



**Master of Peace and Conflict Studies
Graduate Student Handbook**

**Conrad Grebel University College
University of Waterloo**

Description of image on cover

Rachel Anderson, a Master of Peace and Conflict Studies (MPACS) graduate who completed the program in April, 2014, painted this image as part of her journaling/processing/reflecting process throughout her first year in the MPACS program. Rachel submitted this painting to Reina Neufeldt as part of a class assignment for PACS 602, The Practice of Peace. Rachel describes the meaning behind the painting this way:

“This painting was inspired by the MPACS program and my experience in the first two semesters. It is meant to represent the beauty of peace work, the passion of peacemakers, and our unfailing desire to bring peace to the world even in the face of such darkness.”

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1. WELCOME FROM THE CHAIR

Welcome to the Master of Peace and Conflict Studies program at the University of Waterloo and Conrad Grebel University College! We are glad you are here.

Throughout your studies, you will be part of a cohort within a community united by a commitment to pursuing justice and peace, undergirded by values of local and global engagement, compassionate service, responsible citizenship, and scholarly excellence. These values inspire us to create a setting within which each person is part of the community and a resource for others. We expect that you will learn in the classroom as well as in the hallways, from fellow students as well as from professors and members of our administrative team. We look forward to getting to know you better and hearing your stories.

Faculty and staff are here to guide and assist you as you refine your interests, ask new questions, engage with new challenges, explore new opportunities, and develop your strengths. We take our roles as teachers and mentors seriously, and do our best to create a caring and collaborative environment that supports academic success, personal reflection, and professional growth. You are our future colleagues in the pursuit of social justice, conflict transformation and peace.

Conrad Grebel is an affiliated college of a research university recognized internationally for integrating innovative academic curriculum with experiential learning and practical applications. In MPACS we see ourselves as continuing this tradition with our unique blend of interdisciplinary scholarship, research, experiential learning, and reflection. Our academic partners provide course options for MPACS students at the Balsillie School of International Affairs, in the Political Science Department, and in the School of Environment, Enterprise Development. We also see ourselves benefiting from being located in a college rooted in the Anabaptist/Mennonite heritage and informed by Grebel's mission to "seek wisdom, nurture faith and pursue justice and peace in service to church and society." There are also elective course options for MPACS students within Grebel's Master of Theological Studies program.

Our building and the University of Waterloo is situated on the Haldimand Tract and the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. It is territory governed by the Dish with One Spoon Wampum and is land promised to the Six Nations Confederacy (Haudenosaunee) to sustain them in perpetuity. At Grebel we recognize that we have benefited from living and working on this colonized land. Our work at reconciliation with Indigenous peoples includes decolonizing our education, historical narratives, our minds, and our hearts. This is an ongoing process, and we have a long way to go. We do this in humility and gratitude to our Indigenous neighbors, past and present. We invite you to join us in this work during your MPACS studies.

This Handbook is designed to help you navigate the MPACS program and to take advantage of the many opportunities open to you as a graduate student at Grebel and the University of Waterloo. The Handbook includes a roadmap through your MPACS journey, an inventory of resources and services, helpful information relating to student finances, MPACS policies, and material related to career development. We are mindful that graduate studies can be stressful and encourage you to develop a plan for self-care and wellness during your studies. While we look to support a healthy MPACS community here at Grebel there are many more resources and professional supports helpfully offered through [Campus Wellness](#).

Please take some time to familiarize yourself with the contents of this Handbook, and let us know if you have any suggestions for updating and improving it.

We wish you much success as you begin the academic year and look forward to being part of your learning journey.

Reina Neufeldt, PhD

2. PROGRAM OVERVIEW

Program Mission

The Master of Peace and Conflict Studies (MPACS) program is a coursework-based, professional degree that empowers students with knowledge and skills to contribute to nonviolent peacebuilding. Combining rigorous interdisciplinary scholarship with experiential learning opportunities, the program provides graduates with tools to understand sources of conflict, polarization, and systems of violence, as well as to imagine and initiate transformative peacebuilding. Our distinctive focus is on civil society and community-led change.

Overview

The MPACS program is an interdisciplinary program that integrates scholarship with opportunities for practical experience. Each year, the program welcomes a cohort of approximately 16 full-time students, and 2-3 part-time students. MPACS students take a combination of core PACS courses, PACS electives, and PACS cross-listed electives, offered with the cooperation of other programs and departments at Waterloo. In order to graduate, students must complete 5.0 units: 2.5 units (5 courses) of core courses; a minimum of 1.0 unit (2 courses) of PACS electives; and 1.5 units (3 courses) of either PACS electives or PACS cross-listed electives. In addition to these course requirements, MPACS students must complete two Milestones: the Research Colloquium (completed during any term except the first), and the Academic Integrity Workshop (usually completed during orientation). These requirements are detailed in full in the section in this manual entitled [Program Requirements and Options](#).

Approach to Peace

The Peace and Conflict Studies department at Conrad Grebel University College envisions peace holistically as a healthy society where communities and individuals flourish. Peace involves just relationships among its members; it is a space where all people are welcome to pursue goals that enhance the well-being of themselves, their communities, and their environment. Building a culture of peace requires the efforts and responsibilities of individuals or groups of individuals who will intersect all sectors of society.

Rooted in this holistic vision of peace, the Master of Peace and Conflict Studies (MPACS) program is premised on the belief that an effective and healthy society is one in which the state, the marketplace, and civil society act as equally-balancing building blocks. As the three-legged stool diagram illustrates, if one sector governs or overrides the others, like the dominant leg of a stool, the overall structure becomes unstable — unable to carry the "load" of peace. When stress occurs and the ground begins to shake, people run the risk of "falling off" or being left out of the equation. More serious yet, in times of extreme crisis or catastrophe, an unbalanced stool can collapse entirely under the dynamics of unequal weight. Not only must all three sectors of society be strong, but they must function in relationship to one another. They

must work together while performing their respective functions, supporting proportions of the load in different areas of the terrain.

Why Civil Society?

While recognizing the importance of all three sectors in building an effective and healthy society, the MPACS program focuses on the pivotal role that civil society plays as the glue that binds a nation together across sectors and towards a common goal. Civil society institutions are sometimes described as the "long shadow of a peacemaker" as their impact and ripple effect often far exceeds the capability of any one person. While this sector is as essential in building a peaceable world as is government or business, it is often under-emphasized in academics and its role misunderstood. The focus on civil society within the MPACS program, then, seeks to provide a perspective on peace that is often overlooked in other graduate programs.

3. PEOPLE AND CONTACT DETAILS

PACS Administrators

Reina Neufeldt	Chair, Associate Professor of Peace and Conflict Studies	
reina.neufeldt@uwaterloo.ca	519-885-0220 x 24252	CGUC 2103A
Thomas Fraser	Administrative Officer and Graduate Studies Coordinator	
thomas.fraser@uwaterloo.ca	519-886-0220 x 24216	CGUC 2103
Susan Baker	Manager of the Certificate Program in Conflict Resolution	
sbaker@uwaterloo.ca	519-885-0220 x24254	CGUC 2103D
Ndagire Brendah	Undergraduate Officer and Internships Coordinator	
ndagire@uwaterloo.ca	519-885-0220 x24269	CGUC 2103B
MPACS General Inquiries	cgcmpacs@uwaterloo.ca	

PACS Core Faculty

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Eric Lepp	Assistant Professor of Peace and Conflict Studies	
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Nathan Funk	Associate Professor of Peace and Conflict Studies	
nfunk@uwaterloo.ca	519-885-0220 x24295	CGUC 4205
Johonna McCants-Turner	Associate Professor of Peace and Conflict Studies	
johonna.mccants-turner@uwaterloo.ca	519-885-0220 x24227	CGUC 2114
Reina Neufeldt	Chair, Associate Professor of Peace and Conflict Studies	

reina.neufeldt@uwaterloo.ca

519-885-0220 x24252

CGUC 2103A

UW Contacts

Graduate Studies

Graduate Studies and
Postdoctoral Affairs
Graduate Admissions
Graduate Applications

Needles Hall, Room 2201 (open M-F, 8:30-4:30pm)
519-888-4567 x35209
gradadmissions@uwaterloo.ca
gradapply@uwaterloo.ca

PACS-Affiliated Departments

Global Governance at the
Balsillie School of International Affairs
Development Practice
Political Science
Climate Change
Theological Studies

[Faculty Profiles and Contact Details](#)
[Program Details](#)
[Faculty Profiles and Contact Details](#)
[Program Details](#)
[Faculty Profiles and Contact Details](#)

Finance Office and Student Accounts

[Student Financial Services](#)
Student Accounts (General)
[Financial Aid & Student Awards](#)

studentaccounts@uwaterloo.ca
safainfo@uwaterloo.ca

Other Services on Campus

[Centre for Career Development](#)
[Student Success Office](#)
[International Student Resources](#)
[Writing and Communication Centre](#)

William M. Tatham Centre, Rm. 1214
careers@uwaterloo.ca 519-888-4567 x84047
South Campus Hall, 2nd floor
success@uwaterloo.ca 519-888-4567 x84410
South Campus Hall, 2nd floor (Student Success Office)
ise@uwaterloo.ca 519-888-4567 x84410
South Campus Hall, 2nd floor (Student Success Office)

4. NEW STUDENTS

4.1 Navigating the University of Waterloo and Conrad Grebel University College

The relationship between Grebel and UWaterloo may not always be clear, especially for new students entering the program. While MPACS is housed entirely at Conrad Grebel University College – all PACS faculty are located at Grebel, and all regular courses take place on the Grebel campus – the MPACS program is part of the broader Faculty of Arts, located on main campus. The University of Waterloo confers MPACS students' degrees. As a basic rule, the PACS office is the place to begin with questions about the program, and information about admission, funding, tuition, courses, etc. Students are encouraged to contact the Grebel PACS office well before completing a formal application. At the same time, MPACS students are fully UWaterloo graduate students. All academic policies of the University of Waterloo apply. All UWaterloo services available to graduate students are available to MPACS students.

