
MANAGEMENT SCIENCE AND ENGINEERING

GRADUATE STUDIES

Co-operative Education Information

The University of Waterloo's highly-regarded co-operative program - very popular with undergraduates - is available for master's graduate students in Management Sciences. In the co-operative program, students mix traditional academic terms with paying work term jobs in industry or government. Enrolment in the co-operative program must be approved by the Associate Chair, Graduate Studies. MASc students will also require approval from their supervisor.

It's important to remember that the timeline for Co-op requires two years of graduate studies in Management Science and Engineering

Application requirements and what you need to do

Co-op Application Deadline - **November 15th** (no exceptions)

To apply to the Co-operative Education program in Management Sciences, graduate studies you must:

- Successfully complete the first three (3) core courses in MMSC: MSCI 603, MSCI 605 and MSCI 609 in your first academic term*
- have a minimum 85% overall in your first academic term in Management Sciences*
- have a good command of the English language (have completed any required ELP courses)
- submit a completed application on or before the application deadline (**November 15th**)

Students may be interviewed by the department before they are recommended to the CECA department for approval.

After you have secured employment you will need to send an email to your program coordinator (Kimberly Dunne) confirming employment and the duration of your work term (4 or 8 months).

Application Checklist:

- ✓ Enrolled MSCI 603, MSCI 605 & MSCI 609 in first academic term
 - *minimum 85% average in your first academic term in Management Sciences
- ✓ a good command of the English language (any outstanding EMLS course requirements have been met)
- ✓ Completed and Signed Co-op Application Form (due Nov. 15)
- ✓ Completed and Signed Change of Program Form (due Nov. 15)
- ✓ Completed and Signed Change of Enrolment Form (due Nov.15)

MMSc/Co-op Sequence (2 wktms: Must start with Academic and finish on Academic)				
Fall	Winter	Spring	Fall	Winter
MSE603 (core)	MSE607 (core)	Workterm	Workterm	Elective #3
MSE605 (core)	Elective #1			Elective #4
MSE609 (core)	Elective #2			
	COOP601 (req'd)			
	Job Interviews	1 st wktm rpt*	2 nd wkt rpt*	

*work term reports due two weeks of next term

Co-op Work Term Reports

Students are required to complete two (2) work term reports after completion of each co-op term, to be evaluated by the department.

Work term reports are due to your Graduate Administrator on the second Friday in your first academic term back.

Please put the time and effort into these work term reports as a failed report can set you back academically.

You can find out more details including the work term guidelines:

<https://uwaterloo.ca/management-sciences/graduate-studies/co-op-program>

Co-op Degree Requirements

There must be two work terms completed during the Master's studies. A student must finish their program on an academic term and must maintain full-time status up until degree completion.

The co-operative placements must relate to the program of study.

Co-op students are responsible for following the regulations and procedures of Co-op Education and Career Action

<https://uwaterloo.ca/co-operative-education/>

Graduate Co-op Fees:

A Co-op fee will be assessed by Student Accounts (per 4-month coop work term) to students accessing the services of Coop Education and Career Services.

Co-op students are not automatically assessed Dental, Supplemental Health or GSA fees. Students may enrol through the Graduate Student Association Office. (COM building, room 130)

International Co-op students are charged for UHIP, **but must self-enrol for Dental & Supplemental Health coverage.**

More detailed information on student and co-op fees can be found at:

<https://uwaterloo.ca/finance/student-financial-services>

Management Science and Engineering Graduate Studies

GRADUATE STUDENT CO-OP APPLICATION AND AGREEMENT

Student Name: _____ ID#: _____

Email address: _____ Date _____

Program (select one): MMSC ☐ MASC (supervisor permission required) ☐

Note: the co-operative program in graduate studies is available only to Management Science MMSc & MASc full time graduate students in their first term.

Application Deadline: November 15th

Application checklist:

(All documents must be attached or your application will be considered incomplete and will not be considered)

- ✓ Application
- ✓ Program Change Form – attached (completed and signed)
- ✓ Status Change Form - attached (completed and signed)

STUDENT'S AGREEMENT

I understand that co-op involves a competitive recruitment process which requires that I must;

- achieve 85% or more overall in my Fall 2021 term courses MSCI 603, MSCI 605 & MSCI 609 failure to do so will require I finish my degree requirements in the program I was originally admitted to.
- complete the preparatory work required by CECA & register for COOP601 during the Winter term
- apply to jobs in a variety of locations
- attend all interviews on-site at Waterloo Co-op Education and Career Advancement (CECA)
- honour an employment match
- work for the full 16 weeks between the official work term start and end dates for each coop placement
- submit work term reports by the deadline set by the department and follow the Guidelines for Management Sciences Coop Work Term Reports – Graduate Studies

I will abide by CECA policies, regulations and procedures and I agree that I will pay the non-refundable graduate co-op fee.

