Management Sciences
New Graduate Student Orientation

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Qi-Ming He

Fall 2022

Welcome!

Welcome and Introductions	Chair of Department Current – August 31 2022: QiMing He September 1st 2022: Mark Hancock
MSCI Health & Safety Requirements	Ian Taylor 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
Q&A	Hossein Abouee Mehrizi, Lisa Hendel & Kimberly Dunne

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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

Sirisha Rambhatla

Olga Vechtomova

Management of Technology (MOT)

Brian Cozzarin

Rob Duimering

Bon Koo

Jatin Nathwani

Selcuk Onay

Frank Safayeni

Jangho Yang

Kejia Zhu

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Department Contacts

Department Chair
Prof. Qi-Ming He (until August 31, 2022)
Prof. Mark Hancock (September 1, 2022)
CPH 4301C, mark.hancock@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

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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

Lisa Hendel, lhendel@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)

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Department Contacts

Computer Systems Administrator

Zivojin Pantic zivojin.pantic@uwaterloo.ca

IT support for students

Administrative Assistant to the department

Erin Ackersviller@uwaterlo.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.

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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 Zivojin Pantic (zivojin.pantic@uwaterloo.ca) for assistance.

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Management Sciences
MSCI Health & Safety Requirements

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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

➢ Returning to Campus Safely during COVID 19 - SO2036

The Department Health & Safety Manual can be found at the following website:

https://uwaterloo.ca/management-sciences/department-health-and-safety-manual.

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

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Accommodations due to COVID-19

A new 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.

Accommodation for illnesses

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

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Employment as a Teaching Assistant or Research Assistant

- As of May 1, 2022, the university has suspended the requirement to provide valid proof of vaccination (or an approved accommodation) as a condition of employment as either a Teaching Assistant (TA) or Research Assistant (RA). The university continues to monitor any changes to public health conditions, and in the event that proof of vaccination is reinstated, all students employed by the university must either keep their vaccination documentation up to date, or be ready to share this documentation on very short notice.

- If you are scheduled to be a Teaching Assistant (TA) in the spring 2022 term, speak to the instructor of the course to determine a plan for the start of term and develop a strategy on how you can support the delivery of the course at the beginning of term. Questions to consider include how to address illness within the class, expectations if you are ill, options around hybrid or remote engagement if needed.

- As with all TA appointments, you are strongly encouraged to talk with the course instructor about the expectations for the term, and how your TA hours will be allocated. Students and instructors are reminded that best practice is to formalize these expectations through agreement forms.

- During the term, check-in with the instructor and discuss the progression of the TA position with respect to the hours assigned for this position and adapt your responsibilities to ensure your actual commitments match the support you receive.

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Help is available

If you feel overwhelmed or anxious and need to talk to somebody, please contact the University's Campus Wellness services, either 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

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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

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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.

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			

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Graduate Diploma in Data Analytics (GDDA)

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

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

➤ Students must complete the four GDDA courses successfully to earn the GDDA

➤ The fourth course is a selection made by the student that must be approved by the Associate Chair for Graduate Studies

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

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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

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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	* 4 courses (minimum) • Research seminar • Thesis * 6 academic terms	* 4 courses (minimum) • Research seminar • Thesis * 8 terms (6 academic terms + 2 work terms)

Required Courses: 2 core courses from the list (MSCI 605, 607, 623, 630, 631, 634 and 641)

Elective Courses for MASc and MMSc:
Max. one course from outside of the department (incl. Ontario Visiting Graduate Student; OVGS). Must be approved by the Associate Chair for Graduate Studies.

See Schedule of Classes: http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html

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Switching from MMSc to MASc

➤ Student must successfully complete 1-2 terms of MMSc.

➤ Student needs to find a willing thesis supervisor(s).

- o Feel free to reach out to potential supervisors; talk to other MASc students, etc.
- o Some considerations: research topic, expertise, supervision style, personality and ***funding***

➤ Funding

- o Supervisors financially support MASC/PhD student from individual research budget
- o 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.

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Ph.D. Degree Requirements

➢ At least 4 courses at the 600 or 700 level.

  o 2 core courses from the list: (MSCI 605, 607, 623, 630, 631, 634 and 641).

  o 2 elective courses

    – Courses from outside department (max. 2 toward degree) must be approved by Associate Chair for Graduate Studies

  o Overall average at least 73%.

➢ Pass *comprehensive exam* by end of 4th term

➢ Write dissertation & pass *oral defense* by end of 12th term

  o Dissertation/thesis: independent and original research

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Activity Reports (MASc and PhD)

➤ MASc/PhD students submit an *activity report* each term.

    o Used to track student progress and assist in awarding scholarships.

    o Students are provided feedback if required.

➤ Process:

    o Due by the end of the second week of each term.

    o Signed/approved by your supervisor.

    o Submit to Graduate Administrator (Lisa Hendel)

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Academic Integrity

➢ We take academic integrity very seriously … so … ***Don't Cheat!!***

  o But what counts as cheating?

   o Presenting someone else's work/ideas as your own

   o Outright copying

   o Collaborating with others when not permitted (e.g., on individual assignments, exams)

   o Not properly citing sources

   o Excessive quoting of other peoples' work (even with proper citation)

   o Etc….!

  o It is YOUR responsibility to know, and follow, the rules!

  o See Policy 71 – Academic Misconduct

   o https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71

➢ You must complete the *Graduate AIM* online/LEARN training as a degree requirement

  o 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

  o Penalties are based on severity of the offense

  o Recorded in your academic file to track repeat offenders

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Teaching Assistantships (TAs)

Each term, the department hires TAs for many courses.

➢ Apply online each term.

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

➢ Must complete ExpecTAtions workshop to be eligible

- o Offered in December and April each year.

➢ TA selection process

- o Instructors rank TA applicants for each course
- o 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.

- o Full-time students may not work more than 10 hours/week on-campus.
- o 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.

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Scholarships

➢ Faculty of Engineering/UW Merit Scholarships are awarded by the Department:

- o Available to top ranked full-time domestic and international students.
- o Minimum 80% overall average.
- o Scholarships are applied against the students tuition.

➢ Students are not eligible for FoE/UW scholarships if:

- o Probationary/transitional status; part-time; inactive status
- o Newly transferred from another department,
- o Incomplete grades on record at the time of award decisions.

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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).

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External Tri-Council and OGS Scholarships

➢ Major federal and provincial scholarships for MASc/PhD students.

- o NSERC – Natural Sciences & Engineering Research Council
- o SSHRC – Social Sciences & Humanities Research Council
- o CIHR – Canadian Institutes for Health Research
- o OGS/QEII-GSST – Ontario government Scholarships

➢ See Graduate Studies/Postdoctoral Affairs (GSPA) Scholarship Competition Resources website

- o For eligibility criteria, deadlines, application information, webinars, tips/advice
- o https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/scholarship-competition-resources

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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 – Lisa Hendel (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

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Q&A

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