4.2 Orientation at UWaterloo and Grebel

At the beginning of the academic year, the MPACS program organizes an orientation session for all incoming students. MPACS Orientation is an important event in the program and is typically held the first week of classes in the fall term. It is an opportunity to meet other students in the program, meet faculty, become familiar with facilities and services available to you, and have many of your questions answered. Some of Grebel's events are held together with returning MPACS students and with students in the Master of Theological Studies program. Participation is required for all new students, including those who may have begun courses in the winter term. Orientation includes some events organized by the Faculty of Arts, including a mandatory Academic Integrity Module (completed online).

The University of Waterloo offers a very useful resource for incoming graduate students called [Waterloo Grad Ready](#). New students are automatically enrolled and can access the program content through their LEARN account.

Additionally, the [Graduate Student Association](#) offers a series of orientation events for all graduate students. This includes a full-day campus-wide orientation, a welcome reception and sessions for international students.

4.3 Academic Integrity Module

Academic integrity is an integral part of academic research, teaching and learning. MPACS students, as well as all other UWaterloo students and faculty, are expected to demonstrate academic integrity in their work. In order to assist students in understanding what academic integrity entails, and what constitutes academic misconduct (for example, plagiarism), all

MPACS students must complete and pass the [Academic Integrity Module](#) (AIM) in their LEARN account. This is a Milestone requirement of the MPACS program – while students do not receive academic credit for completing the workshop, it is a requirement for graduation.

The [Office of Academic Integrity](#) has a number of useful online tools, including a [learning tutorial](#) for graduate students. Students should also familiarize themselves with the UWaterloo policies on student discipline and appeals.

4.4 Enrolling in Classes

Applicants who have met all of the conditions on their Offer of Admission (e.g. have sent all official transcripts) will notice that their status in Quest will change from “Intent to Matriculate” to “Matriculate.” When the term enrolment period opens (check the [GSPA Important Dates Calendar](#)) students will be able to enroll in classes through their Quest account. Students will see an “Enroll” link in the “Academics” tab in of their Quest account.

Students decide on courses by consulting with the Graduate Coordinator. [Course descriptions](#) and [Scheduled Classes](#) are available on the MPACS website. The University of Waterloo’s [Schedule of Classes](#) for graduate students has official scheduling information.

Graduate course enrolment for the fall term opens in late July and continues throughout the summer. Enrolment for winter classes begins in November.

For step-by-step instructions for enrolling in courses on Quest, see “[How do I add classes?](#)”

Please note for enrolment purposes that the “Course Subject” is PACS, the “Course Number” is a three-digit number (e.g., 601, 604) and the “Course Career” is Graduate. If you leave course number blank, the search will return all available courses.

4.5 Housing

Though Grebel operates a residence program with dormitories and apartments, these are available only to undergraduate students. MPACS students have access to the graduate housing through the university, including the [Columbia Lake Village-North](#) for single students, and for families, as well as apartments through [St. Paul’s University College](#) and [Lois Hall Graduate Student Residence](#).

The Kitchener/Waterloo area has a large stock of rental houses and apartments. Students who are coming from a distance are advised to ask a friend or relative who lives locally to check out an apartment and speak to the landlord before signing a contract or paying rent. The following sites may be helpful for beginning a search for off-campus housing:

- [The University of Waterloo Off Campus Housing Website](#)
- [Kijiji Real Estate Listings in Kitchener/ Waterloo](#)
- [PadMapper – Making Apartment Hunting Suck Less](#)

4.6 WatCards and Local Transit

A [WatCard](#) is the official Photo Identification Card for the University of Waterloo. In addition to being the primary identification card of students at UWaterloo, WatCards can be used to access many facilities both on and off-campus.

Getting a WatCard

All new students need to get a WatCard. Once your status in Quest has changed to “matriculated” you can request your WatCard by following the instructions on the [WatCard webpage](#).

WatCard Office Phone: 519-888-4567 x32751

WatCard Uses

WatCards can be used to access a variety of facilities and services, as well as to make purchases. Some uses include:

- Access to, and borrowing privileges from UWaterloo’s library, and the various College libraries on campus. WatCards can also be used to borrow library materials at other TUG libraries (Wilfrid Laurier University and the University of Guelph)
- Access to the Physical Activities Complex (PAC) and computer labs
- Making payments for food on-campus, as well as at participating restaurants off-campus
- Making payments for printing and photocopying services
- A pass for local transit (see below)

To use a WatCard in place of cash, students must add money to their account. This can be done in person (at the SLC or Dana Porter library), or [online](#).

Local Transit

WatCards are also valid as a transit pass on all Grand River Transit (GRT) buses and trains for full-time undergraduate and graduate students. Students can tap their WatCard on the smart card reader located on the farebox on the bus and at LRT stations. Note that, unlike the bus, you must tap your WatCard at the farebox *before* boarding a train. Part-time student WatCards are not valid as a transit pass. There is more information on GRT routes and schedules available on the [GRT website](#).

4.7 UWaterloo's Online Tools and Platforms

WatIAM

University of Waterloo Identity and Access Management ([WatIAM](#)) is the main online identification system of UWaterloo. The WatIAM user ID is a universal password for all UWaterloo online services. You manage your userid and password using the WatIAM system.

WatIAM is secured by [two-factor authentication \(2FA\)](#). All students must enroll in 2FA in order to use their WatIAM credentials.

Quest

[Quest](#) is the University of Waterloo's student information system. It is used to manage university-related affairs, such as enrolling in courses or paying tuition fees. It is accessed with WatIAM credentials.

Email

[Email](#) is the primary means of communication at the University of Waterloo. All students are given a unique email address (xxxxx@uwaterloo.ca) and are *required* to check it for important messages from the university. Students may choose to redirect mail sent to their uwaterloo.ca address to another account. Email addresses can be found on a student's Quest account.

All graduate students gain access to the [Office 365](#) suite of applications, including Outlook, through their email login.

Waterloo LEARN

[LEARN](#) is a web-based course management platform. It is where a student would find the "course website," if there is one. Most MPACS instructors will use LEARN to post important information for their courses. Students access LEARN with their WatIAM credentials. (Auditors must contact the MPACS Graduate Studies Coordinator for access to their courses on LEARN.)

4.8 Grad Space

MPACS students are welcome to use Conrad Grebel's library, atrium, dining room, Common Grounds café and other public spaces. Students needing space for small group projects may book classrooms through the MPACS Graduate Studies Coordinator; group study rooms are also available for reserve in the Grebel library. Additionally, the "Grad Hive" (lounge and study area) is located on the fourth floor as part of the Kindred Credit Union Centre for Peace Advancement and is a space designed specifically for Grebel graduate students.

There are also lockers available to rent on a term-by-term basis. They can be registered at the through the CPA Coordinator, who can provide a locker # and the combination for the lock.

4.9 Milton Good Library

Conrad Grebel is home to the [Milton Good Library](#). While MPACS students have full access to all UWaterloo and other Omni libraries (described below), the Milton Good Library is home to a large collection of PACS-related material and is the most easily accessible library to students based at Grebel. The Milton Good Library acquires reference and research materials in academic fields of PACS, Music, and Theology. A second, specialized, concern of the library is to develop a research-level collection in Anabaptist-Mennonite materials.

Milton Good Library Hours

Please see the Milton Good Library webpage [Hours and Access](#) for the most up-to-date service hours.

Typically the library is open the following times:

Fall and Winter Terms (September-April)

Monday to Thursday: 8:30 AM - 10:00 PM

Friday: 8:30 AM - 6:00 PM

Saturday: 1 PM - 5 PM

Sunday: Closed

Spring Term (May to August)

Monday to Friday: 8:30 AM - 4:30 PM

Saturday-Sunday Closed

Reference Services are generally available Monday to Friday 8:30 AM - 4:30 PM.

Milton Good Library Facilities

The Milton Good Library offers:

- Public computer stations with Internet access and Microsoft Office applications
- Use of 2 scanners, a photocopier with [WPrint](#) access (operated by funds on your WatCard), and a microform reader.
- [Wireless access for all Uwaterloo Students](#)
- [Course Reserves](#) are available upon request at the Circulation Desk. Login to your personal course reserves list using your WatIAM username and password.
- A pickup location for books requested from the library catalogue. Choose "CGC (UW) Circ Desk" as your pickup location from Conrad Grebel.
- A pickup location for books and articles requested from [Interlibrary Loan](#). Choose "Waterloo Conrad Grebel Library" as your pickup location.
- Book Return location for books from other OMNI libraries, interlibrary loan books, and books from other Ontario universities that are not a part of OMNI.

- Designated study carrels may be requested by **full-time** MPACS students for the term on a first-come, first-served basis. Sign up at the library desk.

Research Assistance

The Library is vital to the success of your research and studies. Check out the [Graduate Student Library Information page](#) for UW library services and research tools available to graduate students, including library workshops and online tutorials. The [Peace and Conflict Studies Subject Guide](#) is another helpful link for research assistance.

Personal assistance is also available from library staff. [Laureen Harder-Gissing](#), Archivist-Librarian, manages the [Mennonite Archives of Ontario](#) and Conrad Grebel's Milton Good Library. She is also the Liaison Librarian for Peace and Conflict Studies and available to MPACS students for assistance with PACS research.

4.10 UWaterloo Libraries

Overview

The main library of the University of Waterloo is the [Dana Porter Library](#), located in the centre of campus. The bulk of UWaterloo library collections for the Arts, Humanities and Social Sciences are located here, along with group and individual study spaces, computer labs, and a café available for students' use. In addition to the Dana Porter Library, the UWaterloo library also includes several other [subject-specific libraries](#).

