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Welcome!

We are pleased to welcome you to the Economics Department at the University of Waterloo! We hope that you find your experience here to be rich and rewarding. This handbook provides a brief overview of some of the most important information you will need as you start out on your graduate student journey – please feel free to let the **Associate Chair, Graduate Studies, Professor Phil Curry** (pacurry@uwaterloo.ca) in HH 126, or **Graduate Program Coordinator, Maureen Stafford** (mastaffo@uwaterloo.ca or 519-888-4567 x45099) in HH 219, know if you have any questions or concerns.

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Orientation

Graduate Orientation

Faculty and department-specific events will be offered early in September. The detailed Orientation schedule will be communicated to you by the Graduate Program Coordinator in August.

As a new student, you now have access to [Waterloo Grad Ready](#) – a virtual program and space to support you as you begin your graduate program.

It will offer you opportunities to build connections with students, faculty, and staff; resources to help you transition to graduate life; and workshops to support your ongoing graduate experience.

Our graduate studies community has come together to support you in this new online environment and will add new information and programming throughout the coming months. Please check [Waterloo Grad Ready](#) for updates.

Faculty of Arts Orientation

Faculty of Arts students are **required to attend** this half-day Orientation, which includes the completion of the **mandatory Academic Integrity Workshop**. This year's Orientation will be held on **Tuesday, September 5th** and begins with a **Faculty of Arts Graduate BBQ from 11:30 am - 1:30 pm** and then **Faculty orientation activities from 1:30 pm - 9:30 pm**.

Economics General Orientation

During the Department orientation you will have a chance to meet the Department Chair; Associate Chair, Graduate Studies; Graduate Program Coordinator; the Director of CDASH, and some of the faculty who will be teaching your courses. You will also receive information on various aspects of being a graduate student in Economics, including: Teaching Assistant duties, your courses, the CDASH diploma, co-op, the library, and mental health resources. All new students are **required to attend**. This year's Economics orientation will be held on **Tuesday, September 5th from 10:00-11:30**.



Getting Started

Graduate Student duties and obligations

All graduate students are expected to perform their duties and fulfil their obligations, which include:

- Being courteous and respectful to your peers, faculty, and department staff
- Responding to any emails promptly
- Attending department events (Orientation, Distinguished Lecturer, Grad Awards Ceremony, etc.) unless there is a conflict with a class or TA duties
- Notifying the department if you will be away from the campus for more than one week

Academic Integrity

All students in the program are expected to know what constitutes academic integrity. When the commission of an offence is established, disciplinary penalties will be imposed in accordance with [Policy #71 \(Student Discipline\)](#). For information on categories of offences and types of penalties, students are directed to consult the [Office of Academic Integrity](#). If you need help in learning what constitutes an academic offence or how to avoid offences, ask your course instructor or Graduate Chair for guidance.

Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to [Policy #70](#), Student Grievance.

Graduate Academic Integrity Module (Graduate AIM) - MANDATORY

The purpose of the Graduate AIM is to give all new graduate students the same, basic understanding of academic integrity at UWaterloo. This aggregation of information and resources will help students transition from the expectations of other institutions to the standards of academic integrity at the University of Waterloo.

The [Graduate Academic Integrity Module \(Graduate AIM\)](#) is an online course, managed by the Office of Academic Integrity. The course is accessed through [LEARN](#).

The Graduate AIM is comprised of a tutorial and a quiz. The tutorial has three primary sections:

1. Crediting Your Sources – plagiarism, citing properly
2. Collaborating with Others – inappropriate collaboration, intellectual property, patents
3. Acting with Honesty – cheating, fabrication, falsification

The quiz requires students to apply the concepts they read about in the tutorial material. Students must receive a mark of at least 75% on the quiz in order to pass the Graduate AIM. They are allowed to retake the quiz if necessary. Students have **eight weeks** from the beginning of the term to successfully complete the quiz.



Student Responsibilities

Teaching Assistantships

All course descriptions for TA job postings will be posted on our [TA Job Posting website](#) about a month before the term begins for you to see which courses we are offering for the term that will require TAs and what instructors are looking for in their TAs. Students will be asked for their three preferred courses to TA and their 3 least favourite courses to TA before TA assignment work begins. We will do our best to take TA preferences into account, but it may not be possible to accommodate everyone's preferences after taking into account the needs of the department.

