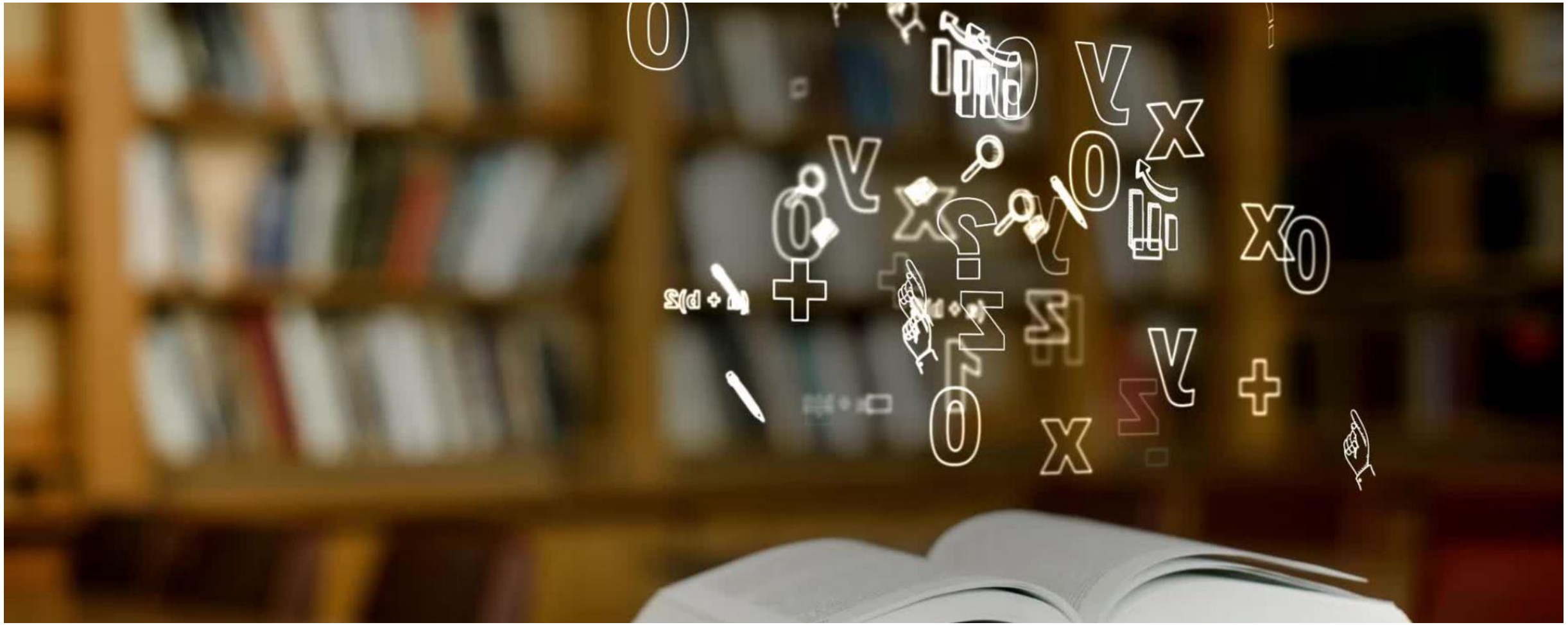
MATH GRADUATE ORIENTATION

Please take a seat. We will start shortly!

Thank you!

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

Welcome and Introduction to the Faculty of Mathematics



AGENDA

Welcome and Introduction to the Faculty of Mathematics
- Brian Ingalls, Associate Dean, Mathematics Graduate Studies

Services and Resources
- Marek Stastna, Math Faculty Computing Services
- Michelle Meier & Geoffrey Shifflett, AccessAbility Services
- Nadine Fladd, Writing Centre
- Rebecca Hutchinson, Math Librarian

- **Academic Integrity**
- Amanda McKenzie, Director, Quality Assurance (Academic Programs)

- **Office of Indigenous Relations**
- John Lewis, Director, Indigenous Faculty Relations

- **Math Graduate Student Association**
- Aiden Huffman, Treasurer

Women in Math
- Yu-Ru Liu, Women in Mathematics Committee Chair

Safety Training, Additional Resources, Policies, Guidelines
- Brian Ingalls, Associate Dean, Mathematics Graduate Studies

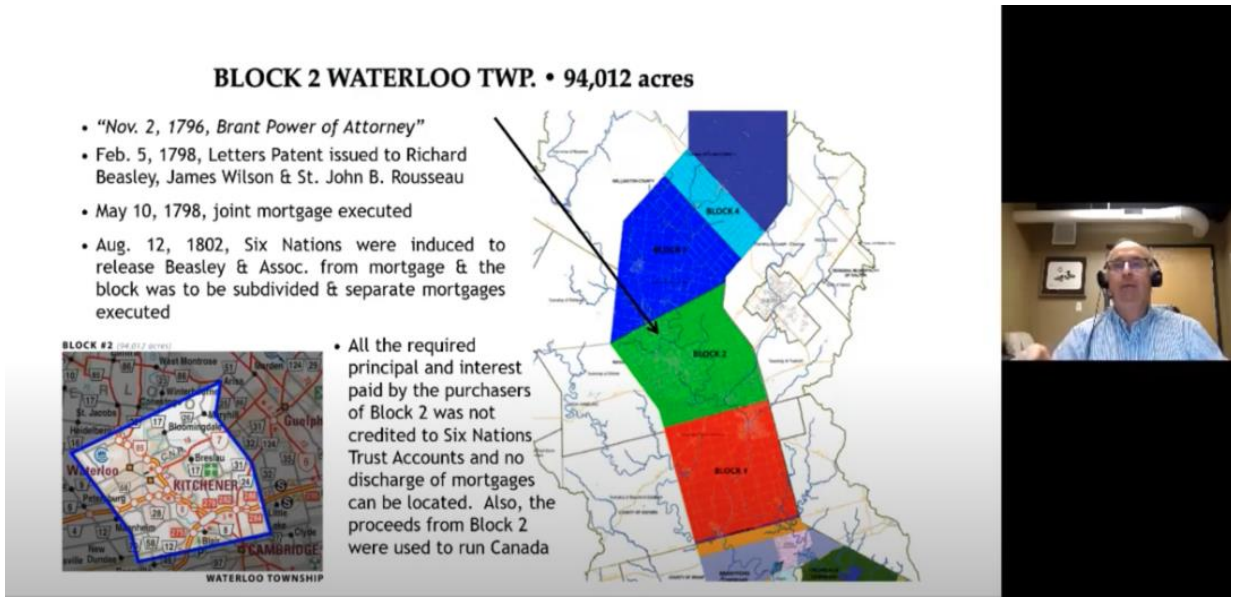
Brian Ingalls

Associate Dean, Mathematics Graduate Studies

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

Territorial acknowledgement: The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the **Haldimand Tract**, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is co-ordinated within the Office of Indigenous Relations.

