



**a place of mind**

**THE UNIVERSITY OF BRITISH COLUMBIA**



**Welcome to the  
Master of Science Program  
in Occupational and Environmental Hygiene  
at UBC!**

**Student Orientation Guide**

<http://msc-oeh.spph.ubc.ca/>

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## Introduction

Welcome to the MSc Program in Occupational and Environmental Hygiene!

The purpose of this manual is to provide an orientation and resource for you as an MSc OEH student within the School of Population and Public Health (SPPH).

This manual provides information concerning the steps you must take to fulfill the program requirements.

Keep in mind that it is your responsibility to know all the requirements for completion of your program, so it is recommended that you take the time to familiarize yourself with not only the contents of this manual, but also the MSc OEH website, which includes a large amount of program information and is updated throughout the year:

<http://msc-oeh.spph.ubc.ca/>



*2012/2013 OEH students*

## Things to know & do before you start

### Start date

The first day of classes for Winter Term I is Tuesday, 2 September 2014.

### Faculty Advisor

All students are assigned a Faculty Advisor. You will be sent contact details for your advisor prior to commencing the program. Research and practice-related interests are taken into consideration for the pairing, but should you wish to change your Advisor, please let us know and we will help you find a new Advisor.

### Buddy System

The program will pair you with a 2<sup>nd</sup> year MSc OEH student as a “buddy”. This will be emailed to you along with your assigned faculty advisor.

### Campus-Wide Login (CWL) & Email Account

A CWL username and password is essential for access to all UBC systems (including email) and can be requested once you have your UBC Student Number. If you have not registered for a CWL yet, please do so via [UBC IT](#). You will also need to [set up a UBC email account](#).

### Student Service Centre (SSC)

The SSC is the system that you use for all UBC administrative tasks: register for courses, check fees, pay fees online, grades, transcripts. It is also where you keep your address and email information up-to-date. The contact information listed here is what the Faculty of Graduate Studies and the Registrar’s Office will use, so it is essential that you keep it updated.

*Note: Your password is initially set as your 6 number date of birth (YY/MM/DD)*

### Tuition & Other UBC Fees

You need to pay your UBC [tuition and student fees](#) when you start classes in September. UBC graduate students pay fees three times per year (September, January, & May) for the duration of the program, regardless of number of courses taken. A minimum of three payments must be made in order to graduate. The only way for students not to pay fees is to be on a [leave of absence](#).

### Course Registration

You are responsible for registering in your first term courses before you begin the program. UBC will contact you with the date that registration opens (usually in June). Meet with your faculty advisor or the Graduate Program Manager BEFORE registering. You can register for your courses via the [UBC Student Service Centre \(SSC\)](#), and add or drop courses via the SSC until the second week of term. See the [UBC Calendar](#) for add/drop deadlines, holidays, etc. If you have any difficulty with registration, contact the program coordinator at [spph.msc-oeh@ubc.ca](mailto:spph.msc-oeh@ubc.ca)

### UBC Connect

You will be able to view course materials online through UBC's new Learning Management System, [Connect](#), using your CWL login. Please note that some instructors do not open their online course materials until the first day of term. There are [student resources](#) for help navigating this system.

### Credit Transfers

If you think that you have previously taken a course that may be transferable to the MSc degree, please read the Faculty of Graduate Studies [policy](#) to find out which courses may qualify and contact [spph.msc-oeh@ubc.ca](mailto:spph.msc-oeh@ubc.ca) before you begin the MSc OEH program.

## Exemptions

If you have taken an SPPH core course previously or you have covered the same graduate level material previously, please read the Faculty of Graduate Studies [policy](#) on exemptions and contact [spph.msc-oeh@ubc.ca](mailto:spph.msc-oeh@ubc.ca) before you begin the MSc OEH program.

## UBCCard

At UBC, your UBCCard is also your Library card, your student ID card and your voting identification for student elections. Once you are registered on the SSC, you can apply in person at the UBC Bookstore. For further details please visit [www.ubccard.ubc.ca](http://www.ubccard.ubc.ca).