I understand that, if accepted, the department will put forward my program change request from MMSc regular to MMSc co-op to take effect in the Winter term.

I understand that I will not be permitted to withdraw from the co-op system of study to enter the regular (i.e. non co-op) system of study for the program (unless approved by CECA and the department in a case of valid, extenuating circumstances).

Student Signature: _____ Date: _____

Supervisor (MASc applicants only): _____ Date: _____

Use this form to:

- Request a change of program or plan
- Be considered for advanced standing, including transfer credit for some or all courses taken, and milestones or research completion in your current University of Waterloo program.

Instructions:

1. Complete sections 1-3 and obtain signatures from your current supervisor and new supervisor (if applicable).
2. Submit the completed form to the academic department you are transferring to.
3. The academic department will approve details concerning course transfer, funding, etc., and will send it to the Associate Dean's office for approval. Once approved it will be sent to the Graduate Studies and Postdoctoral Affairs (GSPA) for final review and processing.
4. Once your change is processed, your term fees may be updated. If you have opted out of any incidental fees for the term, you may need to do so again. You will not be able to opt out of any new fees charged as a result of an enrolment status change processed after the opt-out deadline.

For more information about this form and program/plan changes, please review the [program changes webpage](#).

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Section 2: Current program/plan details

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Program level ☐ master's ☐ doctoral ☐ graduate diploma Study option: ☐ thesis ☐ master's research paper ☐ coursework

Number of terms enrolled _____

Section 3: New program/plan details

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Program level ☐ master's ☐ doctoral ☐ graduate diploma Study option: ☐ thesis ☐ master's research paper ☐ coursework

Field/Specialization _____

Effective ☐ fall, year _____ ☐ winter, year _____ ☐ spring, year _____

Reason for requested change _____

Student signature print name and sign _____ Date (mm/dd/yy) _____

Section 4: Program/plan approvals and signatures

Current Supervisor(s) print name and sign _____ Date (mm/dd/yy) _____

Current Graduate Officer _____ Date (mm/dd/yy) _____

Current Associate Dean, Faculty _____ Date (mm/dd/yy) _____

New Supervisor(s) print name and sign _____ Date (mm/dd/yy) _____

New Graduate Officer _____ Date (mm/dd/yy) _____

New Associate Dean, Faculty _____ Date (mm/dd/yy) _____

Section 5: Department details transfer

List courses for transfer (if any) _____

List additional degree requirements _____

List funding details _____

Use this form to:

- Request a change to your enrolment status or voluntarily withdraw from your program.

Instructions:

1. Complete sections 1 and 2
2. Submit the completed form to your academic department for approval or acknowledgement (for medical leave; request for medical leave will require you to follow the instructions on the [AccessAbility Services](#) website).
3. Your academic department will forward the form to the Faculty Associate Dean's office and Graduate Studies and Postdoctoral Affairs for approval or acknowledgment.
4. Once your change is processed, your term fees may be updated. If you have opted out of any incidental fees for the term, you may need to do so again. You will not be able to opt out of any new fees charged as a result of an enrolment status change processed after the opt-out deadline.

For more information about this form, please review the [enrolment status changes and withdrawal web page](#).

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Email _____ Faculty (e.g. Arts) _____

Department or School (e.g. History) _____ Program (e.g. MASc, ECE) _____

Program level: ☐ master's ☐ doctoral ☐ graduate diploma

Study option: ☐ thesis ☐ master's research paper ☐ coursework

Section 2: Status change

Effective term/year: ☐ fall, year _____ ☐ winter, year _____ ☐ spring, **year** _____

Select one status change option per form

☐ Full-time (from part-time) ☐ Full-time off-campus (e.g. internship, exchange)

☐ Part-time (from full-time) ☐ Co-op (one work term)

☐ Inactive (indicate reason below) ☐ Co-op (two work terms)

- | | |
|--|---|
| <input type="radio"/> Parental leave | <input type="radio"/> External research or work opportunity (unrelated to thesis) |
| <input type="radio"/> Personal/family obligations | <input type="radio"/> No suitable courses available |
| <input type="radio"/> Temporary financial difficulties | <input type="radio"/> Other _____ |
| <input type="radio"/> Medical/illness (must follow instructions for Graduate Student Medical Leave) | |

☐ Voluntarily withdraw, effective date of withdrawal (mm/dd/yy): _____

Reason for requesting status change/withdrawal _____

Student signature _____ **Date (mm/dd/yy)** _____

Section 3: Comments, approvals and signatures

Current number of terms in program _____ Other inactive terms (e.g. fall 2018) _____

Department/Faculty comments _____

Supervisor(s) _____ Date (mm/dd/yy) _____

Graduate officer/Associate chair _____ Date (mm/dd/yy) _____

Associate dean, Faculty _____ Date (mm/dd/yy) _____