Graduate Studies Information Booklet

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Welcome to the Department of Geological Sciences and Geological Engineering. We are pleased that you have chosen to study here, and we hope that your time in the Department is intellectually rewarding and enjoyable.

Regardless of the degree program that you are pursuing, I encourage you to get involved in the life of the Department; it's the best way to make life-long friends and enrich your experience at Queen’s. The Jolliffe Club, the departmental graduate-student society, hosts social events and organizes the Geocolloquium series of scientific talks (one each Friday afternoon during term time). The Miller Club, which is the organization representing undergraduate students in the Department, also hosts many social events to which graduate students are welcome.

If you have problems of any kind, please seek assistance from your supervisor and/or others in the Department. Your supervisor is your first stop for most problems. In addition, Kelly McCaugherty (Graduate Program Assistant), Dianne Hyde (our Departmental Manager and general fixer of problems), Heather Jamieson (Graduate Coordinator), and I all have an open-door policy. Please don’t hesitate to come and see any of us if you have a problem that can't be worked out with your supervisor. We will do everything we can to help you.

Unless you’ve undertaken graduate studies before, the time spent as a graduate student is likely to be very different from anything else you’ve experienced. You generally don’t have the rigors of day-to-day classes the way undergraduate students do, and you have more freedom than you will in almost any job. Of course this freedom comes with obligations to work diligently on your project. In addition, you have the chance to interact with fellow students and faculty in a way that can be very stimulating. We sincerely hope that when you have finished your studies at Queen’s you can look back on your time here as one of the most enjoyable periods of your life. Good luck with your studies!

D.J. Hutchinson
Head of Department
Dear new Graduate Student:

The members of the Jolliffe Club would like to welcome you to the Department of Geological Sciences and Geological Engineering!

The Jolliffe Club is the student society for all Geological Sciences and Geological Engineering graduate students at Queen’s. In addition to representing student views to the department and PSAC 901 (local TA/TF Union), we also run social events throughout the year.

Our first event of the year is a Welcome Back BBQ (TBA). You will receive an official event announcement in your Departmental email address so keep an eye out! Other events organized by the Jolliffe Club include: a Halloween Party & Pumpkin Carving Contest, a Pub Crawl, a Wine and Cheese an Alumni Speaker and The Queen’s Geoscience Speaker Series.

The Jolliffe Club also organizes 2 weekly events:

- **Grad Coffee Time** every Wednesday afternoon at 2:15 pm. Coffee and snacks are available for 25 cents in the grad lounge! Just bring your own mug.

- **Geocolloquium** every Friday afternoon at 4:30 pm. At this event, graduate students, professors and guests have an opportunity to run a 15-minute presentation on a geo-scientific topic of their choice. It’s a great opportunity for graduate students to practice their presentation skills and learn about the interesting research going on in the department. Speakers sign up on a voluntary basis.

If you feel like getting involved, elections for Jolliffe Club positions will take place in September. Come on out and get involved!

With that, we welcome you once again to the Department and we’re looking forward to meeting you at the Welcome Back BBQ.

- The Jolliffe Club
## DEPARTMENT OF GEOLOGICAL SCIENCE AND GEOLOGICAL ENGINEERING

### CONTACT INFORMATION

**Head of Department**
Dr. D.J. Hutchinson  
Bruce 249  
613.533.3388  
jhutchin@geol.queensu.ca

**Graduate Studies Coordinator**
Dr. H. Jamieson  
Miller 304  
613.533.6181  
jamieson@geol.queensu.ca

**Graduate Studies Jolliffe Club**
Ryan Dhillon  
Bruce 329  
no phone; email only  
ryan.dhillon@queensu.ca

**Administrative Staff:**
- Linda Brown  
  Financial Assistant  
  Bruce 245  
  613.533.3016  
geolresearchaccount@queensu.ca
- Dianne Hyde  
  Departmental Manager  
  Bruce 247  
  613.533.2596  
geoladministrativeassistant@queensu.ca
- Kelly McCaughey  
  Graduate Program Assistant  
  Bruce 245  
  613.533.2017  
geolgradassistant@queensu.ca
- Larke Zarichny  
  Undergraduate Program Assistant  
  Bruce 240  
  613.533.2598  
geolundergradassistant@queensu.ca

**Technical Staff:**
- Jerzy Adwent  
  Thin Sections  
  Miller B2  
  613.533.6000 ext.77359  
adwent@geol.queensu.ca
- Paul Alexandre  
  Research Associate  
  Bruce 553  
  613.533.6178  
alexandre@geol.queensu.ca
- Mark Badham  
  Museum Curator  
  Miller 104  
  613.533.6767  
badham@geol.queensu.ca
- Don Chipley  
  Research Associate/ICPMS and clean labs  
  Bruce 145  
  613.533.2183  
dobosz@geol.queensu.ca
- Agatha Dobosz  
  Technician  
  Bruce 451  
  613.533.6167  
joy@geol.queensu.ca
- Brian Joy  
  Microprobe Technician  
  Bruce 122  
  613.533.2595  
leduc@geol.queensu.ca
- Evelyne Leduc  
  Research Associate (On Maternity Leave)  
  Bruce 129  
  613.533.2016  
renaud@geol.queensu.ca
- Rob Renaud  
  Computing Technician  
  Bruce 528  
  613.533.6173  
vuletich@geol.queensu.ca
- April Vuletich  
  Isotope Lab Manager  
  Bruce 129  
  613.533.2183  