TA assignments will be announced late in the week before each term starts, late August for the Fall term, late December for the Winter term, and late April for the Spring term.

[The Centre for Teaching Excellence](#) (CTE) provides graduate students with numerous resources to prepare for their classroom experience. All students who hold a teaching assistantship should review the extensive collection of [teaching tips](#) the CTE offers.

TAs are considered casual employees of the University of Waterloo. TAs are asked to read the [TA Handbook](#) and are required to sign their UWaterloo letters of employment, and will receive a New Casual Hire Information sheet. TAs are also expected to fill out and sign a TA contract with the instructor. All signed forms must be submitted to the Graduate Program Coordinator no later than the second week of the academic term in which the TA-ship is held.

Students must have a minimum 80% average to maintain their TA-ship.

TA Evaluations will be completed collegially between instructors and TAs at the end of the term and submitted to the Economics Graduate Office.

Please see [Policy #30, Employment of Graduate Student Teaching Assistants](#) for further information.

Proctoring Duties

As part of their TA duties, students are **required** to proctor midterm and final exams. It is recommended that you **do not** book any flights or make arrangements to leave the campus until the exam period is finished. The exam period for each term is listed in the [Academic Deadlines and Events Calendar](#). If you are late or unable to fulfil your proctoring duties, your TA pay may be reduced by \$125, depending on the circumstances.

Once the midterm and final exam schedules are released, the Economics Undergrad Advisor will send out the proctor list as soon as possible so you can see when you will be needed for

proctoring. Please note that you may be assigned to proctor a course for which you are not the usual TA, as department need arises.

Payroll and Workday

Students hired as Teaching Assistants or Research Assistants are required to complete an onboarding process through Workday, the University of Waterloo's Human Resources system.

Steps to complete the onboarding process

1. Once you are hired into Workday, you will receive an email to claim/confirm your WatIAM system identity from watiam@uwaterloo.ca.
2. Using your WatIAM, log in to Workday to complete the onboarding items in your inbox. View the [Workday User Guides](#) (New Employees > Onboarding) for step-by-step instructions.
3. You will need to enter your personal information, tax forms, Social Insurance Number, and Canadian banking information in order to be paid through direct deposit.

Graduate students who have completed onboarding in a previous term will be prompted to verify or update their information. If you need Workday assistance, please contact hrhelp@uwaterloo.ca or 519-888-4567 ext. 45935.

Important note: Two-factor authentication (2FA) is now mandatory for most central services. You must sign up for 2FA to gain access to Quest and if you are not signed up, you will see an error message. Learn how to sign up on the [2FA website](#).

Mandatory Training

The training modules below are required for compliance with the [Accessibility for Ontarians with Disabilities Act](#) (AODA) and with Ontario's Occupational Health and Safety Act. All employees, whether full-time, part-time or contract are required to take this training.

Employee Safety Orientation

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Employee safety orientation (SO1001)**" from the list.
- Note: if you receive a "**not authorized**" error, contact [LEARN support](#) to have your User ID added to LEARN.

Accessible Customer Service

- Go to the [LEARN](#) home page.

- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the “Self Registration” link at the top of the page
- Select “**Accessibility Training**” from the list – you have the choice of reviewing the transcript for all sessions or completing the interactive modules online.

WHMIS 2015

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Employee WHMIS 2015**" from the list.

Workplace Violence Awareness

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Workplace Violence Awareness (SO1081)**" from the list.
- Note: if you receive a "**not authorized**" error, contact [LEARN support](#) to have your User ID added to LEARN.

Once you have completed the above training, please provide the Graduate Program Coordinator with proof of completion by email. A screen shot from your Workday account (go to *Learning* in the application menu, then **More** under the Progress menu, then *Learning History*) or LEARN account showing you have completed the training is sufficient. You will not be able to begin your TA duties until all 4 modules have been completed.

Tuition Payment | Fee Arrangement

Student Financial Services will post your tuition fees on [QUEST](#) approximately one month prior to the beginning of each term. Payment/fee arrangements can be made through an online banking payment, by certified cheque, through payroll deduction (with a promissory note) for Teaching Assistant (TA)/Research Assistant (RA) earnings), and from scholarship/bursary payments. For more information about tuition fees, fee arrangements, promissory notes, and payment deadlines refer to the [Student Financial Services](#) website.