https://native-land.ca/



Details: Talk by Phil Monture
https://www.youtube.com/watch?v=tD7Jd2Mnq3U

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

MAREK STASTNA

Associate Dean, Computing, Director of MFCF

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

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.

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

ACCESSABILITY SERVICES

Michelle Meier (she/her)

Accommodation Consultant, AccessAbility Services

ABOUT ACCESSABILITY SERVICES

- AccessAbility Services (AAS) is the University's centralized office for the management of student academic accommodations on the grounds of disability under the Ontario *Human Rights Code* (the *Code*).
- AAS ensures students with disabilities and disabling conditions can access, and participate in, their education by removing barriers and building capacity for success.
- AAS is available to all students at the University of Waterloo including:
  - Undergraduate or Graduate students
  - Domestic or international students
  - Students enrolled in full-time or part-time classes

ABOUT ACCESSABILITY SERVICES

- AccessAbility Services:
  - Determines eligibility for academic accommodations
  - Facilitates accommodation plans in partnership with faculty/academic unit
  - Assesses/determines exemptions on grounds of disability
    - Petitions
    - Admission accommodations
    - Accessible housing accommodations
    - Clinical placements

ABOUT ACCESSABILITY SERVICES

- Students with **known or suspected** disabilities and disabling conditions
- Students experiencing permanent, temporary, or sporadic/episodic conditions
- Students with a broad range and degree of conditions that impact their ability to access and meaningfully participate in their education including:
    - Physical disability, medical condition, or injury (e.g., mobility impairment, broken arm, seizures, arthritis, cancer)
    - Sensory disability (e.g., visual impairment, low vision, Deaf, hard of hearing)
    - Learning disability (e.g., in math, reading, writing)
    - Mental health disability (e.g., depression, anxiety), including temporary conditions
    - Psychological, emotional, and physical effects of trauma:
        - War and other forms of geographical violence
        - Racial, cultural, intergenerational, or historic trauma
        - Witnessed or experienced physical, emotional, or sexual trauma
        - Sudden or violent loss of a loved one; accidents and natural disasters

GRADUATE STUDENT ACCOMMODATION SUPPORT

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.

GRADUATE STUDENT ACCOMMODATION SUPPORT

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 the AccessAbility Services course on 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

GRADUATE STUDENT ACCOMMODATION SUPPORT

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.

AccessAbility Services
519-888-4567 ext. 35082
access@uwaterloo.ca
https://uwaterloo.ca/accessability-services/

THE WRITING AND COMMUNICATION CENTRE

Nadine Fladd

WHO ARE WE?

writing and communication centre

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

UNIVERSITY OF WATERLOO

writing and communication centre

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

VIRTUAL AND IN-PERSON APPOINTMENTS

Need help with your project? Book a **50-minute appointment** with a WCC Advisor or peer tutor 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

UNIVERSITY OF WATERLOO

writing and communication centre

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

EMAIL APPOINTMENTS

If you prefer written feedback, live in a different time zone, or just can't find an appointment that suits your schedule, try out an email appointment to get feedback! We will spend 50-minutes reading and responding to your work, so although lengthy documents may not be read completely, a WCC Advisor 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. You'll receive feedback by 6 pm on the day of your selected spot.

For more information:

uwaterloo.ca/wcc

UNIVERSITY OF WATERLOO

writing and communication centre

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

EVENING AND WEEKEND APPOINTMENTS

Our peer tutors are also available to help you during the evenings and weekends this fall, from September 8th to December 12th!

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 6-9pm, Mondays through Thursdays.

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

For more information:
uwaterloo.ca/wcc

UNIVERSITY OF WATERLOO

writing and communication centre

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

ONLINE WORKSHOPS

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

UNIVERSITY OF WATERLOO

writing and communication centre

UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

ONLINE RESOURCES

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.

WCC Resources	WriteOnline.ca	Suggest a new resource or provide feedback on our existing resources

For more information:
uwaterloo.ca/wcc

UNIVERSITY OF WATERLOO

writing and communication centre

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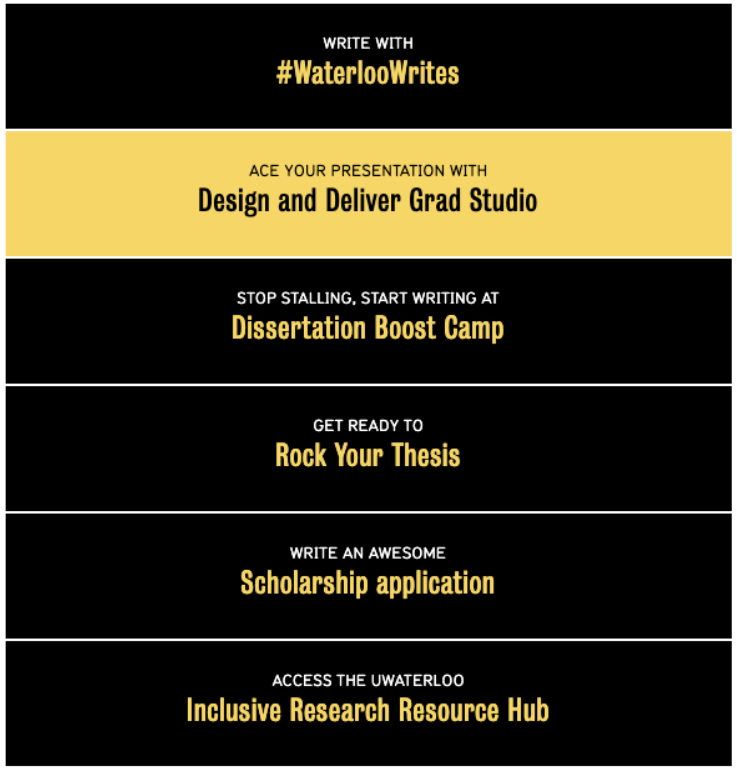
GRAD-SPECIFIC PROGRAMS

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 **Design and Deliver: Grad Studio**, or tackle your thesis or dissertation with **Rock Your Thesis** or **Dissertation Boost Camp**!