**Departmental General Office Hours:**

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office</td>
<td>Mon-Fri 9:00 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>(Closed between 12-1:00 p.m. for lunch)</td>
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**Building Hours:**

<table>
<thead>
<tr>
<th>Building</th>
<th>Mon-Thurs</th>
<th>Fri</th>
<th>Weekends</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller Hall</td>
<td>7 a.m. to 10 p.m.</td>
<td>7 a.m. to 5 p.m.</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Bruce Wing</td>
<td>7 a.m. to 5 p.m.</td>
<td></td>
<td>12 p.m. to 4 p.m.</td>
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**Graduate Studies Information**

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<thead>
<tr>
<th>Information</th>
<th>Contact</th>
<th>Office</th>
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<tbody>
<tr>
<td>Financial Support</td>
<td>Linda Brown</td>
<td>Bruce 245</td>
</tr>
<tr>
<td>Graduate Student Matters</td>
<td>Kelly McCaugherty</td>
<td>Bruce 240</td>
</tr>
<tr>
<td>Student Club</td>
<td>Ryan Dhillon</td>
<td>Bruce 329</td>
</tr>
</tbody>
</table>

**Departmental Information**

<table>
<thead>
<tr>
<th>Information</th>
<th>Contact</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Computer Access and Information</td>
<td>Rob Renaud</td>
<td>Bruce 233</td>
</tr>
<tr>
<td>General Information (Mail, Faxes, etc.)</td>
<td>General Office</td>
<td>Bruce 240</td>
</tr>
<tr>
<td>Payroll/Contract Information</td>
<td>Linda Brown</td>
<td>Bruce 245</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>Dianne Hyde</td>
<td>Bruce 247</td>
</tr>
<tr>
<td>Undergraduates, Technicians and Post Docs</td>
<td>Linda Brown</td>
<td>Bruce 245</td>
</tr>
<tr>
<td>Photocopy Cards and Assistance</td>
<td>Linda Brown</td>
<td>Bruce 245</td>
</tr>
<tr>
<td>Rock Storage, Lab Supplies</td>
<td>Roger Innes</td>
<td>Miller MB3</td>
</tr>
<tr>
<td>Shipments (incoming)</td>
<td>General Office</td>
<td>Bruce 240</td>
</tr>
<tr>
<td>Shipments (outgoing)</td>
<td>Linda Brown</td>
<td>Bruce 245</td>
</tr>
<tr>
<td>Travel Advances</td>
<td>Linda Brown</td>
<td>Bruce 245</td>
</tr>
</tbody>
</table>

**Campus Information**

<table>
<thead>
<tr>
<th>Information</th>
<th>Contact</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment &amp; Housing Information</td>
<td></td>
<td>169 University Avenue</td>
<td>613.533.2501</td>
</tr>
<tr>
<td>Campus Security</td>
<td></td>
<td>202 Fleming/Jemmett</td>
<td>613.533.6733</td>
</tr>
<tr>
<td>Health, Counselling and Disability Services</td>
<td>LaSalle Building, 146 Stuart Street</td>
<td>613.533.2506</td>
<td></td>
</tr>
<tr>
<td>Human Resources &amp; Compensation</td>
<td></td>
<td>Stewart-Pollock Wing, Fleming Hall</td>
<td>613.533.2070</td>
</tr>
<tr>
<td>International Centre (QUIC) / UHIP Information</td>
<td>Room 117, John Deutsch Centre</td>
<td>613.533.2604</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td></td>
<td>1st Floor, Gordon Hall</td>
<td>613.533.2040</td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td></td>
<td>4th Floor Gordon Hall, Room 425</td>
<td>613.533.6100</td>
</tr>
</tbody>
</table>
Program Information

A Little History

Teaching of geology and mineralogy at Queen’s began in the 1860’s, and separate departments in these two fields, established in 1893 as part of the School of Mining, were amalgamated in 1950 to form the Department of Geological Sciences. The Department’s name was changed to the Department of Geological Sciences and Geological Engineering in 1999 to reflect the importance of geological engineering in both our undergraduate and graduate programs. The first master’s degree in geological engineering was conferred in 1912, the first M.A. in geological science was awarded in 1920 (the name of the degree was changed to M.Sc. for all graduates after 1958), and the first Ph.D. was awarded in 1943. To date, the Department has awarded over 480 master’s degrees and 200 doctoral degrees, and its graduates occupy senior positions in industry, academia, and government.

Our Program

The graduate program in the Department of Geological Sciences and Geological Engineering at Queen’s University is characterized by seven main attributes:

- Our research and teaching covers the breadth of the solid earth sciences, including geophysics. This allows us to give uniquely broad educational opportunities to our students.

- In all of our programs, the Department has made a commitment to maximize the amount of fieldwork that our students experience.