Every grad student hired as a TA will receive a promissory note from the Graduate Program Coordinator in August and December to upload to Quest to help become fees arranged.

Email

All students are required to set up their [UWaterloo email account](#) in **late June** of your

admission year. All program related messages will be sent to your UWaterloo email account only. ***Any problems arising from the failure of a student to check their email in this account will be the full responsibility of the student.*** If you would rather use another account, please set up your UWaterloo account to forward to your personal account. Please send internal emails using your UWaterloo email address.

WatIAM Student Account

Students set up their [WatIAM account](#) during the application process. This username and password gives you access to all UWaterloo applications, such as email, computer network and wireless internet access (eduroam), LEARN, and [Quest](#) (information system for student registration, financial aid, and personal information). You will need to be set up for [2-factor authentication](#) before logging into some of UWaterloo's applications.

Student Card (WatCard)

Visit the [WatCard Office](#) (in the Centre in Needles Hall, Mon-Fri, 8:30am – 4:30pm) at the beginning of term to pick up your student card. You will need to show a valid piece of photo ID. The WatCard is your one card to access many facilities and services both on and off campus. You will use it daily for food purchases, photocopying, Physical Activities Complex access, libraries, Grand River Transit bus use, computer labs, and retail services on campus.

Graduate Student Association (GSA)

University of Waterloo students are members of the [Graduate Student Association](#) and are encouraged to contact them for information regarding related services and events.

Office Space

All MA graduate students in the Economics Department have access to multiple graduate student spaces. There is an MA ECON Lounge located in PAS 1287 (with a fridge, sink and microwave); there is an MA Study Room located in PAS 1281; there are two rooms to hold office hours for TAs located in PAS 1288 and PAS 1289 (there is an office hours schedule posted on the outside of both doors to fill out, so no office hours overlap); and there is additional MA grad space in HH 243. If you are interested in using any of these rooms, please email the Graduate Program Coordinator and ask to be assigned a key. Keys need to be returned to Key Control in the GSC building before you leave campus for co-op or for convocation. There is additional grad space in HH 235. This room is also used as a classroom for ECON, therefore please check the schedule on the door before using the room to make sure no courses are scheduled for that day. The Graduate Program Coordinator can give you the code for the door.

Please remember that the office space is a shared space intended for ***ECON graduate student use only***. Outside of TA office hours, undergraduate students should not be in the office. For security reasons, please make sure the door is shut and locked if you are the last one to leave.

Lockers

Lockers are available on the second floor of HH for storing your books or personal items. If you

would like to use one for the term, please ask the Graduate Program Coordinator to assign you a locker and she will also provide you the combination for it.

Computing Facilities

Graduate students have access to the computer labs in PAS 1237, PAS 1080, PAS 1098 and PAS 1099. There is also remote computer access. Access instructions can be found at <https://uwaterloo.atlassian.net/wiki/spaces/ACOHD/pages/819858617/Remote+access+to+software>

Printing & Copying

Dana Porter Library and Davis Centre Library offer [printing resources](#) for students. [W Print](#) also offers printing options. A copier that is available 24 hours is located in the Student Life Centre on the first floor.

Resource Information for Students

[Student Success Office \(SSO\) resources:](#)

- [Writing and Communication Centre](#)
- [Academic Development](#)
- For International Students:
 - [Immigration Consulting](#)
 - [Immigration documents](#)
 - [Social Insurance Number](#)
 - [Filing taxes in Canada](#)
 - [International Peer Community](#)

Sign up for monthly email updates with the [International Student Experience Newsletter](#).

[Waterloo Housing](#): Waterloo Residences offers a variety of different services to meet the needs of all students, ensuring that residence is the right fit for everyone. Information on for on and [off-campus housing](#) is also available.

[The Working Centre](#): is a great opportunity for students to connect to the larger Kitchener-Waterloo community. The Centre offers services such as the sale and repairs of used bikes, organizes events (i.e. the annual Multicultural Film Festival), and offers volunteer opportunities to those who want to get engaged in the community.

The University of Waterloo provides a number of clubs for all students. Please see the listing of [clubs](#) (national, regional, and religious associations).

[University Health Insurance Plan \(UHIP\)](#): Full-time and part-time on-campus graduate students are automatically charged for [UHIP](#) coverage on their student account.