For more information:

uwaterloo.ca/wcc

UNIVERSITY OF WATERLOO

writing and communication centre

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THE LIBRARY

Rebecca Hutchinson, Math Librarian

Davis Centre Library

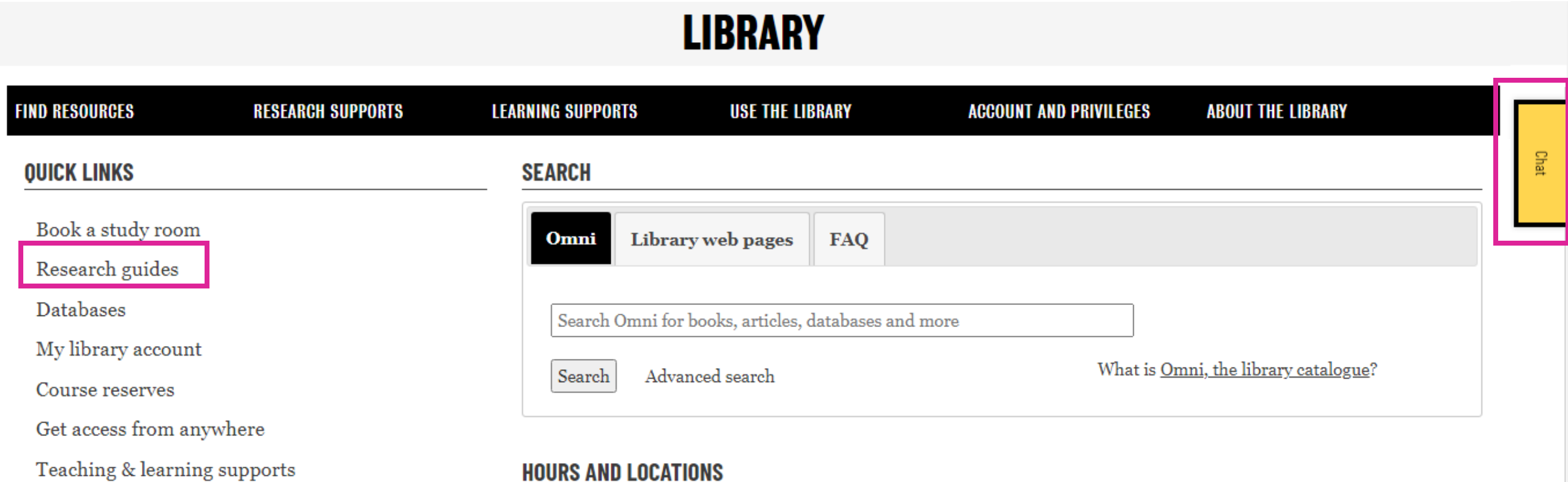
- 8am–12am Monday–Friday
- 11am–12am Saturday & Sunday
- Library Help Desk
- Math and computer science collections
- IST Help Desk
- Computers, printing, study space

Library Services

- Access online journals, articles, conference papers, and e-books
  - Start at the Library's website for access to full text
- Borrow print books
  - Request a print book through the library's catalogue
  - Pick it up from the Help Desk or have it mailed to you (within Canada)
- Get research support
  - Email your Librarian to set up a consultation r3hutchi@uwaterloo.ca
  - Use the chat button on the Library's home page if you need assistance or have a question
  - Check out the Research Guides with curated resources to help you find the research you need

Library Website

- Start your research at the Library Website
- You will be prompted to log in with your WatIAM
- Then you will have access to our paid content



Math Research Guide

- Curated resources to help you find e-books, papers, and more
- Instructions for requesting items
- Contact information: r3hutchi@uwaterloo.ca ext.43214 DC 1547

LIBRARY

Library / Research guides / Mathematics / Find papers

Mathematics: Find papers

Search this Guide | Search

Home | Find papers | Access papers | Find books | Find data | Cite and write | Publish

Mathematics research databases

Find mathematical research and papers using these research databases.

- MathSciNet
  Articles in mathematics, computer science, statistics, and econometrics, as well as applications to science and

Multidisciplinary research databases

Not sure where to start? The databases below cover many disciplines including math, business, economics, health, life science, physical science, and technology.

- Scopus

Your librarian

Math Librarian

- I can help with:
  - Copyright and publishing questions
  - Searching the literature
  - Managing research data
  - Tracking scientific impact
  - Citing and citation software
  - And more!
- Virtual and in-person consultations available

ACADEMIC INTEGRITY

Amanda McKenzie & Julie Piatek

Office of Academic Integrity

work. study. play. with integrity.
» the road to success is
paved with
integrity

ACADEMIC INTEGRITY

is a commitment to six values: **honesty, trust, fairness, respect, responsibility**, and **courage.**

Examples of upholding 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

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…"

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

AVOID BY:

- Working alone, unless the instructor specifically permits group work. If you are unclear about it ask instructor before collaborating.

- Tutors, editors, or friends can make suggestions or show you how to do things, but they cannot create parts of your assignments or thesis or completely re-do your work.

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

AVOID BY:

- Always citing others' ideas, words, images, code, data, etc.
- Taking detailed notes when doing research to accurately track your sources
- Using citation management software (i.e., Zotero) and iThenticate for original research
- Never re-submitting a partial or whole assignment without permission from the instructor

CHEATING

What does cheating look like?