- We carry out an intimate blend of pure and applied research in all of our research programs. This permits our graduates to function equally well in academic, industrial, consulting, and government settings.

- We are a highly collegial department, with a shared vision and excellent vertical and lateral connections between and among the undergraduate students, graduate students, post-doctoral fellows, and professors. This provides an ideal atmosphere for mentoring at all levels.

- We are a highly interdisciplinary department that seeks to make scientific advances at the interfaces of the traditional fields. Many of our graduate students are co-supervised, and Ph.D. supervisory committees of our current students include professors from Biology, Chemistry, Civil Engineering and Mining Engineering.

- Because Kingston is small, students live in close proximity to the campus. As a result, the building hums with graduate activity until after 10 p.m. every night. Graduates work and socialize together. The graduate student society in geological sciences and geological engineering (the Joliffe Club) is extremely active in all of these activities, and hosts a weekly Geocolloquium program of research presentations by the graduate students and professors.

- We are an international department, with graduate students from around the world. Every year our professors and graduate students carry out research
programs on six different continents. Our contributions are also recognized internationally – several of our professors have won international awards for their research, and others have served on the executive of significant international societies and the editorial boards of major international journals.

In summary, we are a department of international standing, which offers outstanding opportunities for graduate study and research because of the high quality of the faculty, our multidisciplinary nature, and the collegial and positive atmosphere.

**Objectives of the Programs**

**Master of Science & Master of Applied Science (Pattern I, Research)**

The objective of this degree program is to provide advanced study in a sub-discipline of geological sciences or geological engineering as a prelude to further education (typically a Ph.D.) or in order to qualify for an advanced position in government surveys or in the mining, petroleum, geotechnical or geoenvironmental industries. This objective is achieved through a mixture of mentoring, coursework and an original research thesis. Coursework (4 one-term courses) is designed to provide research-level knowledge of the chosen specialty and related fields. Most courses include a mix of classroom lectures, graduate presentations, specific to the sub-discipline and, in addition to individual contact with the course instructor(s), may include weekly speaker or discussion programs, graduate field trips led by professors, group participation in a regional or national scientific meeting, or other group activities involving the instructor(s) and graduate students. All Pattern I master’s students are offered a position as a teaching assistant. The M.Sc. or M.A.Sc. thesis involves an original study that must be written in a scholarly fashion and presented in an oral defence. Most M.Sc. and M.A.Sc. theses result in a refereed publication in a major national or international journal.

**Master of Science in Applied Geology (Pattern II)**

The Master of Science in Applied Geology is a one-year program leading to enhanced knowledge in Mineral Exploration/Resource Geology (Stream A) or Geological Engineering (Stream B). The program normally commences in September and can be completed by the end of April or August of the following year depending on the project. The Master of Science in Applied Geology degree is based either on a project/course-work program or a course-work program, as outlined in the following table:

<table>
<thead>
<tr>
<th>Degree: Master of Science in Applied Geology</th>
<th>Pattern</th>
<th>Council</th>
<th>Mandatory Course Requirements</th>
<th>Method of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>II (project/course-work or course-work only)</td>
<td>Science Council</td>
<td>GEOL 898</td>
<td>GEOL 898 (project) plus 6 term length course credits (min) or 8 term length course credits (min)</td>
<td></td>
</tr>
</tbody>
</table>

Under the project/course-work pattern II program, a student is required to complete six primary term length course credits. The project course is in addition to these six courses, and is taken under the code GEOL 898. At least four primary courses must be taken in the Department of Geological Sciences & Geological Engineering. Up to 25% (1 course) of the primary courses can be 4th year and/or graduate courses which are co-taught and co-numbered with 4th year courses. The project culminates in a written report. The requirements for the course-work pattern program are eight term length course credits, and at least four courses must be taken in the Department of Geological Sciences & Geological Engineering. Selection of courses in both the Pattern I and II programs is subject
to Supervisor and Graduate Coordinator approval. Students must obtain a satisfactory standing in all courses (minimum 70%) in both.

**Doctor of Philosophy**

The objective of the Doctor of Philosophy degree is to prepare students for a career as researchers in government geological surveys, industry specialists, or as university-based teachers and researchers. Graduates are expected to be able to recognize significant geological problems and opportunities, to independently design and carry out an investigation of the problem utilizing the most appropriate and modern methods, and to publish refereed scientific papers and reports that show innovation in the analysis and scholarship in the discussion. These objectives are achieved through a combination of mentorship, a comprehensive qualifying examination, and a doctoral dissertation with an oral defence. All doctoral students have a supervisory committee that consists of three professors. During their first year of study, students sit a comprehensive qualifying examination to determine their breadth of knowledge across relevant fields of geoscience (and other related fields as required) and their specific knowledge of the field and subdiscipline in which they intend to complete their thesis. Students registered in Division III (Engineering and Applied Science) must also complete four graduate courses. Formal coursework is not normally required for students registered in Division IV (Mathematics and Physical Science) but may be mandated as a result of the comprehensive examination or the assessment of the supervisor or supervisory committee; in addition, it is common for doctoral students to take one or more courses that are particularly relevant to their thesis or planned career path. Mentoring is as described for the M.Sc. and M.A.Sc. degree and additionally may include increased participation in international conferences and workshops, greater responsibility in interactions with undergraduate students (e.g., as senior demonstrator for large courses, occasional classroom lecturer under supervision, etc.), and increased involvement in the design and implementation of the research philosophy and direction. Doctoral students are expected to show considerable autonomy in designing their research program. An ability to synthesize and appreciate the global implications of the research is essential. The dissertation must be original, unique and publishable in a refereed scientific journal. In accordance with the regulations of the School of Graduate Studies, the doctoral dissertation may be written either in a traditional (chapter) format or as a collection of integrated papers with a common Introduction, Conclusions, and References; students are increasingly choosing to write in paper format as this streamlines the preparation of manuscripts for publication. Most doctoral dissertations following this format result in 2-3 refereed papers in major international journals.

