Management Sciences
New Graduate Student Orientation

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engineering.uwaterloo.ca

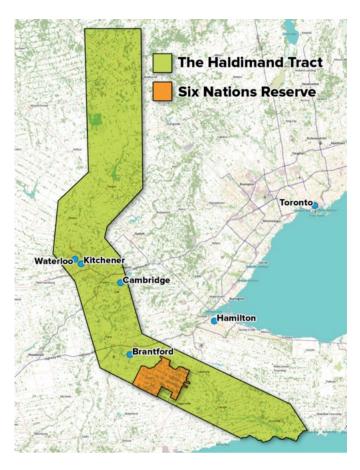Hossein Abouee Mehrizi

Welcome!

Welcome and Introductions	Interim Chair of Department Mark Hancock
MSCI Health & Safety Requirements	Zivojin Pantic MSCI Health & Safety Rep.
MMSC Program Requirements, Coop and GDDA Programs	Prof. Hossein Abouee Mehrizi, Associate Chair Graduate Studies
MASc/PhD Program Requirements	Prof. Hossein Abouee Mehrizi, Associate Chair Graduate Studies
Q&A	Hossein Abouee Mehrizi, Lisa Hendel & Kimberly Dunne

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Territorial Acknowledgement

We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within our Office of Indigenous Relations.

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MS&E Chair Interview for Mark Hancock

MSCI Faculty by Specialization

Applied Operations Research (AOR)

Jim Bookbinder

Stan Dimitrov

Samir Elhedhli

Fatih Safa Erenay

Fatma Gzara

Qi-Ming He

Houra Mahmoudzadeh

Hossein Abouee Mehrizi

Sibel Alumur Alev

Saeed Ghadimi

Information Systems (IS)

Lukasz Golab

Stan Dimitrov

Mark Hancock

Oliver Schneider

Ken McKay

Mark Smucker

Sirisha Rambhatla

Olga Vechtomova

Management of Technology (MOT)

Brian Cozzarin

Rob Duimering

Bon Koo

Jatin Nathwani

Selcuk Onay

Frank Safayeni

Jangho Yang

Kejia Zhu

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Department Contacts

Department Interim Chair
Prof. Mark Hancock (September 1, 2022, to current)
CPH 4301C, mark.hancock@uwaterloo.ca

Associate Chair, Graduate studies
Prof. Hossein Abouee Mehrizi (until October 31, 2023)
CPH 3638, haboueem@uwaterloo.ca

Associate Chair, Graduate studies
Prof. Sibel Alumur Alev (November 1, 2023)
CPH 4321, sibel.alumur@uwaterloo.ca

Associate Chair, Undergraduate studies (October 1, 2023)
Prof. Ada Hurst
CPH 4315, adahurst@uwaterloo.ca

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Department Contacts

Administrative Officer

Louise Green, lgreen@uwaterloo.ca

Department management for fiscal accounts, administrative staff

Graduate Studies Administrator – MASc & PhD

Lisa Hendel, lhendel@uwaterloo.ca

MASc/PhD programs (admissions, advising, MASc co-op), scholarships, awards

Graduate Studies Administrator – MMSc Programs

Kimberly Dunne, kdunne@uwaterloo.ca

MMSc programs (admissions, advising, GDDA, MMSc co-op)

Financial Coordinator

Rosalind Klein, r4klein@uwaterloo.ca

Student travel claims

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Department Contacts

IT Specialist

Zivojin Pantic, zivojin.pantic@uwaterloo.ca

IT support for students.

Administrative Assistant to the department

Heidi Janssen, heidi@uwaterloo.ca

Appointment with the Chair., Office allocations, Keys

Undergraduate Studies Advisor/Administrative Coordinator

Shelley Vossen, svossen@uwaterloo.ca

Management Engineering Program

Support Services & Accreditation Coordinator

Brenna Costa, b2costa@uwaterloo.ca

Teaching Assistantship Assignments (TA), Room Bookings, Mail, Scheduling, Codes for rooms

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Graduate student email list

UW administrative offices will use your **"@uwaterloo.ca"** email account

It is your responsibility to read your emails on a regular basis and meet deadlines as required

If you are having problems with your email account, please contact Zivojin Pantic (zivojin.pantic@uwaterloo.ca) for assistance.

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Management Sciences MSCI Health & Safety Requirements

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Zivojin Pantic

MSCI Health & Safety Requirements

The department is required to ensure all "Members" of the Management Sciences Department have been provided with a Health & Safety Manuals and have completed the required modules.

Your UW userid and password are required to access the training

- Employee Safety Orientation - S01001
- Workplace Violence Awareness - S01081
- WHMIS 2015 - S02017
- Employee Accessibility Training (AODA) - OPD102

The Department Health & Safety Manual can be found at the following website:
 https://uwaterloo.ca/management-sciences/department-health-and-safetymanual.