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Registration and Enrolment

Quest (Student Information System)

New students have access to [Quest](#) *only after* they have been issued an Offer of Admission and their status is listed as 'Matriculated'. Students who have outstanding admission conditions do not have access.

You will use Quest to register for classes, update your address, view your tuition account, your unofficial transcript, and your milestones. Make sure all of the information in your Quest account is up to date and accurate.

If a service indicator shows up on your Quest account, please take care of getting it removed as soon as possible. If there is a negative service indicator on a student's Quest account, that student will not be able to graduate.

Having difficulties using Quest?

- [How do I...? instructions for using Quest](#)
- Email support: gsquest@uwaterloo.ca

Course enrolment period

Course enrolment at the University of Waterloo is done on a term-by-term basis and begins approximately just one month prior to the start of each term. During the course enrolment period, graduate students can add and drop classes using Quest. Please note the following important details:

- Email the Graduate Program Coordinator for permission to enroll in graduate classes labelled *Instructor/Department Consent Required*.
- Graduate students who do not have fee arranged status and have enrolled in classes will have their classes dropped at the end of the third week of classes (end of class enrolment period).
- Graduate students who wish to drop a class after the enrolment period ends may do so, but a grade of *Withdrawn, no credit granted (WD)* will be applied and the class will remain on the transcript. Note that WD is not an academic penalty.
- Please see and bookmark the [Graduate Studies Academic Calendar](#) for a complete list of important academic dates, including open course enrolment for graduate students.
- Outside of the course enrolment periods listed in the Graduate Studies Academic Calendar, students with special circumstances can petition to drop or add a class using a [course drop add form](#) (Graduate Studies forms website).

If you are unsure which courses you would like to take, students are encouraged to discuss their options with the Associate Chair, Graduate Studies. You can also consult the [Graduate Schedule of Classes](#) for information on courses offered each term.

Drop-Add Form

Complete the [Drop-Add form](#) when adding, dropping, or making course changes after the registration deadline; auditing a course; enrolling in a grad course with a time conflict; enrolling for graduate courses in other departments; or enrolling in undergraduate courses. You will need to sign it, have the instructor sign it, and submit it to the Graduate Program Coordinator.

Students are encouraged to finalize all course changes within the first week of the term. Once a course starts, any course assignments (and associated grades) missed prior to enrolling in the course will be forfeit.

OVGS courses

An [Ontario Visiting Graduate Student](#) (OVGS) form must be submitted to the Graduate Program Coordinator if you wish to take a course at another university (such as Wilfrid Laurier University). You will indicate the course to be taken and the term during which the course is offered at the host University.

Enrolment is not complete until the form has been approved by the Department Chair and Graduate Dean of both the Home University and the Host University. Students are allowed to register for a maximum of **one** OVGS course during their program.

The course selected must be at the graduate level and there must be no comparable courses offered at the University of Waterloo. The course selected must be required for your degree program. For example, GEOG 606 is offered at WLU for the CDASH diploma. Courses may not be taken as "extras" or "audits". Students must obtain at least a 75% (B) in any course taken at another university.

Absence due to a Sudden Medical or Personal Issue

If you experience a sudden medical or personal issue that is likely to remove you from being able to execute your coursework, TA work, or research work for more than two weeks, it is important to communicate this to us as soon as you are able. It is not necessary to disclose details, simply the information that you are likely to be unavailable. In such an event a key concern is that we make arrangements for TA coverage as soon as possible. Should you be in this situation please - at your earliest opportunity - contact your research supervisor, the Associate Chair, Graduate Studies and the Graduate Program Coordinator to advise that you are unavailable. We can then work out a plan for managing further communications, coursework deadlines, and research activity deadlines.

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Degree Requirements

Regular MA MRP (Master's Research Paper)

Our MA programs provide you with relevant analytical and problem-solving skills through coursework, research and practice. The regular MA option is a three-term program: Fall, Winter and Spring, with courses in Fall and Winter and the Master's Research Paper (MRP) in the Spring term.

Choosing a Supervisor for the MRP

Students are encouraged to meet informally with faculty members in their first term to discuss possible topics for their MRP. Getting early feedback from potential supervisors can help you get a clearer sense of what your research project will entail and possible topics you would like to explore. A listing of faculty, and their areas of research, can be found on the [Department faculty listing webpage](#).