**Fields in the Program**

The fields in the master’s program are identical to those described for the doctoral program, and reflect departmental strengths in research and graduate teaching. Fields I to V all lead to the M.Sc. and Ph.D. degrees. In the past and foreseeable future, the M.A.Sc. degree is only granted to students in Field V. A list of the fields can be found at: http://www.queensu.ca/calendars/sgsr/Geological_Science_and_Geological_Engineering.html
Computational Science & Engineering

Collaborative Specialization in Computational Science & Engineering

Queen’s is one of the first universities in Canada to launch a university-wide specialization in computational science and engineering, giving graduates a head start in fields such as drug discovery, behavioural science, genomics, mathematical economics, digital imaging and nanotechnology, just to name a few. Computational science is already facilitating major advances in many disciplines and is poised to make significant contributions to society as a whole.

The Queen’s Collaborative Graduate Program in Computational Science and Engineering connects today's databases, algorithms, simulations and information systems with tomorrow's scientific breakthroughs. It's an exciting, fulfilling option for students looking to get even more out of an existing degree. It is designed to enhance the value of your master's degree, and consists of a three-course specialization that teaches you the latest methods for applying the power of high-performance computing to scientific problems in your area of study. From advanced numerical analysis, mathematical modelling and simulation, and parallel programming, these methods support and enhance more traditional approaches based on theory and experimentation.

This specialization is available to M.Sc., M.A.Sc., and Ph.D. programs and entails the following:

- Completion of the coursework, thesis and other requirements of the "home" program in which you enrol;
- Completion of the "Fundamentals of Computational Science" graduate course;
- Completion of the "High Performance Computing and Its Applications" graduate course;
- Participation in the Computational Science Colloquium;
- Undertaking of a thesis, project, or essay that applies or contributes to the computational approach in your home discipline.

If interested, or for more information, please contact:

Professor Andrew Pollard
Director, Queen’s Collaborative Program in Computational Science & Engineering
Department of Mechanical & Materials Engineering
Queen’s University
Kingston, ON CAN K7L 3N6
Phone: 613.533.2569
Fax: 613.533.6489
Email: pollard@me.queensu.ca

Or visit:

http://www.queensu.ca/sgs/program/engineering-sciences/compscieng.html
Tuition & Fees – Office of the University Registrar

Tuition fee information for graduate students can be found on the Office of the University Registrar’s (OUR) web site at the following link:

http://www.queensu.ca/registrar/currentstudents/fees.html

Many changes have been made this academic year to the Tuition fee information. It is recommended that all Graduate Students visit the web links provided below to become familiar with these details.

New Tuition Fee Payment Schedule:

http://www.queensu.ca/registrar/currentstudents/fees.html

Graduate Student Tuition Fees – Domestic:

Graduate Student Tuition Fees – International:

Fee Payment Methods:
http://www.queensu.ca/registrar/currentstudents/fees/payment.html

Pre-Authorized Payment (PPL) Plan:
http://www.queensu.ca/registrar/currentstudents/fees/payment/preauth.html

Student Activity Fees:
http://www.sgps.ca/info/fees.html
Health Insurance (OHIP & UHIP)

OHIP

The Ontario Health Insurance Plan (OHIP) provides residents of Ontario with free basic health care services that are medically necessary (generally excluding dental services). Services covered include visits to a family doctor, specialists, and hospital stays. They can be accessed with a valid health card. More information can be found here:

http://www.ontario.ca/health-and-wellness/health-cards

To be eligible for Ontario health coverage you must:

- Be a Canadian citizen or have a work permit valid for longer than 6 months
- Make your permanent and principal home in Ontario
- Be physically present in Ontario 153 days in any 12-month period

To apply for OHIP you must go in person to the Ontario Ministry of Health Office at 1055 Princess Street, Suite 401, K7L 5A9. You can download forms to fill out in advance here:

https://www.ontario.ca/health-and-wellness/what-documents-are-required-get-ontario-health-card

Waiting Period for New or Returning Ontario Residents

Newcomers to Ontario and former residents returning here to live after being out of the country for more than seven months must wait three months before applying for OHIP, to establish residence in Ontario. If you are an eligible resident moving to Ontario from another part of Canada, your former province’s health insurance will cover you for up to three months.

