

LURA and USRA Orientation

Thursday, May 4, 2023



Agenda

Welcome and Land Acknowledgement

- Magdalena Krol – Associate Dean of Research, Innovation, Enterprise, and Partnerships
- Paulina Karwowska-Desaulniers – Director, Research Priorities and Partnerships

Award Logistics

- Lavina Sadhwani, Academic Services Coordinator
- Kayla Lascasas– Manager, Student Engagement & Retention

Safety on the Job

- Kitty Ki – Manager, Safety & Business Operations

Co-op

- Jolie Chan– Workplace Learning Coordinator

Social Media

- Sam Munro – Communications and Digital Marketing Specialist

Student Expectations and Conference Preparation

- Sosan Nasar – Research Administrative Coordinator
- Michelle Lee – Communications and Marketing Assistant

Pizza and Chat



“

Land Acknowledgement

”

WELCOME TO YORK

Kayla Lascasas, Manager of Student Engagement and Retention

Fun Facts

- YorkU owns part of a rainforest in Costa Rica called Las Nubes, which means The Clouds (York also brews it's own brand of Las Nubes coffee)
- York has one of the largest Intramural programs in Canada- everything from Cricket to Ice Hockey
- Lassonde is the home of Canada's only Space Engineering program
- York sells over 6000 cups of coffee a day at the Keele Campus
- We are the second largest University in Canada

Q&A Time

Payment Process for LURA and USRA

York students: Direct Deposit to Bank Account

- Posted on the 15th of each month (maybe later in May)
 - Expect funds to appear within 5 business days
- To receive payments, student need to ensure their banking information is up to date (ASAP)
 - <https://sfs.yorku.ca/refunds/request>
 - Expect significant delays if the funds are issued as a cheque.

Non-York Students: Direct Deposit to Bank Account

- Paid 25th of every month
- Set up ETF.
- Research Support Office (RSO) will provide support in setting up payments
- Reach out to resday@yorku.ca for any questions.

Awards, Taxes, and Government Support Initiatives

Government support in 2023

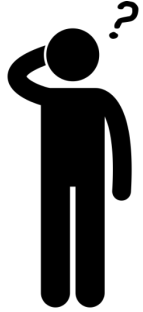
- Award payments are income

For tax forms, please see:

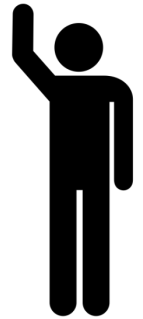
<https://sfs.yorku.ca/fees/taxforms>.

- T4A (Statement of Pension, Retirement, Annuity, and Other Income)
 - The CRA requires all educational institutions to report bursaries, scholarships, awards and prizes provided to students for the calendar year from January 1 to December 31. These amounts are reported in box 105.
 - For complete details, review Canada Revenue Agency's information on [Scholarships, fellowships, bursaries, study grants, and artists' project grants \(awards\)](#).