In addition to a supervisor, you will need a **second reader** and their signature to complete the [MRP Completion form](#). Once you have acquired both a supervisor and a second reader, please fill out the [MRP Supervision Form](#) and submit it to the Graduate Program Coordinator.

- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, Master's Research Paper, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
 - **Academic Integrity Workshop (completed during Orientation)**
 - [Graduate Academic Integrity Module \(Graduate AIM\)](#)
 - [Master's Research Paper \(MRP\)](#)
- **Courses**
 - All students are required to take 5 mandatory core courses (0.5 unit weight)
 - ECON 600, 601, 602, 607, 621
 - All students are required to take 2 ECON elective courses (0.5 unit weight).
 - No more than one elective course may be taken from another department, with the approval of the Associate Chair, Graduate Studies.
 - The average achieved in the courses must be at least 70%, but an overall average of 80% is required for scholarship purposes.
 - Normally, students must complete all their required courses in the first two terms and their MRP in their third term.
- [Master's Research Paper \(MRP\)](#)
 - The Master's Research Paper is best thought of as a "mini-Thesis" and is the equivalent of 2 one-term courses (0.5 unit weight). The work is supervised by one faculty member who may ask for corrections and who will jointly decide with the second reader on the grade to be awarded upon completion. No oral examination/defense is required. Once you

have secured both a supervisor and a second reader, please fill out the [MRP Supervision Form](#) and submit it to the Graduate Program Coordinator. When the MRP has been completed, an [MRP Completion Form](#) must be filled out and signed and submitted to the Graduate Program Coordinator. Read the [MA MRP Program Information](#) website and the [Economics MRP Guidelines](#) for further information and also see below.

- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)

MA Co-op Option

Our MA programs provide you with relevant analytical and problem-solving skills through coursework, research and practice. Our co-op option allows you the opportunity to join the work world for two terms. The co-op MA option is a twenty-month program.

Co-op is available to all interested MA students. Our students generally do very well in finding positions. Typical jobs include positions with the various levels of government (federal, provincial and municipal) as well as private sector jobs, often involving data analysis. Many students find positions in the financial industry. Being hired into these positions is secured through the assistance of the of [Co-operative And Experiential Education](#) (CEE) centre in the Tatham Centre building. Students will be paid a salary by their employers.

Students are required to attend all *Graduate Co-op Information Sessions* that may occur during Orientation, or throughout the Fall and Winter terms. There is one mandatory session in the Fall term that explains everything about the co-op process, before job searches begin, called Co-op 101. For more information, please visit the [Centre for Career Action](#) and familiarize yourself with the websites [CareerHub](#) and [WaterlooWorks](#). You can find further information about the grad co-op program at the [Co-operative Education website](#).

Please note that international students interested in co-op must have a valid work visa. Students are encouraged to consult with an [Immigration Consultant](#) in the Student Success Office for further information.

All students in the co-op program will complete two 4-month work terms, or one 8-month work term following the completion of their course work requirements in their first two terms. After the work-term(s), students will return for one more academic term to finish their MRP or coursework. Students cannot end their degree on a work-term. A final academic term must be completed on campus in order to be eligible for graduation.

Typically, degree progression in the co-op option looks like this:

- Fall 1: Term 1: coursework (Sept–Dec)
- Winter 1: Term 2: coursework (Jan–Apr)

- Spring: Term 3: 1st 4-month work-term placement (May-Aug)
- Fall 2: Term 4: 2nd 4-month work-term placement (Sept-Dec)
- Winter 2: Term 5: final academic term (coursework or MRP) (Jan-Apr)

Students are considered part-time while on a work-term and are charged a [co-op fee](#) for the semester. Regular part-time tuition is not charged unless a student is enrolled in a course during their work-term.

All senior (graduate) jobs posted to [WaterlooWorks](#) are advertised, recruited for, and interviewed together. It is important that students in the co-op option review and are up-to-date on CEE's [Important Dates Calendar](#) in order to ensure they are not missing job posting and application deadlines. Most interviews for Spring co-op positions will take place in January and February, with a few in March. Most interviews for Fall co-op positions will take place in May and June, with a few in July.

- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, co-op work term report, master's research paper, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
 - **Academic Integrity Workshop (completed during Orientation)**
 - [Graduate Academic Integrity Module \(Graduate AIM\)](#)
 - **Work-term Report**
 - **One** approximate 1500-word work-term report investigating 2-3 problems or opportunities in both of your co-op experiences from an academic perspective **must** be submitted near the end of your 8-month co-op placement, at the beginning of December. Students will receive an email reminding them of this deadline. Reports are submitted to the Graduate Chair and are marked on a credit/no-credit basis.
 - See the [Economics Work-term Report Guidelines](#) for more information.
- **Courses**
 - All students are required to take 5 mandatory core courses (0.5 unit weight)
 - ECON 600, 601, 602, 607, 621
 - Students pursuing the coursework option are required to take 4 ECON elective courses (0.5 unit weight).
 - Students pursuing the MRP research option are required to take 2 ECON elective courses (0.5 unit weight), as the MRP counts as 2 courses.
 - No more than one elective course may be taken from another department, with the approval of the Associate Chair, Graduate Studies.
 - The average achieved in the courses must be at least 70%, but an overall average of 80% is required for scholarship purposes.
- **Co-op**
 - An 8-month work term experience that is facilitated by the [Co-operative Education Department](#). This may be completed in one 8-month work term with one company, or in two 4-month work terms with two different companies.

- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)

Switching From Regular ECON MA to Co-op ECON MA Program

If you are in the Regular MA program and would like to switch into the Co-op MA program, please let the Graduate Program Coordinator know as soon as possible. This switch needs to occur in the Fall term and will affect your funding.

- Students switching into the co-op option must submit a [Graduate Program/Plan Change form](#) to the Graduate Program Coordinator before the end of Fall term.

It is permitted for students to switch from the Co-op option to the Regular MA option (with approval from the Associate Chair, Graduate Studies). This needs to happen near the end of the first Fall term. The Associate Chair will look at the student's grades and discuss what the student would like to research in their MRP and find out if the student has an MRP supervisor in mind.

MA Water Option

The [Collaborative Water Program](#) promotes the development of interdisciplinary perspectives on water. This unique program allows students to complete their specialist training in the Department of Economics, while working with colleagues from a variety of other departments or schools in core interdisciplinary courses. As an interdisciplinary offering, the Collaborative Water Program is delivered jointly by 11 departments and schools from across all six University of Waterloo faculties. Co-ordinated and supported by the [Water Institute](#), the Collaborative Water Program provides students with the opportunity to study complex water problems, learning how to work in interdisciplinary teams to better understand and address these water issues. Students graduate from the Collaborative Water Program as future water leaders, able to communicate across disciplines and within interdisciplinary teams in the water sector.

- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, co-op work term report, Master's Research Paper, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
 - **Academic Integrity Workshop (completed during Orientation)**
 - [Graduate Academic Integrity Module \(Graduate AIM\)](#)
- **Courses**
 - All students are required to take 5 mandatory core courses (0.5 unit weight)
 - ECON 600, 601, 602, 607, 621
 - All students are required to take 1 elective course (0.5 unit weight).
 - WATER 601 (Winter) and WATER 602 (Fall) are required courses.
 - No more than one elective course may be taken from another department, with the approval of the Associate Chair, Graduate Studies.
 - The average achieved in the courses must be at least 70%, but an overall average of 80% is required for scholarship purposes.

- Normally, students must complete all of their required courses in the first two terms.
- **Collaborative Research Seminar I**
 - Students are required to present a seminar on their major paper research proposal and, if appropriate, early-stage results to current and past Water students and Water Institute faculty members. Seminars will normally occur following the completion of WATER 601 and WATER 602. Seminars will provide the opportunity for students to discuss how learnings from Water courses were applied in, or influenced, research proposals or research work in the student's home department. Seminars will normally be poster presentations at Water Institute-organized events. The seminar is not an oral examination of the thesis or paper; rather, its purpose is to develop the student's ability to communicate their research in an organized and informative manner.
- **MRP**
 - A 2-course equivalent requiring an in-depth study of a topic approved by the Department (to be completed in the spring term of year 1).
- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)
 - [Water courses](#)

MA Water Co-op Option

This option is the same as the one above, but with an 8-month Co-op experience added in for Spring and Fall terms during the second year and an MRP in the final Winter term, as well as a Water project.