If the waiting period applies to you, the university requires you and your dependents to be covered under the University Health Insurance Plan (UHIP) during that period. Please follow this link for enrolment information, forms and fees.

http://quic.queensu.ca/incoming/uhip.asp

Walk-in Clinics

If you don’t have a family doctor yet, Kingston offers several walk-in clinics to take care of urgent, minor, non-life threatening medical problems. Please follow the first link above for locations and hours. No appointment is necessary, and fees are covered if you are covered under OHIP or UHIP.

The Queen’s Health, Counselling and Disability Services (HCDS) also offers healthcare for graduate students and their families, and holds an “urgent care” clinic daily, Mon-Fri. Both UHIP and OHIP cover most services provided by the HCDS. For more information, visit:

http://www.queensu.ca/hcds/
Health Insurance (OHIP & UHIP)

UHIP

The University Health Insurance Plan (UHIP) is a mandatory health plan for all international members who will have an association with Queen's University for 3 weeks or longer. UHIP is a primary insurance plan that provides basic medical coverage for most doctor and hospital services in Ontario.

All International members attending Queen's University must enrol themselves and their dependents in the University Health Insurance Plan (UHIP), unless they can provide proof of enrolment in a plan that has been deemed comparable to UHIP by the insurer.

All international students, workers, visitors and their dependents must enrol in UHIP within their first 30 days of arriving to Canada, or a $500.00 penalty will be issued.

The UHIP enrolment process must be repeated each and every academic year that you will be attending Queen’s University.

Enrolment

For those in Kingston:

If you are in Kingston, please come to the Reception office of the Queen’s University International Centre (QUIC), located in the John Deutsch University Centre, to complete a UHIP application for yourself and your dependents. You will be provided with proof of UHIP coverage until your UHIP card arrives at our office (approximately 4 to 6 weeks later). Please return to QUIC at that time to pick up your UHIP card.

For those NOT in Kingston:

If you are not in Kingston, please visit the QUIC website at:

http://quic.queensu.ca/incoming/howdoienrolinuhip.asp

and use the appropriate link to access a pre-registration form. Provide the necessary information for yourself and your dependents (if applicable). With this information, the QUIC will complete a UHIP application on your behalf to enrol you and your dependents in UHIP coverage that will begin immediately upon your arrival to Canada.
Getting Paid: SIN, Taxes & Payroll

Obtaining a SIN (Social Insurance Number)

This is a nine digit number allocated to you which is used in the administration of various government agencies. You will need a SIN number to work in Canada.

STEP 1: You will need to provide the following:
1. Passport
2. Work Permit/Visa

STEP 2: You must complete an application form. Please follow the instructions attached to this form before submitting it. It is available online at:

www.hrsdc.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=nas2120&lang=e

STEP 3: The quickest way to apply is in person at the local office. It is located at:

Kingston Service Canada Centre
Frontenac Mall, Floor 1
1300 Bath Road
Kingston, ON

STEP 4: Once you have your SIN number, you MUST submit your documents to Kelly McCaugherty. Queen’s University will not pay you until you do this.

Taxes

Canadians are required to pay taxes which support health care, education systems, and infrastructure such as roads, street lighting, signage, water service and maintenance, law enforcement, and more.

All individuals working in Canada are required to pay provincial and federal taxes, whether or not they are Canadian citizens. Annually (no later than April 30), every person earning an income in Canada submits a Canada Customs and Revenue tax form declaring all income earned in Canada from their date of arrival.

For non-working spouses you will also need to obtain a temporary tax number. You will need this for your tax return and for child tax benefits that you can apply for.

Payroll: Teaching Assistantships, Teaching Fellowships, Research Assistantships

These funding sources are administered by the Department. Please see Kelly McCaugherty (Bruce 240) for any questions about your funding package.
English Language Skills

SGS 801: Principles of Academic Writing

Principles of Academic Writing is an interdisciplinary graduate course focusing on topics relevant to preparing and composing a thesis:
- how to match your objectives with readers’ expectations
- how to find the latest, most useful sources in your discipline
- how to construct a strong, clear argument
- how to achieve stylistic and grammatical clarity
- how to compose an appropriate abstract and introduction
- how to prepare the body of your manuscript
- how to integrate references properly within your text
- how to avoid pitfalls that lead to ethical violations
- how to revise and proofread effectively
- how to prepare and give an oral presentation

Evening lectures are complemented by workshops on specific areas of grammar and composition and by presentations by guest speakers. There is no charge to students for this course, but permission of the instructor is necessary and enrolment is limited. Applicants must obtain an Academic Change Form from their department, have it signed by their supervisor, and take it to the Writing Centre in Stauffer Library for the instructor’s signature.

http://www.queensu.ca/writingcentre/courses/sgs801/sgs801.html

SGS 802: English Language Communication Skills for Teaching Purposes

This is a twelve week non-credit course designed for International Graduate Students/Teaching Fellows who are non-native speakers of English. It focuses on two themes: providing students with opportunities to improve their language and communication skills within the context of their duties as Teaching Assistants and opening the door to understanding the culture, attitudes and assumptions that prevail in the Canadian university classroom. Insight into these assumptions and values will help International Teaching Assistants/Teaching Fellows be more effective in their interactions with students at Queen’s.

