



**NRI**  
Natural  
Resources  
Institute

# **NRI Graduate Student Handbook**

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September 2020



**UM** | Clayton H. Riddell Faculty of  
Environment, Earth, and Resources

## **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 broadly focused on the sustainability of resources and the environment. Based on institution-wide research planning initiatives and the University of Manitoba guidelines, NRI Faculty work in a number of focus areas that have recognition nationally/internationally.

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
- Commons, Social-ecological systems and Resilience
- Climate change and community adaptation
- Environment and resource law and policy

The composition, expertise, and interest of the NRI faculty and graduate students are not limited to specific disciplinary or traditional faculty boundaries. Many NRI projects involve expertise from across the faculties on campus as well as other expertise as required.

## Location

The Natural Resources Institute is located in 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 (upper) floor. A student classroom, lockers, and small meeting room are located in the basement.

## Guidance

For initial advice on your program of study at the NRI, students may contact Dr. John Sinclair, Director. You may contact him for advice on courses and other academic issues. For your thesis research program and related matters or problems, please contact your faculty 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, log in to Aurora Student and then select Personal Information.

## Student Laptops & Wireless Networking

A campus-wide wireless network is available for your use. In order to connect to it, you will need to claim your ID and password, which can be completed through the website address here: <https://signum.umanitoba.ca/>

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](#) who coordinates all IT requirements.

## Email

The U of M student email system is **myumanitoba**, and the format of email addresses is: UMnetID@myumanitoba.ca . 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](https://umanitoba.ca/studentemail).**

## Printing and Photocopying (Not applicable for Fall 2020)

The NRI uses a Kyocera Taskalfa multi-function printer/scanner/copier which is located in room 302 Sinnott and requires the purchase of printer credits to use. Credits can be purchased from the General Office – printing and copying is 6 cents per page for black and white, and 16 cents per page for colour.

Students can access and print to the Kyocera through a wireless connection, no Ethernet connection is required. It can also print PDF documents from a USB drive that can be inserted directly into the machine. Please see the General Office if you need photocopier instructions. A cerlox binding machine is also available to students in the photocopy room.

## NRI Education, Research, and IT Services

We provide an Application Server that hosts the software for student course and research work. This software includes:

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

The server is also connected to the Kyocera Taskalfa printer located in room 302 Sinnott. 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](#) to Shannon Wiebe: Shannon.Wiebe@umanitoba.ca. 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.

If you find yourself in need of the use of extra peripherals for use in your student office, e.g., monitor, keyboard or mouse, these are limited and provided on a first-come, first served basis. You may inquire about availability and sign out equipment with the NRI IT specialist.

## Phone Calls and Faxing (Not applicable for Fall 2020)

A student telephone line (204-474-8152) is available for student use and is located in the corridor near the front entrance to the 3<sup>rd</sup> floor. A personal calling card is required for long distance calls.

A fax machine is available for sending and receiving course/research related information (204-261-0038). Faxes of longer than 10 pages are discouraged.

### **Mail and Courier Services (Not applicable for Fall 2020)**

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. The NRI also offers courier services on a pay-up-front basis.

### **Meeting Spaces (Not applicable for Fall 2020)**

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 houses a large 80" screen connected to a desktop computer for presentations, thesis defence, Skype, and conference calls. You will need to obtain the wireless keyboard, mouse, and phone from the General Office. Additionally, the boardroom at 220 Sinnott also has a large touchscreen monitor for use with presentations and Skype calls.

### **Keys and Offices (Not applicable for Fall 2020)**

All new students are assigned office space at the beginning of the year. Each faculty member has limited office space for their students so if you do not require space please let the General Office know so that available office space can be allocated to other students. Keys for student offices and the entry doors to the Sinnott building 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 after regular office hours.

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.

## Photo Identification Cards

Your student photo identification (Photo ID) card is your access key to the CBRM lab on the main floor and to the classroom in the basement, as well as many 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 and campus cafeteria card if you have purchased a meal plan. Your ID Card is necessary to activate your Recreation Services Student Membership, which is free for full time students and gives you access to a wide array of fitness and recreation facilities. As well, your ID Card must always accompany your Winnipeg Transit U-Pass that gives you unlimited access to public transportation and is also free for graduate students.

### **ID Cards for New Students – Not applicable for Fall 2020**

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 – Not applicable for Fall 2020**

For most of the year, the [ID Centre in the Registrar's Office](#), 400 University Centre 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 224 MPR room in University Centre to help students obtain their ID cards quickly.

## 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 online [Aurora Student system](#) only. 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.

New policies and registration procedures are periodically implemented. Students are encouraged to check the General Academic Regulations section of the Calendar and their faculty sections of the [Academic Calendar](#) prior to registration to become familiar with relevant policies and procedures.

**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, available via Aurora Student, and making payment prior to the deadline.**

## Awards, Scholarships, Fellowships

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

### Travelling and Expenses

Of particular importance to students are the [Travel and Business Expense Claim Policy and Procedures](#). Travel expenses related to conference participation and field research for students will be reimbursed upon completion of the [Guest/Student Travel and Business Expense Claim form](#). Student air travel may be booked using Concur (via an Administrator), the exclusive travel agent (Carlson Wagonlit), or through Merit Travel (formerly known as Travel Cuts) which is located in the University Centre building across from the Bookstore. Additional information on travel and travel-related issues can be obtained at the [Travel Services website](#).

