



NRI
Natural
Resources
Institute

NRI Graduate Student Handbook

September 2016



UNIVERSITY
OF MANITOBA

NRI's Mission Statement

"The mission of the Natural Resources Institute is to create, preserve, communicate and apply interdisciplinary knowledge in areas of resource and environmental management, and thereby contribute to the well-being of the people of Manitoba, Canada and the World"

Vision, goals and objectives of the NRI's graduate programs

VISION

To provide a graduate program that leads to an interdisciplinary understanding of sustainability of the environment, natural resources and social well-being and apply this advanced knowledge for the benefit of people and the environment.

GOALS

To create a community of faculty, graduate students, and other scholars who think critically, and create, communicate and apply advanced interdisciplinary knowledge in areas of natural resource and environmental management, contributing to the well-being of the environment and people of Manitoba, Canada and the world.

OBJECTIVES

1. to promote an interdisciplinary view of resource and environmental management that encompasses planning, policy making, decision making, implementation and evaluation;
2. to focus on sustainable resource and environmental management, and the integrity of social-ecological systems;
3. to apply holistic and collaborative approaches to problem solving;
4. to integrate theory and practice; and
5. to link knowledge with real-world problems to respond to existing and emerging societal needs.

Overview

The NRI is one of three founding academic units of the Clayton H. Riddell Faculty of Environment, Earth and Resources and offers two graduate degree programs – Master of Natural Resources Management and Doctor of Philosophy in the field of Natural Resources and Environmental Management. The purpose of the Natural Resources Institute is to offer graduate programs that emphasize problem solving skills, maintain close working relationships with resource and environmental management professionals, and offers broad-based graduate education with an area of strength in the human and scientific dimensions of natural resources and environmental management.

The NRI's research programs are focused upon Resource and Environmental Sustainability. Based on institution-wide research planning initiatives and the University of Manitoba guidelines, the NRI has identified a number of major *thrusts* of research and research education which the Institute has a critical mass of nationally/internationally recognized and/or exceptionally promising researchers who interact at various levels and share interests with other Institute members over major research *themes*.

NRI's current research strengths encompass the following areas:

- Community-based resource management
- Environmental risk, hazards and vulnerability
- Civic engagement in resource and environmental decision making
- Landscape ecology and impacts of human activities
- Indigenous communities and resource management
- Nature-based tourism
- Environmental services and community development
- Forest communities and cultural landscapes
- Knowledge systems and learning
- Climate change and community adaptation
- Environment and resource policy

The composition, expertise, and interest of the NRI faculty and graduate students are not limited to the specific knowledge-based Faculty boundaries (such as, Science or Social science). Many NRI projects involve expertise from across the faculties on the campus as well as other expertise as required.

Guidance

You may contact Dr. Michael Campbell, Director, for advice on your PhD program or Dr. Nicola Koper, Associate Head, for advice on your MNRM program (initially) as well as courses and other academic issues. For your program and research related matters and problems, please contact your program/thesis advisor.

Communication

In order to receive important communications from the Natural Resources Institute and the University, it is essential that you provide the NRI General Office with your current address and phone number, and claim a university email account. A Personal Information Form will be distributed at the Orientation for you to complete and submit to Dalia Naguib in the General Office.

To provide the Registrar's Office with your updated address or phone number, login to Aurora Student. Go to Personal Information and select Update Addresses and Phones.

Email

The U of M is pleased to announce that **myumanitoba**, a new and improved email system, is now available to students. The format of new email addresses is:

"UMnetID@myumanitoba.ca"

Effective September 1, 2013, the university will only use your U of M email account for all communications, including messages from your professors, department, advisors, and administrative offices. Make sure to check your email regularly, to ensure you are receiving important university information that affects you.

Be prepared and activate your new myumanitoba U of M email account now – find out more at umanitoba.ca/studentemail.

Canada Research Chair in Community-Based Resource Management (CBRM)

The CBRM Centre is located in room 201 Sinnott under Dr. Fikret Berkes' Tier 1 Canada Research Chair, which just ended as of July 31, 2016. It was part of the Natural Resources Institute and has affiliations with a number of outside agencies, academics and community groups. The objective of the research program at the Centre was to advance the knowledge on commons, investigating different kinds of community-based management, with linkages from the community to the international level.