## UBC Library

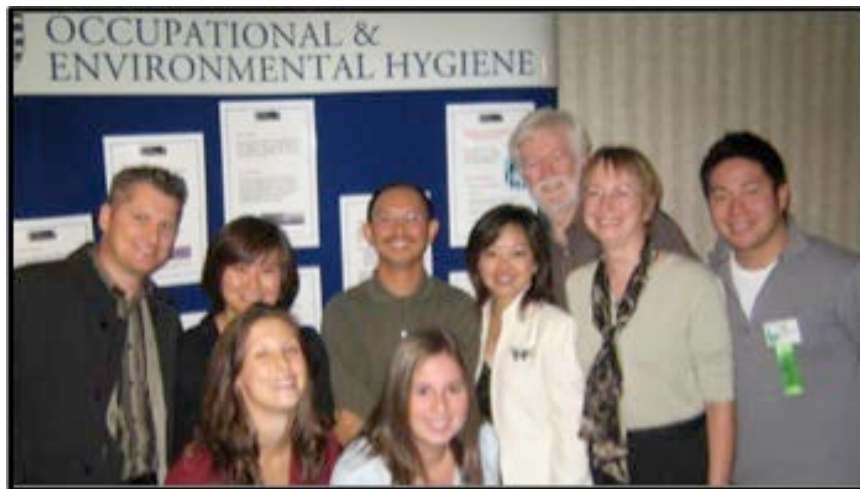
Once you have your UBCCard, you can take advantage of the [UBC Library](#) system. You will need the barcode number on the back of your UBCCard to log onto the Library network. Your PIN is the last five digits of the barcode. At UBC, library branches focus on particular subjects and are located near related academic departments. To see a map showing the location of all the library branches on campus click [here](#).

The MSc OEH Program will be providing information on Woodward Library orientations closer to the start of term.

## Your First Month

There are numerous events in the first month of the program (September) to which you will be invited. You are encouraged to attend these events as it's a great way to meet your new peers, faculty, staff and affiliated organizations.

You will receive further information regarding each of the events throughout the summer.



*Reunion of OEH graduates.*

*Back row, left to right: Dan Strand, Dr. Winnie Chu, Victor Leung, Dr. Lydia Ma, David Bell, Dr. Karen Bartlett, Kevin Hong. Front row: Victoria Arrandale and Rakel Kling*

## Life in Vancouver: Things to know before you get here

### Transportation

The Vancouver public transportation system to and from UBC is excellent. During the time you are a full-time UBC student, your student fees will pay for a mandatory 'U-Pass'. This pass has great value, as it allows you travel on any method of transportation (bus, skytrain, seabus) in the Metro Vancouver area at any time. 'TransLink' is the name of the public transportation organization.

There are many designated bicycle routes in Vancouver and some buses can carry up to 2 bicycles – useful for the uphill ride to UBC. More information about bicycle routes, including a map, can be obtained at the TransLink website or from UBC's Trek Program.

### Parking

A variety of parking options are available on the UBC campus. Be forewarned: regulations can be confusing and change with construction - read signs carefully! Some lots are for those who need occasional parking; tickets can be purchased from machines in the lots. Students can purchase a UBC parking permit or pay hourly for the Health Sciences Parkade (nearest lot). For students who drive to campus daily, it is worth purchasing a pass from Parking Control Services – but remember, you'll already be paying for the previously-mentioned U-Pass, and public transit generally has great service to UBC. The OEH Program strives to minimize our ecological footprint.

### Accommodation

If you are planning to rent accommodation, in addition to the usual sources (i.e., newspapers, rental listings, craigslist, etc.) a helpful website is AMS Rentline, run by the UBC student union. This site, geared towards students, allows you to sort accommodation by type, location, and price range.

### Students @ UBC

Check out the UBC LibDub to see over 1,000 UBC students and volunteers that came together in 2011. The video promotes the UBC life and school to people everywhere. The video streams on YouTube and money raised from the clip will be donated to charity.





## The SPPH Building & Other General UBC Info

### School of Population and Public Health

Your home base is the School of Population and Public Health on the UBC Point Grey campus. Most SPPH classes are held in this building, and most offices for program staff and faculty are also housed here.

### Building Access

You will have access to common student areas during building hours, 8:30 am – 6 pm. The student areas on the third floor and lower level study space are available after 6 pm.

### Fire Alarms

In the event of a fire alarm, leave the building immediately by way of the closest stairwell (DO NOT use the elevator). The assembly area is across East Mall, in front of the Michael Smith Laboratory. It is important that you assemble there so that we can count heads and make sure that everyone has gotten out in a timely manner.

### Email and Contact Lists

We need your updated email address to add you to various student listserv groups for both MSc OEH and SPPH communications.

Please complete the Contact Information Form that will be sent to you from SPPH and submit it to the OEH Program Coordinator. Please advise the program of any changes to your contact information.

### Computers

The Computer Lab on the lower level floor of the SPPH Building. Passwords for the computers, and the key to get into the lab, can be obtained from the Receptionist on the first floor. Access to the computer lab is free. There are also two computers located in room 144 on the main floor (down the middle hallway).

### Printing, Photocopying and Faxing

Printers, photocopiers and a fax machine are available for students in the SPPH building. To use SPPH printers (ground floor printer room) students require an account number. Please see Jackie Carpio, Finance OEH, Room 121, to obtain a copy account. There is a printer in the level 3 student office, and if you have a laptop to hook up to the printer (and download the printer software to use it), you may use this printer free of charge. Please notify Karen Bartlett when supplies (toner, paper) are running low.