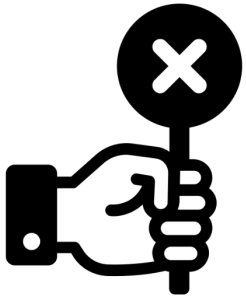
Worker Rights



Right to Know



Right to Participate



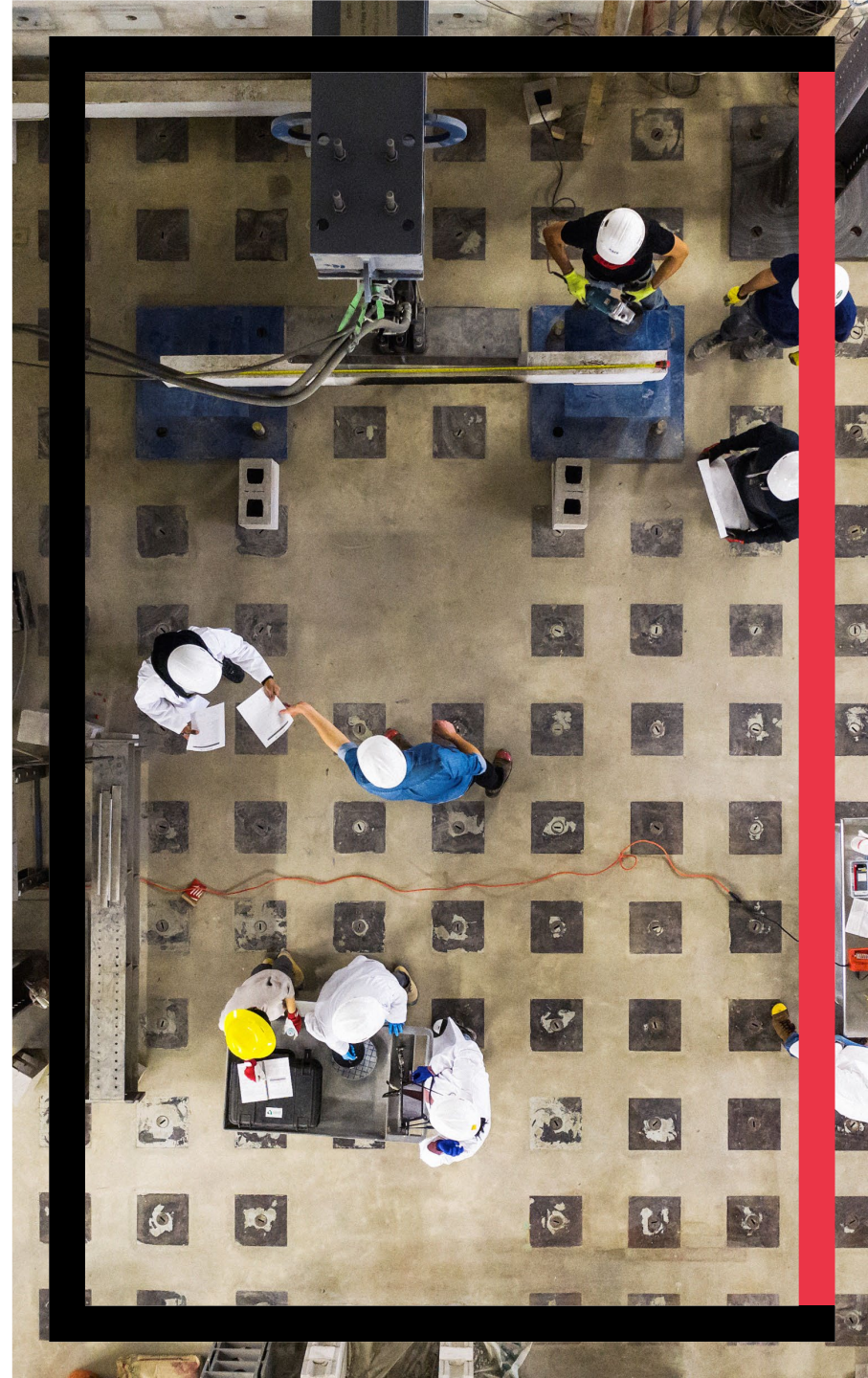
Right to Refuse Unsafe Work

Health & Safety Training Requirement

Course	
<u>Health & Safety Orientation</u>	Required
<u>WHMIS 1</u> OR <u>WHMIS 2</u>	Required
<u>Workplace Harassment & Violence for Faculty & Staff</u>	Required
<u>Job Specific H&S Training</u> (ex. biosafety, compressed gas, equipment specific training, etc.)	Job dependent

Student Expectations – Health & Safety

- **Know the hazards present in your work area and complete all necessary training PRIOR to starting work**
 - Physical
 - Chemical
 - Biological
 - Ergonomics
 - Psychosocial
 - Etc.
- **Follow all the rules, procedures, and protocols that have been instructed to you**



Student Expectations – Health & Safety

Familiarize yourself with emergency contacts and emergency response procedures

- Locations of safety equipment (ex. eyewash/shower station, fire extinguisher, telephone, SDS)
- Egress routes, injury, equipment failure, etc.
- Contact York Security Services at (416) 650-8000, or from your office phone at extension 58000 if you require assistance with access/emergencies.
- If you lost access or require access to a certain space, fill out the [online access request form](#).

Report any incidents or safety concerns as soon as possible.

If you don't understand, ask questions!

DO NOT

- **Do not engage in acts that would endanger yourself or others in the workplace**
- Do not prop doors.
- Do not let unauthorized individuals into the space.
- Do not share your access cards with others.

