MATH GRADUATE ORIENTATION

9/6/2022

Please take a seat. We will start shortly!

Thank you!
AGENDA

- **Welcome**, Bertrand Guenin
- **Math Faculty Computing Facility**, Marek Stastna
- **Writing Center**, Clare Bermingham
- **AccessAbility Services**, Michael Gatchne
- **Math Library**, Rebecca Hutchinson
- **Academic Integrity**, Amanda McKenzie
- **Math Graduate Student Association**, Aiden Huffman
- **Women in Math**, Ghazal Geshnizjani
- **Help and Wellness**, Bertrand Guenin
BENOIT CHARBONNEAUX
Associate Dean, Mathematics Undergraduate Studies
MAREK STASTNA
Associate Dean, Computing, Director of MFCF
COMPUTING AND SOFTWARE IN THE FACULTY OF MATHEMATICS
ORGANIZATIONS

**IST (Information Systems & Technology):** Campus-wide IT e.g., email, firewall, 2FA, Learn (course management system), Quest (student records), etc.

**MFCF (Math Faculty Computing Facility):** Servers and applications that support computing for the Faculty of Math except...

**CSCF (Computer Science Computing Facility):** Servers and applications for the David R. Cheriton School of Computer Science.

**Digital Research Alliance of Canada** (formerly Compute Canada): Free HPC resources. Need your supervisor to sponsor.
SOFTWARE AVAILABLE

- Popular software used in Math such as Maple, Matlab, R, Python, and Julia are available on Math/CS servers.
- Matlab campus license available at: University of Waterloo’s MATLAB Portal.
- Waterloo has a campus-wide license for Overleaf, a tool for collaboratively editing LaTeX on the web.
- Microsoft Office365 is available from IST for download onto university-owned machines.
COMPUTER SERVERS

- You can connect to Linux servers using ssh and Windows servers using a Remote Desktop connection.

- For Math students:
  - Servers are named linux.math.uwaterloo.ca and windows.math.uwaterloo.ca.
  - You also have access to specialty research servers e.g., GPU clusters.

- For CS students:
  - Similar servers are available in the CS-General and specialized computing environments.
FILE STORAGE

- Two options for remote file storage: Office365 OneDrive and Math/CS network drives.
- OneDrive storage (available from IST website) provides up to 5TB of storage.
- Using the Math/CS network drives requires installation of a VPN client (more on this later).
- CS grad students also have access to the Vault cloud filesystem.
VPN CONNECTION

- To access network files and compute servers at Waterloo from off-campus, you must first install and run the AnyConnect VPN client.

- The VPN client will require two-factor authentication. Visit the IST website to sign up for 2FA.

- The AnyConnect VPN client is a partial VPN—only traffic with a uwaterloo destination is routed through it.
IT ASSISTANCE

- If you need Math IT assistance, please come to MC3017 and talk to us in person.
- Alternatively, open a ticket at rt-mfcf@rt.uwaterloo.ca.
- You can also request help by email:
  - helpdesk@uwaterloo.ca for IST (campus wide services);
  - mfcfhelp@uwaterloo.ca for Math Faculty (non-CS), and
  - cscfhelp@uwaterloo.ca for Computer Science.
- In these cases, the help-desk staff member will open a ticket for you.
We work with you to brainstorm, draft, and polish your papers, scholarship applications, presentations, and other communication tasks in all disciplines.

Meet with our experienced and friendly staff in appointments (virtual and in-person) to chat about everything to do with writing and communication, or check out our online workshops and other resources.

For more information: uwaterloo.ca/wcc
Need help with your project? Book a 50-minute appointment with a WCC advisor to work on any communication task or assignment. Whether you're writing an article, planning a presentation, or even producing a podcast, we can help!

Book these appointments ahead of time to get help throughout the whole writing process, from brainstorming and planning to drafting and revising.

For more information:
uwaterloo.ca/wcc
Our peer tutors are also available to help you during the evenings and weekends this fall, from September 11th to December 22nd!