SGS 802 addresses the following:
- Understanding the culture of the Canadian university classroom
- How to create an inclusive learning environment
- Teaching strategies and presentation skills for ITAs
- Marking and evaluation skills
- English pronunciation, stress, rhythm and intonation where necessary
- Understanding Canadian society through the media

This course is offered in Fall term, and all classes are held in the Centre for Teaching and Learning. SGS 802 is not typically offered during Winter term.

To register: please contact the CTL by email at ctl@queensu.ca or call 613.533.6428.
Connecting to Utilities

**West or East Areas of the City**

**Electric service**

Contact Hydro One at 1.888.664.9376 or visit [www.hydroone.com](http://www.hydroone.com).
Note: this can be a lengthy call due to high call volumes.

**Natural Gas**

Contact Union Gas at 1.877.774.3111, or apply online at [www.uniongas.com](http://www.uniongas.com).
Click on Residential, and then click on “MyAccount Login/Register”.

**Water & Sewer**

Contact Utilities Kingston 613.546.0000, or apply online at [www.utilitieskingston.com](http://www.utilitieskingston.com).
Click on “Residential Accounts”.

**City Central**

**Electricity, Natural Gas and Water & Sewer**

In the central area of Kingston, these services are all provided by Utilities Kingston. Contact them at 613.546.0000, or apply online at [www.utilitieskingston.com](http://www.utilitieskingston.com).
Click on “Residential Accounts”.

**Area-wide Services (TV, Internet and Phone)**

**Cable TV / Internet / Phone**

Numerous service providers serve the Kingston area; Cogeco Cable and Bell Canada are the most widely used. For a more comprehensive list, please visit: [www.yellowpages.ca/searchBusiness.do](http://www.yellowpages.ca/searchBusiness.do) and enter Internet, phone or TV in the search engine.

**Cogeco Cable** provides cable TV, cable Internet and cable phone services.
You can contact them at 1.800.267.9000, or apply online at [www.cogeco.ca](http://www.cogeco.ca).
Note: You will need your postal code and house number to apply online.

**Bell Canada** provides satellite TV, DSL Internet, and phone services.
You can contact them at 613.310.2355, or apply online at [www.bell.ca](http://www.bell.ca).
Schools in Kingston

A variety of school types, publicly and privately funded, is available in the Kingston area. They are described below.

**Important for parents who are foreign nationals, arriving in Canada on a work permit:**

To avoid paying school fees in publicly funded schools, you must ensure that your children are listed as dependents on the work permit of the parent. The parent whose work permit lists the children as dependents must have legal guardianship.

**Limestone District School Board**

The Limestone District School Board (LDSB) is the area’s public school board. For a list of schools, consult the white pages in the phone book under Limestone District School Board of Education. The LDSB website [www.limestone.on.ca](http://www.limestone.on.ca) provides information on overall board policies, programs, and individual schools. The site is divided into “Elementary” (Kindergarten to Gr.8) and “Secondary” (Gr.9 – 12). Many schools also have their own websites, which can be accessed under “Our Schools”.

The Limestone Board has an “Open Boundaries” policy. You may enrol your child in the school of your choice, regardless of where you live. If you are not a resident of the school’s district, attendance of your children will depend on enrolment numbers of home district students. The Board will attempt to provide bus service for out of district students, but transportation cannot be guaranteed.

**Algonquin Lakeshore Catholic District School Board**

The Algonquin Lakeshore Catholic District School Board (ALCDS) provides Catholic education in the Greater Kingston area. Their website [www.alcdsb.on.ca](http://www.alcdsb.on.ca) provides detailed information on board policies, programs and services. For information on elementary and secondary school programs click on “Our Schools”. A complete list of all elementary schools and secondary schools, along with their addresses/contact information can also be found there. For further information, please contact 1.800.581.1116.

The ALCDS Board operates from the principle that children will attend the school within their residential district. Exceptions can sometimes be made at the discretion of the school principal when there are considerations such as babysitting arrangements; however, decisions are dependent on home district enrolment numbers. To find out the district school for an address, contact the board and ask to speak to the transportation office.
Child Care in Kingston

Child Care

Depending on your time of arrival and your child’s age, child care spaces may be limited. It is advisable to contact the child care centre of your choice as early as possible to ensure a space upon arrival.

A comprehensive list of child care centres is available in the Queen’s Child Care Resource Guide [www.queensu.ca/humanresources/apps/childcare](http://www.queensu.ca/humanresources/apps/childcare). This guide provides information about the different types of child care available, advice on how to select the type of child care that best suits your child, and how to access benefits to help offset your child care expenses. Information on child-oriented services available in the Kingston area is also included.

Child Care Spaces for Infants

There are relatively few child care centres that provide spaces for infants (under 18 months). The Early Years Centre provides information on the ages accepted at each child care centre, who to contact to apply, the location of the child care centres, and more. Visit: [www.ontarioearlyyears.ca/oeyc/en/Location/Kingston/Kingston/centres.htm](http://www.ontarioearlyyears.ca/oeyc/en/Location/Kingston/Kingston/centres.htm)

Spaces for infants are often found with inspected private home child care providers. Contact 613.384.1231, or by email at oeyc@kos.net.