There are also a number of libraries close by where you can buy a printing card and use their facilities.

### Physical Activity

Vancouver is an active community. There are numerous walking / running / biking trails in and around the UBC area. If you are seeking a gym, there are several facilities on campus including the Student Rec Centre, the UBC Bodyworks Fitness Centre and a Gold's Gym in the University Village. These facilities have a wide variety of programs. Most have different membership pricing for students as well as other members of the university community. There is also a swimming pool on campus. Like most other cities, there are numerous gyms located in the community. Visit UBC Rec for more information.



*School of Population and Public Health*

### **Environment**

All of us in the OEH theme care about sustainability and the environment. You will find recycling facilities on all floors, bins for organic waste that is composted, and bins for cans and bottles. Separate bins are available for refundable drink containers. The proceeds from the refundable containers are used to support further sustainability initiatives for SPPH.

Please take the time to familiarize yourself with the different recycling receptacles so that your trash can be our treasure!

If you would like to be involved in the SPPH sustainability Committee, please contact Karen Bartlett or Linda Bonamis (Committee Co-Chairs). We are often looking for helpers to empty recycling or compost bins!



Help SPPH be **GREEN**



## Life at SPPH

### Academic Fridays

You are encouraged to attend all the following activities each Friday at the SPPH Building.

- **School Grand Rounds: 9.00am – 10.00am**  
These are attended by SPPH graduate students, residents, and faculty. The rounds schedule is posted on the [School's website](#). Presenters include both faculty and guest speakers. Remote access to the lecture by slides and audio is available. Each theme within the School is responsible for rounds on a rotating basis.
- **Occupational and Environmental Health Seminar series 12:30 – 1:30.**  
It is mandatory that you attend this seminar series – but you will also want to attend. This is where the best of current research in our field is presented. Attendance will be taken.
- **Journal Club: after rounds**  
A student-led journal review club to which all students are invited to participate.
- **Occupational and Environmental Health Professional Development**  
Peer organized sessions to expand awareness of career opportunities and preparation

### SPPH Website

[www.spph.ubc.ca](http://www.spph.ubc.ca) has a wealth of information and is continually updated with information about course schedules and outlines, faculty, staff, school wide-events, etc.

The MSc OEH specific section of the SPPH website is also a great resource for current students ([http://spph.ubc.ca/programs-and-students/graduate-degree-programs/msc-oeh/](http://spph.ubc.ca/programs-and-students/graduate-degree-programs/msc-oe/)). There is information on the program credits/requirements, project/thesis options, awards, and great information about our program alumni and future careers.

**GET TO KNOW THE SPPH WEBSITE WELL!**

### Job Opportunities

Many SPPH students work as Teaching or Research Assistants during their Masters or PhD program. You will find information about all opportunities on the [SPPH website](#) under "Jobs & Funding". Applications for Teaching Assistantships are open in early Spring each year.

Please note that SPPH is unique in that all of our courses are graduate level courses, so generally students do not TA in their first term, as they are all taking the core courses.

There are further excellent resources for jobs, such as [UBC Careers](#) and the [external jobs listings](#) found on the SPPH website.

Upon entering the program your email address will also be added to an OEH Impactor listserve, which often has career opportunities in the OEH field advertised through emails from companies and alumni.

### **Centre for Teaching, Learning and Technology (CTLT)**

The Graduate Student Program, run by The Centre for Teaching, Learning and Technology (CTLT), offers a variety of workshops, seminars, and one-on-one coaching on teaching and related topics. Workshops are free to UBC graduate students and Teaching Assistants.

### **Graduate Pathway to Success (GPS)**

The faculty of Graduate Studies offers a series of short courses of interest for professional development called Graduate Pathway to Success (GPS). The calendar of workshops and events can be found here: <https://www.grad.ubc.ca/current-students/gps-graduate-pathways-success/gps-workshops-events>

In addition, advertisements for upcoming workshops and special events will be distributed through the SPPH student listserve on a regular basis.

### **Extra-Curricular Activities**

Students in SPPH from all programs participate in various fun activities on and off campus, such as dodgeball, Storm the Wall, longboat racing, and soccer. If you're interested in joining or starting a team, keep an eye out for announcements or come talk to the academic program staff!



*SPPH Public Stealth Dodgeball Team 2011/12*

## The MSc OEH Program

### Program Overview

The MSc OEH program offers two options for students to choose from - the [Project Option](#) and the [Thesis Option](#).

