

Management Sciences New Graduate Student Orientation

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Fall 2021

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Qi-ming He
Fall 2021

Welcome!

Welcome and Introductions	Prof. Qi-Ming He, Chair of Department
MSCI Graduate Coop	Phil Bezaire Coop Faculty Liaison
MSCI Health & Safety Requirements	Dayna Chan, MSCI Health & Safety Rep.
MMSc Program Requirements, Coop and GDDA Programs	Kimberly Dunne, Grad. Studies Administrator – MMSc Program
MASc/PhD Program Requirements	Prof. Hossein Abouee Mehrizi, Associate Chair Graduate Studies
Management Sciences Student Association (MSSA)	Kejia Zhu MSSA Faculty Representative
Q&A	Hossein Abouee Mehrizi, Erin Ackersviller & Kimberly Dunne

MSCI Faculty by Specialization

Applied Operations Research (AOR)

Jim Bookbinder
Stan Dimitrov
Samir Elhedhli
Fatih Safa Erenay
Fatma Gzara
Saeed Ghadimi

Qi-Ming He
Beth Jewkes
Houra Mahmoudzadeh
Hossein Abouee Mehrizi
Sibel Alumur Alev

Information Systems (IS)

Lukasz Golab
Stan Dimitrov
Mark Hancock
Oliver Schneider

Ken McKay
Mark Smucker
Olga Vechtomova

Management of Technology (MOT)

Brian Cozzarin
Rob Duimering
Bon Koo
Jatin Nathwani

Selcuk Onay
Frank Safayeni
Jangho Yang
Kejia Zhu

Department Contacts

Department Chair

Prof. Qi-Ming He

CPH 4301C, q7he@uwaterloo.ca

Associate Chair, Graduate studies

Prof. Hossein Abouee Mehrizi

CPH 3638 haboueem@uwaterloo.ca

Associate Chair, Undergraduate studies

Prof. Fatma Gzara

CPH 3622, fgzara@uwaterloo.ca

Department Contacts

Administrative Officer

Louise Green, lgreen@uwaterloo.ca

Department management for fiscal accounts, administrative staff, facilities, equipment and administrative support for teaching and research, Health & Safety, Office allocations, Payroll processing.

Graduate Studies Administrator – PhD & MASc

Interim Erin Ackersviller, eackersviller@uwaterloo.ca

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

Graduate Studies Administrator – MMSc Programs

Kim Dunne, kdunne@uwaterloo.ca

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

Department Contacts

Computer Systems Administrator

Vu Huynh, vhuynh@uwaterloo.ca

Windows Account (Waterloo Nexus Network), Engineering Printing Account, Email Accounts, Web Page Account, Unix Account .

Administrative Assistant to the Chair

Gini Kennings, givan@uwaterloo.ca

Appointment with the Chair.

Undergraduate Studies Advisor/Administrative Coordinator

Shelley Vossen, svossen@uwaterloo.ca

Management Engineering Program.

Support Services & Scheduling Coordinator

Ian Taylor, igtaylor@uwaterloo.ca

Teaching Assistantship Assignments, Room Bookings, Mail, Scheduling, Codes for printer access, keys.

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 Vu Huynh (vhuynh@uwaterloo.ca) for assistance.

Management Sciences Graduate Studies Cooperative Education

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Phil Bezaire

Management Sciences

MSCI Health & Safety Requirements

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Dayna Chan
Fall 2021

MSCI Health & Safety Requirements

The department is required to ensure all “Members” of the Management Sciences Department have been provided with a Health & Safety Manual and have completed the required modules (your UW userid and password are required).

- 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/departments-health-and-safety-manual>.

Proof of completion must be sent to Ian Taylor, itaylor@uwaterloo.ca

Emergency Contacts

List of the emergency contacts – see page 2 of the manual.

Department Staff First Aid Trained

- Ian Taylor, CPH 4301, ext. 33286
- Dayna Chan, CPH 1324A, ext. 35831
- TBD

First Aid Kit and Poster Locations in Department

- CPH 1324 and CPH 4301H.

Emergency Phone

- Located in CPH 4301H.
- UW Police – (519) 888-4567 ext. 22222
- Fire/Ambulance/Police - 911

Any injuries should be reported to Louise Green or Dayna Chan.

Fire/Evacuation Emergency Procedures

See pages Page 6 – 8 in manual

When you hear a fire alarm you are required to leave the building by the nearest exit. Stop all activity, shut down any experiments. Do not use elevators. Do not return until further instructions are received.

What to do if a violent situation happens on campus?

- Get out if you can
- Hide if necessary
- Fight if you have to
- Call 911

Notifications from WATSAFE or pop-ups on campus computers.

General Health & Safety

Working Alone

- Inform your supervisor and/or friend, family member that you will be working on-campus during non-business hours.
- Work with your door closed and locked.
- Have your cell phone nearby in case of an emergency.

Wearing Scented Products

- Be sensitive to others around you and try to avoid wearing scented products when interacting with others

Smoking

- All forms of smoking is not permitted in any University building or within 10 metres of all buildings.