- Doing anything that gives you an unfair advantage over others

AVOID By:

- Talking to the instructor if feeling overwhelmed in advance of the deadline or exam date
- Leaving plenty of time to complete assignments
- Engaging in honest behavior

Generative Artificial Intelligence (GenAI)

At present, there is not one rule that applies to using this technology.

Instructors and supervisors are responsible for setting the rules and expectations at a course/degree level. They may also have specific rules for assignments within a course. **Hence, you need to be aware of what is/ is not allowed with GenAI.**

If you're going to use it consider the following:

- Is it allowed in your course, your assignments, your research or thesis?
- Do you know how to use it ethically (i.e., with approval and transparency)?
- Learn how to properly cite the use of GenAI.
- If you're unsure of how to use GenAI – ask your instructor, supervisor or liaison librarian.

PRIVACY & DATA SECURITY

If you wouldn't share it on social media, don't put it in a chatbot!!!

- Most GenAI systems or chatbots **do not protect your privacy**.
- In fact, they often save and use whatever you put into them.
- This includes your IP address, any personal information or data you entered, including any copyrighted or Intellectual Property (IP), and your geolocation etc.
- GenAI may reproduce personal, copyrighted or confidential data in an output. Make sure you read and agreed with the Terms of Use and Privacy Policy of any tool you are going to use.

The University of Waterloo's Microsoft Copilot (not Copilot for Microsoft 365), accessed using your UWaterloo account, will automatically provide you with personal and institutional data protection

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, Zotero, iThenticate)
- ✓ Keep course materials confidential – don't share beyond the classroom without permission from your instructor
- ✓ Do honest work (e.g., not asking others online to complete your work for you, or using unauthorized aids during exams)
- ✓ Ask your supervisor and instructors **BEFORE** using GenAI.
- ✓ Leave plenty of time to complete your work, and ask for help when you need it
- ✓ **Be original with your work. Don't rely on AI or others**!

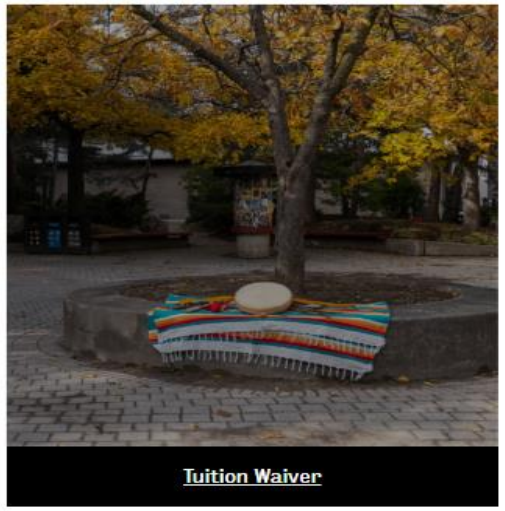
Unsure? It's okay to ask!
Your instructor/supervisor is the best place to start.

Office of Academic Integrity

OFFICE OF INDIGENOUS RELATIONS

John Lewis

Ongoing Indigenous Relations at the University of Waterloo

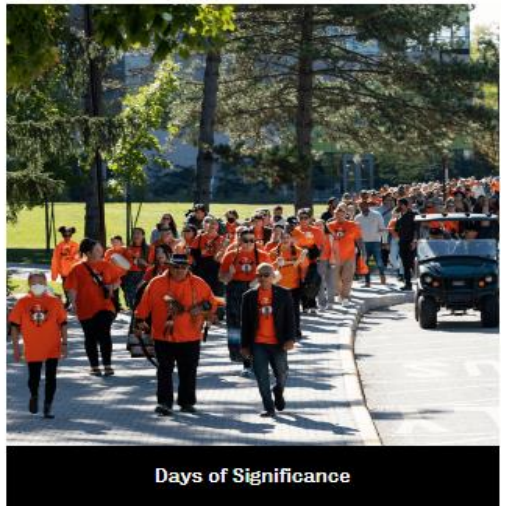

Tuition Waiver

Smudging on Campus

Events & Workshops

Seasonal Newsletter

Territorial Acknowledgement


Days of Significance

https://uwaterloo.ca/indigenous/

UNIVERSITY OF WATERLOO

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

UNIVERSITY OF WATERLOO

SOME OF OUR PAST EVENTS

Workshops and Professional Development:

- Sexism Response Workshop
- Mental Health Training
- Alumni Panel

Social Events:

- Boardgame nights (Wednesdays)
- Drinks (Fridays)

Representation:

- Mental health training
- Department and community issues
- Program development and initiatives

UNIVERSITY OF WATERLOO

CURRENT BOARD MEMBERS

Executives

- Chair: Hassaan Qazi
- Treasurer: Aiden Huffman
- Secretary: **VACANT**
- Event Coordinator: **VACANT**
- Publicity Officer: **VACANT**

Departmental Directors

- Applied Math: Megha Susan Manoj
- C&O : **VACANT**
- Computer Science: James Riddell
- Computational Math: **VACANT**
- Data Science and AI: **VACANT**
- Pure Math: AJ Fong
- Stats & AS: Brempong Owusu Boateng

UNIVERSITY OF WATERLOO

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!

UNIVERSITY OF WATERLOO

WOMEN IN MATHEMATICS

Yu-Ru Liu, Women in Math Committee Chair

Stay Connected

- To receive updates on OGMC, DRP, Pizza Piazza, WoW, and other WiM activities, please follow us on Instagram.