UWaterloo students also have access to the libraries of the affiliated University Colleges. This includes access to the Milton Good Library at Conrad Grebel, as well as the libraries at Renison University College and St. Jerome's University College.

Access and Services

Once students have registered at UW and have obtained a WatCard, they may borrow books and explore the services and resources available to you. The [University of Waterloo Library](#) homepage is an important starting point for the many library services offered, including the "[Get Access From Anywhere](#)" login which is your **first step** when using online library resources (research databases, electronic journals, etc.) from off-campus. The [Peace and Conflict Studies subject guide](#) holds an abundance of information about library services. The library offers a variety of [services for graduate students](#), including online and in-person tutorials, workshops, and one-on-one assistance with a library liaison.

Omni and the Library Catalogue

The University of Waterloo is a member of the [Omni library consortium](#), which is a collaborative initiative of 14 Ontario University libraries, including the University of Waterloo. Omni combines the library resources of 14 university libraries into one shared catalogue. All that is needed to borrow an item from any Omni library is a WatCard. Students at UWaterloo may request that a book from any participating library be sent to the library of their choosing for pick-up.

Students can also search for electronic articles and resources directly in the catalogue. However, not every resource that the library has access to will show up in a catalogue search. All of the databases with PACS content are listed in the [PACS Study Guide](#).

InterLibrary Loan

While the Omni library has a vast amount of resources, there may be times when an item you need is not available in Omni. This is when you could place an [Interlibrary Loan](#) request. All students, staff, and faculty have access to this service, which includes borrowing privileges from most other Canadian university libraries.

5. STUDENT LIFE AT GREBEL

5.1 Community-Building and Networking within the MPACS Program

Community-building is an important aspect of the MPACS program – the people you meet during the program may become colleagues or friends who you stay in touch with long after you leave. The MPACS program is made up of diverse cohorts of students from a variety of backgrounds. Socializing with other MPACS students can make your time more enjoyable, allow for more depth, openness and learning during conversations in class, and help you form a professional network in the field of peace and conflict studies. The Orientation Day for MPACS students (described in the “New Students” section), is an important feature of the program, and offers students their first opportunity to get to know each other. Occasional social events will be planned throughout the program to help you get to know one another; participation in these extra-curricular activities is encouraged.

5.2 Community Life at Grebel

In addition to hosting a variety of academic programs, Grebel also has a residence and on-campus apartments for undergraduate students. While MPACS students may not live on-campus at Grebel, they are encouraged to participate in other elements of community life at the College. MPACS students are welcome to attend weekly [chapel services](#), eat in Grebel’s dining room, attend [events](#) hosted by Grebel, and make use of other community spaces on campus, such as the atrium and Common Grounds café.

The Kindred Credit Union Centre for Peace Advancement, which is located on the fourth floor of the new academic building includes space designated for MPACS students. This space is intended as an important informal meeting place for students to gather.

5.3 Thursday Talk Series

The Thursday Talk series is an opportunity for our Master of Peace and Conflict Studies (MPACS) students to develop professional skills and meet guest speakers who are experts and practitioners in fields such as conflict management, mediation, restorative justice, women’s rights, international development, human rights, law, policy analysis and community development.

5.4 MPACS Listserv

All MPACS students will be added to an email list, along with faculty and staff. This listserv is an important means of communication between students, faculty and staff. Anyone on the

mailing list can send information about lectures, events, job postings, conferences and any other topics that are relevant to others in the program.

Emails to the MPACS Listserv are monitored by the Graduate Studies Coordinator. To send a message to the listserv, email: mpacs@lists.uwaterloo.ca

6. STUDENT FINANCES: TUITION, SCHOLARSHIPS AND AWARDS

6.1 Tuition and Incidental Fees

Visit Waterloo's finance website for a [current fee schedule](#). Without scholarships or awards applied, approximate tuition plus incidental fees for Canadian and Permanent Residents is \$2,715 per term (as of Fall 2020). International students should expect to pay approximately \$10,150 per term (as of Fall 2020).

Each term, students are charged a number of “[incidental fees](#),” which help to cover the costs of non-academic services on campus. For graduate students, this includes a non-refundable Graduate Student Association (GSA) fee, as well as a bundled compulsory fee administered by the GSA. These fees cover the supplementary health and dental plans, a Grad House Fee, and the UPass fee (transit pass). Students may opt out and be refunded from some of these fees, with the exception of the UPass. To opt out of the health and dental plans, students must show proof of equivalent coverage from another insurance provider.

Other incidental fees include a non-refundable health services building fee, non-refundable student services fee and a refundable graduate studies endowment fund fee.

All international students will also be assessed a non-refundable premium for [University Health Insurance Plan](#) (UHIP). International students will automatically be enrolled into UHIP when they become “fees arranged” for each term.

6.2 Payment Procedures

Students must arrange to pay their fees before the university posted deadline (see [GSPA Important Dates](#)) – usually by submitting a promissory note and making an online payment for the remainder. See [Payment Options](#).

Promissory Notes for Funding: Students receiving scholarships, bursaries and awards will need to submit a “Promissory Note” through their student Quest account as proof of forthcoming funds for outstanding tuition fees. More information on becoming “[Fees arranged](#)” and submitting your “[Promissory Note](#)” is available online.

6.3 Scholarships, Awards and Bursaries

The Master of Peace and Conflict Studies (MPACS) program provides a limited number of [scholarships and bursaries](#) for full time students but does not guarantee financial support.

Peace Scholar Awards (research assistantships) and Marking Assistantships are limited in number.

Students may be eligible for other Waterloo scholarships and bursaries, external funding, or loans. Information on [University of Waterloo Graduate Funding and Awards Database](#) is provided by the Graduate Studies and Postdoctoral Affairs Office.

6.4 Peace Scholar Positions

The Peace Scholars program provides stipends for MPACS students who apply and are chosen to work with Conrad Grebel faculty members as research assistants for peace research projects. Three to four stipends of \$1,000 each will be awarded in Fall and Winter terms. The number of awards available depends on the number of research projects submitted by Conrad Grebel faculty members. The stipend is not considered to represent an hourly contract for a specific number of hours worked, but rather to serve as an incentive to accomplish agreed research tasks. It is anticipated that Scholars will invest approximately 33 hours in the agreed research task per each of the two terms.

6.5 Marking Assistantships

A limited number of marking assistantships are available to MPACS students, and may help to offset the cost of tuition. The Marking Assistant Policy and other logistics related to Marking Assistantships are outlined below.

Marking Assistant Overview

1. Marking Assistants differ from Teaching Assistants in a number of ways. Marking Assistants are not expected to attend classes (although this may be negotiated with the supervising faculty member), to teach classes or to lead seminars. In cases when Marking Assistants are required to attend classes these hours can be claimed on their time sheets.
2. PACS Undergraduate courses that typically require additional marking support are PACS 101, PACS 201, PACS 202, and PACS 203.
3. In some cases, more than one Marking Assistants will work together and divide the work between themselves in consultation with the Course Instructor.

Process for Selecting Marking Assistants

1. At the beginning of the term, students are invited to apply for Marking Assistant positions by a stated deadline.
2. Interested applicants will be asked to submit a CV or resume as well as a letter of interest stating how they meet the criteria, describing previous relevant work experience and explaining why they want the position (e.g. financial need).
3. The department will review applications and select the most suitable applicants.

Criteria for Marking Assistants

- Marking Assistants will typically have an Undergraduate and/or Master's average of 82% or higher.
- Applicants must have excellent written English language abilities.
- In cases where an instructor desires continuity, MPACS students in their third or fourth term will be given priority over incoming students.
- Full-time students will be prioritized over part-time students.

Process for Setting up Marking Assistants

1. When the Marking Assistant has been chosen, the Graduate Coordinator will notify the Academic Dean's office and a contract will be issued.
2. The course instructor and Marking Assistant will negotiate an agreement and expectations for the amount of work required. The Marking Assistant is given a time sheet for keeping track of hours worked.
3. When the contract has been signed and returned, the Marking Assistant will fill out the necessary paperwork with the Grebel Finance office in order to be setup as a UWaterloo part-time (casual) employee.
4. The Marking Assistant may submit time sheets at any time throughout the term. All hours must be submitted by the end of the term.
5. Upon completion of the work, the student will have their timesheet signed by the instructor and submit to the Graduate Studies Coordinator for processing.

7. PROGRAM REQUIREMENTS AND OPTIONS

7.1 Program Requirements

In order to graduate, students must complete 5.0 units: 2.5 units (5 courses) of core courses; a minimum of 1.0 unit of PACS electives; and up to 1.5 units of PACS cross-listed electives. In addition to these course requirements, MPACS students must complete two ‘milestones’: the research colloquium (taken at the end of the program), and the academic integrity workshop (usually completed during orientation). Students can track their progress towards meeting these requirements by using the MPACS Degree Requirement Worksheet, a copy of which is available in Appendix A.

Core Courses

All MPACS students must take 5 required core courses (or 2.5 units), which will introduce students to key themes related to systems of peace and governance, building civil society, conflict analysis, and conflict transformation and peacebuilding. These courses build upon our theoretical approach to peace, which emphasizes the potential of civil society to act as a catalyst for peace, while preparing students for effective engagement across societal sectors. These courses will ground students in core concepts of a multi-sector, and multi-disciplinary approach to peace building and conflict analysis emanating from civil society, in both theory and practice.

