basis of outstanding performance and would normally occur by transfer from a M.Sc. program. Recommendations for graduate studies may be accepted by the CGPS in one of several classifications:

- Fully-Qualified Student
- Conditionally-Qualified Student: requires official documents
- Probationary Student: requires additional undergraduate training

## FINANCIAL ASSISTANCE

The DAPS's policy recommends minimum levels of financial assistance for all graduate students from either a scholarship or from research funds of a Research Supervisor, or both. Award of an external scholarship would greatly enhance the likelihood of acceptance into a graduate program. All students are encouraged to apply for scholarships in national competitions such as from Tri-Council (e.g., NSERC). The DAPS Graduate Committee is responsible for the allocation of University of Saskatchewan Devolved Scholarships.

The following are the DAPS's recommended guidelines (2019) for minimum financial support for M.Sc. and Ph.D. graduate students, consisting of a base stipend supplemented with the equivalent value of the tuition and fees. A distinction is made here between Canadian and International graduate students as the latter are charged a differential fee and this is accounted for in the calculation for equivalent value of tuition and fees.

Graduate students who are Canadian citizens or permanent residents:

1. M.Sc.: \$1,694.14 /month for two (2) years; and
2. Ph.D.: \$1,944.14/month for three (3) years.

International graduate students:

1. M.Sc.: \$1,900.04/month for two years; and
2. Ph.D.: \$2,150.04/month for three years.

**Financial support for students who are awarded a Canadian Tri-council Scholarship and who enroll in the graduate program in the DAPS will be as follows:**

Ph.D. candidates who hold a NSERC Ph.D. Scholarship CGS D (\$35,000/yr for 2 or 3 years) or PGS D (\$21,000/yr for 2 or 3 years) or a SSHRC Doctoral Fellowship will receive an additional stipend of \$23,329.65 per year for three (3) years.

M.Sc. candidates who hold a one-year NSERC M.Sc. Scholarship CGS M (\$17,500) or PGS M (\$17,300) or a SSHRC Scholarship will receive additional stipend equivalent to the value of tuition and fees (\$5,329.65) in year 1 and will receive stipend of \$20,329.65 in year 2 of the M.Sc. program.

**The time limit on this financial support is two (2) years for M.Sc. students and three (3) years for Ph.D. students.** Please consult with your Thesis Supervisor and Advisory Committee regarding the best strategy to complete the degree requirements within the times specified.

The CGPS's policy requires that students awarded a Devolved Scholarship and additional scholarship funding may retain the Devolved Scholarship funding up to a combined total of \$24,000 for the M.Sc. and \$27,000 for the Ph.D.

## **SUPERVISION**

Supervision of students during their course of studies is the responsibility of an Advisory Committee. In practice, the day-to-day supervision is carried out by the student's Research Supervisor who is a member of the Advisory Committee.

### **The Supervisor**

The Supervisor will have sponsored your application through the admission process in the DAPS and will provide your financial support. A Supervisor must be a member of the [College of Graduate and Postdoctoral Studies](#) and be approved by the DAPS. In cases where the student wishes to work with a scientist who is not a member of the CGPS, this scientist may be named as co-Supervisor and a faculty member in the DAPS will co-supervise.

The Supervisor is expected to suggest the composition of the Advisory Committee and, in consultation with the student, recommend a research topic and course requirements. It is the duty of the Supervisor to see that appropriate examinations are arranged and that regular meetings of the Advisory Committee take place.

### **The Advisory Committee**

The Graduate Chair or Assistant Graduate Chair of the DAPS will chair the Advisory Committees. The Advisory Committee should be appointed soon after the student's arrival. Membership will normally be limited to members of the CGPS faculty. In certain cases where qualifications warrant, permission may be obtained from the CGPS to appoint a non-faculty member to the Advisory Committee. All Advisory Committees must have a reasonable representation of faculty from the DAPS.

For the or M.Sc. programs, the Advisory Committee will consist of the Graduate Chair or Assistant Graduate Chair, the Supervisor(s) and at least two other members (three in the case of co-supervision). It is desirable, but not always feasible, that one member is from another department.