If you need help on Sunday night, before the week starts, our peer tutors are online from 6-9pm. During the week, you can find them online between 3-9pm, Mondays through Thursdays.

Book ahead to make sure you get help when you need it.

For more information: uwaterloo.ca/wcc
If you prefer written feedback, live in a different time zone, or just don't have time for an appointment today, try out our email tutoring service to get feedback! We will spend one hour responding to your work, so although lengthy documents may not be read completely, tutors will give you helpful feedback on your drafts.

When you book a spot, you'll be asked to include your draft and relevant details like assignment instructions or other information. If you do that, you’ll receive feedback by 6 pm on the day of your selected spot.

For more information:
uwaterloo.ca/wcc
Our online workshops can be done at your own pace and cover a variety of writing and communication topics, including grammar, revising your work, writing in the sciences, and presentation skills, among others.

Self-register for "WCC Workshops" on LEARN to gain access to all of our workshops!

For more information:
uwaterloo.ca/wcc
From guides to writing an introduction to tackling revision, we've got everything you need to learn how to write and present available 24/7 on our website.

For more information: uwaterloo.ca/wcc
We offer programs to support grad students at different stages of their programs. Write with us at a Writing Café, learn to polish your presentation skills and Speak Like a Scholar, or tackle your thesis or dissertation with Rock Your Thesis or Dissertation Boot Camp!

For more information:
uwaterloo.ca/wcc
ACCESSIBILITY SERVICES
FOR GRADUATE STUDENTS

Michael Gatchene,
Student Service Coordinator, AccessAbility Services
ABOUT ACCESSABILITY SERVICES

- AccessAbility Services (AAS) is the University’s centralized office for managing academic accommodations for all students with disabilities/disabling conditions.
  - Full time or part time graduate students
  - Academic or co-op/placement terms
- AAS supports students with all disabilities and disabling conditions (Temporary, permanent, chronic, & episodic disabilities)
  - Temporary, permanent, chronic, & episodic disabilities
    - Physical disability
    - Learning disability
    - Sensory disability (low vision, hard of hearing)
    - Medical conditions
    - Mental health disability
    - Trauma (sexual violence, racial violence)
Can graduate students receive accommodations?

Yes!

- Graduate students with disabilities may be eligible for academic accommodations for all graduate courses, milestones (non-course degree requirements) and activities, such as researching and writing your thesis, preparing for and writing your comprehensive exam, delivering your oral defense, and more.

- Your accommodation plan will be tailored specifically to you and to each course, milestone, or activity to ensure you receive the right accommodation at the right time.

- You will be in control of determining when you would like to use one of your eligible accommodations, and who will be informed of the need for an accommodation. All information is kept confidential.
What supports are available for graduate students who require accommodations?

- Graduate students often require **learning strategy** and **assistive educational technology** support, which are offered via online workshops, 1:1 support, and through a new [AccessAbility Services LEARN Course](#) offered in LEARN.

- The LEARN course includes a **Graduate Student Resource Module**:
  - Identifying an effective methodology to engage in the research process
  - Developing your organization, long-range planning and time management skills
  - Improving your writing skills with greater effect
  - Learning strategies that promote confidence in the preparation and delivery of presentations
GRADUATE STUDENT ACCOMMODATION SUPPORT

What supports are available for graduate students who require accommodations?

• AAS can provide you with support for...
  ➢ Designing and facilitating academic accommodation plans
  ➢ Managing accommodation disputes
  ➢ Supporting medical leaves (both the process as well as your return to studies)
  ➢ Creating alternative format production of course materials
  ➢ Assistive technology assessments/demonstrations
  ➢ Note-taking service
  ➢ Peer-Mentorship Transition Program
  ➢ Reviewing documentation for petitions/grievances
How do I know if I am eligible for accommodations?

• Register with AAS by completing our online application. You can register even if you do not have documentation supporting your disability - we will walk you through next steps and explore an interim accommodations.