NRI Computer Lab and IT Services

As of September 2013, we have implemented a new Application Server that hosts all of the software that a student of NRI will need for his/her courses. This software includes:

- NVivo
- ArcGIS
- SAS
- SPSS
- GPower
- Adobe
- Microsoft Office

The server is also connected to the Kyocera Taskalfa 400ci printer located on the third floor beside the General Office. Students wishing to utilize the server must have a user name and password in order to connect via Remote Desktop. IDs can be created quickly by sending an email or seeing Shannon Wiebe in her office. Using the Application Server is as easy as using your own laptop, and can be accessed from anywhere in the world. Instructions to access the server will be emailed to you during your first weeks of school.

The NRI Computer Lab is located in the basement of the Sinnott Building, Room 101. The Lab is accessible to students 24 hours per day, with card swipe access. Please see the General Office within your first week of classes to have your card activated (see Photo Identification Card section on page 11). Students are encouraged to use the downstairs lab as there are multiple connections available for wired Ethernet access in order to print to the upstairs Kyocera printer.

If you find yourself in need of the use of extra peripherals, ie: monitor, keyboard or mouse, these are provided on a first-come, first serve basis. Supplies are limited and these cannot be removed from the lab. You will be required to sign out these units with the faculty IT person who will then coordinate with you for receiving the equipment.

Student Laptops & Wireless Networking

A campus-wide wireless network is available for your use. In order to connect to it, you will require a UMNNetID and password, which can be claimed through the website address at the end of this section.

In order to connect to the printers in the Sinnott building, your laptop or device will have to be connected through our wired Ethernet network. You will be assigned an IP address that will stay with you throughout your program of study. This IP address will be assigned automatically to you when you connect with the Ethernet cable and is only valid in the Sinnott building. Please see Shannon Wiebe to schedule a time for activation. You will have already received an email from Shannon Wiebe asking for the MAC address of your laptop, with instructions on how to find this information. If you haven't already sent a reply back to her, please do so at your

earliest convenience so we can connect you to our network.

To claim your UMNNetID please visit:

<http://umanitoba.ca/computing/ist/accounts/claimid.html>

The Natural Resources Institute employs a full-time onsite IT professional who can provide support for issues regarding connectivity, printing, hardware or software installation, email, browser issues, and advice regarding software or hardware acquisition. Please direct any IT support requests to Shannon Wiebe (contact info on page 14) who coordinates all IT requirements.

Printing and Photocopying

NRI employs the use of a Kyocera Taskalfa 400ci multi-function printer/scanner/copier in room 302, and requires the purchase of printer credits. These credits can be purchased from the General Office for \$5.00 each, which will give you 100 copies.

The printer/copier on the third floor can print pdf documents from a usb drive that can be inserted directly into the machine, as well as scan documents, and print in colour for 10¢ per page. Overhead transparency sheets should be purchased in the General Office to avoid photocopier damage. Please see the General Office for photocopier instructions. A cerlox binding machine is available to students in the photocopy room.

Student Representative

The NRI requires four student representatives each year; two from the first year class (Masters and Ph.D) and two from the second year class. These students will be called upon to participate in various meetings throughout the year and act as liaison between the students and NRI administration. Student reps will also be responsible for the student fund and organizing social events. These representative roles are separate from the GSA's student representative roles, which students are also encouraged to get involved with.

Mail and Courier Services

Incoming mail is delivered to the General Office at approximately 9:00 a.m. and will generally be in student mailboxes by 9:30 a.m. (student mailboxes are located in the photocopier room in 302 Sinnott). Outgoing, pre-stamped mail can be left in the General Office for pick up at approximately 1:30 p.m. NRI also offers Courier services on a pay-up-front basis.