For a Ph.D. program, the Advisory Committee will consist of the Graduate Chair or Assistant Graduate Chair, the Supervisor(s) and at least three other members. At least one member must be from another department (the cognate member).

The initial Advisory Committee will meet with the student within four weeks of the student's arrival and conduct an evaluation interview. This interview is designed to evaluate the student's background and aids the Advisory Committee in establishing a suitable course program for the student. At this time, the Advisory Committee may recommend changes in Committee membership, and should decide on the need for a Qualifying Examination for Ph.D. candidates, course requirements, a general area of research and an approximate date for a Comprehensive Examination. The Chair must then complete a Program of Studies (POS) for approval by the Graduate Committee and submission to the CGPS. The POS is critical as it stipulates the requirements for completion of your degree.

*Recommended Protocol:* The Supervisor and student should meet beforehand and identify a research topic and a number of courses to be taken, and present this information in writing to the Advisory Committee.

The Advisory Committee will meet at least once a year to review the student's progress. To facilitate these reviews, the student will submit a written progress report to the Supervisor and all members of the Advisory Committee in advance of the meeting. Generally, the Advisory Committee requires the student to give an oral progress report (not more than 30 min) to further explain and describe the research progress. The Committee may recommend changes and additions to the student's program and changes to the research project. The Supervisor will prepare the minutes of the meeting with a brief report of progress and recommended changes. A copy of the report will be placed in the student's file and an on-line file that can be accessed by the CGPS.

*Recommended protocol:* The student often is asked to arrange the Advisory Committee meetings. This involves finding a meeting date that is suitable for all Advisory Committee members. It is recommended that meetings be arranged at least one month in advance because of the often-busy schedules of Advisory Committee members. It is most convenient to contact Advisory Committee members by email. Once a date and time has been set, the student will book a conference room and projection equipment, if required, through the Graduate Program Office (Room 2D14; 966-4145). The student will then submit a hard copy of the Agenda and the Progress Report to the Advisory Committee members one week in advance of the meeting.

### **Program Length**

The expectation of the DAPS is that M.Sc. students complete their programs in 24 months and Ph.D. students in 36 months. The DAPS policy specifies limits on the duration of financial support for graduate students: 2 years for the M.Sc. and 3 years for the Ph. D. The Supervisor, Advisory Committee, and the student can influence program length through a realistic planning and efficient conduct of research and through effort by the student.

Some graduate students enter into employment prior to completing the thesis requirement. In our experience this results in major delays in completion of the program and failure to complete the program within the maximum time limit (i.e., 5 years for the M.Sc. program and 6 years for the Ph.D. program). Students are also required to maintain their student registration status during their absence and this can be costly. Students are strongly advised to complete all program requirements before entering into employment.

### **Residency Requirement**

The DAPS requires that all students be in residence on-campus for one full academic year (i.e., two [2] four-month terms, which do not have to be continuous). Ideally, this would be during the first year of the M.Sc. or Ph.D. program.

## **COURSE REQUIREMENTS**

### **M.Sc.**

The M.Sc. degree is a thesis degree that requires a minimum of 9 credit units of courses at the graduate (800) level that are in the field in which the student is working.

## **Ph.D.**

The Ph.D. degree is a thesis degree that requires a minimum of 6 credit units of courses at the graduate (800) level, beyond what is required at the M.Sc. level. More courses may be required by the Advisory Committee when appropriate and this will depend on the individual student's background training in relation to their area of interest.

## **General Course Requirements**

All graduate students must register for ANSC 990 (Seminar) and are required to attend and participate until they have completed their thesis requirements. All graduate students are required to complete GPS 960 (Introduction to Ethics and Integrity). All graduate students who will be using animals in their research will be required to complete GPS 962 (Ethics in Animal Research). Graduate students who will be using radioactive materials in their research will be required to complete the Radiation Safety course that is offered through the Department of Health, Safety and Environment. Also, students who will be handling biological materials and working in laboratories will be required to complete the Biosafety Course that is offered through the Department of Health, Safety and Environment.