UWATERLOOWIM

MATH EQUITY OFFICE

https://uwaterloo.ca/math/about/equity-office

How We Can Help	Faculty Initiatives	Equity and Inclusive Communities (E&IC) Principles

Our Team

Jeremy Steffler (he/him, they/them)

Faculty Equity Officer

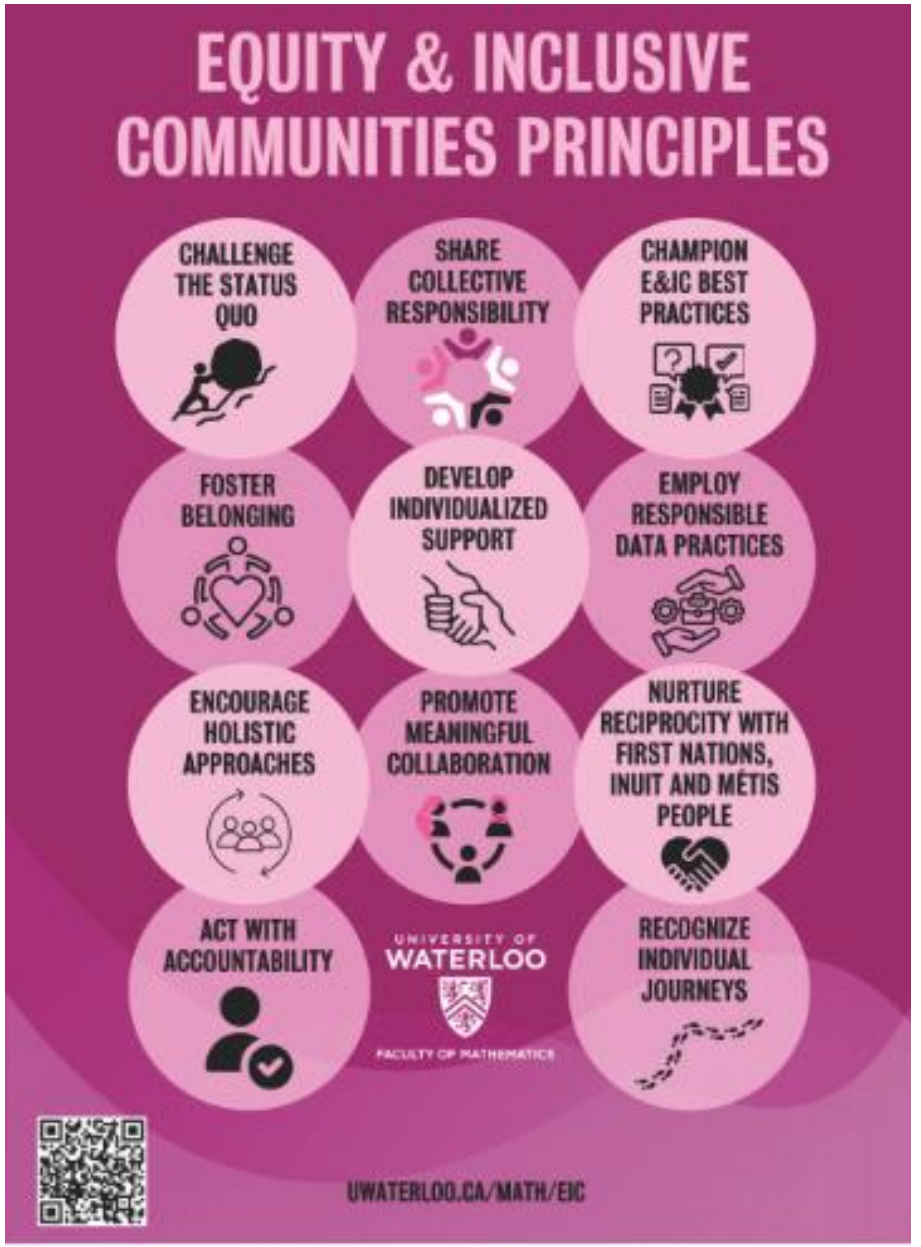
jeremy.steffler@uwaterloo.ca

Shabiba Shahjahan

Projects Coordinator

Email: matheqcp@uwaterloo.ca

UNIVERSITY OF WATERLOO



MANDATORY SAFETY TRAINING FOR GRADUATE STUDENTS

Brian Ingalls
Associate Dean, Mathematics Graduate Studies

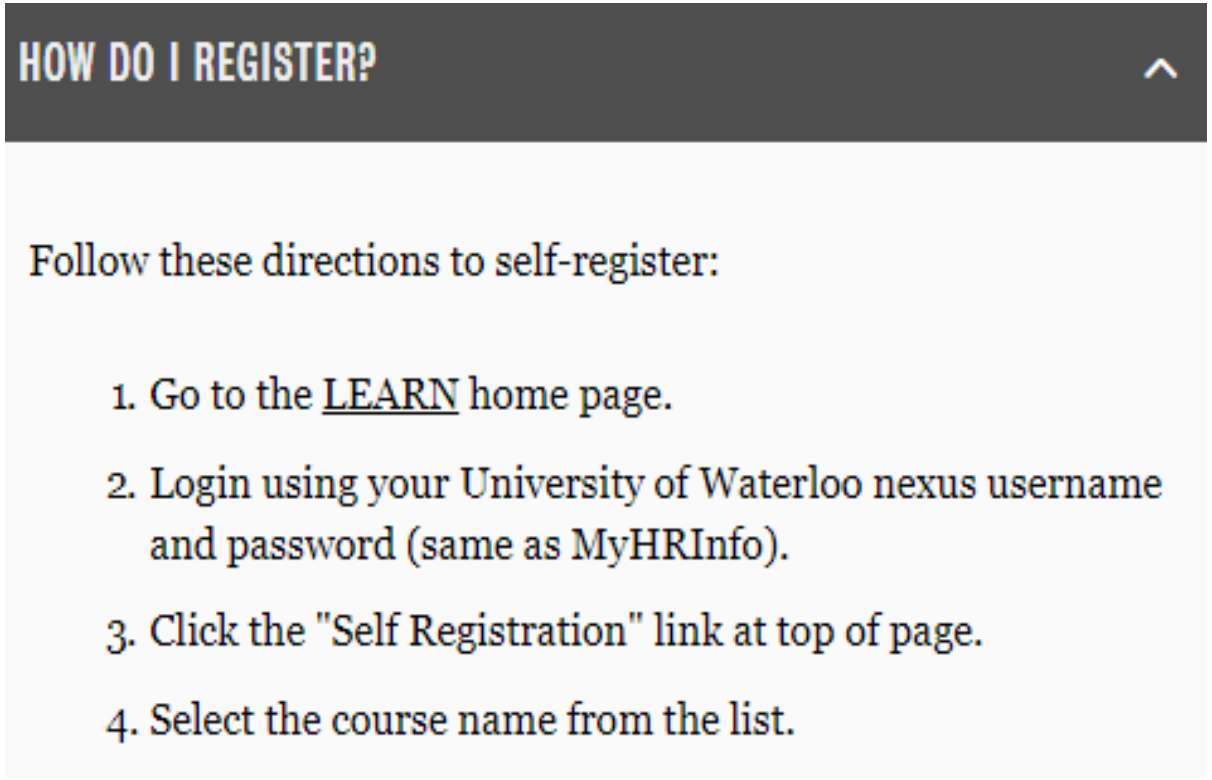
UNIVERSITY OF WATERLOO | FACULTY OF MATHEMATICS