French-speaking Child Care Centres

There are two French child care centres in Kingston, Garderie Croque Soleil and Garderie Educative (at Madeleine-de-Roydon Public School, Canadian Forces Base Kingston). Both provide spaces for children 18 months – 5 years and after-school care. Please consult the Child Care Resource Guide [www.queensu.ca/humanresources/apps/childcare](http://www.queensu.ca/humanresources/apps/childcare) for further information.

Special Needs

Child care as well as support services for children with special needs are available in the Kingston area. For further details please contact the Faculty Recruitment and Support Program and we will assist you with your specific questions. Contact us at: Monica Stewart (Monica.Stewart@queensu.ca), Tel: 613-533-3167.

[http://www.queensu.ca/facultyrecruitment/Relocation.html](http://www.queensu.ca/facultyrecruitment/Relocation.html)
Guidelines for Practising Engineers in Canada

The P.Eng. Professional Licence

To legally practice engineering in Canada, you are required to obtain a P.Eng. This is a professional licence that allows you to practice engineering in the province or territory where it was granted. If you plan on practising engineering outside of Ontario, you will need to apply with the particular engineering association for that province. Once you are registered in a particular province, it is relatively simple to obtain a licence elsewhere in Canada. The licence also gives you the right to use the letters P.Eng. after your name. It tells the world that you are a Professional Engineer, that you’re committed to enhancing people's quality of life, health, safety and well-being, and dedicated to protecting the environment.

To obtain a P.Eng., you need the right education. That generally means graduating from a rigorous engineering program accredited by the profession, or a program offered outside of Canada that is recognized by the profession through an international agreement. You also need the right experience—two to four years of on-the-job internship completed under the supervision of a P.Eng. Last but not least, you must register with a provincial or territorial licensing body and write a professional practice examination. The P.Eng. tells both employers and the public that you:

- Are legally and ethically responsible for your work, and hold public safety paramount;
- Maintain the highest levels of competence, as judged by your peers;
- Continually upgrade your knowledge; and
- Adhere to a strict code of ethics.

A P.Eng. represents the highest standards of engineering knowledge, experience and professionalism in the country.

For all details concerning applications for a P.Eng. Licence, please visit:

http://www.peng.ca/english/index.html

Or talk to one of the P.Eng. in the Department; they will be happy to assist you.

The Ritual of the Calling of an Engineer (The Iron Ring Ceremony)

In addition to professional accreditation, newly graduated engineers typically participate in The Iron Ring Ceremony. This ceremony has no legal bearing on your ability to practice engineering in Canada; its sole purpose is to direct young engineers towards an awareness of the engineering profession and its responsibilities to society, and of the obligation of individual engineers to strive to adhere to high personal, professional and ethical standards.

During the ceremony, each candidate in attendance receives an Iron Ring as a symbol of having attended the Ceremony and made a commitment to these standards.

If you are a practising engineer or have an engineering degree from another university outside of Canada, you can apply to participate in this ceremony and receive an Iron Ring of your own.
Guidelines for Practising Engineers in Canada

Guidelines for Applications for The Iron Ring Ceremony

a. Applicants with a Canadian accredited engineering first degree who missed the calling in their year of graduation or licensed Canadian Engineers.
   These applicants qualify automatically.

b. Applicants with an overseas first degree in engineering who are currently enrolled in a Canadian school of engineering in a Master’s or a Ph.D. program in engineering (or have completed such a degree).
   - These applicants require certification from the department in which the student is enrolled that the student is expected to meet all requirements for the convocation in the year of the ringing ceremony.
   - They also require a reference from their supervisor and Head of Department indicating that the combined experience of their first degree in engineering, work experience and continuing education in engineering would provide equivalence to an accredited Canadian engineering program.

c. Applicants without a first degree in engineering, but currently enrolled in a Canadian school of engineering in a Master’s or Ph.D. program in engineering (or have completed such a degree).
   - These applicants require certification from the department in which the student is enrolled that the student is expected to meet all requirements for the convocation in the year of the ringing ceremony.
   - They also be assessed based on the number of Canadian engineering courses they have accumulated (transcript required) and their engineering experience. This experience should provide a basis for engineering practice in lieu of a first degree in engineering.

d. Applicants with an overseas first degree in engineering or applicant without any degree in engineering.
   - These applicants will be rare and exceptional cases and will be assessed based on the number of Canadian engineering courses they have accumulated and their engineering experience, which should be extensive and provide a sound basis for engineering practice.