## **Examinations**

Except for the final thesis defence, the scheduling and format of all examinations are the responsibility of the DAPS through the Graduate Chair or Assistant Graduate Chair, who consults with the Supervisor and Advisory Committee. The Advisory Committee is the Examining Committee.

Examinations may differ from those given in other departments, but must meet the general regulations of the CGPS. Written and oral examinations are intended to determine the level of the student's factual knowledge, comprehension of the subject and the extent to which that knowledge can be applied to problem solving. Students will be evaluated by the quality of answers they give. Students who, in the majority opinion of the Examining Committee, have a sufficiently high level of knowledge and a sufficient ability to apply that knowledge will be judged satisfactory. Those who are deemed to be deficient in knowledge or weak at application will be judged unsatisfactory.

## **M.Sc. Thesis Examination**

The candidate submits the thesis to the advisory committee who determines whether or not it is suitable to proceed to defence. The Chair of the Advisory Committee will then indicate that the thesis can proceed to defence in writing to the Dean of the CGPS and recommend an External Examiner. The DAPS will set the date, time and place of the thesis defence seminar and thesis oral defence in consultation with the External Examiner. Copies of the final version of the thesis should be distributed to all members of the Examining Committee. The Graduate Program Administer will send a copy of the thesis to the external examiner. Normally, the examination will be held 3 weeks after submission of the examination copy to the external examiner. The candidate is responsible for preparing sufficient copies of the thesis. The thesis defence will include a 30 to 35-minute seminar by the candidate, followed by an oral examination. The evaluation of the written thesis and the oral examination of the candidate for the M.Sc. are carried out by the Examining Committee. The Examining Committee consists of the Advisory Committee plus one External Examiner. The External Examiner cannot have been a member of the Advisory Committee, should be from another department within the University of Saskatchewan or external to the University of Saskatchewan. The External Examiner represents the Dean of the College of Graduate and Postdoctoral Studies, is a "voting" member of the Committee, and provides the Dean with a report



of the examination. The examination is chaired by the Graduate Chair or Assistant Graduate Chair or his/her designate. The Examining Committee will decide if the thesis is acceptable in form and content and if the student's oral defence was satisfactory. Ph.D. Qualifying Examination

This oral examination will be held within three months of the student's admission into a Ph.D. program. Its function is to evaluate a student's background and to determine whether the student has the necessary background and capability to proceed into a Ph.D. program. It will also aid the Advisory Committee in establishing a program of studies. The student is expected to answer general questions on all aspects of animal science and more specific questions in the area of specialization. This examination may be waived for students with a M.Sc. from the University of Saskatchewan or from universities that are deemed to have equivalent graduate programs. The examination may be repeated once. A repeated Ph.D. qualifying examination will include a written portion.

### **Ph.D. Comprehensive Examination**

The Comprehensive Examination is held when the course requirements have been completed; this is normally after the first 12-18 months of the program. The Advisory Committee will set the date of the Comprehensive Examination and the areas of examination to be covered. The Comprehensive Examination normally covers general aspects of animal science and aspects specific to the candidate's area of specialization. The purpose of this examination is to evaluate factual knowledge and the ability of the student to integrate and apply this knowledge. Candidates are advised to study those areas defined by the Advisory Committee and to meet with Advisory Committee members for specific guidance. It is recommended that students involve in ongoing self-study and reading throughout their program, rather than engage in a period of intensive study shortly before the examination. It is also important that students develop a general awareness of research and agriculture issues in the DAPS and in the College of Agriculture and Bioresources. For this purpose, attendance at ANSC 990 seminars and other seminars of interest in the College of Agriculture and Bioresources and the University is invaluable and strongly recommended. Another important opportunity is to participate in discussion and debate with faculty and fellow students as important issues arise.

The Comprehensive Examination consists of an optional written examination and a compulsory oral examination. Students must advise the Graduate Chair if they prefer to take the written examination in conjunction with the oral examination. The student's Advisory committee shall inform the student in writing at least 60 days in advance of the exam.