The core courses include:

- PACS 601: Thinking Critically about Civil Society
- PACS 602: Reflective Peace Practice
- PACS 603: Engaging Communities in Social Change
- PACS 604: Conflict Analysis
- PACS 605: Conflict Transformation and Peacebuilding

Electives

In addition to core courses, students must take at least an additional 1.0 units (or two regular 0.5-unit courses) of PACS electives. These courses will allow students to begin narrowing their studies to intentionally focus on their specific interests. Students will have the chance to focus on the study of non-violent movements, reconciliation, religion and culture, or to more specifically engage in individualized peace research. Students in this category will have the option of emphasizing theoretical or [experiential learning](#) (Internships and Conflict Resolution Skills workshops).

The elective courses include:

- PACS 610: Contemporary Nonviolent Movements
- PACS 611: Reconciliation
- PACS 612: Culture, Religion, and Peacebuilding
- PACS 620: Special Topics in Peace and Conflict Studies

- PACS 621: Peace Research
- PACS 623: Directed Readings
- PACS 625: Internship (1.0 unit)
- PACS 626: Conflict Resolution Skills Training (0.25 unit)

Additional PACS cross-listed electives

An additional 1.5 units may be chosen from courses offered by the International Development, Global Governance, Political Science or Theological Studies graduate departments.

The PACS cross-listed electives include:

- PACS 634/GGOV 630/PSCI 678: Security Ontology-Theory
- PACS 650/INDEV 604: Sustainable Cities
- PACS 651: Economics for Sustainable Development
- PACS 652/INDEV 608: Water and Security
- PACS 670/TS 637: War and Peace in Christian Theology
- PACS 671/TS 619: The Bible, Peace, and Violence
- PACS 672/TS 731: Christianity's Encounter with Other Faiths

7.2 Full-time and Part-Time Studies

MPACS students may enroll as either full-time or part-time students. The definitions of full-time and part-time studies, and expected times for completion, are detailed below.

Full-time option

In the MPACS program, a student who takes 2 courses (1.0 credits) or more per term is considered to be studying full-time. Full-time students will normally complete the program over a four-term period, enrolling in three courses during each of their first two terms and two courses during each of their last two terms. A regular term at the University of Waterloo is four months long, so full-time students can expect to complete the program in 16 months.

Full-time students will be admitted only in the fall term of a given year (starting in September), and be expected to complete their studies at the end of the fall term in the subsequent year (at the end of December).

Term 1: students enroll in 3 courses, including at least 2 core courses.

Term 2: students enroll in 3 courses, including at least 2 core courses.

Term 3: students enroll in 2 courses; students who choose the internship option will normally complete it during this time (as the equivalent of two courses). Internships must be for a minimum of 50 working days.

Term 4: students enroll in 2 courses and must present at a Research Colloquium (orally present a major paper you have written, receive peer review, and respond to questions and critique).

Part-time option

An MPACS student who takes *less than* 2 courses (either 0.25, 0.5 or 0.75 units) a term is considered to be studying part-time. A limited number of students will be admitted to the program on a part-time basis. Part-time students must also complete 5.0 units in order to graduate. Part-time students are expected to complete at least two courses per academic year, and have five years to complete the program from the date of their initial enrolment.

Tuition differential between full-time and part-time studies

MPACS tuition costs at UWaterloo are not computed on the basis of the number of courses taken, but rather on the basis of whether a student is enrolled in full-time or part-time studies. The University of Waterloo collects [tuition fees](#) from students one term at a time.

Time required to complete the MPACS degree

MPACS students are required to complete the degree within five years from first enrolling in a course. This applies to both full-time students who may shift into part-time studies and part-time students who may shift into full-time studies.

7.3 Potential Pathways through the MPACS Program

There is some degree of flexibility within the MPACS program as to how students may proceed through the program. The following chart depicts four potential pathways through the MPACS program. Johannes* and Jean Paul are taking the MPACS program as full-time students. Elise begins as a full-time student and changes her enrolment status to part-time for Spring term and then back to full-time for Fall term. Fatima is studying as a part-time student and will continue with coursework beyond what is depicted in this chart. Terms shaded in light grey indicate part-time status, while those shaded in dark grey indicate 'Inactive' status.

	Fall Term 1	Winter Term 2	Spring Term 3	Fall Term 4	Winter Term 5	Spring Term 6
Student A	3 courses	3 courses	Internship (1.0 unit equal to 2 courses)	2 courses and Research Colloquium (R.C.)		
Student B	3 courses	3 courses	2 courses	2 courses and R.C.		
Student C	3 courses	3 courses	2 workshops (0.5 unit)	3 courses and R.C.		
Student D	1 course	1 course	Inactive	1 course and 1 workshop (0.25 unit)	1 course and 1 workshop (0.25 unit)	1 course (etc. until completion of program)

7.4 Changing Your Enrollment Status

To change enrollment status from full-time to part-time (or vice versa), students must seek verbal permission from the PACS Chair, fill in a change of enrolment status form available on the [Graduate Studies Forms](#) page, and bring the form to the Graduate Studies Coordinator to get the required signatures.

Students pursuing an internship should change their status to “full-time off campus.” This will result in a slight reduction of tuition fees. The above procedure should be followed in order to make this change.

Students may apply for “Inactive” status for a term for circumstances such as illness, maternity/parental leave or temporary financial difficulties. Students should follow the above procedure in order to become Inactive. Normally, Inactive status is approved for a maximum of two consecutive terms.

See the [Residency/Enrolment](#) page of the Graduate Studies Calendar for more information.

8. POLICIES REGARDING COURSES

8.1 Directed Readings Course (PACS 623)

Course Description

This reading course gives students space to study literature that explores the full theoretical and contemporary scope of readings pertaining to a proposed field of research. These readings will be in conjunction with coursework. Students must seek the approval of a faculty member who is willing to supervise them and have the approval of the department chair. Students must write a topic proposal and outline of coursework prior to obtaining permission to enroll in the course.

Purpose of Course

This course allows students to broaden their scope of research into fields that pertain to Peace and Conflict Studies and not be confined by the listed course topics MPACS offers.

Course Requirements

To complete the requirements for PACS 623, a student must:

1. Be a registered MPACS student past their first term of study.
2. Compose a directed readings proposal and submit to a PACS faculty member for review before the first week of classes. Proposals should include:
 - a. PART I: RATIONALE (4-5pages, double-spaced, regular font)
 - i. Create a working title for the term research paper.
 - ii. Provide a detailed description of the topic you will explore.
 - iii. Describe how this topic relates to PACS and why it interests you.
 - iv. Explain why a directed readings approach to this topic is helpful or necessary.
 - v. Describe any preparatory work you have done for this project.
 1. Do you have any background in this area or in related areas?
 2. How much reading have you already done to prepare for the current directed readings project?
 - vi. State 4-5 specific learning objectives for this project.
 - b. PART II: PRELIMINARY BIBLIOGRAPHY
 - i. List sources you have already identified for this project.
 - ii. Be sure to include a proper mix of journal articles and books
3. Develop a calendar of deadlines for your directed reading course with your faculty supervisor for the course components.
4. Course Assignments:
 - Option 1:
 - a. Write one or more literature review of primary texts, totaling 10-15pages in length.
 - b. Write a research paper. This paper should be 20-25pages in length, and of publishable quality.
 - Option 2:

- a. Write a series of written assignments totaling 35-40 pages, as agreed upon by the faculty supervisor.
5. In addition to the details cited above, individual faculty members may have other requirements that they will negotiate with students.

Example Evaluation

1. Meeting preparation and engagement (10%)
2. Bibliography for term paper (10%)
3. Proposal for research paper (4-5 page layout) (15%)
4. Literature review of primary texts (8-10pages) (15% each=30%)
5. Term Research Paper (20-25pages) (35%)

*Department Consent Required

8.2 Internship (PACS 625)

Introduction

An internship combines rigorous scholarly reflection with experience and should invigorate, prepare, and mobilize you to be a more active global citizen guided by the values of global engagement, life-long learning, and compassionate service. It is therefore important to remember the overall MPACS program objectives as you consider what kind of internship experience is appropriate for you. MPACS aims to:

- Foster the capacity of students to understand the promise and potential of civil society to advance peace through principled advocacy, effective programming, and dynamic engagement with the state and marketplace;
- Educate students to be responsible, reflective and self-critical agents of peaceful change in local, national and/or global contexts.

The goal of an internship is to develop practical competencies necessary for peace work in a setting in which you can observe agencies at work and be mentored to develop your own approaches. In addition to improving your own skill base, you will be required to deepen your own research capacity by engaging in projects directed by or related to your host agency. You will also be challenged to see linkages between the host agency and organizations performing relevant work in other sectors (i.e., government, civil society, and the marketplace).

Graduate Studies Calendar Course Description

The internship allows students to engage in experiential learning with a research institute, non-governmental organization or other agency/entity that deals with peace and conflict issues. Students are expected to read relevant texts before, during and after the field study, to engage in substantial research on the issues addressed by the host agency/entity and to submit a report reflecting on what the field study/internship revealed about the integration of peace studies theory and practice. Field study placements may be either in Canada or in international contexts. Departmental consent is required.

Course Rationale and Objectives

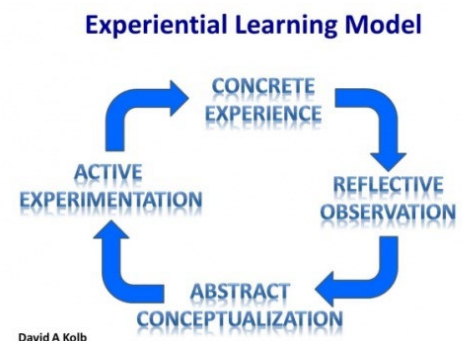
The purpose of an internship is to integrate on-the-ground experience with reading, research, and writing. It is meant to provide you with practical experience in an organization related to your interests in a local, national, or global context.