• Once your supporting medical documentation has been reviewed, you will be invited to attend a graduate student registration appointment, where you will meet with your Accommodation Consultant to discuss your eligibility for accommodations.

• You will meet with your Accommodation Consultant to design an accommodation plan for each activity requiring an accommodation and together we will work with your academic unit to finalize the plan, ensuring it meets all essential requirements.
The Library

Orientation game
Go to www.kahoot.it

Get Started

• Library website
• Mathematics Research Guide
• Computer Science Research Guide
• Email r3hutchi@uwaterloo.ca for personalized research support
ACADEMIC INTEGRITY

Amanda McKenzie
Director, Quality Assurance (Academic Programs)
"the road to success is paved with integrity"

Amanda McKenzie
Office of Academic Integrity
At the University of Waterloo, academic integrity is a commitment to six values: honesty, trust, fairness, respect, responsibility, and courage.

What are some examples of academic integrity?

- Citing other people’s words and ideas in your research
- Not working with peers on assignments that are supposed to be completed independently
- Not using unauthorized aids (e.g., the internet, a cheat sheet) during an exam
ONLINE LEARNING

- With the shift to online learning, **academic integrity continues to be extremely important**

- Although most learning and assessments are taking place online, it is still important to still follow your instructor’s rules and maintain their trust

- The Office of Academic Integrity and others on campus are here to support you remotely!
UNIVERSITY OF WATERLOO’S POLICY ON ACADEMIC INTEGRITY

Policy 71

- Sets out expectations for academic and non-academic behaviour
- Lists various offences
- Explains the disciplinary process
- Describes potential penalties

What do I do if I suspect academic misconduct?

“Any member of the University who has reason to believe that an academic offence has been committed by a student has a responsibility to report the matter promptly to the instructor of the course or to the associate dean of the faculty sponsoring the activity...”
AVOIDING UNAUTHORIZED COLLABORATION

What does unauthorized collaboration look like?

• Students working together to complete an assignment, in part or in whole, when the instructor said to work alone

• Tutors, editors, or friends completing or re-doing assignment responses for students

For example:

• The instructor gives the students an assignment and asks them to complete it independently. The students meet to work together on the assignment.

• A student is frustrated while completing an assignment. A friend or a tutor gives the student some answers.
How to avoid unauthorized collaboration:

• Peers are great resources for discussing/help understanding challenging course concepts. However, on assessments, students should always work alone, unless the instructor specifically permits group work.

• If you are unclear about the level or group work permissible, ask instructor before collaborating.

• Tutors, editors, or friends should not be completing parts of student responses or re-doing their work for them. Make sure to establish boundaries on what is and is not acceptable if someone is proof-reading your work.
RESOURCES FOR WORKING WITH OTHERS

- **Reviewing Written Work** – guidelines on the ethical editing of graduate student work
- **Group work** – resources to help your group stay on track and maintain academic integrity
AVOIDING PLAGIARISM

What does plagiarism look like?

• Using someone else’s work, data, research, etc., in part or in whole, without proper acknowledgement

• Re-submitting work without permission or acknowledgement

For example:

• A student forgets their assignment is due tomorrow. They copy their friend’s assignment from last year.

• A student misses writing down their sources when they’re taking notes. As a result, they do not give credit to their sources while writing their essay.

• A student re-uses an assignment from another course without permission from their instructor, and without citing themselves.
AVOID PLAGIARISM

How to avoid Plagiarism violations:

• Always cite others’ ideas, words, images, code, data, etc.
• Take detailed notes when doing research so that you are able to easily and accurately track your sources
• Use citation management software (i.e., Refworks) for your assignments/research, or iThenticate for original research
• Never re-submit a partial or whole assignment without explicit permission from the instructor
OTHER CITING RESOURCES

Online Reference Shelf

Citation / Style Guides

• Citation / Style Guides | University of Waterloo Library (uwaterloo.ca)

• Contact your liaison librarian or view your program’s subject guide which includes links to relevant citation guides, research databases, and your librarian’s contact information
OTHER SUPPORTS FOR INTEGRATING EVIDENCE AND CITATIONS

Struggling with paraphrasing, integrating evidence, and citing your work?