Proof of completion must be sent to Brenna Costa, b2costa@uwaterloo.ca

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Employment as a Teaching Assistant or Research Assistant

- If you are scheduled to be a Teaching Assistant (TA) in the Fall 2023 term, speak to the instructor of the course to determine a plan for the start of term and develop a strategy on how you can support the delivery of the course at the beginning of term. Questions to consider include how to address illness within the class, expectations if you are ill, options around hybrid or remote engagement if needed.

- As with all TA appointments, you are strongly encouraged to talk with the course instructor about the expectations for the term, and how your TA hours will be allocated. Students and instructors are reminded that best practice is to formalize these expectations through TA time allocation forms.

- During the term, check-in with the instructor and discuss the progression of the TA position with respect to the hours assigned for this position and adapt your responsibilities to ensure your commitments match the support you receive.

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Help is available

If you feel overwhelmed or anxious and need to talk to somebody, please contact the University's Campus Wellness services, either Health or https://uwaterloo.ca/campus-wellness/

University resources

- Daily Bulletin

- WatSAFE

- UW MATES (Mentor Assistance Through Education and Support)

- Employee and Family Assistance Provider (Homewood Health)

- Occupational Health

Important Links

- Ministry of Health

- Public Health Ontario

- Region of Waterloo Public Health

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MMSc Degree Requirements
Co-op Program, GDDA
MMSC LEARN
Dropping and Adding Courses

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engineering.uwaterloo.ca

Hossein Abouee Mehrizi

MMSC Online Community

Student Portal

- https://uwaterloo.ca/student-portal/

Waterloo LEARN

- https://uwaterloo.ca/learn-help/students

MMSC Online Community

- Term by term updates/notices
- Calendar of deadlines & events

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MMSc Degree Requirements

MMSc Regular	MMSc with Co-op	MMSc with GDDA
8 courses (minimum)	8 courses (minimum)	8 courses (minimum)
3 academic terms (1yr)	5 terms (2yrs)	3 academic terms (1yr)
4 MMSc core courses	4 MMSc core courses	4 MMSc core courses
+ 4 electives	+4 electives	+ MSCI 718, 719, 623
	+2 work terms	+ 1 department approved elective

4 MMSc Core Courses:
MSCI 603 (or MSCI 634), MSCI 605, MSCI 607, MSCI 609

Students must maintain an overall average of at least 73% each term
With no more than two failed courses overall

Courses outside of Management Sciences:
Maximum of one (1) course can be taken outside of the department, including approved Ontario Visiting Graduate Student (OVGS) Must be approved by the Associate Chair for Graduate studies prior to enrolment to be counted as your fourth elective.

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Co-op program

It's important to note, that the GDDA cannot be completed within the MMSC coop program.

Application requirements

- Application deadline – **November 15th**

- Minimum GPA of 85% in the first academic term in Management Sciences in MSCI 603, 605 and 609

- A good command of English

Program requirements

- Successfully complete two (2) work terms

- Complete two (2) individual work term (WT) reports for each term

MMSc/Co-op Sequence (2 Workterms: Must start with Academic and finish on Academic)				
Fall	**Winter**	**Spring**	**Fall**	**Winter**
MSCI 603	MSCI 607	Workterm	Workterm	Elective #3
MSCI 605	Elective #1			Elective #4
MSCI 609	Elective #2			

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Graduate Diploma in Data Analytics (GDDA)

The GDDA is a set of data analytic elective courses an MMSc graduate student can complete (within their MMSc degree) to earn Graduate Diploma Data Analytics.

They are a 'package' of electives to be taken in the regular MMSc degree course selection. Completed successfully, they will have earned you a Graduate Diploma in Data Analytics.

- Students must complete the four GDDA courses successfully to earn the GDDA
- The fourth course is a selection made by the student that must be approved by the Associate Chair for Graduate Studies

MMSc/ GDDA		
Fall	**Winter**	**Spring**
MSCI 603	MSCI 607	MSCI 623
MSCI 605	MSCI 719	Elective #4
MSCI 609	MSCI 718	

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Maximum Number of Courses

Maximum number of courses for Engineering Students in Graduate Studies

- **Full time** students can take a **maximum of three (3) courses each term.**

- **Part time** students can take a **maximum of one (1) course each term.**

If you want or need to take additional courses, you will need to request they be added manually with the drop/add form (with special permission & rationale)

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MASc Degree Requirements

	Non Co-op	Co-op
Master of Applied Science (MASc): Thesis-based	* 4 courses (minimum) • Research seminar • Thesis * 6 academic terms	* 4 courses (minimum) • Research seminar • Thesis * 8 terms (6 academic terms + 2 work terms)

Required Courses:
 2 core courses from the list (MSCI 605, 607, 623, 630, 631, 634 and 641)

Elective Courses for MASc and MMSc:
Max. **(1)** course from outside of the department (incl. Ontario Visiting Graduate Student; OVGS).
Must be approved by the Associate Chair for Graduate Studies. Form require.
(See department website to access form)

See Schedule of Classes

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Switching from MMSc to MASc

Student must successfully complete 1-2 terms of MMSc

Student needs to find a willing thesis supervisor(s)

- Feel free to reach out to potential supervisors; talk to other MASc students, etc.
- Some considerations: research topic, expertise, supervision style, personality and funding.