WHY SAFETY TRAINING?

- As a graduate student, if you work as a teaching assistant (TA) or research assistant (RA) you are also considered an employee at the University of Waterloo.
- As an employee, you must complete the three mandatory online safety-training sessions, which are part of Waterloo's Health, Safety and Environment (HSE) Program.
- Two additional training modules are specifically required for employment as a TA
- Completing these online training sessions is a part of your graduate duties.

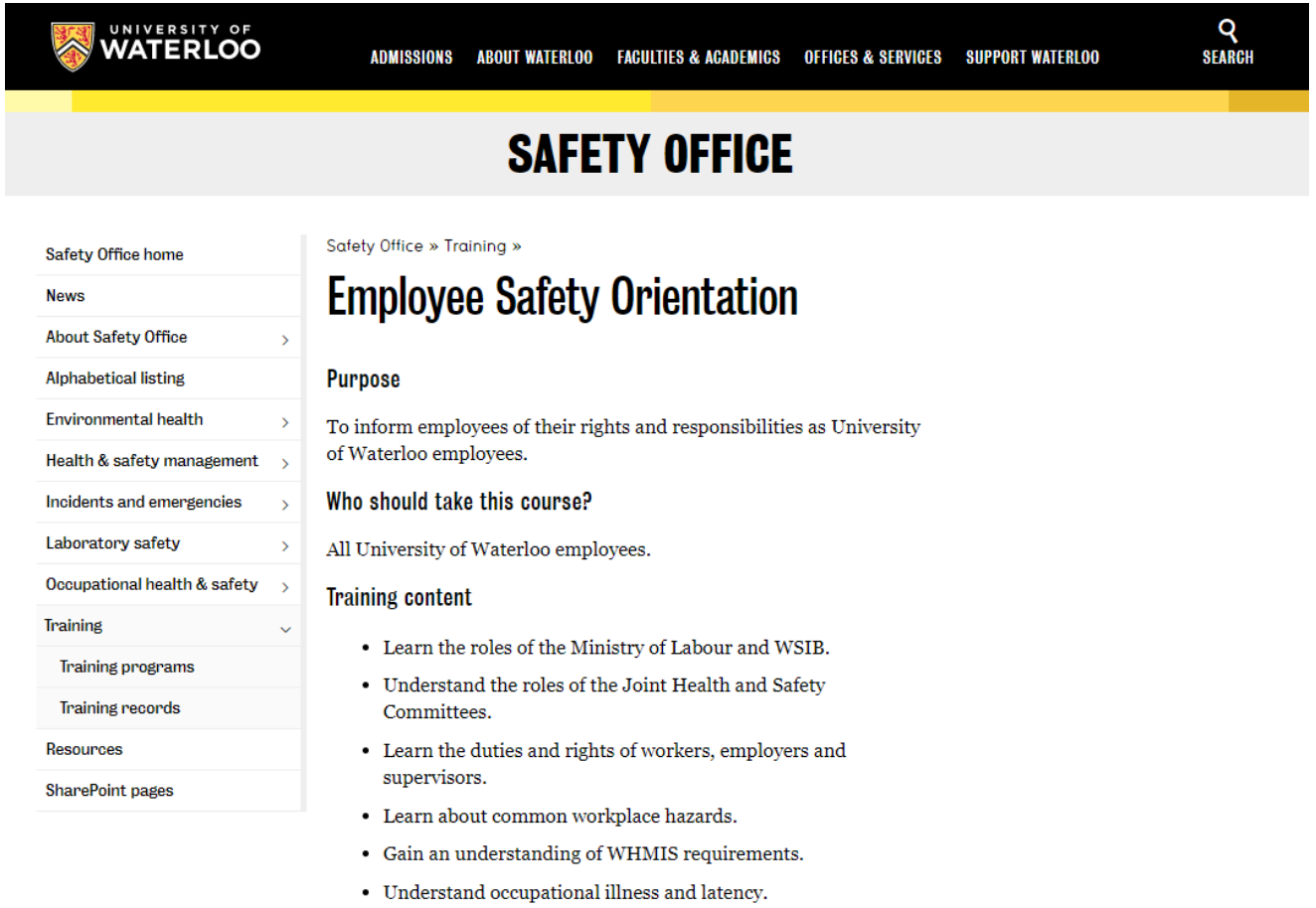
MANDATORY TRAINING SUMMARY

- Safety Training Modules (all employees):
  - Employee Safety Orientation 60 min
  - WHMIS 2015 45-60 min
  - Workplace Violence Awareness 60 min
- Training modules (Mathematics TA training)
  - Harassment and Discrimination (30 mins)
  - Accessibility training (75 mins)