- Take the online workshop Paraphrase and Summary for Graduate Students
- Book an appointment with the Writing and Communication Centre (WCC) – they will help you paraphrase and cite like a pro!
- Review WCC resources such as: Integrating Evidence Effectively, Citations, Proofreading
What does cheating look like?

- Doing anything that gives you an unfair advantage over others

For example

- The use or intent to use an unauthorized aid
- Accessing exams/solutions without permission
- Contract cheating

To avoid cheating violations:

- Talk to the instructor if feeling overwhelmed in advance of the deadline or exam date
- Leave plenty of time to complete assignments
- Do not engage in dishonest behavior
AVOIDING IP VIOLATIONS

What does an IP violation look like?

• Courses have content that is the Intellectual Property of their instructor and/or the University of Waterloo (e.g. assignments, tests, solutions, ppts.)

• Students may violate IP for sharing course materials beyond the classroom

For example:

• Uploading course materials (e.g. assignments, tests) to a note-sharing platform or other websites

• A tutor using course content in third-party organizations
IP VIOLATIONS

Why might a student violate IP?

• In exchange for money/notes

• To help other students

• Not aware of UW policy on posting materials online, or using them in a third-party setting

To avoid IP violations:

• Do not upload or use course content beyond the classroom without explicit permission from the instructor
AVOIDING FALSIFICATION AND FABRICATION

Examples

• Making up research or altering results

• Citing something that doesn’t exist

• Altering official documents (e.g. transcripts, degrees, verification of illness forms)

• Making up documents (e.g. a reference letter) or experience (e.g. skills for a job interview)

Avoid issues by:

• Being truthful

• Talking to your instructor if you’re struggling

• Leaving plenty of time to complete assignments/getting the right documents in
REMEMBER TO...

• Work alone on assessments, unless permitted by your instructor

• Use citations anytime you use other’s work/ideas, and utilize resources for help (e.g., Library Citation Guides, RefWorks, iThenticate)

• Don’t share course materials beyond the classroom without permission from your instructor

• Don’t engage in dishonest behaviour (e.g., asking others online to complete your work for you, using unauthorized aids during exams)

• Leave plenty of time to complete your work, and ask for help when you need it
Unsure? It’s okay to ask!

Your instructor/supervisor is the best place to start.
MATH GRADUATE STUDENT ASSOCIATION

Aiden Huffman, Treasurer
MATH GRADUATE STUDENT ASSOCIATION

Aiden Huffman, Treasurer
WHO ARE WE?

- Founded in 2016
- Represent the graduate students of the Faculty of Mathematics in the Faculty and in the boarder University Community
- Promote an interdisciplinary culture of social and intellectual interaction among students within the faculty.
- Coordinate events and activities that will benefit our members
SOME OF OUR PAST EVENTS

Workshops and Professional Development:
- Sexism Response Workshop
- Mental Health Training
- Alumni Panel

Social Events:
- Boardgame nights (Fridays)
- Drinks (Wednesdays)
- Welcome Back BBQ?

Representation:
- Mental health training
- Department and community issues
- Program development and initiatives
EXECUTIVES

- Chair: Kerem Akillioglu
- Treasurer: Aiden Huffman
- Secretary: VACANT
- Event Coordinator: Pending Election
- Publicity Officer: Pending Election

DEPARTMENTAL DIRECTORS

- Applied Math: Sefah Frimpong
- C&O: VACANT
- Computer Science: Pending Nomination
- Computational Math: VACANT
- Data Science and AI: VACANT
- Pure Math: Larissa Kroell
- Stats & AS: Alexandra Mossman
CONNECT WITH US

Email: mathgsa@uwaterloo.ca

We’re on social media!