CDASH Diploma

The Graduate Diploma in Computational Data Analytics for the Social Sciences and Humanities (CDASH) will train students in coding, data interpretation and visualization from a multi-disciplinary perspective that will enable them to work in teams and to communicate key findings to stakeholders in a manner that leads to actionable impacts. CDASH will also give students different theoretical frameworks from the social sciences/humanities that will allow them to analyze societal issues relating to data collection and use by firms and governments.

- **Admission Requirements**
 - CDASH is offered in conjunction with any UWaterloo Master's program
 - Students register by completing an [online registration form](#). The application should identify the courses the student would like to take in fulfillment of the CDASH requirements.
 - Students must be in good standing in their home Master's program.

- **Diploma Requirements and Courses**
 - All students are required to take 3 courses (0.5 unit weight), in addition to the degree requirements of their home Master’s program. There can be **no double counting** for the diploma and the degree.
 - All students must complete 3 of the following courses (or other courses that fit with the goals of the CDASH as approved by the Program Director):
 - ACC 640 - Unstructured Data and Natural Language Processing
 - ECON 625 – Numerical Methods for Economists
 - ECON 626 – Machine Learning for Economists
 - ECON 673 - Econometric Methods for High Dimensional Data
 - GEOG 606 – Scientific Data Wrangling
 - GEOG 607 – Fundamentals of Geographic Information Systems
 - HIST 640 – Digital History
 - HLTH 605B - Quantitative Methods and Analysis
 - HLTH 650 - Applied Machine Learning and Artificial Intelligence in Public Health
 - INTEG 640 – Computational Social Science
 - INTEG 641 – Hard Decisions and Wicked Problems
 - PS 627 – Introduction to Coding and Programming
 - PS 629 - Data Mining and Statistical Methods (not to be taken by ECON grads)
 - PSYCH 640 – Data Analysis and Graphing in R
 - STAT 830 – Experimental Design
 - STAT 831 – Generalized Linear Models and Applications
 - STAT 842 - Data Visualization
 - STAT 847 – Exploratory Data Analysis
 - The overall average achieved in the CDASH courses must be at least 70%.
- **Link(s) to courses**
 - [Economics courses](#)
 - [Graduate course search](#)

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Department Engagement and Events

Department events include, but are not limited to: Orientation, Cue Up the Term at the Huether, the Department Seminar Series, the Annual Graduate Award Lunch, and the Distinguished Speaker Presentation. We would like students to attend all events unless there is a conflict with lectures or TA duties.

Orientation

Economics holds an orientation event where the Associate Chair, Graduate Studies addresses the incoming graduate students and speaks about courses, faculty, co-op, events, etc. The

Associate Chair, Graduate Studies also answers any student questions that may arise. This leads into a lunch. This year the lunch is a BBQ provided by the Faculty of Arts from 11:30-1:00. The afternoon is taken up by the Faculty of Arts orientation for all grad students. The Economics Orientation will be held on **Tuesday, September 5th from 10:00 am - 11:30 am** this year. **It is mandatory that you attend.**

Cue Up the Term at the Huether

Economics organizes this event as a way for graduate students to meet each other and interact with Department faculty and staff members. The event takes place in the evening at the Huether restaurant early in the Fall term. There are pool tables and refreshments.

Grad Awards Ceremony

In April, the Department holds a Grad Awards Ceremony. This event celebrates the academic achievements of graduate students in ECON 601, 602 and 621 in the Economics Department. The event takes place in the afternoon at the Grad House or at the University Club and all new ECON graduate students and faculty and staff are invited to attend. Refreshments are served.

Department Seminar Series

The Department Seminar Series is an event, normally held on Friday afternoons, where faculty members and invited guests present on different topics in Economics. This event is organized by the Department on a weekly basis during the Fall and intermittently in Winter terms. Emails are sent out by the department with the speaker dates, times, bios and places, and this information can also be found on the Economics website.

Distinguished Lecturer Presentation

This is an annual event in Economics where a distinguished economist is invited to the University to present a public lecture sharing key insights from their research. The goal of the event is to highlight the many important topics and modern techniques that are a focus of current economic research. We hope these lectures will inspire our students in choosing their own research topics and career paths and demonstrate the importance of economics in public policy and business decisions. After the public lecture, there is typically a reception which allows time for attendees to mingle and to speak with the presenter. The distinguished speaker often spends a second day in the Department and presents a research seminar to faculty and interested students. A list of past distinguished speakers and topics can be found on our [Economics website](#).