Expectations

STUDENT EXPECTATIONS

Work with your supervisor

- Complete your assigned duties as per the direction of your supervisor.
 - Best Practice: Keep detailed notes about your work in a dedicated notebook
 - Discuss with your supervisor on how you will document your work.
- Keep your supervisor informed of your availability to work the agreed-upon full-time hours.
 - If you are unable to honour your commitment, wish to withdraw, or take time off, speak to your supervisor immediately and try to arrange a more workable schedule.
- Students are only allowed to take two 3-credit courses during the summer. This must be approved in advance by the supervisor.

SUPERVISOR EXPECTATIONS

Professors are expected to

- Provide a safe and nurturing environment including proper safety training.
- Communicate expectations to the student.
- Meet with the student regularly to discuss the assigned work and progress.
- Support the student during the Undergraduate Summer Research Conference (e.g. supervise the presentation preparations, attending the event).



Student Expectations – Co-op

Jolie Chan – Workplace Learning Coordinator

- Students who registered their co-op will automatically be enrolled in their co-op course(s) COOP 2100/3100 & COOP 2109/3109
- Look out for an email by end of the week for more details.
- Work term information will be on eClass and all deadlines will be viewable here as of May 15, 2023
- Reminder: have you accepted the Co-op Offer Terms and Conditions?
- Last date to register co-op is May 12, 2023

- Email: lsecoop@lassonde.yorku.ca
- Visit us during [Co-op Drop-In Hours \(Online for Summer\)](#)
- Contact us on Discord:
<https://discord.gg/kDBW39EPvN>

Student Expectations – Social Media

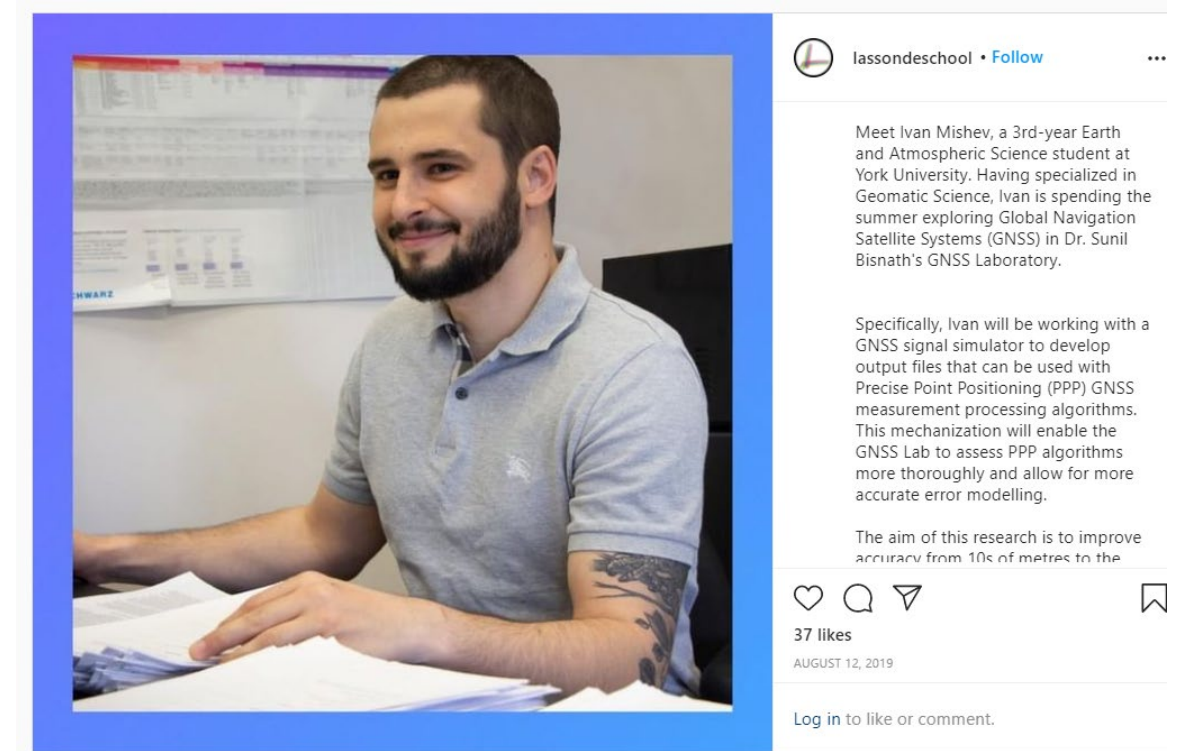
Social Media

- Sam Munro – Communications and Digital Marketing Specialist.