An internship offers you an opportunity to develop personal, professional, and community engagement skills.¹

- *Personal development* involves critical thinking, an ability to look at issues from multiple perspectives, the development of communication skills (oral and written), learning team work, and benefitting from coaching/mentoring/supervision. It is a chance to further “know yourself” as a peace practitioner.
- *Professional development* for peace practitioners may involve anything from a more loosely structured experience observing and participating in the daily ebb and flow of peacebuilding practice to a more “highly structured and sequenced set of experiences” with clear activity goals and outcomes within a professional context. The professional context may not focus on “peacebuilding” per se (e.g. it might be in an environmental law office or poverty alleviation program), but is one that welcomes and affirms efforts to incorporate civil society-based peacebuilding practices and perspectives that you bring from your MPACS training.
- *Community engagement* focuses the “development of personal and professional knowledge, skills, and values” on tasks and experiences related to building a more peaceful world. It means that one’s personal and professional development occurs within a community and is ‘about’ that community. It means that the full human context of the work is taken into account and your own growth interacts with, and develops out of, this larger context.

The integrated learning experience of an internship can be illustrated by the Kolb’s Experiential Learning Cycle² (right). You will have an opportunity to gain concrete experience and incorporate reflective observation within the experience. Out of this you will be able to develop principles based on your experience and reflection, and from there you may test your theory in a new situation. While not all aspects of this cycle will be present in all internship situations, the cycle represents the learning framework provided by the MPACS program for internships and other forms of applied peace work.

An MPACS internship may not provide a specific career path, but it should expose you to professional options and will specifically prepare you to both understand and be involved with the development of civil society’s role in creating healthy, resilient, and more peaceful and just



¹ The following ideas are adapted from: H. Frederick Sweitzer and Mary A. King, *The Successful Internship. Personal, Professional, and Civic Development*, 3rd ed., (Belmont, CA: Brooks/Cole CENGAGE Learning, 2009), 5.

² D. A. Kolb, *Experiential learning: Experience as the source of learning and development*, (New York: Prentice Hall, 1984) in H. Frederick Sweitzer and Mary A. King, *The Successful Internship. Personal, Professional, and Civic Development*, 3rd ed., (Belmont, CA: Brooks/Cole CENGAGE Learning, 2009), 11.

communities. Three specific learning goals apply to the PACS Internship. The internship provides an opportunity to:

- Apply principles of conflict analysis and transformation at community, institutional, and/or systemic levels.
- Develop practical competencies necessary for effective peace building work.
- Have a vision for advancing peace in practical and meaningful ways locally, nationally, and globally.

Building on our program's emphasis on catalyzing self-directed student learning processes that will continue well after the granting of a degree, the internship program has been developed to help students critically engage and apply key concepts from the classroom setting, in relation to their unique circumstances and learning objectives. Reflecting on the relationship between theory and practice, identifying areas of personal strength and competency, and developing one's own distinctive vision for practical peace work are all integral parts of an internship experience.

Preparing for Your Internship

The Internship Coordinator is available to help you identify an appropriate placement, assist you as you negotiate specific aspects of the internship with the mentor in the partner organization, creation of the proposal, and can serve as a logistics advisor throughout the internship development process as well as during the time you are in the field.

It is first important to think about the kind of internship you want to have. Here are some core questions to consider: Do you want an experience in a Canadian or non-Canadian setting? Do you wish to delve into an organization that is based in your home community or another community? Do you have a specific kind of host organization with which you would like to work? Are they set up to cater to your needs as an intern? **Next, you'll begin to search for placement opportunities that meet your goals.** You can look for internship programs that are already running in an organization, or approach an organization to create a position for you. Criteria for an internship are as follows:

- The placement must be at least 50 working days (350-400 hours)
 - These hours can be completed full-time during one academic term, or on a part-time basis over multiple academic terms.
 - If an exceptional opportunity arises that does not meet the preferred duration, it may be considered.
- The substance of the work to be completed is consistent with the goals of the MPACS program and provides a level of rigor that is consistent with a graduate level course credit.
 - It is ideal to have opportunities to understand the organization's internal structures and dynamics, how your organization operates within the government-civil society organization (CSO)-marketplace triangle that is core to the MPACS worldview. The internship should also involve opportunities for you to develop an understanding of how the organization works, and not just to complete important day-to-day tasks. This will ideally mean exposure to management meetings, visioning sessions, and board or committee meetings (if

a CSO), or to bodies of similar function if you are working in a business or government context. These expectations are in part communicated through a letter from the Internship Coordinator and can be sent as your plan develops. Throughout this process and during the internship, be on the lookout for specific research projects to which you can contribute that will benefit your host while also advancing your own learning goals.

- Typically placements with “start-up” organizations will not be approved because they often lack the same organizational structures of more established organizations and thus have a different depth of learning than is intended for a graduate student.
- Organizations will appoint a local mentor, typically this will be your work supervisor. While your Faculty Advisor will be your primary contact, developing a “check-in” relationship with someone “in the field” for whom you work is equally important. You will include a copy of this person’s CV/resume in your proposal. Ideally they will have a Master’s degree and five years of experience or a Bachelor’s degree and ten years of experience.

Proposal for PACS 625

Once you have secured a placement with an organization, you will need to have this work approved for credit by the PACS Advisory Group (PACS AG) through a proposal. The deadline for proposal submission is **January 15** if you wish to do an internship that will begin during the following Spring term. If you would like to do an internship that begins in one of the other terms (Fall or Winter) please check with the Internship Coordinator for deadlines.

The proposal should be approximately 5-8 pages and include the following elements:

1. A cover page that includes your full name, student ID number, name of host organization, job title (if known), location of placement, as well as the start and end dates of your placement.
2. An introduction with a brief description of the placement, the location, the cultural context, and issues the placement will enable you to study.
3. A concrete list of learning objectives and a brief explanation of how the internship will help you to achieve those objectives. Aim for a list of 6-8 learning objectives.
4. A preliminary bibliography of at least 20 works that you draw upon throughout your placement and utilize in the internship assignments.
5. A copy of the correspondence with the organization confirming the placement and providing the job or internship description. This can be a formal letter or an email message.
6. A copy of the CV/resume of your local mentor. This person should preferably have a Master’s degree and five years of experience or a Bachelor’s degree and ten years of experience.
7. If you would like to request financial assistance from the MPACS program, you will need to include a budget outlining the expenses associated with your placement.

8. If you have any preference for which faculty member might serve as your Faculty Advisor, you may include a note at the end. There is no guarantee that you will work with this person, but it is helpful to know. You will be assigned a Faculty Advisor once your proposal is approved.

Note that for international placements, you must complete the required Waterloo International pre-departure course online, and submit additional risk management forms. These will be administered by the Internship Coordinator.

If you intend to do research that requires ethical clearance, you will need to work closely with your Faculty Advisor to submit your proposal to the Office of Research Ethics early – it takes at least *three weeks* from submission to decision for a project needing minimal clearance. Ethical clearance takes time so you need to plan accordingly.

Course Enrolment

The PACS 625 course is established so that the student is enrolled in PACS 625 during the term in which the bulk of their internship placement work takes place. The nature and scope of the course is one that may not allow the student to complete all of the course requirements and academic requirements during the term of course enrollment. In the case where not all the necessary work has been completed the student will carry a blank grade into the next term which will be replaced with a numeric grade upon completion of the work and grading by the assigned Faculty Advisor.

Academic Content: Your Internship Portfolio and Presentation

The PACS 625 Internship course is worth 1.0 units, equivalent to two regular graduate-level courses. The academic work aligns with the course value and expectations. Each intern will construct a portfolio with the guidance, discussion and feedback of their Faculty Advisor. These guidelines are intended to provide support to the intern and Faculty Advisor as you conceptualize this internship portfolio together. The first activity of your internship should be to arrange a meeting with your Faculty Advisor to discuss plans for your internship in more detail. To fulfill PACS 625 academic requirements, most students will complete a six-part Internship Portfolio and share their most essential insights with peers during a final presentation. Each component is described below.

- Reflective Journal – 40%
- Research Project – 50%
- Overall Performance – 10% (The overall performance of the internship will include consideration on the completion, performance and quality of the course requirements and milestones. This is inclusive of but not limited to the feedback that is provided by the local mentor, the quality of the presentation, the quality of the proposal, and correspondence with your Faculty Advisor.)

Part One: A Copy of your Internship Proposal

Provide the copy of the internship proposal that was approved by PACS AG.

Part Two: The Reflective Journal

The PACS 625 course is one that presents an opportunity for students to test ideas developed in classrooms and to hone skills in various applied settings. The reflective journal will track reflections and growth as a peacebuilder and as an MPACS student, as you actively engage with host organizations and citizens, record observations and thoughts, and critically explore major questions that define the internship experience.

A few examples of these questions could be:

- What are you learning and discovering?
- How does the work you and your organization are doing relate to concepts and practices you have explored in MPACS courses?
- What position do you see your organization occupying within the landscape of civil society?
- How do you view yourself within the context of your organization and within the broader civil society setting of your organization?

This journal can and should become a resource for your other academic work within the PACS 625 framework, and for additional courses you take after the internship. Write your journal with the expectation that you will be revisiting it in the future, to recapture defining moments, insights, and ideas.

Expectations for the Reflective Journal

- The journal must be written regularly – students should strive to complete at least one substantive entry per week, producing a minimum of 15 entries for the journal as a whole
- The length of the journal will depend partially on the length of your time in the internship, but the final product should be at minimum 25 pages or 7,000 words in length
- Your reflective journal should also conclude with a 3-page summary of key learnings
- Maintaining a regular rhythm of journal entries during the course of the internship will enable you to reflect on and analyze your experiences, actively exploring connections (as well as tensions) between theory and practice.
- Feedback is an important piece of the journal assignment so it is important to work with your Faculty Advisor in journal direction and design.
- The journal assignment is very flexible, depending on your discussions with your Faculty Advisor, and may take various forms and incorporate different mediums (photography, documentary, painting, etc.). It should be shaped by interactions and discussions with your Faculty Advisor.