Depending on which program option you choose, some course selections differ. When deciding on which program option is best suited for you students may speak with their advisors, the Program Director or any OEH Faculty. The decision does not need to be predetermined upon entry to the MSc program – students are given until **December** to declare which option they wish to take. Below is a quick guide to both options:

Thesis Option	Project Option
21 credits of Core courses (including 12 credits for thesis)	15 credits of Core courses (including 6 credits for project)
9 credits of recommended elective courses	18 credits of recommended elective courses
12 credits of elective courses	9 credits of elective courses
OEH Seminars	OEH Seminars
3 Short Courses	3 Short Courses
Oral Exam (thesis defense)	Comprehensive Exam

Check the [Thesis Requirements](#) and [Project Requirements](#) pages on the MSc OEH website for more information.

### Thesis and Project Preparation Form

Each student will receive in their Orientation package a “Thesis and Project Preparation Form”. This form was created for the purpose to help incoming students with the decision to pursue either the Thesis or Project options in our program. The questions on this form help us to identify your strong qualities for potential professional working environments (for a co-op) and research interests (for a thesis).

ALL students are required to fill out this form, and to meet with a minimum of two faculty members to discuss potential thesis topics. This is to introduce students to research opportunities, funding and to overall gain a better understanding of what is involved in thesis work.

**NOTE:** It is important to note that the Summer Co-op required for the project option is *not guaranteed* to students. Though we have not yet had an instance where we could not find a placement for a student, its imperative to understand that the co-op is based on how many jobs we receive from prospective host companies, and also on each students performance with applications and the interview process. If students cannot be placed in a co-op, it is a possibility that students may need to switch to a thesis option.

## Program Timeline

The typical project option timeline is structured so that all academic coursework can be completed within 24 months (although some students have completed within 17 months, we do not recommend fast tracking). The average time for a thesis student to complete their course work and research varies between 24 and 36 months. More information can be found on our [website](#):

**Credits needed to graduate = 42**

### Sample Course Schedule (note that this schedule has more credits than needed)

(Required) = These courses are a requirement of the program  
(Rec Proj) = These courses are recommended to prepare project students for the summer project.  
(Alt Years) = These courses are offered in alternating years.

#### Term 1:

SPPH 535 (Required) Principles of Occupational & Environmental Hygiene (3)  
SPPH 502 (Required) Epidemiological Methods (3)  
SPPH 533 (Rec Proj) Toxicology and Public Health (3)  
SPPH 565 (Alt Years) Ergonomics (3)

#### Term 2:

SPPH 522 (Required) Topics in Environmental Health (3)  
SPPH 562 (Rec Proj) Chemical & Biological Hazard Measurement (3)  
SPPH 567 (Rec Proj) Quantitative Methods for Exposure Assessment (3)  
MECH 505 (Rec Proj) Occupational & Environmental Acoustics & Vibrations (3)

#### Term 3:

SPPH 563 (Rec Proj) Chemical & Biological Hazard Control (3)  
SPPH 568 (Alt Years) Safety (3)  
SPPH 566 (Rec Proj) Occupational & Environmental Hygiene Practice (3)  
SPPH 571 Public Health and the Built Environment (3)  
SPPH 530 Epidemiology of Occupational & Environmental Health (3)

#### Term 4:

SPPH 532 (TBC) Environmental Health Risk Assessment (3)  
SPPH 534 Occupational Health & Illness (3)

### Required seminar, both options **ALL terms**

Occupational and Environmental Seminar

### Required course, Project option: **Summer of first year**

SPPH 598 Project (6)

