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# MANAGEMENT SCIENCES GRADUATE STUDIES

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## 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. MSc 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 Sciences.

### Application requirements and what you need to do

Co-op Application Deadline - **November 1st** (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 GPA 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 1st**)

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

### Fall 2022 Coop Students:

All submitted applications will be temporarily approved by the department in **November** for a **Winter Term** (January) **program change**.

Students who fail to meet the **academic requirements listed above** will be moved back to **MSc** regular in **January**.

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).

### Co-op Application Checklist:

- ✓ Enrolled MSCI 603, MSCI 605 & MSCI 609 in Fall academic term  
\*minimum 85% overall average in your first academic term in Management Sciences
- ✓ All required ELMS courses completed
- ✓ Completed and Signed Co-op Application Form (due Nov. 1)
- ✓ Completed and Signed Change of Program Form (due Nov. 1)

<b>MMSc/Co-op Sequence</b> (2 work terms: Must start with Academic and finish on Academic)				
<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Fall</b>	<b>Winter</b>
MSCI603 (core)	MSCI607 (core)	Work term #1	Work term #2	Elective#3
MSCI605 (core)	Elective#1			Elective#4
MSCI609 (core)	Elective#2			
	COOP601 (recommended) Job Interviews		1 <sup>st</sup> work report	2 <sup>nd</sup> work report

\*work term reports due start of term following

### **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/msci-coop-work-report-guidelines>

### **Co-op Program Requirements**

There must be two work terms completed during the Master's studies.

A student must start their program on an academic term and end their program on an academic term.

Graduate COOP students must maintain full-time status up until degree completion.

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

Co-op students are expected to follow the regulations and procedures of [Co-operative and Experiential 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>

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# Management Sciences Graduate Studies

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## GRADUATE STUDENT CO-OP APPLICATION AND AGREEMENT

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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.

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### Application Deadline: November 1st

**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)

### STUDENT'S AGREEMENT

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

- achieve **85%** overall GPA in my Fall 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 scheduled interviews 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 and 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 Graduate Studies and Postdoctoral Affairs 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 a program/plan change processed after the opt-out deadline.

**Deadlines: Fall – October 15; Winter – January 15; Spring – June 15**For more information about this form and program/plan changes, please review the [program/plan change web page](#).**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) ENGINEERING Department or School (e.g. History) MANAGEMENT SCIENCESProgram level  master's  doctoral  graduate diploma Study option  thesis  master's research paper  coursework

Number of terms enrolled: \_\_\_\_\_ Field/Specialization \_\_\_\_\_

**Section 3: New program/plan details**Faculty (e.g. Arts) ENGINEERING Department or School (e.g. History) MANAGEMENT SCIENCESProgram level  master's  doctoral (from master's)  doctoral (from bachelor's)  graduate diplomaField/Specialization \_\_\_\_\_ Study option  thesis  master's research paper  courseworkEffective  fall, year \_\_\_\_\_  spring, year \_\_\_\_\_  winter, year 2023

Reason for requested change \_\_\_\_\_

**Student signature** \_\_\_\_\_ 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 MSCI603, MSCI 605, MSCI 609List additional degree requirements MSCI 607 + 4 ELECTIVES + 2 WORK TERMS + 2 WORK REPORTSList funding details \$0