Part Three: Research Project or Final Paper

The academic centerpiece of your internship will be a final report or research project that builds on your field experience but engages current thinking and theoretical debates that relate to the substance of your placement. The expectation is that the paper will be 20-25 pages in length, and will include an expansive bibliography that incorporates works from the bibliography you included in your original internship proposal. More specific report requirements will be designed in conjunction with your Faculty Advisor.

There is a range of options for this assignment. Here is a short list of possibilities:

- A theoretically informed assessment or evaluation of a project undertaken by your organization
- An in-depth, analytical study of a conflict or a set of issues with which your host organization is engaged
- An action research project in which you plan and implement a set of activities for your organization and then reflect on lessons learned
- A critical assessment of “best practice” ideas that are relevant to your organization’s field of practice

Additional options may also be acceptable, so do not hesitate to consult with your Faculty Advisor.

Part Four: Materials

If applicable, this consists of any materials that you develop during your work placement. For example, if you are involved in creating manuals, policies, or press releases you would want to include any materials you developed for your work.

Part Five: Employer Feedback

The host organization/mentor is expected to complete an Internship Assessment form to confirm that the student completed the agreed upon work and a brief evaluation of their performance. This form is used to verify that you have successfully completed the internship and provide your Faculty Advisor with a sense of how the internship went. The PACS Internship Coordinator will arrange with the local mentor for this to be completed. The local mentor may choose to share this feedback with you or may submit the form confidentially to the Internship Coordinator.

Part Six: Presentation on Internship Experience

This piece of the internship course is a 10-minute presentation with a five to ten-minute question period with your peers. The presentation summarizes and synthesizes your experience and key learning. These presentations will be delivered during a scheduled symposium in the term following your internship.

8.4 Peace Research Course (PACS 621)

Course Description

This course requires completion of a research project that develops a student's capacity to do research for an applied objective.* The research may be to support a grant proposal, document and contextualize a need or a human rights abuse, analyze what various agencies are doing in the face of common challenges, or write an advocacy brief to a government. Students are expected to demonstrate a high level of competence in research, analysis and writing.

*Please note that pure research without a direct application is also an option with approval of your supervising faculty member.

Procedure and Requirements

1. Students should seek a supervising faculty member *before* the beginning of the term in which you plan to enroll in PACS 621. Together with the supervisor, you should negotiate a topic, timeframe and general course expectations. PACS faculty members have a limited number of supervisions they can manage each term, so you may be asked to work with a different faculty member than the one you initially approach.
2. To enroll in this course, students must complete a “course add” form and receive permission from the Director of PACS after negotiating an agreement with a PACS instructor.
3. Students will begin by writing a proposal and submitting it to their supervisor. Your proposal should include:
 - a. PART I: RATIONALE (2-3 pages, double-spaced)
 - i. Provide a detailed description of your project plan. Students may choose a project with an applied objective, (see examples listed in the course description), or may choose a pure research project without direct application.
 - ii. Describe how this project relates to/draws on other courses you have taken in PACS and why it interests you.
 - iii. Describe any research and writing you have done previously in an academic or a workplace setting and how this project might build on this work.
 - iv. Explain how this project can be considered research with an applied objective or pure research.
 1. Who (individuals, organizations or other academics) might benefit from this research?
 2. How might this project support these groups in their work or further scholarship in the field?
 3. Does the project relate to the work you are currently doing or plan to do in the future? If so, how?

- v. State 4-5 specific learning objectives for this project.
- vi. Provide a timeline for completing different stages of the project.
- b. PART II: Preliminary Bibliography (1 -2 pages)
 - i. List sources you have already identified for this project.
 - ii. Be sure to include a proper mix of sources from which you will read:
 - 1. At least 10 books.
 - 2. At least 8 journal articles.
- 4. By the end of week 12, submit the final draft of your research paper to your faculty supervisor. The final project should be 40-60 pages in length and of publishable quality.
- 5. In addition to the details cited above, individual faculty members may have other requirements that they will negotiate with students.

8.5 Research Colloquium

Overview

Milestones are non-course degree requirements such as workshops, seminars or language requirements. The Master of Peace and Conflict Studies (MPACS) program includes two milestone requirements: the Academic Integrity Workshop (which includes an on-line component) at the beginning of the program and the Research Colloquium in the last term of a student's program. This document provides a description and outlines procedures for the Research Colloquium Milestone.

Description of the Research Colloquium Milestone

This Milestone requires students to present orally a major paper they have written, to receive peer review, and to respond to questions and critique. This requirement will challenge students to prepare a credible and persuasive presentation on a paper that could form the basis of civil society action or advocacy on an issue. A workshop will be held each term before Research Colloquium presentations to review guidelines and presentation skills. Students are also encouraged to invite a guest to attend their presentation who has expertise or experience relevant to the research paper.

Paper Presentation

Before graduating, students are required to present publicly, at a Colloquium of MPACS faculty, staff, students and guests, one of the papers they have written for an MPACS course. The length of the paper will normally be 25-30 pages (7,500 words). After an introduction by their peer reviewer, each student will be allotted 15 minutes for the paper presentation followed by 5 minutes of a formal peer response and 10 minutes of open discussion.

Each student may consult with the professor for whom the original paper was written to identify the core issues to emphasize and the best methods to employ to present the paper.

Students who completed an Internship will make a presentation about this experience at a separate symposium upon return. The Internship Symposium is a chance for students to share about their experiences and what they learned while in the field and they are encouraged to offer reflections from their learning journals during this time. The Research Colloquium is a more academic presentation where students may present a paper from an in-class course, or may opt to present the major project or research paper they wrote at the end of their internship.

Students may give an oral presentation without presentation tools, or may choose to use hand-outs, PowerPoint, whiteboard, on-line resources or other tools that would support their presentation.

Formal Peer Response

In addition to the Research paper presentation, each student will be required to give a formal peer response to a paper presented by a fellow student. Respondents will be required to read a

fellow student's paper in advance and then present a 5 minute oral response to the paper and presentation immediately following the presentation. Students will be informed in advance of the fellow student to whom they will be responding. It is the responsibility of the Respondent to request the paper from the student who is making the presentation in advance of the Colloquium.

The response should be collegial and supportive in tone. Respondents should focus on the ideas presented and content of the paper rather than the presentation method or style. An effective peer response will comment on the areas of strength of the ideas or argument, suggest ways to build on these ideas, offer suggestions for strengthening the argument or ideas, provide a constructive critique of the argument and/or provide an opposing view to generate discussion.

Grading

The Research paper presentation and formal peer response will be graded on a Credit/No Credit basis. One or more faculty members will provide presenters with brief, written comments about the presentation and a CR/NCR grade following the presentation.

Upon completion of the Research Colloquium, the department will complete a "Graduate Milestone Completion Form" to report the completion of this Milestone to the Graduate Studies Office for notating on the student's transcript.

9. OTHER ACADEMIC POLICIES

9.1 Taking Courses at Other Universities

Taking a course at another university in Ontario

1. Contact the Graduate Coordinator or Instructor of the program at the University where you want to take the course to find out if they will allow an extra student in the course you desire.
2. If the host university is in agreement, write a petition to the PACS department (with a letter explaining what the course is and why you want to take it along with a copy of the course syllabus) to have the particular course count towards an elective for your MPACS degree.
3. If the PACS AG agrees to your petition, fill out an “[Ontario Visiting Graduate Scholar](#)” (OVGS) form, which allows you to pay your regular tuition to UWaterloo, take a course at another Ontario university, and transfer the grade back to UWaterloo.

Taking a course at another Canadian university outside of Ontario

1. Ensure you meet the eligibility criteria for the Graduate Transfer Agreements of Canadian Universities available on the [Canadian Association for Graduate Studies](#) website.
2. Contact the Graduate Coordinator/Director of the program at the University where you want to take the course to find out if they will allow an extra student in the course you desire.
3. If the host university is in agreement, write a petition to the PACS Administrative Group (with a letter explaining what the course is and why you want to take it along with the course syllabus) to have the particular course count towards an elective for your MPACS degree.
4. If the PACS AG agrees to your petition, complete the Graduate Transfer [Agreements of Canadian Universities](#) form. Bring the form to the PACS office to retain the necessary signatures. Forward the form to the host institution to get the necessary signatures. Once all of the signatures have been gathered, return the form to the Graduate Studies Office at UWaterloo.
5. Pay fees directly to the host institution.
6. Upon completion of the course, arrange with the host university to have a transcript sent back to UWaterloo, paying the necessary fees at the host institution.

Taking a course at a university outside of Canada

1. Contact the Graduate Coordinator/Director of the program at the University where you want to take the course to find out if they will allow an extra student in the course you desire.
2. If the host university is in agreement, write a petition to the PACS Administrative Group (with a letter explaining what the course is and why you want to take it along with the course syllabus) to have the particular course count towards an elective for your MPACS degree.
3. If PACS AG agrees to your petition, find out the procedures for registering as a student

at the host university (you will most likely need to apply to the host university as a “non-degree student”).

4. When you have completed the course and grades have been submitted, request that your transcript from the host university be sent to the Graduate Studies Coordinator in the PACS department (Conrad Grebel University College, Attn. Graduate Coordinator of Peace and Conflict Studies, 140 Westmount Rd. N., Waterloo, ON N2G 3G6). It should be sent directly from the host university or come in a sealed envelope if the student is hand delivering it.
5. The Department will submit the grade to the Graduate Studies Office to have it added to your transcript.

9.3 Adding/Dropping Courses

For an up-to-date listing of Course Drop/Add Dates, as well as other important calendar events and academic deadlines, please visit the [Graduate Studies Calendar](#).