### Required course, Thesis option: **ALL terms**

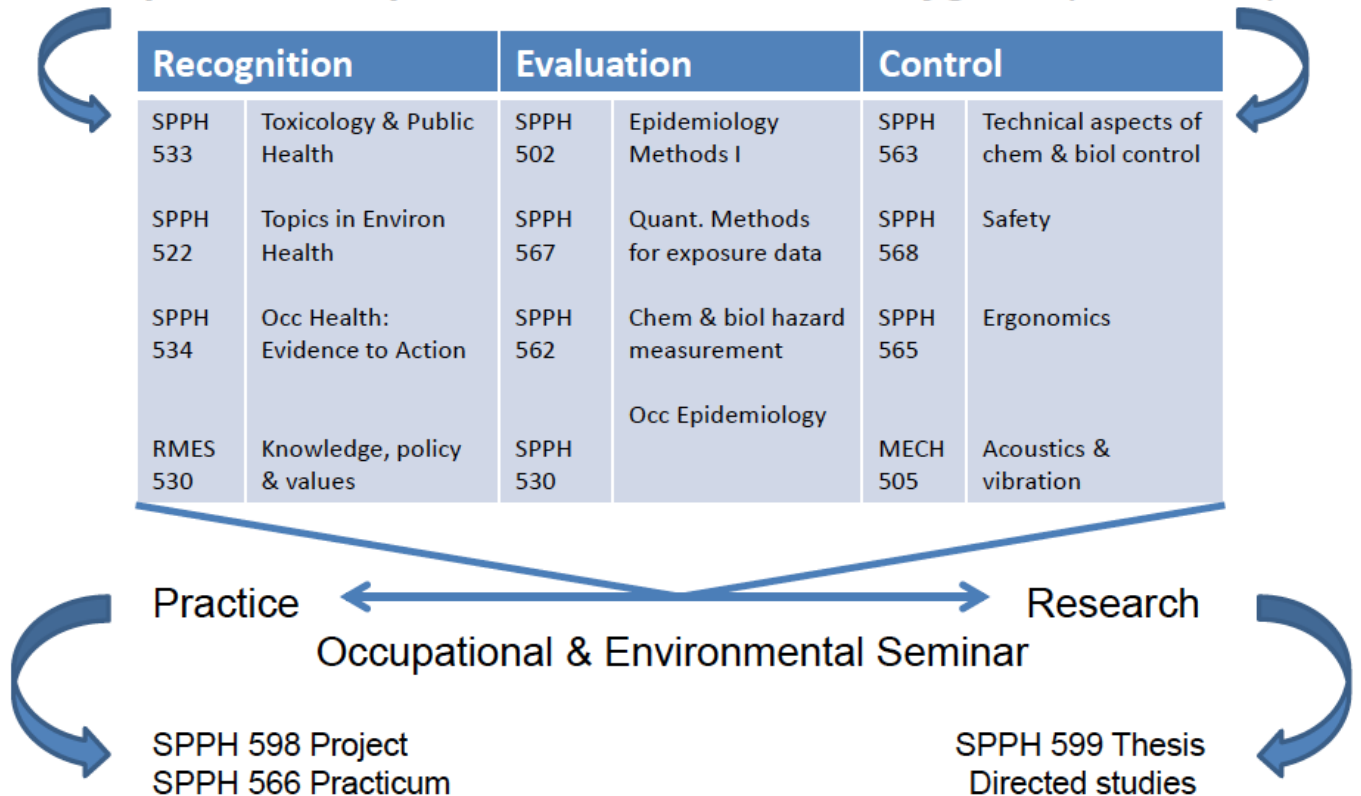
SPPH 599 Thesis (12)

### Relationships between MSc-OEH Graduate Program Courses

Below is a schematic outlining the core areas of expertise in Occupational and Environmental Hygiene. It shows many (but not all) of our courses and indicates whether they focus on recognition, evaluation or control of hazards. Some courses cover all three (e.g., Principles of Occupational & Environmental Hygiene, Ergonomics, Acoustics and Vibration). You are welcome to emphasize certain aspects of hygiene or to cover all areas broadly.

If you are unsure about which areas to study, or have general questions about what courses can lead to a particular desired competency you wish to graduate with, it is highly recommended that you speak with your faculty advisor about your options. Karen Bartlett (Program Director), is also always willing to meet with students to discuss their program structure, courses, thesis and projects options, and career objectives.

### Principles of Occupational & Environmental Hygiene (SPPH 535)



### Relationship between Graduate Program Courses

## Electives

During any term you may take elective courses including courses offered in other departments (see the [Project option](#) or [Thesis option](#) webpages for suggestions). Note that you must have your elective courses approved by your **faculty advisor**.

Please note that as a full-time graduate student you can take as many or as few courses as you like each term—the fees don't change. As long as you have the core courses completed satisfactorily and a minimum of 42 credits, you are able to graduate.

**NOTE:** Electives taken outside of SPPH must be approved by the Program Director. It is also important to note that undergraduate courses often do not have exam/grades in by the same deadline as graduate courses. This has been problematic in the past for students taking these courses in their last term of the program. This is due to strict deadlines for G+PS for submitting grades so that students can be approved in time to graduate. Please speak with the OEH Program Coordinator for more information

## ADDITIONAL REQUIREMENTS for graduation:

**THESIS students:** will defend their thesis at a public defense arranged by OEH theme faculty members.

**PROJECT students:** will write a comprehensive examination at the end of their coursework. This normally occurs in April of the second year of study, however, if a student completes their coursework by her/his third semester, s/he may request the comprehensive examination in December. Permission to write the exam early requires the availability of faculty to mark the examination, and **MUST** be arranged for in advance through the MSc OEH Program Director.

### 3 Short Courses (Non-Credit)

All OEH students are required to take the **Chemical Safety** course for graduate students offered through UBC's [Department of Risk Management Services](#).

In addition to the Chemical Safety course, two other short courses of your choosing must also be completed. Students may choose from courses offered by the Department of Risk Management Services, or from professional development courses offered through the [Faculty of Graduate Studies](#) or the [Centre for Teaching, Learning and Technology](#).