Social Media– Bio and Photo

- Fill out bio on <https://forms.office.com/r/SKuddwnWfd>
 - Includes permission to contact you for social media
- Also email photo to resday@yorku.ca
- Will be used for our [website](#), conference program, and social media (with your permission)



Share your experience!

Staying in Touch

Contact – resday@yorku.ca

Research Support Team

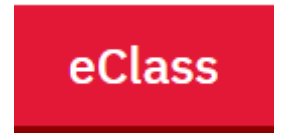
- › Soma Tripathi, Research Officer
- › Sosan Nasar, Research Administrative Coordinator

Administration

- › Paulina Karwowska-Desaulniers – Director, Research Priorities and Partnerships
- › Kayla Lascasas – Manager, Student Engagement & Retention
- › Kitty Ki– Assistant Manager, Facility Services
- › Sam Munro – Communications and Digital Marketing Specialist
- › Mayolyn Dagsi– Manager, Co-Op & Business Partnerships

Communications:

- Check-in about first award payments
- Updates about the conference
- Workshops reminders
- Any concerns



Student Community and Resources

ECLASS

The logo for eClass, featuring the word "eClass" in white text on a red rectangular background.

- Resource for students
- Will have past and current presentations, templates/samples of abstracts, calendar, etc.
- Students will be required to submit the following on eClass:
 - Abstracts
 - Conference presentation (if applicable)
- Join eClass using this link or QR code

<https://eclass.yorku.ca/course/view.php?id=97270>



SLACK



- Community building
- Students can ask us questions as well as their fellow students
- Join Slack using this link or QR code

https://join.slack.com/t/lura-nserc-usra-2023/shared_invite/zt-1u0jyv6zn-ui01IArEcJnhZ31ncYMf_w





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Community

Hybrid Orientation Session...

Bio Collection and Social M...

Abstract

Abstract Submission

Presentation

Presentation Submission (If ...

2023 Summer Undergradu...

Hybrid Orientation Session | Thursday, May 4, 2023

Check out last year's slides [Here](#) and the Zoom Recording [Here](#).

This year's slides and recording will be uploaded after the session.

Thursday, May 4, 2023 | 11:00 am - 12:00 pm: Hybrid Orientation Session:

Meeting ID: 961 6118 2146 | Passcode: 138427 | Join [Here](#)

Location: Bergeron Centre of Engineering Excellence | Room 125

Bio Collection and Social Media Permissions

Mark as done

Fill out [this Form](#) by Thursday, May 25, 2023

Abstract



Abstract Submission



https://eclass.yorku.ca/my/

Search LURA & NSERC USRA 2023

☰
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LURA & NSERC U... ✎

- ☰ Unreads
- 👤 Mentions & reactions
- 📄 Drafts & sent 👤 1
- 🔗 Slack Connect
- 🔍 All channels
- 👤 People & user groups
- ⋮ More

▼ Channels

- # announcements
- # community
- 🔒 guide-to-york
- 🔒 moderators
- 🔒 social-media
- + Add channels

▼ Direct messages

- 🤖 Slackbot
- 👤 ask_Michelle you
- 👤 ask_Resday
- 👤 Sosan Nasar
- + Add coworkers

▼ Apps

- + Add apps

announcements 👤 3

+ Add a bookmark

announcements

You created this channel on April 24th. This is the very beginning of the **# announcements** channel. Description: This is where you get updates on what's happening in the community, upcoming deadlines, and any other general updates! [\(edit\)](#)

[+ Add people](#)


🕒 Your message will be sent to #announcements tomorrow at 11:00 AM. [See all scheduled messages](#)

B I ☺ 🔗 📄 📄 📄 </> 🗑

Message #announcements

+ Aa 😊 @ 📄 🗑

Profile ✖



Workspace Owner

Michelle Lee [Edit](#)

Admin
They/She
[+ Add name pronunciation](#)