Facebook: www.facebook.com/UWMathGSA

Instagram: @uwmathgsa

Check your inbox, we send updates to the math-grad mailing list!
WOMEN IN MATHEMATICS (WiM) COMMITTEE

Supports and advocates for women and gender minorities in the faculty. Our goal is to create a culture that is friendly to all genders. The committee promotes a culture that is friendly to all underrepresented members and strives for all genders to be well-represented in mathematics. Many of WiM’s events are open to all genders.

Some of WiM activities:

- WiM Faculty Lunch and Chat (peer mentoring events for WiM faculty members)
- Directed Reading Program for students
- Lean in Circles (peer mentoring events for WiM students)
- Networking events
- Soft skills workshops
- Women in Math Colloquium series
- Informing WiM member about career opportunities
JOIN US

Save the date for our upcoming event:

**WHAT I WISH I KNEW THEN!**

Women in Mathematics welcomes new students to the Faculty of Mathematics

**WiM Welcome Event**
September 14 | 4:30 p.m. – 6 p.m. EDT

- Get to know other women in math and build your connections!

Stay in touch

Subscribe to our mailing lists

Like us on Facebook @WiMUWaterloo

Follow us on Twitter @WaterlooWIM

Find out more on our website: uwaterloo.ca/wim
HELP AND WELLNESS

Bertrand Guenin, Associate Dean, Graduate Studies
GETTING HELP
Department/School:

- Program requirements, funding / scholarship, TA assignments
- Specific webpage for each program / unit
- Contact points: advisor / graduate coordinator / graduate chair / graduate student representative

Math Graduate Office:

- Oversees graduate units, guidance on procedure and regulations, specific concerns
- [https://uwaterloo.ca/math/current-graduate-students](https://uwaterloo.ca/math/current-graduate-students)
- Contact points: mgo@uwaterloo.ca, mathadg@uwaterloo.ca
Graduate Studies and Postdoctoral Affairs (GSPA):

- Supports graduate students, postdocs, faculty, shapes university wide policies
- [https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/](https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/)
- Contact points: ask MGO - probably not needed

Do no hesitate to reach out and ask questions
Other resources:

• Writing and Communication Center
• AccessAbility Services
• Student Success Office
• Centre for Career Action
• Center for Teaching excellence
• ...
TRAINING
Working as a TA or RA makes you an *employee* of the University of Waterloo

Must complete 3 online safety training sessions:

- Employee Safety Orientation
- Workplace Violence
- Workplace Hazardous Materials Information System
If you are a TA

- Attend the TA training workshop on September 7, 2022 at 4:30PM (MC 4021)

- Refer to the Math Grad TA website: https://uwaterloo.ca/math/current-graduate-students/mathematics-graduate-teaching-assistant

- Complete this training module: Conflict Management and Human Rights Office (Harassment and discrimination)
TA mental health training:

- An initiative by GSPA and the Center for Teaching Excellence
- The Role of TAs in Supporting Student Mental Health
- *Self-Care Strategies for TAs*
- [https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/mental-health-training-teaching-assistants](https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/mental-health-training-teaching-assistants)

Optional but encouraged !!!
Covid-19:

- Stay up to date with vaccinations
- We are a mask-friendly campus
- If you are sick, stay away - you can self-declare your absence in Quest
- [https://uwaterloo.ca/coronavirus/](https://uwaterloo.ca/coronavirus/)
Take good care of yourself !!!

Living Wellness:

- wellness activities, workshops, and events,
- create a holistic sense of well-being and fulfillment
- [https://uwaterloo.ca/math/living-wellness-programming](https://uwaterloo.ca/math/living-wellness-programming)
Needing help: campus wellness

- counselling services / health services / additional resources

- https://uwaterloo.ca/campus-wellness/

Please seek help if you need it
Takeaways:

• We are excited to see you all here
• Lots of different resources available to you
• We are happy to help, just ask
• Personal hardships: we can help
THANK YOU FOR ATTENDING THE FALL 2022 MATH GRADUATE ORIENTATION