Departmental Contacts

• Chair
  – Professor Frank Safayeni, fsafayen@uwaterloo.ca, CPH 4315

• Associate Chair, Grad Studies
  – Professor David Fuller, dfuller@uwaterloo.ca, CPH 4350

• Associate Chair, Undergrad Studies
  – Professor Qi-Ming He, q7he@uwaterloo.ca, CPH 4331
Departmental Contacts

- Graduate Studies Administrative Coordinator
  - Ms. Wendy Fleming, wfleming@waterloo.ca, CPH 4311

- Graduate Recruitment and MSCI Online Program Administrator
  - Ms. Kim Dunne, kdunne@uwaterloo.ca, CPH 4314

- Departmental Secretary
  - Ms. Kathy Tytko, ktytko@uwaterloo.ca, CPH 4309

- Computer Systems Administrator
  - Mr. Vu Huynh, vhhuynh@uwaterloo.ca, CPH 4318

- Administrative Officer
  - Ms. Carol Smith, csmith@uwaterloo.ca, CPH 4317

- Secretary to the Chair
  - Ms. Bev Rodgers, brodgers@uwaterloo.ca, CPH 4313

- Undergraduate Studies Administrative Coordinator
  - Ms. Shelley Vossen, svossen@uwaterloo.ca, CPH 4319
MSCI Theme Areas

• Applied Operations Research (AOR)

• Information Systems (IS)

• Management of Technology (MOT)
Applied Operations Research

Jim Bookbinder  Samir Elhedhli  Dave Fuller  Fatih Safa Erenay  Fatma Gzara

Qi-Ming He  Beth Jewkes  Hossein Mehrizi
Continued, Applied Operations Research

Benny Mantin        Ken McKay          Amer Obeidi       Osman Ozaltin

WATERLOO ENGINEERING
Management of Technology

Vanessa Bohn  
Brian Cozzarin  
Rob Duimering  
Paul Guild  
Bon Koo  
Ken McKay  
Rod McNaughton  
Jatin Nathwani  
Selcuk Onay  
Frank Safayeni

WATERLOO ENGINEERING
Fall 2012 Courses

- MSCI 603 – Principles of Operations Research (Core Course)  
  - Osman Ozaltin
- MSCI 605 – Organizational Theory & Behaviour (Core Course)  
  - Frank Safayeni
- MSCI 607 – Applied Economics For Management (Core Course)  
  - Bonwoo Koo
- MSCI 720 – Data Warehousing & Analysis (Elective)  
  - Lukasz Golab
- MSCI 730 – Human Computer Interaction (Elective)  
  - Mark Hancock
- MSCI 760 – Topic - Energy Models (Elective)  
  - David Fuller
- MSCI 760 – Topic – Energy Policy (Elective)  
  - Jatin Nathwani

http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html
# Masters Degrees

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<th>Co-op</th>
<th>Non Co-op</th>
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<tbody>
<tr>
<td><strong>MASc (Thesis)</strong></td>
<td>8 courses</td>
<td>8 courses</td>
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<td>MASc Research Seminar (new)</td>
<td>MASc Research Seminar (new)</td>
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<td>6 – 8 terms</td>
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<td>6 academic terms</td>
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<tr>
<td><strong>MMSc (Coursework)</strong></td>
<td>8 courses</td>
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<td>5 terms</td>
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<td></td>
<td>3 academic terms</td>
<td>2 work terms</td>
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**Required Courses:** MSCI 603, 605, 607 & 609

**Elective Courses:** four courses with a maximum of two outside of the department.
PhD

• Degree Requirements
  – Complete 6 courses, 3 core and 3 electives, with an overall average of at least 73% and a maximum of only one course grade under 70%
  – Pass the comprehensive exam no later than the end of the 4\textsuperscript{th} term of enrolment
  – Pass the oral exam and defend a thesis of independent & original research.
Switching from MMSc to MASc – Finding Research Supervisor

- For MMSc students, the Graduate Officer is your advisor.
- MMSc students wanting to switch to MASc, complete your first term and take some time to get to know the faculty.
- Some issues to consider in selecting a supervisor include topic, expertise, supervision style & personality.
- Final assessment of each student supervisor match is the responsibility of the Graduate Officer.
- Information about the supervisory process: [http://www.grad.uwaterloo.ca/students/gssupervisory.asp](http://www.grad.uwaterloo.ca/students/gssupervisory.asp)

Management Sciences Graduate Research Scholarship

- The Management Sciences Research Scholarship is targeted at MMScI (course-based) students admitted in Fall 2012 who are interested in transferring to the MASc (thesis-based) program in Winter 2013. The selection process is based on academic performance during the Fall 2012 term. Successful applicants are expected to have achieved an average above 80%.
- The scholarship, currently valued at $4,000CAD (to be divided evenly over 3 terms), will be awarded conditional on finding a Management Sciences faculty member who is willing to act as a supervisor.
- Students will be contacted in the first week of the Winter term to submit a “Letter of Intent” to the Associate Chair, for consideration of the award.
Exemptions

• MMSc students may apply for exemption from any of the required courses (MSCI 603, 605, 607 & 609). Each exempted course must be replaced as 8 courses are required to complete your degree.