Students must submit a certificate of completion or an email from the instructor to be granted credit for these courses. The majority of these short courses take, at most, a few hours to one day complete. If the course takes more than 8 hours to complete, you may (on approval of the graduate advisor) be granted equivalent credit for two courses.

GET TO KNOW THE [MSc OEH WEBSITE](#) WELL!



# Time Table of OEH Courses

## Term 1 First Year Course Options (September 2014 - December 2014)

Term 1					
Monday	Tuesday	Wednesday	Thursday	Friday	
8:00					
8:30					
9:00					Rounds
9:30					9-10am
10:00	SPPH 535				SPPH 507/607
10:30	Karen Bartlett	SPPH 568			10am-12pm
11:00	10-11:30am	Warren Fox			Thesis Students Only
11:30		10:30-1:30pm		SPPH 502 Tutorial	
12:00				Chris Richardson (11-12)	
12:30		SPPH 400		SPPH 533 Karen Bartlett	
1:00		Mike Marin	BRDG 501/601	SPPH 400 (12:30-2)	OEH seminar - 12:30-1:30pm
1:30		12:30-2pm	Hugh Davis		Sarah Henderdon/Ed Chessor
2:00		SPPH 571 Larry Frank	1-2:30pm		
2:30		SPPH 502	BRDG 500/600		SPPH 535
3:00		Chris Richardson	Mike Brauer		Karen Bartlett
3:30		2:30-5:30pm	2:45-4pm		2-3:30pm
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
	First year				
	First year & Second				
	BRDG only				
	All SPPH				

## Term 2 First Year Course Options (January 2015 - April 2015)

Term 2					
Monday	Tuesday	Wednesday	Thursday	Friday	
8:00					
8:30					
9:00		MECH 505	SPPH 562	Mech 505	Rounds
9:30	SPPH 522 (Traditional)	Murray Hodgson	Hugh Davies	Murray Hodgson	9-10:30am
10:00	Mike Brauer	9-10am	9am-12pm		SPPH 507/607
10:30	9:30am-12:30pm				10am-12pm
11:00		SPPH 562			Thesis Students Only
11:30		Hugh Davies			
12:00		11am-1pm			
12:30					OEH seminar
1:00			BRDG 500/600 K.Bartlett		Sarah Henderdon/Ed Chessor
1:30	SPPH 534		MECH 505 lab	1-2:15	
2:00	Chris McLeod	SPPH 567	M.Hodgson 1:30-2:30		
2:30	1:30-4:30pm	Sarah Henderson	BRDG 501/601		
3:00		2-5pm	Hugh Davies		
3:30			2:30-4pm		
4:00					
4:30	PLAN 580 Larry Frank				
5:00					
5:30					
6:00					
6:30					
7:00					
	First year				
	First year & Second				
	BRDG only				
	All SPPH				

## Term 1 Second Year Course Options (September 2014 - December 2014)

Note: SPPH 530 will alternate years. It will next be offered in September 2015

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					Rounds
9:30					9-10am
10:00			SPPH 563		SPPH 507/607
10:30		SPPH 568	George		10am-12pm
11:00		Warren Fox	Astrakianakis		Thesis Students Only
11:30		10:30-1:30pm	10am-1pm		
12:00					
12:30		SPPH 400		SPPH 400 (12:30-2)	OEH seminar - 12:30-1:30pm
1:00	SPPH 566	Mike Marin	BRDG 501/601	SPPH 566	Sarah Henderdon/Ed Chessor
1:30	G. Astra/E. Chessor	12:30-2pm	Hugh Davis	G. Astra/E. Chessor	
2:00	1-2:30pm	SPPH 571 Larry Frank	1-2:30pm	1-2:30pm	
2:30		2-5pm	BRDG 500/600		
3:00			Mike Brauer		
3:30			2:45-4pm		
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
	First year & Second				
	Second year				
	BRDG only				
	All SPPH				

## Term 2 Second Year Course Options (January 2015 - April 2015)

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					Rounds
9:30	SPPH 522 (Traditional)				
10:00	Mike Brauer				SPPH 507/607
10:30	9:30am-12:30pm				10am-12pm
11:00					Thesis Students Only
11:30					
12:00				SPPH 532	
12:30				Jennifer Gardy	OEH seminar
1:00			BRDG 500/600 K.Bartlett	(12-3)	Sarah Henderdon/Ed Chessor
1:30	SPPH 534		1-2:15		
2:00	Chris McLeod				
2:30	1:30-4:30pm		BRDG 501/601		
3:00			Hugh Davies		
3:30			2:30-4pm		
4:00					
4:30	PLAN 580 Larry Frank				
5:00					
5:30					
6:00					
6:30					
7:00					
	First year & Second				
	Second year				
	BRDG only				
	All SPPH				

## Graduate and Postdoctoral Studies

### What is G+PS?

Established in 1949, the Graduate and Postdoctoral Students (formally *Faculty of Graduate Studies* or FoGS) is home to over 1,800 renowned faculty members teaching and supervising more than 9,500 Masters and Doctoral students in over 250 graduate programs.