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Resources

Campus Wellness

Campus Wellness services are available to all students who may require mental or physical health aid. Do familiarize yourself with the complete list of services offered through [Campus Wellness](#). The contact number is 519-888-4096.

[Counselling Services](#) is located on the second floor of the Needles Hall expansion. For assistance, or to book an appointment, please call **519-888-4096**. Please visit the [Hours](#) page for more information about specific service hours. Walk-in appointments are available. For after hours services, please visit the [Get Mental Health Support When You Need it](#) page.

If urgent assistance is needed, you can contact **Here 24/7 at 1-844-437-3247**.

The Centre

[The Centre](#) is a go-to place on the main floor of Needles Hall for a number of student administrative needs. Students can order official documents, drop off forms, change their personal information, receive financial advice, get answers to a wide range of miscellaneous questions, and so much more!

Faculty

Faculty members are a great resource for graduate students. If you would like to review the research that a faculty member specializes in, or would like to set up an appointment, contact information can be found on our [Department webpage](#).

Co-operative and Experiential Education

The [Co-operative and Experiential Education](#) centre also offers career advice for all students and staff at UWaterloo.

Students should contact a [Career Advisor](#) for support and guidance with searching for both academic and non-academic jobs. Workshops, and individual appointments on a wide range of work search topics, including effective document preparation, interview skills and job search strategies are available.

AccessAbility Services

Students can register for services and accommodations provided through [AccessAbility Services](#) by using their online system. Some of the [Student Services](#) offered include:

- Adaptive technology
- Alternate format texts
- Campus orientation assistance
- Learning strategists
- Student access van

Library

The University of Waterloo has two main libraries on campus: the Dana Porter (DP) Library and the Davis Centre (DC) Library. The DP library has Social Science books and the DC library has Science books for Economics students. If you have any questions or need information, please visit the [library website](#).

GradVenture

GRADventure is a central hub of professional development resources designed specifically for graduate students at the University of Waterloo. It is offered by Graduate Studies and Postdoctoral Affairs, in collaboration with campus partners. (source: [GradVenture](#))

Students are encouraged to regularly check the [GradVenture](#) website, or to follow them on Twitter (@GRADventure_UW) for information on upcoming events, workshops, and opportunities to get involved.

Writing and Communication Centre

The Writing and Communication Centre offers [graduate-specific programming](#). For quick questions or check-ins, you can visit the Writing and Communication Centre for [drop-in appointments](#).

Other resources offered, include:

- [Workshops](#)
- [Grad Writing Café](#)
- [Dissertation Boot Camp](#)
- [Fundamentals for Writing your Thesis](#)
- [Speak like a Scholar](#)
- [Online resources](#)
- [The Write Spot](#)

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Convocation and Apply to Graduate

At the end of your program, all students must apply to graduate through [Quest](#).

- Select *My Academics*
- Select the *Graduation tab*
- Select the *Apply for Graduation* link
- Select the *Expected Graduation Term* from the *drop-down list*
- Review the *Graduation Instructions* and then select *Continue*

Students should aim to apply to graduate by:

- Spring ceremony: **April 1**
- Fall ceremony: **August 1**

You must apply online to graduate in order to be eligible to attend [convocation](#).

All degree requirements, including the submission/approval of a student's MRP, must be met by the following deadlines:

- Spring ceremony: **April 23**
- Fall ceremony: **August 24**

*These deadlines are **NOT** flexible.*

Please note that until you have applied online to graduate, your graduation cannot be approved by the Graduate Program Coordinator on Quest.

For those students doing the MRP, please note that until the final draft of your MRP is signed off by your supervisor, and you have: (a) provided the final PDF copy of your MRP and the signed MRP Completion Form to the Graduate Program Coordinator and (b) applied online to graduate; your graduation can not be approved by the Graduate Program Coordinator on Quest.

It should also be noted that the name printed on the degree document will be the name that appears on Quest. If changes need to be made, please complete a [Change of Name](#) form. The form must be submitted to the Graduate Studies Postdoctoral Affairs (GSPA) office.

Students who are unable to attend convocation will have their degrees mailed to them by the GSPA office approximately one week after the convocation ceremony. Please make sure your mailing address is up to date on [Quest](#).

For more information on Graduation and Convocation, please review the [Graduate Studies Graduation Checklist](#).