Meeting Spaces

The seminar room (320 Sinnott), the boardroom (220 Sinnott), and a small meeting room (111 Sinnott) are available for meetings, however, all bookings must be made through the General Office and prioritized on a first come, first served basis. Our seminar room hosts a large 80' screen connected to a desktop computer for presentations, thesis defence, Skype, and a large range of additional meeting needs. You will need to obtain the wireless keyboard and mouse that are under lock and key from the General Office. Additionally, the boardroom at 220 Sinnott also has a large touchscreen monitor for use with presentations and Skype.

Location

The Natural Resources Institute is located on the second and third floors of the Sinnott Building, which is the west wing of St. Paul's College. The administrative offices are located on the main floor in room 220 Sinnott, while most NRI faculty and student offices are located on the third floor. The CRC Lab is in room 201 on the main floor along with some student offices. The Student Computer Lab and common office space is located in the basement.

Keys and Offices

Office space should be discussed with your advisor at the beginning of your program. Keys for the entry doors to the Institute and student offices are available from the General Office. A \$25.00 deposit is required for each key. Deposits are refunded when the key is returned, usually at the end of your program. If you do receive a key please ensure that the entry doors to the Institute are locked if you're the last to leave after regular office hours.

Faculty members each have limited office space for their students. Each new incoming MNRM and Ph.D. student who require office space should let their advisor know as soon as possible after admission and we will attempt to accommodate everyone who needs an office space. Offices must be kept tidy. Valuables should not be left unattended. Please do not store perishable food in the offices.

There are sixteen lockers available in the basement for those who need one. You can register for a locker in the General Office and provide a \$10 deposit for a lock. Deposits are refunded when the lock is returned. No personal locks are allowed.

Kitchen Facilities

The kitchen **must** be kept clean. **Everyone** is responsible for their own clean-up. Two kitchen monitors are elected in September to maintain its cleanliness. If the kitchen is not kept clean, it will be locked and not available for use after office hours. Please clean out perishable food in a timely manner. Please alert the office staff of any maintenance problems so that appropriate action can be taken.

Phone Calls and Faxing

A student telephone line (474-8152) is available for student use and is located in the corridor near the front entrance. A personal calling card is required for long distance calls.

A fax machine is available for sending and receiving course/research related information (261-0038). NO PERSONAL FAXES ACCEPTED! Faxes of longer than 10 pages are discouraged.

Institute Outreach

Each year the Institute organizes a number of special lectures, seminars and brown-bag lunches as part of its role as a forum for the discussion of resource issues. Student participation in these events is an integral part of each student's education. Through seminars and workshops, students can gain a better understanding of current issues in resource management, and make valuable professional contacts. Students are encouraged to participate in all NRI outreach activities.

Awards, Scholarships, Fellowships

A variety of awards, scholarships, and fellowships are offered to students throughout the year. Notifications of NRI awards are sent by email regarding deadlines and application requirements. Students should regularly check the [Faculty of Graduate Studies](#) website and [Financial Aid and Awards](#) for information and applications on upcoming award programs.

Graduate Student Conference Travel Award

The NRI allocates funds to assist graduate students to attend conferences and present results of their research. These funds are awarded throughout the academic year. Application forms can be obtained on the [NRI's website](#).

Theses

NRI Theses are available for sign out in the Seminar Room and should not be lent out to students outside of the Institute. Theses may be borrowed for a maximum of two weeks and returned promptly to the General Office, so as not to inconvenience other users. As of January 2015, NRI no longer requires hard copies of student theses. PDF versions of theses of our graduates are also posted on our [website](#).

Student Life in the NRI

Students interested in the NRI should come to the Institute expecting a fairly active social life. The NRI attracts students from all over Canada and the World and consequently many of us need to start new lives here. A strong student community can help make the transition to life in Winnipeg much easier than having to do it on one's own.

Perhaps the most successful of our annual events are the potlucks held at the end of the fall and winter semesters. The charm of these potlucks is that they often have an international flavour and the variety and quantity of food is amazing. The potlucks are usually followed by an evening event that is sponsored by the NRI student funds.

There are also a variety of other activities that take place throughout the year. In past years, a number of students went cross country skiing, and other students tried their hand at ice fishing and ice skating.