The written examination consists of two sections: the first section contains questions that are specific to the candidate's area of specialization, and the second section is more general in nature. The questions for the examination are submitted by the Advisory Committee members to the Graduate Chair, who will use these questions to prepare the written examination. Each section consists of compulsory and choice questions. The written examination is six hours in length. The written examination will be evaluated by the Advisory Committee members prior to the oral examination, which is normally held one week after the written examination. Examiners may use the written examination as a basis for questioning in the oral examination for follow-up or clarification. Upon completion of the oral examination, the examiners will consider the results of both the written and oral examinations to determine the outcome of the Ph.D. Comprehensive Examination.



The oral examination usually requires 3 hours and consists of several rounds of questioning by the Advisory Committee members. After completion of the examination, the candidate is asked to leave the room and a vote on pass, pass with conditions or fail is taken. If there is a vote to pass with certain conditions then this means that the Examining Committee has identified area(s) of deficiency that require remedial action such as required reading, a literature review or other assignment, or enrollment in a course. In case of failure, the examination may be repeated once with the permission of the Dean of the CGPS. When repeated, the Ph.D. Comprehensive Examination will consist of both written and oral examinations. Additional coursework may be required before the examination can be repeated. A second failure automatically disqualifies the student from further work for that particular Ph.D. degree. This failure may be appealed to the Ph.D. Committee on substantive or procedural grounds.

### **Ph.D. Thesis Examination**

The protocol to determine that the Ph.D. thesis is suitable to proceed to thesis defence is similar to that for the M.Sc. thesis. When the thesis is ready for examination, the Chair of the Advisory Committee will indicate this in writing to the Dean of the CGPS and submit a list of three potential External Examiners. The Dean will then select the External Examiner and arrange for the oral thesis examination. Normally, the examination will be held 6 weeks after submission of the examination copy to CGPS. The candidate is responsible for preparing sufficient copies of the thesis. The thesis defence will include a 40 to 50-minute seminar by the candidate, followed by an oral examination. The Examining Committee will consist of the Dean of Graduate Studies and Research (or the Dean's designate), the External Examiner, and the Advisory Committee. The Examining Committee will rule on whether or not the thesis is satisfactory in form and content, and on whether the candidate's defence of the thesis was satisfactory.

### **Transfer from the M.Sc. to Ph.D. Program**

In cases where a student is enrolled in the M.Sc. program but holds a M.Sc. degree from another university, or where outstanding academic and research performance is evident, consideration will be given for the student to transfer from a M.Sc. program to a Ph.D. program. The decision will be based upon an evaluation of research progress and satisfactory performance in a qualifying examination is required.

### **Academic Standards**

Students are advised to pay particular attention to this section and to consult the Academic Standards sections in the [Policy and Procedure Manual](#) of the CGPS.

### **Academic Standards for the Master's Degree**

Students must obtain 60% in each graduate course required and 70% in each undergraduate course required in their Program of Studies, and a cumulative weighted average of at least 70% for all courses of primary importance. Standards for research projects and theses are those of the academic community as determined by the CGPS Dean and the Examining Committee.

### **Academic Standards for the Ph.D. Degree**

Students must obtain at least 70% in each course included on the required Program of Studies.

Standards for the Ph.D. Thesis and other program requirements are those prevailing in the academic community, as determined by the External Examiner, the CGPS Dean and the Examining Committee, as appropriate.

## **SEMINARS**

All graduate students are expected to attend all ANSC 990 seminars and should register for this course (i.e., ANSC 990) in each year until they complete their program. At the start of Term One of the academic year, students should contact the Coordinator of ANSC 990 to receive instructions on the course requirements and select seminar dates.

## **THESIS PREPARATION**

### **Permission to Write a Thesis**

During the final stage of the graduate program, the Advisory Committee must meet to determine if the body of research completed is acceptable in quality and content. In case of deficiencies, the candidate may be asked to perform additional experimentation or repeat certain experimental aspects. If the body of research is satisfactory, then the candidate will be granted “Permission to Write” the thesis with recommendations on the thesis outline, including the literature review. The Advisory Committee will also recommend several potential external examiners. The term “Permission to Write” means that the research you have completed is sufficient to proceed to a thesis defence. Of course, you can start writing your thesis sections (e.g., the literature review and experimental sections) before receiving the official “Permission to Write”. Furthermore, you are encouraged to start preparing scientific papers based on your research for publication in peer-reviewed journals in consultation with your Supervisor.