The ceremony typically takes place sometime in March. The deadline for filling out your application (included in this package) is February 1st. To apply:

- Read the form carefully to see that you qualify.
- Fill in the form printing clearly.
- Include a letter from your department.
- Provide as much supporting documentation as possible. (Copies are acceptable.)
- Mail the application to the address at the top of the form.
- After you have received a letter from Camp No. 3 confirming your eligibility, go to The Iron Ring website http://camp3ironring.com/
Guidelines for Practising Geologists in Canada

The P.Geo. Professional Licence

To legally practice geology in Canada, you are required to obtain a P.Geo. This is a professional licence that allows you to practice geoscience in the province or territory where it was granted. The following guidelines apply to Ontario, where the regulating body is the APGO (Association of Professional Geoscientists of Ontario). If you plan on practising geology in another province, you will need to register under the regulations of that province. Once you are registered in a province, it is relatively simple to obtain a licence elsewhere in Canada. Professional geoscience is defined as any activity that requires the knowledge, understanding and application of the principles of geoscience and that concerns safeguarding the welfare of the public, including the life, health, and property of individuals and of the natural environment.

To obtain a P.Geo. you need to meet the minimum knowledge criteria as defined by the APGO. The core entry requirement for admission to professional practice is a four-year Bachelor of Science degree in geoscience awarded by a Canadian university. An equivalent credential may be recognized by the APGO Registration Committee through an assessment of content against a representative undergraduate degree to determine if the APGO minimum criteria for admission to professional practice have been met. You also need to provide relevant work experience: the minimum experience requirement for entry to professional practice is that the applicant has at least four years (48 months cumulative) of relevant work experience. To be accepted as qualifying work experience, it must be confirmed that at least 12 months work experience has been obtained in a Canadian work environment, or an equivalent. This requirement may be filled over time, once you are registered as a Geologist-in-Training (G.I.T.). These experience statements must be validated by a referee’s report. You must also provide the names and current addresses of at least three (3) people who are familiar with your work and can comment, in confidence, to APGO on your capability and suitability for registration and on your character.

In summary, to obtain a P.Geo. in Ontario, you must:

- Be at least 18 years old;
- Be of good character;
- Hold a minimum of a four-year undergraduate Bachelor of Science degree in geoscience (or possess an equivalent or acceptable credential as determined by the Registration Committee) which fulfills the stipulated requirements;
- Demonstrate at least 48 months of verifiable, acceptable geoscience experience, of which at least 12 months have been acquired in a Canadian work environment or equivalent;
- If required, complete the Professional Practice and Ethics examination.

To apply in Ontario, please visit:

[http://www.apgo.net/register-how.htm](http://www.apgo.net/register-how.htm)

and follow the steps for online application, or download an application package. If you have any questions or concerns, feel free to discuss them with a P.Geo. in the department. They will be happy to assist you.
REQUEST FOR OBLIGATION FOR "PRACTISING ENGINEERS"

CRITERIA FOR ADMISSION:

You are a member of or have successfully completed a course of study acceptable to a Canadian Professional Engineering Licensing body (such as PEO) and are deemed worthy by the Camp Wardens.

The onus is on the Candidate to provide evidence satisfactory to the Camp Warden that these criteria are met.

I request permission to participate in THE RITUAL OF THE CALLING OF AN ENGINEER and to undertake the obligation. I submit the following information, which I believe to be true, for the use of the Acceptance committee of the Camp.

PLEASE PRINT

1. NAME: ________________________________________________________________________________________________
2. HOME ADDRESS ________________________________________________________________________________________
3. HOME PHONE NO: ______________________________ email: ________________________________________________
4. OCCUPATION: _________________________________________________________________________________________
5. EMPLOYMENT NAME: __________________________________________________________________________________
6. EMPLOYMENT ADDRESS: _____________________________________________________________________________
7. EMPLOYMENT PHONE NO: _____________________________________________________________________________
8. MEMBER OF CANADIAN PROFESSIONAL ENGINEERING LICENSING BODY?
   Yes ___ No ___ If Yes, which one? ___________________________________________________________________
   ______________________________
9. IF A GRADUATE ENGINEER - UNIVERSITY ______________________________________ DATE: ______________
   UNDERGRADUATE DEGREE ______________________________________ DATE: ______________
10. ENGINEERING EXPERIENCE
    NOTE: If not a graduate of an accredited undergraduate engineering program at a Canadian university, you must provide evidence that your qualifications provide a sound basis for engineering practice in lieu of a first degree in engineering. Provide as much information as possible (for example, a letter from PEO confirming acceptance; a detailed description of course content of your undergraduate program; your work experience, etc.). See the guidelines on the back of this form for guidance. Attach detail pages to your submission if required.

    Date Company Position
    ________________ ____________________________________________ _________________________________________
    ________________ ____________________________________________ _________________________________________
    ________________ ____________________________________________ _________________________________________

11. THE FOLLOWING OBLIGATED ENGINEERS ATTEST THAT THE ABOVE INFORMATION IS CORRECT: (Obligated Engineers wear an Iron Ring). (Note: One of the engineers should be a direct supervisor, if possible; the second should be your Department Head.)

   (A) Name ___________________________________________________________________ Camp No. ______________
       Address ___________________________________________________________________
       Phone No. ___________________________ Signature __________________________________
   (B) Name ___________________________________________________________________ Camp No. ______________
       Address ___________________________________________________________________
       Phone No. ___________________________ Signature __________________________________

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INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Reviewed by (Warden) ____________________________ Date ___________________________
Reviewed by (Warden) ____________________________ Date ___________________________
Approved for Admission ____________________________