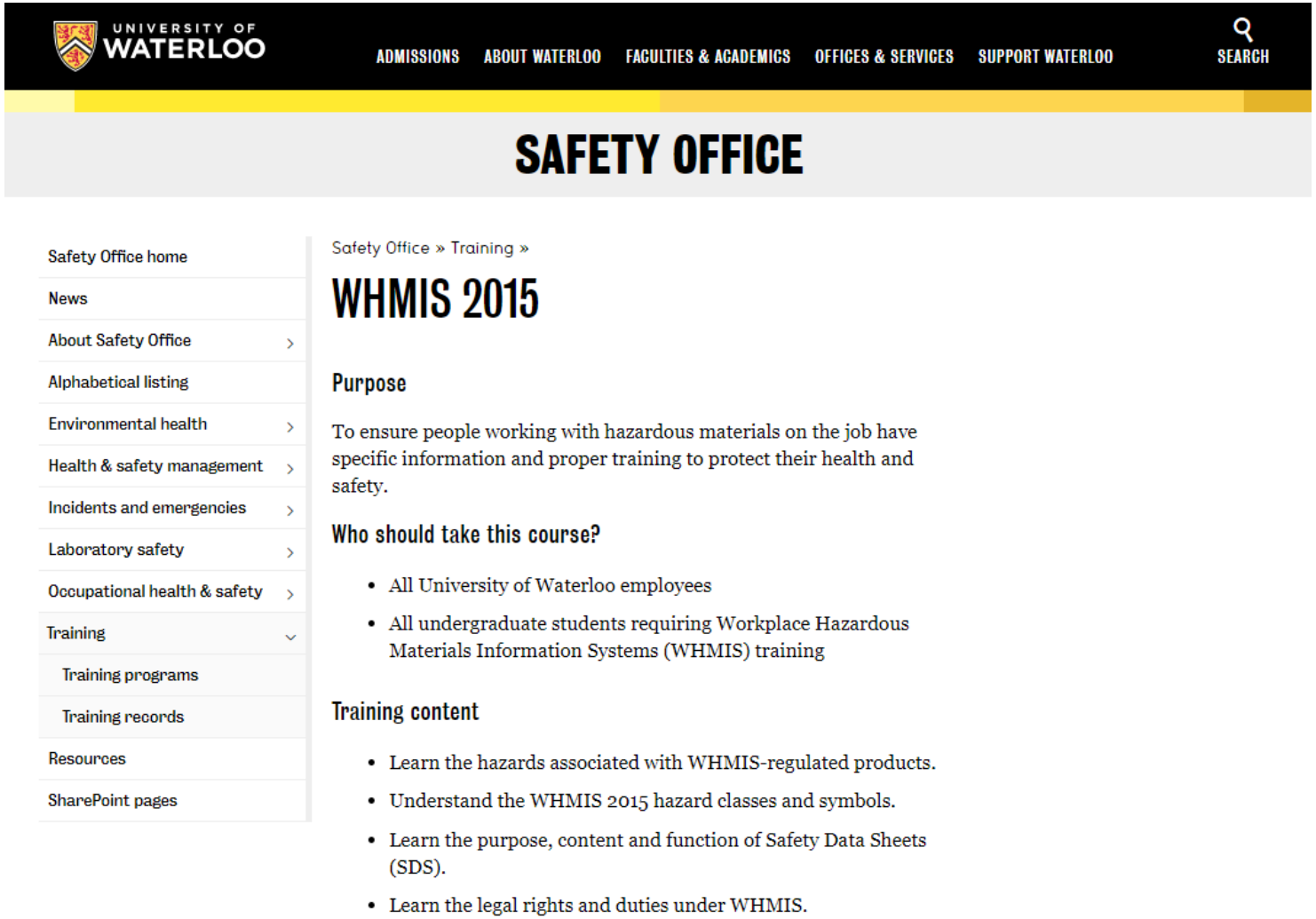


You can verify completion of your employee safety training in Workday: access your training history through the application called “Learning”.