G+PS is the governing body for all graduate programs at UBC. You received your official offer of admission from them, as programs can only recommend applicants for admission— G+PS gives the official approval. In fact, G+PS approval is required for a whole host of issues relating to students: course approvals, status in the program, program progress, graduation, etc. Use this [G+PS webpage](#) as a reference for your UBC Masters program.

A [G+PS Student Orientation](#) will be held in the last week of August. The date currently is to be confirmed – please check here for date and time confirmation:

<http://orientation.grad.ubc.ca/schedules/>

GET TO KNOW THE [FOGS WEBSITE](#) WELL!

### Common MSc OEH student queries

Here are links to FAQs by MSc OEH students regarding policies and procedures that are set out by G+PS. Contact [spph.msc-oeh@ubc.ca](mailto:spph.msc-oeh@ubc.ca) if you have any further questions:

Transfer credits	<a href="#">link</a>
Exemptions	<a href="#">link</a>
Part-time status*	<a href="#">link</a>
*Note that students wishing to complete the program part-time must apply for this before they start. There are many restrictions and it can be more expensive. PLEASE read this section of the G+PS website in great detail if you are considering this option.	
Leave of Absence	<a href="#">link</a>
Western Deans' Agreement	<a href="#">link</a>
G+PS forms	<a href="#">link</a>
Graduation	<a href="#">link</a>

### Academic Progress and Policy

You are expected to maintain good academic standing throughout your program. A minimum of 60% must be obtained in any course taken by a student in a Masters program for the student to be granted pass standing, and only 6 credits of pass standing (60-67%) may be counted towards a Masters program. For all other courses, a minimum of 68% must be obtained. Read the [academic progress policy](#) for further information.

### GPS Workshops

The [Graduate Pathways to Success \(GPS\)](#) program is a palette of non-credit workshops, seminars and other activities designed to complement your graduate program's academic curriculum and mentorship experience. [Event notices](#) are emailed to students; you are encouraged to sign up quickly as these events often get booked up.

## Scholarships, Awards and Bursaries

Graduate and Postdoctoral Students administers most graduate awards and their [Award Database](#) is a great resource for all students. MSc students have won numerous awards in the past so apply to as many as you can!

Note that some awards are for thesis-based programs only and this should be indicated in the award description. If you are unsure, contact G+PS to ask.

Below are a sample of UBC and School awards with MSc eligibility. Additional awards are listed on the [SPPH Awards and Funding web page](#).

### Fellowship Programs open to MSc-OEH Students

- [Atmosphere Aerosols CREATE Program](#)
- [The Bridge Program – Bridging Public Health, Engineering and Policy Research](#)
- [Population Intervention Research for Chronic Disease Prevention](#)
- [Public Health and the Agricultural Rural Ecosystem](#)
- [Sustainable Building Science CREATE Program](#)

### Scholarships, Bursaries and Other Awards open to MSc-OEH Students

	Award	Eligibility	Application Deadline
UBC	<a href="#">Affiliated Fellowships</a>	All UBC graduate students	Mid Sep - early Oct
	<a href="#">CIHR Masters Awards (CGS)</a>	Canadian citizens or permanent residents. Students pursuing MSc thesis in health sciences	Mid Sep - early Oct
SPPH OEH	<a href="#">WCB - WorkSafeBC</a>	MSc or PhD students who are pursuing studies with an occupational focus.	\$20,000 plus \$2,000 travel
	AL Riegert Award	Given to the full-time student with the highest average in 15 credits of a minimum of 18 core credits taken in the first year of the MSc program.	N/A
	Joel Bert Award	In memory of Professor Joel Bert, a prize of \$1,000 is offered by OEH to a UBC student who incorporates engineering design and/or principles in the solution of an occupational or environmental health or safety problem.	April
	UREA Formaldehyde Foam Insulation Action Association Bursary	Awarded to student investigating toxic chemicals and pollutants, with particular emphasis on their effects on human health.	Spring
	<a href="#">American Industrial Hygiene Foundation</a>	Master's student	March
	<a href="#">Robert Caton Scholarship</a>	The applicant should be able to demonstrate a commitment to studies, volunteering and/or employment in areas such as air quality, atmospheric chemistry, environmental risk, environmental management systems or policy.	October

### **Graduate Student Travel Fund**

Graduate students are eligible for the Graduate Student Travel Fund only once per degree program. The Travel Fund provides one-time travel support to a maximum of \$500 per graduate student who presents a paper or poster at an official conference or symposium (student workshops are ineligible) while they are enrolled full-time in a graduate degree program. Travel awards are issued through the Graduate and Postdoctoral Students.