Overall when a student decides to become a member of the NRI, they are becoming more than just a name on a door. They are joining a community of students who work hard, who care for one another, and can be counted on either in their academic endeavours or their personal lives.

Institute Governance

The NRI is an academic unit at the University of Manitoba, administered by a Director. Institute business takes place in the following ways:

The NRI Administrative Staff meet regularly to discuss day-to-day activities of the Institute, coordinate duties, discuss academic and administrative matters, and make decisions regarding appropriate action as required.

The NRI Institute Committee is comprised of teaching faculty. It reviews Institute policy and serves as a forum for the discussion of Institute initiatives and academic matters, and makes decisions regarding appropriate action as required. (The Committee meets once a month).

The Admissions Committee is a sub-committee of the Institute Committee and reviews applications for admission to the program.

The Clayton H. Riddell Faculty of Environment, Earth, and Resources Faculty Council reviews NRI's recommendations on academic matters by involving a faculty-wide discussion. NRI has two student representatives on this committee, which are usually nominated at the beginning of the academic year. This Council makes recommendations to the Senate of the University.

The Health and Safety Committee has been established under the *Workplace Health and Safety Act* to reduce hazards in the work environment.

A number of other *ad hoc* committees function from time to time and also include student representation. The Mentorship and Field Seminar committees are examples.

University Governance

The Governing Documents of the University of Manitoba include all Bylaws, Regulations, Policies and Procedures, approved by the Board of Governors, Senate and the University Administration. The official versions of all of these documents are contained on their website at http://umanitoba.ca/admin/governance/governing_documents/index.html, and are updated continuously as changes are approved by the appropriate authorities.

Travelling and Expenses

Of particular importance to students are the [Travel and Business Expense Claim Policy and Procedures](#). Travel and other business expenses for students will be reimbursed through the Expense Management Tool. Student air travel may be booked using either the On-line Booking Tool, the exclusive travel agent (Carlson Wagonlit), or through Travel Cuts where special fares related to students are available. Additional information on travel and travel-related issues can be obtained at the [Travel Services website](#).

Registration and Fee Assessment

Only students who have applied and been officially admitted to the University may register. Registration is completed by means of the [Aurora Student system](#). This system can be accessed by Internet only; telephone registration is no longer available. Students who live in areas without Internet access should contact the General Office for assistance. For registration and fee assessment inquiries, please see Dalia Naguib in the General Office.

Along with the introduction of Aurora Student, many new policies and registration procedures have been implemented. Students are encouraged to check the General Academic Regulations section of the Calendar and their faculty sections of the [Academic Calendar](#) to prior to registration to become familiar with these changes.

You are financially and academically responsible for all courses in which you are registered after the Revision deadline. Failure to pay for your courses WILL NOT result in a de-registration of courses in the current term. Students who fail to pay for courses will be placed on “Hold” and will be de-registered from any future term courses. i.e. you will be responsible for Fall Term and courses that span Fall/Winter, but will be de-registered from Winter Term courses. Failure to withdraw through normal procedures will result in a grade being assigned to all courses in which you are registered in at the end of term.

Important: You will not be sent a fee statement in the mail. You are responsible for being aware of your fee balance and making payment prior to the deadline.

Grades

Following the end of courses, the NRI submits grades to the Registrar’s Office. These will be posted on the Aurora Student website when received.

Photo Identification Cards

Your student photo identification (Photo ID) card is your access key to the CRC lab on the second floor and to the computer lab in the basement, as well as all student services. You should carry your Photo ID card with you at all times. It is issued when you first register and is permanent throughout your attendance at the University of Manitoba.

The Photo ID Card is your library card. You will need it if you pay the athletic facility use fee or purchase a food service meal plan or purchase a discounted bus pass.

ID Cards for New Students

You are encouraged to obtain your card during the summer when waiting times are shorter. A fee payment receipt to indicate that you have registered is not required, but some form of current photo identification is.

ID Centre Location and Hours

For most of the year, the [ID Centre is in the Registrar's Office](#), 400 University Centre and is open from 8:30 a.m. to 4:15 p.m. During the first week of September, the ID Centre in the Registrar's Office will be relocated to the main floor of University Centre to help serve students better.