## Grades

Following the end of courses, the NRI submits grades to the Registrar's Office. These will be posted on your Aurora Student account once approved.

## Theses

NRI Theses are available as pdf documents on the [NRI website](#) and through the University of Manitoba's institutional repository – [MSpace](#). Hard copies of some earlier theses are kept in the Seminar Room and can be signed out through the General Office. As of January 2015, the NRI no longer requires students to submit hard copies of their theses.

## Kitchen Facilities (Not applicable for Fall 2020)

The kitchen is available for all to use, and includes dishes, cutlery, refrigerator and freezer, microwave, toaster oven, electric tea kettle and coffee maker. **The kitchen must be kept clean.** **Everyone** is responsible for their own clean-up. Dirty dishes and cutlery must be placed in the dishwasher, and clean dishes returned to the cupboards after the dishwasher has run. Please



remove your perishable food from the refrigerator in a timely manner. Two kitchen monitors are elected in September to ensure it is kept clean. If the kitchen is not maintained appropriately, it will be locked and not available for use after office hours. Please alert the office staff of any maintenance problems so that appropriate action can be taken.

## Student Representatives

The NRI requires four student representatives each year: two from the first year class (Master's 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 to 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.

## Student Life in the NRI

The NRI attracts students from all over Canada and the World, and consequently many are starting new social lives here. A strong and active student community can help make the transition to life in Winnipeg much easier.

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 the diversity of the student body lends them an international flavour and the variety and quantity of food is amazing. The potlucks are often followed by an evening event that is sponsored by the NRI student funds. The lunch hour in the Seminar Room is often a lively time of visiting and sharing ideas and information among students and faculty, and students are encouraged to join in when at the university.

There are also a variety of other activities that take place throughout the year. For example, in past years there have been movie nights, bowling outings, cross country skiing, Halloween parties, intramural sports teams, and students have tried their hand at ice fishing and ice skating.

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

## 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.

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

The CBRM lab in room 201 Sinnott was established by Dr. Fikret Berkes' Tier 1 Canada Research Chair, which ended on 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 knowledge on the commons, investigating different kinds of community-based management, with linkages from the community through the international level.

## Institute Governance

The NRI is an academic unit at the University of Manitoba within the Clayton H. Riddell Faculty of Environment, Earth, and Resources. It is administered by a Director and 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 Council is comprised of teaching faculty. It reviews Institute policy, serves as a forum for the discussion of Institute initiatives and academic matters, and makes decisions regarding appropriate action as required.

The Admissions Committee is a sub-committee of the Institute Council 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 via a faculty-wide discussion. The NRI has two student representatives on this committee, who 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 the administration website at

[http://umanitoba.ca/admin/governance/governing\\_documents/index.html](http://umanitoba.ca/admin/governance/governing_documents/index.html), and are updated continuously as changes are approved by the appropriate authorities.

## 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 purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate students and graduate student issues and concerns, 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](mailto: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](mailto: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 disciplinary 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](mailto:student_advocacy@umanitoba.ca)  
[http://umanitoba.ca/student/resource/student\\_advocacy/](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](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 Sinnott building except for special functions.

## 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
<a href="#">Fikret Berkes</a>	Distinguished Professor Emeritus	<a href="mailto:fikret.berkes@umanitoba.ca">fikret.berkes@</a>	474-6731
<a href="#">Iain Davidson-Hunt</a>	Professor	<a href="mailto:ian.davidson-hunt@umanitoba.ca">ian.davidson-hunt@</a>	474-8680
<a href="#">James Gardner</a>	Professor Emeritus	<a href="mailto:james.gardner@umanitoba.ca">james.gardner@umr</a>	474-8373
<a href="#">C. Emdad Haque</a>	Professor	<a href="mailto:cemdad.haque@umanitoba.ca">cemdad.haque@</a>	474-8375
<a href="#">Nicola Koper</a>	Professor	<a href="mailto:nicola.koper@umanitoba.ca">nicola.koper@</a>	474-8768
<a href="#">John Sinclair</a>	Director & Professor	<a href="mailto:john.sinclair@umanitoba.ca">john.sinclair@</a>	474-8374
<a href="#">Shirley Thompson</a>	Associate Professor	<a href="mailto:s.thompson@umanitoba.ca">s.thompson@</a>	474-7170

## Support Staff

Shannon Wiebe	Executive Assistant	<a href="mailto:shannon.wiebe@umanitoba.ca">shannon.wiebe@</a>	474-6395
Dalia Naguib	Graduate Program Assistant	<a href="mailto:dalia.naguib@umanitoba.ca">dalia.naguib@</a>	474-8373
Tamara Keedwell	Financial Clerk	<a href="mailto:tamara.keedwell@umanitoba.ca">tamara.keedwell@</a>	474-8954
Samira Atoui	Receptionist/Undergraduate Program Assistant	<a href="mailto:samira.atoui@umanitoba.ca">samira.atoui@</a>	474-9667
Jason Northage	Information Technology Specialist	contact Shannon Wiebe	

\*All email addresses end with umanitoba.ca

\*All telephone numbers are prefixed with 204

## Mailing Address

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Phone: (204) 474-8373

Fax: (204) 261-0038

Web: [www.umanitoba.ca/institutes/natural\\_resources/](http://www.umanitoba.ca/institutes/natural_resources/)