### **OEH travel fund**

Students may be eligible to apply for a one-time travel support to a maximum of \$400.00 to present a poster or paper to an official conference or symposium. Awards are issued through the OEH theme.

### **UW/UBC/SFU Occupational, Environmental and Public Health Conference**

This conference is held every year, usually at the Semiahmoo Resort in Blaine, WA. The conference is usually held in early January and runs for 2-3 days.

All first year OEH students are eligible for partial financial support to attend. In order to cross the Canada/US border, students require a passport. Non-Canadian students should check the requirements that may apply for entering the United States, including visas. Apply early for travel documents in order to not be disappointed.



## Graduation

Apply to graduate via the Student Service Center. For more information about graduation please check the following links:

- <http://www.students.ubc.ca/coursesreg/graduation/>
- <http://www.graduation.ubc.ca/ubc-vancouver/>

The G+PS website has detailed explanations of the graduation process. If you are planning to attend the graduation ceremonies, it is highly recommended that you check whether or not your degree has been approved for graduation before attending the ceremony. You can check whether or not your degree has been approved for graduation through the Student Service Center.

### Tuition fee reversal

When you meet all the graduation requirements, paperwork is completed so that the following installment of tuition fees does not need to be paid. You will see your account in **red** in January or May and receive notices from UBC to pay your January tuition – please ignore! As soon as G+PS processes your Program Completion Form, these fees will be reversed by Enrolment Services.



*May 2014 graduation*

*L to R: Alison Dougan, MSc OEH;  
Majid Kajbafzadeh MSc OEH;  
Dr. Karen Bartlett and Levi  
Kimble, MSc OEH*

### Getting Registered as a Hygienist

After graduation, students are encouraged to register for certification with the Canadian Registration Board of Occupational Hygienists. Annual membership fees are \$205 (2013) and you can register through the website: <http://www.crboh.ca/page.cfm?onumber=1>



## UBC Student Health Services & Wellbeing

### Health Clinic

This [clinic](#) is located at UBC hospital, a 5-minute walk from the SPPH building. They have appointment-based and walk-in clinics, on-site counselling services, and a number of "Health & Wellness" programs and classes.

### Student Services

A list of all of services to UBC students, including food services, housing, counselling, clubs, etc., can be found [here](#).

### Aboriginal Services

Aboriginal Students at UBC have access to the [First Nations House of Learning](#), whose mandate is to make the University's vast resources more accessible to Aboriginal Peoples, and to improve the University's ability to meet the needs of First Nations, Métis, and Inuit. The Longhouse is a valuable support network for our Aboriginal students.



*UBC Longhouse art*

## Contact Information

These are the key MSc OEH contacts you will be dealing with for the duration of your program:

### **Dr. Karen Bartlett**

*MSc OEH Program Director*

- ◆ Dr. Bartlett's office is on the third floor, room 364. Please call 604-822-6019 or email [karen.bartlett@ubc.ca](mailto:karen.bartlett@ubc.ca) for appointments.

### **Drs. Murray Hodgson and Kay Teschke**

*MSc OEH Project Coordinators*

- ◆ Dr. Hodgson's office is in the CIRS Building - 2206 West Mall. Please call 604-822-3073 or email [hodgson@mech.ubc.ca](mailto:hodgson@mech.ubc.ca) for appointments.
- ◆ Dr. Teschke's office is on the second floor, room 293. Please call 604-822-2041 or email [kay.teschke@ubc.ca](mailto:kay.teschke@ubc.ca) for appointments.

### **Erin Smith**

*Program Coordinator, MSc OEH Program*

- ◆ Graduate Student Support is based at the SPPH building and is best to contact first if you're unsure of who to ask a particular question. Call 604-822-2827 or email [spph.msc-oeh@ubc.ca](mailto:spph.msc-oeh@ubc.ca).

### **Jackie Carpio**

Financial Clerk

- ◆ Jackie's office is in the SPPH building, room 121. Jackie is the go-to person for reimbursements, as well as printer access codes. Her phone number is 604-822-3364 or email [Jackie.carpio@ubc.ca](mailto:Jackie.carpio@ubc.ca)

### **To be Confirmed (July 2014)**

Receptionist

- ◆ Located at the reception desk in the lobby on the first floor of the SPPH building. The receptionist can help with finding rooms, faculty offices, booking meetings, and obtaining computer lab passwords.

### **School of Population & Public Health**

University of British Columbia  
2206 East Mall  
Vancouver, BC  
V6T 1Z3

Click here to learn more about SPPH [Staff](#) & [Faculty](#).

**GET TO KNOW THE MSc OEH WEBSITE WELL!**