Graduate Student Association

The University of Manitoba Graduate Student's Association (GSA) is the student-run association for graduate students at the University of Manitoba. Each graduate student is automatically a fee-paying member of the association, and as such, the GSA represents graduate students from all disciplines. This diversity of representation is reflected on the Association's council, made up of many different department representatives. The GSA serves two dual purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate student issues, and provision of services to its members, including travel grants, the Gradzette, and bursaries for students. Of the fees collected, some money is also allocated to department councils in the form of departmental grants. NRI students are encouraged to become involved in the GSA.

University of Manitoba Graduate Student's Association
221 University Centre
Tel 474-9181 Fax 474-7560 Email gsa@umgsa.ca
<http://www.umgsa.org/>

International Centre for Students

The International Centre for Students (ICS) provides support and services for all University of Manitoba students. ICS offers programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe, and successful. Programs and services are offered throughout the year, with additional orientation programs added at the beginning of each term.

International Centre for Students
541 University Centre
Tel 474-8501 Fax 474-7562 Email ics@cc.umanitoba.ca
<http://umanitoba.ca/student/ics/>

Student Advocacy

The Student Advocacy Office provides confidential centralized services for receiving student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from academic and/or discipline decisions. Students are advised of policies and procedures to follow, both informally and formally via appeals. Where appropriate, referrals will be made to other campus resources.

Student Advocacy
519 University Centre
Tel 474-7423 Fax 474-7567 Email student_advocacy@umanitoba.ca
http://umanitoba.ca/student/resource/student_advocacy/

Complaint Handling

The Complaint Handling Guide for Students, Faculty and Administrators can be found at: http://umanitoba.ca/faculties/graduate_studies/media/complaint_guide.pdf. A hard copy is also kept on the shelves in the photocopy room of the NRI.

Smoking and Alcohol Consumption

The campus is designated as smoke-free. Alcoholic beverages are prohibited in the building except for special functions, where a liquor permit has been purchased.

Health & Dental Plan

The University of Manitoba Students Union (UMSU) Health & Dental Plan is a group benefit approved by students in a referendum in 2002. Since that time, the university has supported the administration of the plan and continues to do so. All students taking 6 credit hours or more for the Fall Term (excluding Distance Education and Off Campus courses) are automatically enrolled in the plan. Students who have suitable alternate coverage may apply to UMSU to opt out of the plan. Details of the plan and opt-out deadlines are available online, at the UMSU Health and Dental Office in 110 University Centre or by calling 204-474-6666. See <http://www.umsu.ca/> for details.

Faculty Members

Name	Position	Email	Phone
Michael Campbell	Director and Professor	Micheal.Campbell@	474-8514
Fikret Berkes (retired)	Professor and Canada Research Chair	Fikret.Berkes@	474-6731
Iain Davidson-Hunt	Professor	Iain.Davidson-Hunt@	474-8680
James Gardner	Professor Emeritus	James.Gardner@	474-8373
C. Emdad Haque	Professor	CEmdad.Haque@	474-8375
Nicola Koper	Professor	Nicola.Koper@	474-8768
John Sinclair	Professor	John.Sinclair@	474-8374
Shirley Thompson	Associate Professor	Shirley.Thompson@	474-7170

Support Staff

Shannon Wiebe	Administrative Assistant	Shannon.Wiebe@	474-6395
Dalia Naguib	Graduate Program Secretary	Dalia.Naguib@	474-8373
Tamara Keedwell	Financial Clerk	Tamara.Keedwell@	474-8954
Jason Northage	Information Technology Specialist	contact Shannon Wiebe	

*All email addresses end with umanitoba.ca

Mailing Address

Natural Resources Institute
University of Manitoba
220 Sinnott Building, 70 Dysart Road
Winnipeg, Manitoba
Canada R3T 2M6

Email: nriinfo@umanitoba.ca

Phone: (204) 474-8373

Fax: (204) 261-0038

Web: www.umanitoba.ca/institutes/natural_resources/