Funding

- Supervisors financially support MASC/PhD student from individual research budget
- MSCI Graduate Research Scholarship: $4000 from Department

Program/plan change form must be approved by Associate Chair. All coursework will be reviewed at the time of transfer.

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Ph.D. Degree Requirements

At least 4 courses at the 600 or 700 level

- 2 core courses from the list: **(MSCI 605, 607, 623, 630, 631, 634 and 641).**

- 2 elective courses (**no more than 2**)

    - Courses from outside department (max. 2 toward degree) must be approved by Associate Chair for Graduate Studies. Must complete Form and its available on department website

- Overall average at least 73%.

Pass *comprehensive exam* by the end of your 4th term.

Write dissertation & pass *oral defense* by end of 12th term

- Dissertation/thesis: independent and original research

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Activity Reports (MASc and PhD)

MASc/PhD students submit an *activity report* each term

- Used to track student progress and assist in awarding scholarships.
- Students are provided feedback if required.

Process

- Due by the end of the second week of each term.
- Signed/approved by your supervisor.
- You will receive an email and your supervisor is required to provide comments and signature (contact Lisa Hendel if you have questions).

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Academic Integrity

We take academic integrity very seriously … so … *Don't Cheat!!*

But what counts as cheating?

- Presenting someone else's work/ideas as your own
- Outright copying
- Collaborating with others when not permitted (e.g., on individual assignments, exams)
- Not properly citing sources
- Excessive quoting of other peoples' work (even with proper citation) Etc.

It is YOUR responsibility to know, and follow, the rules!

You must complete the *Graduate AIM* online/LEARN training as a degree requirement

- See **Graduate Aim Online**

Instructors/professors are obliged to report all cases of suspected academic misconduct to the Associate Dean for Graduate Studies

- Penalties are based on severity of the offense
- Recorded in your academic file to track repeat offenders

See Policy 71 – Academic Misconduct for more information

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Teaching Assistantships (TAs)

Apply online each term

- **MSCI TA**

Must complete ExpecTAtions workshop to be eligible. (will be held from Sept.25 to October 6, 2023)

- Offered in October, March and June

- Will receive an email with details. (starts Sept.25, 2023)

TA selection process

- Instructors rank TA applicants for each course

- TA assignments done by the TA Officer

TA's are paid to support the teaching of MSCI courses

Full TA position = 10 hours/week for 13 weeks

- Full-time students may not work more than 10 hours/week on-campus.

- Must be available for work from the first day of classes to the submission of final grades for the course. If not, the TA contract may be cancelled.

MSCI TA Manual

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Scholarships

Faculty of Engineering/UW Merit Scholarships are awarded by the Department:

- Available to top ranked full-time domestic and international students.
- Minimum 80% overall average. (Do not have to apply)
- Scholarships are applied against the student's tuition.
- **No need to apply for this award.**

Students are not eligible for FoE/UW scholarships if:

- Probationary/transitional status; part-time; inactive status.
- Newly transferred from another department.
- Incomplete grades on record at the time of award decisions.

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Department Awards

Donald J. Clough Memorial Award

- Awarded to top-ranked (domestic and international) first-year Masters student.

El Gabbani Award

- Awarded to top-ranked (international) first-year Masters student.

Fraser Research Award

Research paper award for MASc/PhD students (apply end of Winter term)

MSCI TA Award

- Awarded to an exceptional TA, based on student and instructor feedback (one award per term).
- ➢ No need to apply for these awards.

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External Tri-Council and OGS Scholarships

Major federal and provincial scholarships for MASc/PhD students

- NSERC – Natural Sciences & Engineering Research Council
- SSHRC – Social Sciences & Humanities Research Council
- CIHR – Canadian Institutes for Health Research
- OGS/QEII-GSST – Ontario government Scholarships

See Graduate Studies/Postdoctoral Affairs (GSPA) Scholarship Competition Resources website

- For eligibility criteria, deadlines, application information, webinars, tips/advice
- **Graduate Studies Scholarships**

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Finally, if things are not right...

Associate Chair for Graduate Studies

Prof Hossein Abouee Mehrizi

- He can mediate for professors and/or students regarding academic issues.

Graduate Administrators

Lisa Hendel (MASc/PhD) and Kim Dunne (MMSc)

- They can advise you on program changes, co-op program, scholarships, general program information for all programs.
- Point you in the direction of additional campus support.

Please see Department website for details on program information and important deadlines and events

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Q&A

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