9.4 Auditing Courses

A student wishing to audit a class must fill out a Course drop/add form with the designation of “A” and get the appropriate signatures from the instructor and Director of the dept. At the end of the term, the instructor must email a Graduate Studies Records Specialist to indicate whether or not the student has fulfilled the requirements for auditing his/her class. If the requirements have been completed, the course title and grade of “Audit” will appear on his/her transcript.

9.5 Assessment Methods

Courses offered in the MPACS program will be assessed by a variety of methods that best fit the objectives of each course. Student work will be evaluated by a combination of written work (papers, reflections, case studies, policy briefs, book reports, conceptual mapping), application projects (digital assignments, programming projects) as well as by some exams and quizzes.

9.6 Grades

The University of Waterloo uses a numeric grading system. All Faculties assign grades on a scale of 0-100. For more information on UWaterloo’s grading scheme, and the approximate equivalent to alpha grades, consult the [Graduate Student Calendar](#).

Students must obtain an average of at least 70% in the set of courses that they present in fulfillment of course requirements for any graduate degree.

9.7 Incomplete Courses

In extenuating circumstances such as illness, students may not be able to complete their course work during the enrolled term. In such cases, if the instructor agrees, the student and instructor will choose a date for the work to be completed and submitted. The student will then receive a grade of INC for that term which will be changed to a numeric grade when the work has been completed and graded.

9.8 Style Guides

While there is no standard style guide used in the field of peace and conflict studies, the preferred referencing style for MPACS courses is Chicago. Professors may be open to other styles, as long as you are consistent. Further information on [citation/style guides](#) is available through the UWaterloo library.

Students are encouraged to use reference software that allows you to collect, store and organize citations for articles, books, websites and more.

9.9 Convocation

Once your degree requirements have been met, students must [apply to graduate](#) on [Quest](#) by the appropriate deadline. Deadlines vary depending on which convocation date you wish to attend. Further information is available on the [Graduate Studies Convocation](#) page.

In addition to UWaterloo's convocation ceremony, Conrad Grebel holds its own convocation ceremony in April of each year. Graduate students are encouraged to participate and attend. More information will be made available by the MPACS Graduate Studies Coordinator.

9.10 Additional UWaterloo Academic Policies

In addition to the policies that govern the MPACS program, students should familiarize themselves with the various policies and regulations of the University, which govern all graduate students. Detailed information is available on the [Policies and Guidelines](#) page of the Graduate Studies Calendar.

10. CAREER OPPORTUNITIES FOR MPACS GRADS

10.1 Potential Career Paths

Graduates of Peace and Conflict Studies programs pursue a wide variety of careers in non-governmental and governmental organizations, universities and schools, business, and international institutions. While the MPACS program is particularly geared towards preparing students to work for peace from within the civil society sphere, graduates pursue careers in fields ranging from conflict management, mediation and restorative justice to international development, human rights work, research and policy analysis, to name just a few.

The following diagram, developed by John Paul Lederach and Kathryn Mansfield at the Kroc Institute for International Peace Studies visually represents a variety of “peacebuilding pathways” that graduates of PACS programs may take in their careers, while depicting how these pathways fit together to collectively promote peacebuilding activities. The inner circle highlights the three major areas of peacebuilding: efforts to prevent, respond to and transform violence; efforts to promote structural and institutional change; and efforts to promote justice and healing. The outer circle illustrates a variety of sub-fields of practice, and potential career paths within each of these fields.



Graphic by John Paul Lederach and Katie Mansfield. © 2010 Kroc Institute for International Peace Studies.

Alumni of Grebel's undergraduate PACS program have gone on to work in positions within the fields of law, international development, agriculture, social work, environment, education and many others. Some positions of recent alumni include:

- International Supervisor, Kitchener Waterloo YMCA
- Project Coordinator, The Working Centre
- Coordinator, First Year Experience, University of Waterloo
- Educator, In the Current Customer Service and Marketing Intern, REEP Green Solutions
- Pastor
- Organic Farmer
- Policy Analyst, Canadian International Development Agency (CIDA)
- Police Officer
- Child Protection Worker, Children's Aid Society of Oxford Country
- Social Worker
- Research Associate, Educational Policy Institute Canada
- Municipal Planner, Mackenzie Municipal Services Agency

10.2 Useful Professional Development Resources

In order to assist MPACS grads in their career development and job search post-graduation, the MPACS department has prepared a special career resource guide, tailored specifically to MPACS students. This guide may also be useful for you as you consider potential internship options. The guide is available as a "Related Link" on the [MPACS homepage](#).

The University of Waterloo's [Centre for Career Development](#) also has tools and resources to assist in both professional development and job-searching.

11. SERVICES ON CAMPUS

11.1 Centre for Career Development

[The Centre for Career Development](#) assists students in planning and working towards their career goals, through individual counseling sessions, workshops, and online resources. The Centre is located in the Tatham Centre. All students are allowed to book [appointments](#) with a career advisor to discuss job search tactics, grad school preparation, or career strategy. The Centre for Career Action also offers a wide range of workshops, open to all students. Their website contains a calendar with details on all upcoming events. The Centre for Career Action also has a number of [online resources](#), as well as [job listings](#).

11.2 Campus Wellness

[Campus Wellness](#) helps all students at the University of Waterloo. Their professionals provide primary medical care and mental health services using an inclusive, connected, and collaborative approach.

Counselling Services

[Counselling Services](#) on the University of Waterloo campus provides a wide range of strategies and services to support members of the university community facing a variety of issues, including depression, anxiety, stress management, grief, sexuality issues, relationship issues and substance abuse. Counselling Services organizes periodic workshops, and offers both individual and group counseling sessions to facilitate personal and social growth, assist with life difficulties, and to intervene in times of crisis. Counselling Services is an inclusive, non-judgmental and confidential environment. Counselling and assessment services are free for students.

Appointments can be made by calling 519-888-4567 ext. 32655. Appointments are booked as soon as possible, though scheduling depends on availability of counselors, time of year, and the client's personal needs. While counseling services are free, there is a "no show" fee, so if you are unable to attend your appointment, please call and cancel, preferably 24 hours ahead of time.

Health Services

[Health Services](#) provides primary medical care for all registered University of Waterloo students. Health professionals work to promote a safe, healthy environment for UWaterloo students.

The Student Health Clinic offers three types of services: booked appointments, same-day appointments, and walk-in services. Health Services is located across the bridge located across from the Student Life Centre.

Booked Appointments

Booked appointments are the preferred method of accessing services. If you need to be seen quickly, appointments can usually be scheduled within 2-3 days. Reasons to book an appointment include immunizations, verification of illness form, mental health concern, sexual health concern, prescription renewal or any other non-urgent health concern.

Same-Day Appointments

A limited number of same-day appointments are reserved for students with more immediate **medical** needs. Students with a new injury, illness or condition that has occurred in the past 24 hours may call for a same day appointment.

Walk-In Visits

Walk-In visits are provided on a first-come, first-served basis for urgent **medical** needs. The doctor can see you for ONE problem in a walk-in visit. You may be booked for a follow up appointment at the discretion of the doctor. If you have already been seen by a doctor in the clinic for your condition, please book an appointment with that doctor for follow up.

Staff and visitors may receive urgent **first aid** treatment on a walk-in basis.

Other Services

Other non-physician services are provided on a booked or drop-in basis:

- Drop-In: Dispensary, Laboratory, TB Test, Flu Shots
- Booked: Repeat Immunizations, Allergy Shots, Repeat Dressing Changes

Call 519-888-4096 or drop in to Health Services for more information and to book your appointment.

11.3 Student Success Office

The [Student Success Office](#), located on the second floor of South Campus Hall, provides a variety of services, including one-on-one counseling with “success coaches,” as well as study sessions, to help students succeed academically, and to assist in the transition to the academic demands of university life.

11.4 The Writing and Communication Centre

The [Writing and Communication Centre’s](#) purpose is to ensure that all UWaterloo students have the necessary writing and communication skills for academic success. The Writing Centre offers one-on-one appointments and workshops by professional instructors. All Writing and Communication Centre services are offered at no charge to all UWaterloo students.

The Writing Centre offers writing workshops specifically geared towards graduate students. Please visit their website for a full list of resources.

11.5 AccessAbility Services

The [AccessAbility Services](#) (AS) Office, located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. Students who require academic accommodations to lessen the impact of their disability should register with the AS Office at the beginning of each academic term.

11.6 Graduate Student Association and the Grad Club

The [Graduate Student Association](#) (GSA) is a student-run not-for-profit organization whose membership consists of the graduate students of the University of Waterloo. The GSA actively promotes and represents graduate student interests to the university administration and various levels of government. Their lobbying efforts focus on issues such as student funding, working conditions, academic regulations, and university services.

The GSA also provides a number of services for Graduate students, including legal aid, income tax aid, supplementary health and dental plans, and social events. The GSA also hosts events that are held on campus and off campus, and some events include family friendly bus trips.

The GSA offers financial support towards events organized by graduate student departments and clubs.

The GSA also runs the [Graduate House](#), a restaurant featuring food and bar service and entertainment.

11.7 Parking and Bicycle Use

Parking permits for the Conrad Grebel parking lot are available by term for full-time students only. For further information about parking at Conrad Grebel, contact the Graduate Studies Coordinator or visit the Conrad Grebel front office.

Certain parking lots on the UWaterloo campus have hourly and daily rates, while others are by permit only. Students may apply for a [parking permit](#) for a campus lot.

Many students use bicycles to get to and from campus, as well as to get around campus. Bike racks are available outside most building around campus. There is also a [Bike Centre](#) on-campus, located on the northwest corner of the Student Life Centre. The Bike Centre annually holds a bike auction, sells new and used bike parts, and has a variety of tools available for students to use to repair bikes (at a rate of \$1/hour). Volunteers on hand can help with bike repairs.