• MASc students may apply for an exemption for any of the required courses (MSCI 603, 605, 607 & 609). A maximum of 3 of the required courses can be exempted with credit (they do not need to be replaced). If the 4th core course is exempted it would be without credit and must be replaced. A minimum of 5 courses and a thesis are required to complete your degree.

• PhD students may apply for an exemption for any of the required courses (MSCI 603, 605 & 607). 3 core courses may be exempted with credit (they do not need to be replaced).
Thesis vs Coursework

• Most students are admitted as MMSc coursework students and may request to transfer to MASc in their 2nd term.

• As a MASc thesis student you are eligible to:
  – International students only - receive an International Master’s Student Award (IMSA).
  – receive a Graduate Research Studentship (GRS) from your supervisor.

• A MASc thesis is required for admission to the PhD program.

WATERLOO
ENGINEERING
Failure in Courses

- Students must maintain a minimum 73% overall average in all coursework, with a maximum of 1 course grade below 70%.
- A grade below 65% is considered a fail.
- A failed course will count in your overall GPA but will not count towards the required number of courses.
- A failing grade or more than one grade below 70% will result in an automatic review of the student’s status by the Department Grad Committee. There are two possible outcomes:
  
  - The student is required to withdraw from the program or
  - Permission is granted to continue, with specific conditions communicated to the student.
Policies and Grievances

• It is your responsibility to be familiar with the University Graduate Calendar, Faculty guidelines, and Department guidelines.
• If you are a transitional or probationary student, be sure to review that section in the Graduate Calendar.
• We expect you to read and check the guidelines and calendars before seeking further advice or guidance.
• All students should read:
  – UW Policy 71 (Academic Discipline)
    • http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm
  – UW Policy 70 (Student Grievances)
    • http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm
Academic Integrity

• All students are required to review the AI Graduate Tutorial. Once reviewed each student will sign a certificate indicating they have reviewed the tutorial and understand the consequences of plagiarism.
  – Departmental Information: [http://www.mansci.uwaterloo.ca/grad/aigi.pdf](http://www.mansci.uwaterloo.ca/grad/aigi.pdf)

• If a student is found guilty of plagiarism there will be a minimum 20% penalty taken off of the final grade. If the assignment is worth more than 20%, the value of the assignment will be used.

• It is important to note that the Associate Dean of Grad Studies may penalize you with another 5 points off of your final grade.
  – UW Policy 71 (Academic Discipline)
    • [http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm)
Drop/Add Forms

• Drop & Add courses via Quest available until the 6th week of the term - **October 19th**.

• After October 19th, complete a drop/add form which must be approved by the course instructor and your supervisor.

• Be sure to include a rationale (reason) for dropping the course or it will not be approved!
Co-op Program
Revised – Fall 2012

Application requirements:
• Application deadline – December 1, 2012.
• Available to master’s students only.
• Min. 80% average in previous degree.
• Min. 80% average in the Fall 2012 term at UW.
• A good command of the English language.
Co-op Program

Program Requirements:

• Normal Sequence is:
  – F12 A – W13 A – S13 WT – F13 WT – W14 A

• Complete two work terms

• Complete a work term report for each work term. This must be approved by the Graduate Officer.

• You must complete your program on an academic term.

Co-op Guidelines:

Co-op Application:
Teaching Assistantship (TAs)

- Preference will be given to students who have successfully completed the ExpecTAtions workshop (offered at the beginning of September and end of April each year).
- Kathy Tytko will send out the TA Application (via email) to all MSCI Graduate students, listing the course offerings for the next term and the number of TAs required for each course.
- The number of TAs required is determined according to the course enrolment.
- TAs are paid for providing support to the teaching of MSCI courses.
- 1 full TA position is equivalent to 10 hours/week average over the term. Full-time Graduate students may not accept more than 10 hours of employment per week.
- UW’s Centre for Teaching Excellence offers support to TAs.
  - [http://www.trace.uwaterlo.ca/index.html](http://www.trace.uwaterlo.ca/index.html)
- TA’s are not guaranteed.
Activity Reports

- MASc and PhD students only are required to submit activity reports starting the second term in their program.
- Activity Reports enable the department to gauge exactly how a student is progressing and assist in the awarding of scholarships.
- We will review all reports and will provide feedback to the student and supervisor when required.
- Activity reports are due by the end of the second week of the term. A reminder email will be sent out by the graduate coordinator.
- Indicate your academic progress by including information such as courses completed, progress on research etc.
- Your supervisor must sign the activity report.
- MMSc students are not required to submit an activity report.
Graduate Student Email List and Picture Board

- Email addresses will be extracted from your Quest account and added to the mansci_students mailing list. The department and most UW administrative offices will use your “uwaterloo” email account.
- Most correspondence to students from the Department and University will be through email.
- It is your responsibility to read your emails on a regular basis and meet deadlines as required.
- WatCard Pictures will be used to post on our department bulletin board (with your permission – please complete form).

Computer Systems Administrator
- Vu Huynh - vhuynh@uwaterloo.ca
  - Maintains the department email listservs.