COVID-19 Procedures

Latest information: <https://uwaterloo.ca/coronavirus/>

Vaccinations

- Mandatory proof of vaccination. Regular testing for unvaccinated.
- Get vaccinated: <https://uwaterloo.ca/campus-wellness/covid-19-vaccine-centre>

Campus check-in

- Daily screening, regardless of vaccination status.

Masks

- Required in all common areas (e.g. hallways, lounges, classrooms, labs, etc.).
- Exemptions need to be made through Accessibility.

Other control measures

- Maintain physical distance of 2m from others.
- Regularly wash hands with soap and disinfect surfaces.

COVID-19 Procedures

Exposure or Experiencing Symptoms

- Coughing, fever, difficulty breathing, aches, fatigue, gastrointestinal symptoms
- Contact Health Services and self-isolate.

Accomodations due to COVID-19

An online Petition for Exception to Academic Regulations - Graduate Students (Form 70A) has been created. Students may submit this form in accordance with Policy 70 (Student Petitions and Grievances) – Section 3 and Appendix A; Policy 70 provides information and explains the difference between petitions and grievances.

If you are demonstrating symptoms consistent with COVID-19, you can self-declare (via a Quest form) notifying the university that you are unwell.

Help is available

If you feel overwhelmed or anxious and need to talk to somebody, please contact the University's Campus Wellness services - [health](#) or [counselling](#) services.

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](#)

MMSC LEARN

MMSc Degree Requirements

Co-op Program

GDDA

Dropping and Adding Courses

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Kimberly Dunne

MMSC Online Community

Student Portal

<https://uwaterloo.ca/student-portal/about>

Waterloo LEARN

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

MMSC Online Community

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

MMSc Degree Requirements

Regular	Co-op	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.

Failure in courses applies to MMSc, MASc & PhD

- 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 failed core course must be repeated
- A failed *elective* course must be replaced
- If a student fails the same course twice, or has more than one other failed course on their record they will not be able to meet the degree requirements and will be required to withdraw from the program

Co-op 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

Complete work term (WT) reports for each term

MMSc/Co-op Sequence

(2 wktms: 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			

Graduate Diploma in Data Analytics (GDDA)

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

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

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

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

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 more you will need to request they be added manually with the drop/add form

Please see the following website for more details:

<https://uwaterloo.ca/engineering/current-graduate-students/courses-engineering>

MASc Degree Requirements
Switching from MMSc to MASc
PhD Degree Requirements
Activity Reports
Academic Integrity
Teaching Assistantships
Scholarships and Awards

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Hossein Abouee Mehrizi

MASc Degree Requirements

	Non Co-op	Co-op
Master of Applied Science (MASc): Thesis-based	<ul style="list-style-type: none"> * 4 courses (minimum) <ul style="list-style-type: none"> • Research seminar • Thesis * 6 academic terms 	<ul style="list-style-type: none"> * 4 courses (minimum) <ul style="list-style-type: none"> • Research seminar • Thesis * 8 terms (6 academic terms + 2 work terms)
<p>Required Courses: 2 core courses from the list (MSCI 605, 607, 623, 630, 631, 634 and 641)</p>		
<p>Elective Courses for MASc and MMSc: Max. <u>one course</u> from outside of the department (incl. Ontario Visiting Graduate Student; OVGs). Must be approved by the Associate Chair for Graduate Studies.</p>		
<p>See Schedule of Classes: http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html</p>		

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.

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
 - Courses from outside department (max. 2 toward degree) must be approved by Associate Chair for Graduate Studies
 - Overall average at least 73%.
- Pass *comprehensive exam* by end of 4th term
- Write dissertation & pass *oral defense* by end of 12th term
 - Dissertation/thesis: independent and original research

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.
 - Submit to Graduate Administrator (Lisa Hendel/Erin Ackersviller)

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!
 - See Policy 71 – Academic Misconduct
 - <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>
- You must complete the *Graduate AIM* online/LEARN training as a degree requirement
 - See <https://uwaterloo.ca/academic-integrity/graduate-aim>
- 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

Teaching Assistantships (TAs)

Each term, the department hires TAs for many courses.

➤ Apply online each term.

- <https://uwaterloo.ca/management-sciences/graduate-students/teaching-assistantships-management-sciences>

➤ Must complete ExpecTAtions workshop to be eligible

- Offered in December and April each year.

➤ TA selection process

- Instructors rank TA applicants for each course
- TA assignments done by the Associate Chair for Undergraduate Studies.

TA duties:

➤ 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.

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.
 - Scholarships are applied against the students tuition.
- 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.

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 Awards
 - Awarded to an exceptional TA, based on student and instructor feedback (one award per term).

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
 - <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/scholarship-competition-resources>

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 – Erin Ackersviller (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

Management Sciences Student Association (MSSA)

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MMSc Representative: Junduo
Dong

Faculty Representative: Kejia
Zhu

Q&A

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