*Recommended protocol:* The student will provide the committee members with a detailed written report of all the research results, including Tables and Figures (in the proper thesis style), at least one week prior to the meeting. The report should include a recap of the background and experiments conducted, the results and a proposed outline of the thesis including the literature review. At the meeting of the Advisory Committee, the student will present a 15-minute overview of the main this material, which is followed by a questioning and discussion period.

The DAPS recognizes two styles of thesis: traditional and scientific paper. In the latter case, the thesis style and referencing must be consistent and must include an introduction, a literature review, a separate chapter for each paper including introduction, materials and methods, results and discussion sections, a general discussion that integrates the results from all chapters, and one bibliography. The Advisory Committee must approve the style and general content of the thesis.

### **Steps in preparing for a thesis defence**

Protocol for both M.Sc. and Ph.D. theses: The candidate will have prepared a final draft of the thesis with assistance from the Supervisor. With the Supervisor's approval, the thesis is then released to the Advisory Committee members who will evaluate it and must indicate to the Graduate Chair in writing their approval that the thesis is ready for examination and can be released to the External Examiner. The Advisory Committee members are usually given two weeks to evaluate the thesis.

Usually, they will indicate that some revisions are required. After these revisions are implemented, the thesis is then sent to the CGPS who reviews the thesis for formatting and then sends it to the External Examiner. This usually takes three or six weeks for a M.Sc. and Ph.D. thesis respectively. The candidate should allow six to nine weeks from the time that the thesis is released to the Advisory Committee members to the time of the thesis defence. The most common causes for delay in obtaining approval to proceed to the thesis defence are inconsistent and inappropriate styles for tables and figures, a weak abstract, and a weak discussion and conclusions section. Use of reference management software in the preparation of the thesis is recommended.

For a M.Sc. thesis defence, the DAPS will arrange with the CGPS for appointment of the External Examiner. The DAPS will set the date, time and place of the thesis defence seminar and thesis oral defence in consultation with the External Examiner. Copies of the final version of the thesis should be distributed to all members of the Examining Committee. The Graduate Program Administer will send a copy of the thesis to the external examiner.

For a Ph.D. defence, the DAPS must complete Form GSR 300.1, naming three possible External Examiners and consult with CGPS in scheduling the thesis defence. Copies of the final version of the thesis should be distributed to all members of the Examining Committee and an electronic version is submitted to CGPS who will then send one copy to the External Examiner and provide one to the Dean's Representative at the thesis defence.

For a Ph.D. defence, the student must prepare a dissertation summary and submit it to the CGPS at least 7 days before the defence.

Following a successful defence, the candidate is given two weeks to revise the thesis.. The DAPS will then forward to the CGPS a Recommendation for Award of the Ph.D. degree and grade change report indicating completion of the thesis project.

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**Section 2:**

**GENERAL INFORMATION FOR GRADUATE STUDENTS IN ANSC**

<b>Name:</b>	<b>Date to be returned by:</b> ____/____/____
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**Department of Animal and Poultry Science**

**New Employee or Student Orientation Form**

Appropriate sections should be initialed by contact person, and when complete return to Melissa Zink