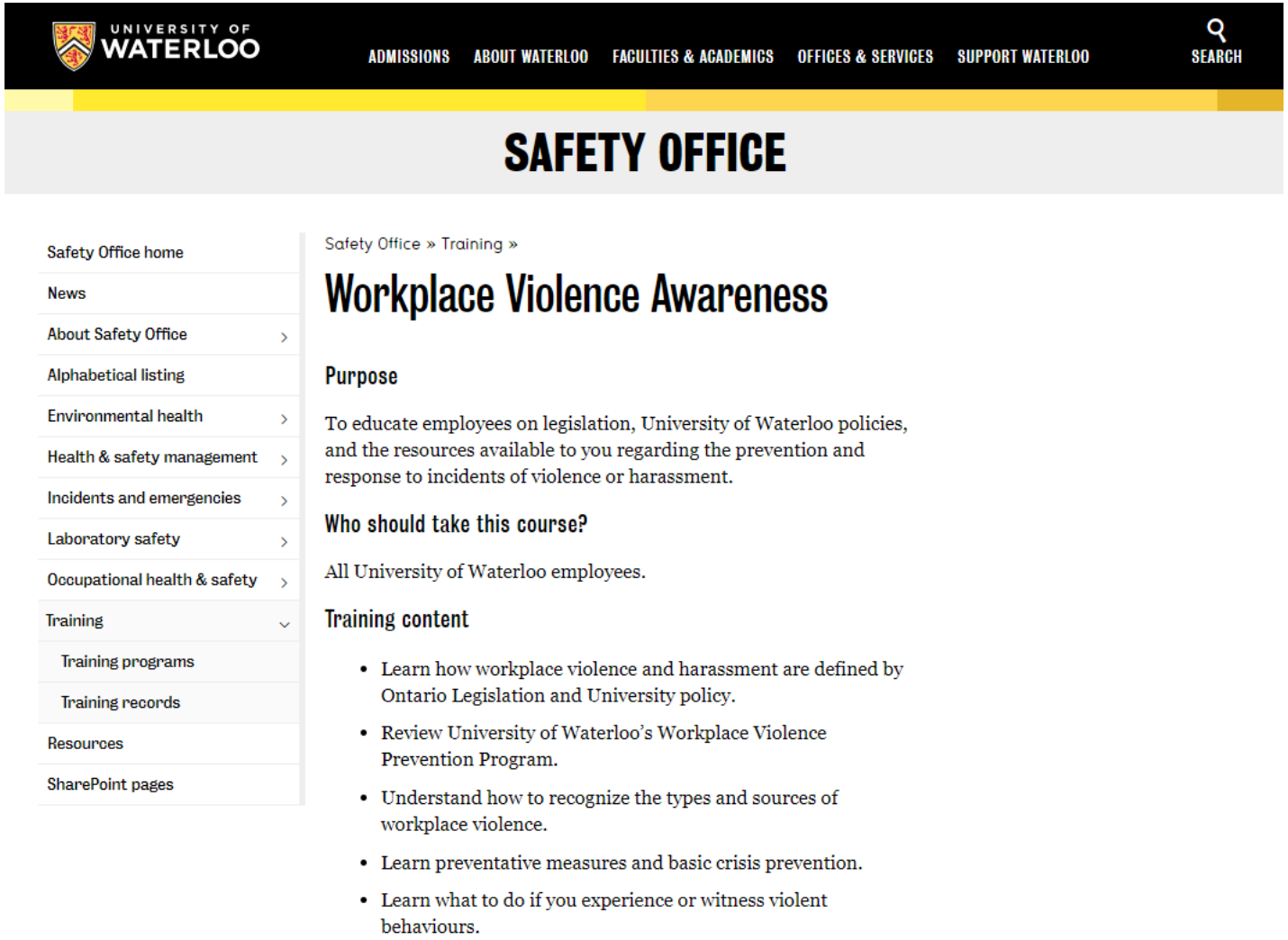
SAFETY TRAINING MODULES



https://uwaterloo.ca/safety-office/training/employee-safety-orientation



https://uwaterloo.ca/safety-office/training/whmis-2015



https://uwaterloo.ca/safety-office/training/workplace-violence-awareness

TA TRAINING MODULES

As a TA, you have a responsibility to respond if you become aware of harassment or discrimination.

- Harassment refers to unwanted comments or conduct that negatively affects the work environment, e.g. unnecessary touching, leering or suggestive remarks, reprisal for rejection of sexual advances, sexually explicit imagery, degrading jokes and comments
- The Conflict Management & Human Rights Office (CMAHRO) online module outlines your responsibilities and describes resources that are available to assist in your TA role.

As a TA, you will support the University in achieving accessibility as established under the Accessibility for Ontarians with Disabilities Act (AODA).

- Through the online Accessibility Training module, you will learn about the AODA, its Accessibility Standards, and how to become an Accessibility Champion at Waterloo.

TA TRAINING MODULES

- TAs are **required** to complete both the CMAHRO Harassment and Discrimination and the Accessibility training online modules by the end of their first term as a TA.
- Failure to complete this training may affect your funding.
- The training only needs to be completed once in your academic career here at the University of Waterloo.
- In the Teaching Assistant Manual you will find complete instructions for self-enrollment, accessing the modules, and how to check whether you have completed and passed the module quizzes.

ADDITIONAL RESOURCES, POLICY, GUIDELINES

Your first point of contact

- Your supervisor
- Your department graduate coordinator
- Your department graduate officer
- The Math Graduate Office (MGO)
  - Administrative manager; Associate Dean of Graduate Studies

BOOKMARK YOUR UNIT'S GRADUATE HOMEPAGE

PURE MATHEMATICS	• https://uwaterloo.ca/pure-mathematics/graduate-studies
APPLIED MATHEMATICS	• https://uwaterloo.ca/applied-mathematics/graduate-students
COMBINATORICS AND OPTIMIZATION	• https://uwaterloo.ca/combinatorics-and-optimization/graduate-studies-combinatorics-and-optimization
STATISTICS AND ACTUARIAL SCIENCE	• https://uwaterloo.ca/statistics-and-actuarial-science/graduate-students
COMPUTER SCIENCE	• https://cs.uwaterloo.ca/current-graduate-students
COMPUTATION MATHEMATICS	• https://uwaterloo.ca/computational-mathematics/current-masters-students
DATA SCIENCE	• https://uwaterloo.ca/data-science/current-graduate-students

Math Graduate Advocate Program

- The Graduate Advocates are faculty members who interact with graduate students on matters of concern to the student that are directly related to their graduate program https://uwaterloo.ca/math/graduate-advocates
- Communication with the Graduate Advocates is privileged; your privacy will be protected
- Topics for discussion could include:
  - Progress in the program.
  - A second opinion on advice, requests, or other comments from your supervisor.
  - Changing supervisors.
  - Staying in the grad program vs. accepting a job offer.
  - Feedback for the grad officer or chair that you may be uncomfortable discussing with them directly.

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ADDITIONAL RESOURCES

A great source of information is the Teaching Assistant Manual provided on the Faculty of Mathematics website and the University TA Handbook, which can be accessed on the CTE website Handbook.

For other information relating to policies and guidelines, please refer to the GSPA Graduate Studies Academic Calendar: General information and regulations.

The site Graduate Studies and Postdoctoral Affairs connects to many other useful documents.

Among several policies relevant to TA and RA positions, the Policy 46 - Information Management has direct implications for TA practices.

POLICY 46 – INFORMATION MANAGEMENT

- The University of Waterloo manages all information (including personal information) in compliance with:
  - Freedom of Information and Protection of Privacy Act (FIPPA)
  - University policies (e.g., Policy 46 – Information management)
  - University guidelines and procedures
- The University of Waterloo affirms:
  - the principle of freedom of information; and
  - is committed to the protection of the privacy of those who work and study at the University
- For privacy-related questions or in case of a privacy breach, contact your supervisor/manager

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POLICY 46 – INFORMATION MANAGEMENT

- Policy 46, in particular, implies that for student privacy and consideration, TAs must follow several rules, including:
  - Material that contributes to a student's grade must not be made public.
  - Comments and grades should be hidden from view of other students.
  - Exams and assignments should be returned only to the students who wrote them and not to other individuals, unless written permission has been given by the author.

TA Workshop Reminder

<u>Mandatory</u> for all new graduate students <u>except</u> those in CS and SAS:

Graduate TA Training workshop

- Attendance will be taken.
- Wednesday, September 4, 5:30 – 8:30 pm
- MC 1085
- A pizza dinner will be provided.

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THANK YOU FOR ATTENDING THE FALL 2024 MATH GRADUATE ORIENTATION