● Active

🕒 2:52 PM local time

[Set a status](#) [View as](#) ⋮

Contact information [Edit](#)

✉ Email Address
mlee27@yorku.ca

📞 Phone
[+ Add Phone](#)

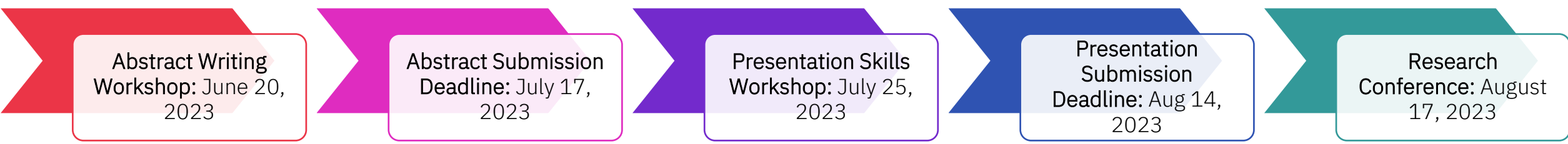
Conference and Summer Planning

The Undergraduate Summer Research Conference

- Biographies
 - Will be used for our [website](#), conference program, and social media (with your permission)
- Research abstract
 - Due **July 17**
- Registration for the conference
 - due in **early August**, August 17, 2023

Preparatory Training Sessions

- How to Write an Abstract
- How to Prepare a Presentation



Abstract Writing
Workshop: June 20,
2023

Abstract Submission
Deadline: July 17,
2023

Presentation Skills
Workshop: July 25,
2023

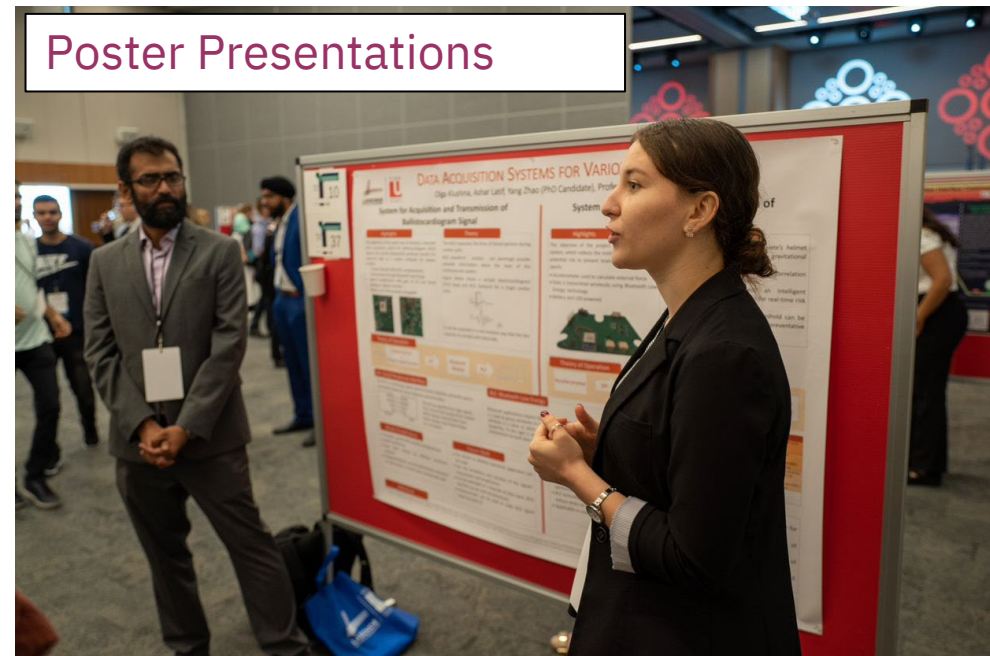
Presentation
Submission
Deadline: Aug 14,
2023