*GS denotes additional activity for graduate students only.*

**PROVIDE COPIES OF ALL CERTIFICATES RECEIVED TO Melissa Zink**

<b>Initial</b>	<b>Activity Description (Contact Person)</b>
	Parking information. See Parking Services, 72 Campus Drive, Animal Science Building, phone 4502.
	General information. See Janice Halabura in Room 6D34. Faxing, photocopying, printing funds, mail, supplies; Coffee Room.
	Keys – For Agriculture Building keys and cardlock see Janice Halabura in Room 6D34.
	Tour of lab facilities. See Manager, Analytical Services, Room 6C21, phone 4281 to make arrangements. *Specific training on individual equipment or lab procedures must be arranged separately with the Manager.
	Obtain copy of “APS Laboratory Handbook” from Manager, Analytical Services, Room 6C21.
	Lab Safety - General. See Manager, Analytical Services, Room 6C21. Fire safety, fire exits, lab safety, WHMIS, emergency showers, eye wash, blankets, spill kits, first aid kits, CPR qualified personnel.
	<b>GS</b> - Plagiarism Information – Initial to confirm document read and understood.
	<b>GS</b> – Graduate Computer Room 6C533, available software, printing, e-mail. Receive copy of “Use of Departmental Computers”. See Janice in Room 6D34.
	<b>GS</b> - If a graduate student chooses to have a personal computer at their workstation, it is their responsibility to ensure that they download the free Sophos anti-virus software, and they must consult with their supervisor prior to scheduling IT support.
	Campus I.D. Card. Available from the University Book Store, Monday to Friday, 8:30 – 4:30.
	<b>SAFETY TRAINING.</b> Workplace Safety and Environmental Protection. Registration can be done on-line at: <a href="http://www.usask.ca/dhse/course_offerings.php">http://www.usask.ca/dhse/course_offerings.php</a> <b>Safety Orientation for New Employees</b> – GS and new employees offered by Workplace Safety and Environment. This course is 3 hours in length. <b>Laboratory Safety</b> – Mandatory for anyone who will work in a lab or handle hazardous substances. <b>Biosafety</b> – Mandatory for anyone who will work in a lab or handle hazardous substances. This is an online course. <b>Radiation Safety</b> – If applicable (supervisor will inform employee) <b>GS - GPS 960 (Ethics and Integrity) is a required course which is registered for</b>

	<p>through PAWS.  <b>GS – GPS 961 (Human Research Section) (If applicable; check with supervisor)</b>  <b>GS - GPS 962: – (Animal Research Section) This is an on-line, web-based course using the Blackboard platform. To register, contact Diane Martz, <a href="mailto:diane.martz@usask.ca">diane.martz@usask.ca</a>. When successfully completed, CGPS will be instructed by UCACS to assign credit in student file for GPS 962 and/or GPS 961.</b>  <b>Website: <a href="http://www.usask.ca/research/ethics_review/animalcare/education.php">http://www.usask.ca/research/ethics_review/animalcare/education.php</a></b></p>
	<p>NOTE: Garbage is picked up from offices on a weekly basis only. Remains of food items, etc. should be placed in waste receptacles located in coffee room, corridors or washrooms.</p>
	<p><b>Paystubs</b> – Can be found by logging into PAWS and going to Admin Services.</p>
	<p><b>GS Payroll</b> – See Melissa Zink in Room 2D14.  <b>Employee Payroll</b> – Please see AgBio Finance Office, Room 2D18.</p>
	<p>Vacation/sick time reporting – See AgBio Finance Office, Room 2D18 (CUPE=supervisor. GS n/a.)</p>

## SAFETY AND EMERGENCY REGULATIONS

### (a) Fire

In the event of a fire:

- Pull an alarm station AND dial 9-911 (City Fire Department) and give details - Building, Room number, etc.
- Dial 5555 to alert campus personnel.
- Meet fire crew at nearest entrance and direct them to fire.

If the fire alarm sounds for more than ten seconds you must evacuate the building immediately.

Note: the fire alarm is tested every first Monday of the month

- Leave in an orderly fashion by the closest safe exit.
- Obey the fire marshals (Lists posted on bulletin boards).
- Do not use elevators.
- Leave all doors closed but not locked.
- Teaching staff are responsible for the evacuation of all students in their class/lab at the time of an alarm.
- Assist persons with physical disabilities to evacuate. If not possible, wait with them until fire crew arrive.
- If evacuation is impossible, wait in a room which has a window and is close to a stairwell.
- Do not re-enter the building until permission has been given by the Fire Department, the Chief Marshall or the Vice-Marshall.