The Graduate Coordinator
- Wendy Fleming - wfleming@uwaterloo.ca
  - Maintains a student email list which includes office and phone numbers.
Computing User Information

For all computing support please contact our Department Computer Systems Administrator, Vu Huynh prior to contacting Engineering Computing.

- Vu Huynh - vhuynh@uwaterloo.ca
- CPH 4318

• Engineering Computing is located in PHY 3000.
  - See Engineering Computing Contact List - http://www.eng.uwaterloo.ca/twiki/bin/view/Engcomp

Windows Account (Waterloo Nexus Network)

Engineering Printing Account

Email Accounts

Web Page Account (www.eng)

Unix Account (sftp.eng)

- http://www.eng.uwaterloo.ca/twiki/bin/view/Engcomp/UserAccounts
Offices, telephones, mailboxes & TA Printing and Copying

- **Kathy Tytko**, Department Secretary (CPH 4309) is responsible for assigning office space to MASc and PhD students.
- Assignment to a student office is a privilege. It is not guaranteed and it may be taken back at any time. (See Guidelines and Office Space/Key Assignment contract).
- Be respectful of university space, departmental computer equipment and your office mates.
- Be considerate when meeting in groups or in the hallway.
- Student mailboxes are located in CPH 4310. Your mail is sorted alphabetically by last name. Bob Smith would find his mail under S.
- For access to the TA Printer and Copier please see Kathy Tytko for the code.
Common Areas

• CPH 3623 – Conference Room (booked through Kathy Tytko).
• CPH 3643 – Computer Lab (Grad. Students) (key from Kathy Tytko).
• CPH 3646 – Seminar Room (booked through Kathy Tytko).
• CPH 4312 – TA Meeting Room (for TA’s that do no have office to meet with students) (Schedule on door for booking).
• CPH 4333 – MSCI Graduate Classroom and Seminar Room.
• CPH 4335 – Computer Lab (Undergrad/Grad) (see Kathy Tytko for code).
• CPH 4310 – TA Photocopier, student mailboxes, fridge & microwave (key from Kathy Tytko).
• CPH 4359 – faculty, staff and student lounge (key from Kathy Tytko).
• NEW – MSCI Graduate Student Common Area (coming Fall 2012).
Department Awards

• Fraser Research Award
  – Open to Master’s and PhD students
  – Research paper written in the previous three terms
  – Must have been registered as an MSCI student in one of the previous three terms
  – Research paper must reflect research carried out primarily in MSCI
  – Student must be the sole author

• Donald J. Clough Memorial Award
  – Awarded to Master’s students
  – Must be enrolled in the first year of grad studies
  – Available to both domestic and international students

• El Gabbani Award
  – Open to master’s student’s only
  – Must be enrolled in the first year of grad studies
  – Available to international students only

http://uwaterloo.ca/management-sciences/graduate-studies/funding-awards#SMSCI

These awards will be announced at a reception in July of 2013.
TA Awards

• MSCI TA Awards
  – One award per term
  – Award winner selected based on TA Evaluations by course instructor at the end of each term.
Scholarships

- Faculty of Engineering / UW Merit Scholarships are awarded by the Department.
- Available to domestic and international students.
- Students must maintain a minimum 80% overall average to be considered for these scholarships.
- Students who have an outstanding probationary or transitional condition, are Part time or Inactive, are in the Co-op Program, have INC on their record or have not submitted an activity report are ineligible.
- Scholarships are applied against the students tuition.
- Awards to be allocated during the Winter term based on Fall marks.
International Graduate Student Awards

- MASc and PhD International students who hold a valid study permit, meet the academic progression requirements of the program, maintain full time status and are not receiving external awards or sponsorships may be eligible for an IGSA.

- International Doctoral Student Awards are valued at $3,380 per term or $10,140 per year (max. 9 terms).

- International Masters Student Awards are valued at $1,690 per term or $5,070 per year (max. 6 terms).
Tri Council Scholarships

- **NSERC**
  - Applications available now and due *On-line* October 3, 2012.

- **OGS**
  - Applications are available now and due *in the department* October 3, 2012.

- **SSHRC**
  - Applications are available now and due *in the department* October 3, 2012

- **CIHR**
  - Applications are available now.
  - Doctoral applications due *to the agency* by November 30, 2012
  - Master’s applications are submitted electronically via the CIHR website

See Wendy Fleming (CPH 4311) or our department website for more detailed information –

[https://uwaterloo.ca/management-sciences/graduate-studies/funding-awards](https://uwaterloo.ca/management-sciences/graduate-studies/funding-awards)
Graduate Studies Bursaries and Awards

• Open to all students who are OSAP eligible
• Minimal money available for International students (see Millennium Graduate Bursary Application)
• Applications listed on GSO website:

https://uwaterloo.ca/graduate-studies/awards-funding
Finally, if things are not right ...

• The Grad Officer (David Fuller):
  – Can mediate for the professor and/or student regarding academic issues.

• The Grad Coordinator (Wendy Fleming):
  – Can advise you on program changes, the co-op program, scholarships and general program information for the MMSc, MASc and PhD programs.
Thank You!