Research
Conference: August
17, 2023

The Undergraduate Summer Research Conference

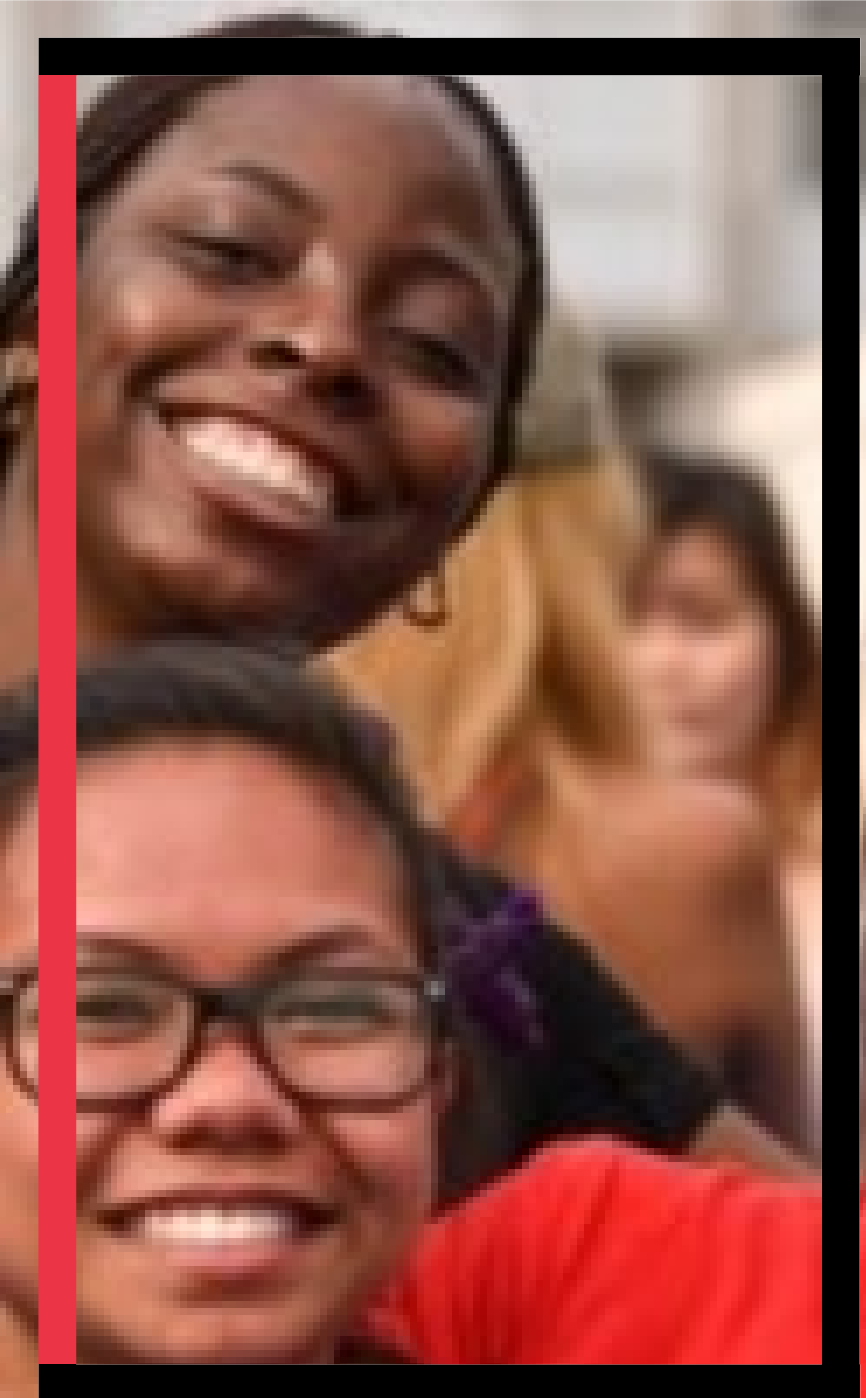
Details

- Conference tentatively scheduled for **August 17, 2023**
- In person, All day event
- Oral presentations/poster presentation



STUDENT EXPERIENCE





Ice Breaker Activity

- 1) Grab a cup that matches the colour assigned to your research projects department
 - CIVL - Green
 - EECS - Purple
 - ESSE - Blue
 - MECH - Red

- 2) Pair up with someone you don't know in the room with the same - coloured cup

- 3) Learn about them! Here are some prompts to help you :)
 - Who are they?
 - What is their project?
 - Who are they working with?
 - What do they do?
 - What are their interests?

New Students – Tour of the Building/Campus

MICHELLE LEE