### (b) Accidents

**In the case of a serious accident** where someone can be in danger from bleeding or respiratory failure, it is important to get them to the Emergency Department either by private car or ambulance (ph. **9-911**) and Department of Security Service Response (**5555**). If the victim is at

risk through movement (broken bones, internal injuries), keep the victim warm until arrival of qualified medical personnel.

All accidents involving injury must be reported immediately to the Head of the Department. First aid kits are available in the Main Office (6D34), the General Nutrition Laboratory (6C11) and in various laboratories (see up-to-date list on the Health and Safety bulletin board in the hallway beside main office).

Graduate students are required to take the training course offered by the [Safety Resources](#) as soon as possible after arrival. In addition, students are responsible for making themselves aware of any health and safety issues relevant to their particular workplace(s). Please note the locations of the emergency showers and eye wash stations.

Students are responsible for seeing that no hazards are created to themselves, to others, or to any property through unsafe use of chemicals and equipment. The Supervisor of each student is responsible for seeing that the student understands the risks involved in use of materials both in the laboratory and in animal research.

The Manager, Analytical Laboratories, Room 6C21 (ph.4281) has general supervisory responsibility for the nutrition laboratories on the 6th floor. During the orientation, students will be provided with a copy of the Laboratory Regulations. These regulations address a range of OHS issues in the laboratories, and specifically require that a student must not work alone after normal working hours if carrying out a potentially hazardous experiment such as working with toxic, volatile or radioactive chemicals.

Students who carelessly endanger life or property will be severely reprimanded.

The University has a no-smoking policy that applies to all University buildings, including the Agriculture Building

## **KEYS**

Keys and cardlock cards, as required and as approved by the Department Head, may be ordered through the Departmental/College Main Office. Keys are stamped with a personal identification number and must not be loaned to other users. Cardlock cards are registered in your name and provide you with access to those facilities for which you have been authorized. All keys (including mail key) must be returned to the General Office on completion of studies in order to clear the University's security record for the student. File cabinet keys should be left in the student's office. Students should leave a forwarding address when they leave.

## **SPACE ALLOCATION FOR STUDENTS**

### Office space

Students are assigned a desk in one of our graduate student rooms by the Administrative Coordinator, (6D34).

## Laboratory space and equipment

All space and equipment is property of the University of Saskatchewan, but is not available for general usage without specific permission, scheduling and supervision. Students must arrange for the use of laboratory space and equipment, including vehicles, through their Supervisor. The Supervisor will make necessary arrangements (including financial) with the Laboratory Supervisor when students need access to the nutrition laboratories.

Students cannot expect assistance from department technical staff or summer students. They are encouraged to share work with other students for their mutual advantage.

## **ADMINISTRATIVE SERVICES, TELEPHONES, FAXES, EMAIL AND SUPPLIES**

Departmental stenographic help is not normally available to students. Students must provide their own stationery, envelopes and postage for correspondence. Students may use the Campus mail system for on-campus correspondence. All students have access to e-mail accounts on the University e-mail system. There is a photocopier in 6D34.1.

Long distance telephone or Fax charges cannot be accepted by the Department. If students anticipate frequent use of long-distance services, they should apply to SaskTel for a personal calling card.

## **AUDIO-VISUAL SERVICES**

The Department has several LCD projectors available that may be signed out for use in computer AV presentations through the Main Office (6D34; 4128). Room 5C61 is equipped with a complete AV equipment setup including a LCD projector and a Visualizer.

## **COMPUTER FACILITIES**

The Department of Animal and Poultry Science maintains extensive, centrally managed computer services for use by Animal and Poultry Science graduate students and staff. Specifically, Room 6C53 provides computers, printers and scanners dedicated for use by graduate students. Janice Halabura (Room 6D34; ph 4128) is in charge of the management of these facilities.

Students are expected to abide by rules established for the various computing facilities. Failure to do so will result in withdrawal of computing privileges. Most facilities will have rules governing security of the equipment, prohibiting food or drink, and honouring software copyrights.

## **LIBRARY AND READING ROOM FACILITIES**

Every student should obtain a library card and adhere to regulations of the University library system. Students in Animal and Poultry Science will find that most journals required will be in the Veterinary Medicine, Medicine and Main Libraries. Students should be aware that library facilities at the Agriculture Canada Research Station and the Plant Biotechnology Institute (both on campus) may provide access to journals or books that are not available in the University system. The University has on-line access to more than 5000 journals through the Electronic Journals section.



Virginia Wilson is the librarian for the College of Agriculture and Bioresources. She is embedded in the College and you can find her in her office in 2E74 AGRI. Virginia is here to help you during your graduate studies with any library-related questions: searching databases, conducting a literature review, refining your research question, getting library books, choosing a reference manager, research data management, and much more

#### Important library links

- Library homepage: <https://library.usask.ca/>  
You can get to the library homepage from here or you can find a link on your PAWS page.
- Department of Animal and Poultry Science research guide: <https://libguides.usask.ca/animalscience>  
This guide lists a host of library resources pertaining to animal and poultry science.
- Grad Help: <https://libguides.usask.ca/gradhelp>  
This guide brings together resources on topics such as student/supervisor relationships, the thesis/dissertation process, publishing, and more.
- Grad Research Support Workshops: <https://library.usask.ca/studentlearning/workshops/grad-research.php>  
Throughout the academic year, the library presents workshops specifically focusing on graduate students' research needs. Check this page to keep up to date on up-coming sessions.
- Grad Writing Workshops: <https://library.usask.ca/studentlearning/workshops/grad-writing.php>  
Throughout the academic year, the library presents workshops specifically concentrating on graduate writing. Check this page to keep up to date on up-coming sessions.

For any library assistance during your studies, please contact Virginia: [virginia.wilson@usask.ca](mailto:virginia.wilson@usask.ca)

The Animal and Poultry Science Reading Room (6D42) contains some journals, books and theses. If anyone wants to borrow materials please see Janice in the main office. Users are responsible for re-shelving material in the Reading Room.

## **VACATIONS, TRIPS AND CONFERENCES**

It is the policy of the Department that students should be encouraged to attend at least one scientific conference during their study. The Department has some funds for travel for students presenting posters or talks at a scientific conference through the J.M. Bell Post-Graduate Scholarship and the Hugh Nicholson Memorial Scholarship. The Graduate Chair will call for applications in March of each year. Supervisors may have funds that can be used to support student attendance at conferences, meetings or field days.

Graduate students are not normally required to work on a fixed schedule. They are expected to conduct themselves in a professional manner with diligence and self-discipline. It is common for students to put in many hours during evenings and weekends in order to complete the program requirements in a timely fashion. Students must work out vacation schedules with their supervisors.

## **COFFEE ROOM**

Students are invited to use the Department Coffee Room (6D46) for breaks and lunches, and are encouraged to use the lounge to meet with staff and students at these times. Users are expected to contribute their share to cleaning cupboards and refrigerator.

## SECURITY

**For emergencies dial 9-911, and advise Campus Security at 5555 (24 hour dispatch).**

Students should be vigilant with respect to Security and ensure that no personal effects are left unattended and offices unlocked. In case of questions consult your Supervisor, Administrative staff or contact Security Services. For general information please consult the [Campus Safety website](#).

Parking on campus is managed by [Parking Services](#). For parking information dial 4502.

## GENERAL INFORMATION

Each student must show consideration for other students and staff when using community facilities (coffee room, mailboxes, reading room, computer room, some laboratories). They should take a few seconds to clean the place and assure that equipment is turned off or left on according to circumstances.

Students should pick up their mail regularly or arrange for someone else to do it for them. They should also check department bulletin boards regularly for current notices for Grad Students, Staff and Students, Health and Safety, Seminars and Job Opportunities.

Information on academic regulations and regulations for preparation and submission of theses is available through the [College of Graduate and Postdoctoral Studies](#) General Office. Most regulations and graduate student checklists are available through the home page of the College of Graduate and Postdoctoral Studies.

Graduate students are required to join the Graduate Students Association and encouraged to participate in the Animal and Poultry Science Graduate Student Association and in Departmental social events.

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