11.8 W Store

Located in South Campus Hall, [W Store](#) sells a variety of products and services. The W Store sells course materials, school supplies, clothing, lifestyle items, and technology items and services.

W Store | Course Materials + Supplies

At [W Store | Course Materials + Supplies](#) in South Campus Hall you will find all the necessities needed for academic success at UWaterloo. In this section, you will find Textbooks and course materials, stationery and school supplies, popular books and board games, computers, and tech accessories. Visit the W Store [Course Materials](#) and [School Supplies](#) webpages to shop.

W Store | Gifts + Apparel

[W Store | Gifts + Apparel](#) is your on-campus source for all things University of Waterloo. Here, you will find UWaterloo and Warriors branded apparel and gifts, drinkware, Backpacks and bags, gifts and accessories, custom clothing, and promotional items. Visit the W Store [Clothing](#) and [Lifestyle](#) webpages to shop.

W Print

At [W Print](#), technicians will work with you to ensure your print projects have that professional touch. The services include black/white and colour printing, [thesis printing & binding](#), report binding and finishing, digital scanning and archiving, self-publishing and more. The W Print Drop Off/ Pick Up Locations are the General Services Complex, South Campus Hall, Mathematics and Computer, Student Life Centre (temporarily closed due to COVID-19), and Science Teaching Centre (temporarily closed due to COVID-19).

11.9 Information Systems & Technology Help & Support

[Information Systems & Technology \(IST\) Help & Support](#) offers a variety of [services and supports](#) for Desktop and Portable Computing, Communication, Collaboration and Web, Security, Infrastructure, Teaching, Learning and Research, and Professional Services. The [IST Help & Support locations](#) are the Davis Centre, Dana Porter, and Village 1. To learn more, visit the [IST Website](#).

11.10 Services for International Students

The [International Student Resources](#) provides support for international students at UWaterloo. They run a variety of programs and services for international students, including English Conversation Circles, peer-mentoring programs, and student advising. The ISE is located in the Student Success Office, on the second floor of South Campus Hall.

11.11 Child Care

A wide variety of Child Care Services are available at a number of different centres operating on

the University of Waterloo campus, which are all licensed under the Ministry of Community, Family and Children's Services.

The Centres offer care for children 3 months through school age and include full and half day programs. Fees vary according to the program. Families who are unable to pay for their child care costs may be eligible for Child Care Subsidy, through Children's Services at the [Region of Waterloo](#). Due to the demand for services on campus, early contact is strongly advised.

11.13 Athletics

All UWaterloo students have access to a variety of health and wellness facilities, as well as intra-mural sports programs, fitness classes, and other courses.

Athletic Complexes

UWaterloo is home to two athletic complexes. The [Physical Activities Complex \(PAC\)](#), located near the centre of campus, houses a number of gymnasiums, fitness studios, courts, weight rooms, activity studios and a swimming pool. The [Columbia Icefields Centre \(CIF\)](#), located on the North Campus by Columbia St. and Hagey Blvd, also houses a number of gymnasiums, courts, activity rooms, as well as an ice rink.

Intramurals

Campus Rec organizes [intramural sports leagues](#) for the following sports: Ball Hockey; Basketball; Beach Volleyball; Dodgeball; Flag Football; Ice Hockey; Indoor Soccer; Slo Pitch; Soccer; Squash; Team Handball; Ultimate; Volleyball. There are also special tournaments organized throughout the year. More information on how to register is available online.

Fitness and Wellness Classes

Campus Rec organizes a series of [fitness and wellness classes](#). Students must register and pay a fee to participate.

12. WHERE TO FIND FURTHER INFORMATION

12.1 MPACS Program Information

- [MPACS Homepage](#)
- [Program Overview and Requirements](#)
- [MPACS FAQs](#)
- [Course Descriptions](#)
- [Contact Details for Faculty and Staff](#)
- [Master of Development Practice \(MDP\) Contact, Jennifer Doucet](#)
- [Political Science Faculty Profiles and Contact Details](#)
- [Balsillie School of International Affairs Faculty Profiles and Contact Details](#)

12.2 Information for Prospective students

- [MPACS Admission Requirements](#)
- [UW Graduate Studies Homepage](#)
- [Graduate Studies Applications and Admission](#)
- [Conrad Grebel University College Homepage](#)

12.3 Information for New Students

- [Office of Academic Integrity](#)
- [Waterloo Grad Ready: Building Community, Peer Mentorship, Goalsetting, and Personal Success](#)
- [MPACS Course Schedule and Descriptions](#)
- [Graduate Schedule of Classes](#)
- [Quest](#)
- [Quest Help Page](#)
- [WatCard](#)
- [Get My WatCard](#)
- [U-PASS](#)
- [GRT Routes and Schedules](#)
- [WatIAM](#)
- [LEARN Login](#)

Libraries:

- [UW Libraries](#)
- [Dana Porter Library](#)

- [Library Services for Graduate Students](#)
- [OMNI Library Catalogue](#)
- [Interlibrary loans \(ILL\)](#)
- [Off-Campus Login](#)
- [Library Survival Guide](#)
- [Milton Good Library](#)
- [Peace and Conflict Studies Subject Guide](#)

On-Campus Housing

- [Grad Student Housing](#)
- [Columbia Lake Village](#)
- [St Paul's Apartments](#)
- [Louis Hall Graduate Student Residence](#)

Off-Campus Housing

- [UWaterloo off-campus housing](#)
- [Kijiji](#)
- [Padmapper](#)
- [View-it](#)

12.4 Fees, Scholarships and Awards

- [Graduate Fee Schedule](#)
- [Promissory Notes](#)
- [MPACS Fees and Financial Aid](#)
- [UWaterloo Graduate Funding and Awards Database](#)

12.5 Program and Course Policies

- [Graduate Studies Calendar](#)
- [Grades](#)
- [Change of Enrolment Status form](#)
- [Ontario Visiting Graduate Scholar form](#)
- [Graduate Transfer Agreements of Canadian Universities Form](#)
- [Office of Research Ethics](#)
- [Preparing for Convocation](#)
- [Additional Policies and Guidelines \(UWaterloo\)](#)

12.6 Career Resources

Professional Development Resources

- [Centre for Career Development Online Tools and Resources](#)
- [UW Career Hub](#)
- [Canadian Careers](#)
- [Charity Village](#)
- [LinkedIn](#)
- [Idealist Guide to Nonprofit Careers](#)
- [Peace and Collaborative Development Network](#)
- [JobHuntersBible.com](#)

12.7 Resources on Campus

W Store:

- [W Store | Course Materials + Supplies](#)
- [W Store | Gifts + Apparel](#)
- [W Print](#)

Other Services (listed alphabetically):

- [Accessibility Services](#)
- [Bike Centre](#)
- [Centre for Career Development \(CCD\)](#)
- [Counselling Services](#)
- [Graduate Student Association](#)
- [Grad House](#)
- [Health Services](#)
- [Information Systems & Technology \(IST\) Help & Support](#)
- [International Student Experience](#)
- [Parking](#)
- [Student Success Office](#)
- [Writing and Communication Centre](#)

Athletics

- [Physical Activities Complex \(PAC\)](#)
- [Columbia Icefield \(CIF\)](#)
- [Intramurals](#)
- [Fitness and Wellness Classes](#)

APPENDIX A – MPACS DEGREE REQUIREMENT WORKSHEET

MPACS Degree Requirement Worksheet

Degree Requirements*

Core Courses (2.5 units)

- PACS 601: Thinking Critically about Civil Society (0.5 unit)
- PACS 602: The Practice of Peace (0.5 unit)
- PACS 603: Reflective Peace Practice (0.5 unit)
- PACS 604: Conflict Analysis (0.5 unit)
- PACS 605: Conflict Transformation and Peacebuilding (0.5 unit)

Electives (at least 1.0 units)

- PACS 610: Contemporary Nonviolent Movements (0.5 unit)
- PACS 611: Reconciliation (0.5 unit)
- PACS 612: Culture, Religion, and Peacebuilding (0.5 unit)
- PACS 620: Special Topics in Peace and Conflict Studies (0.5 unit)
- PACS 621: Peace Research (0.5 unit)
- PACS 623: Directed Readings (0.5 unit)
- PACS 625: Internship (1.0 unit)
- PACS 626: Conflict Resolution Skill Training (0.25 unit per section)

Additional Electives (1.5 units)

1. _____ 2. _____ 3. _____

Students may choose from additional courses from PACS 610-PACS 626, and/or the following cross-listed courses. Students may also petition to have another related course (in other programs or at other universities) count as a cross-listed elective toward their MPACS degree.

PACS 630/GGOV 610/PSCI 688: Governance of
Global Economy
PACS 633/GGOV 610/PSCI 688: Human Rights
PACS 634/GGOV 630/PSCI 678: Security
Ontology-Theory

PACS 652/INDEV 608: Water and Security
PACS 638/SOC 720: Social Inequality
PACS 642/SOC 782: Feminism, Law &
Governance
PACS 672/TS 731 Christianity's Encounter with
Other Faiths

PACS 650/INDEV 604: Sustainable Cities
PACS 651: Economics for Sustainable
Development

- Milestones
 - Academic integrity module
 - Research colloquium

Progress Timeline

Term 1
1. _____ 2. _____ 3. _____

Term 2
1. _____ 2. _____ 3. _____

Term 3
1. _____ 2. _____

Term 4
1. _____ 2. _____

*Candidates must maintain an average of at least 70% in the courses presented in fulfillment of their degree requirements.

APPENDIX B – INTERNSHIP ASSESSMENT FORM

MPACS Internship Assessment Form

The goal of the Master of Peace and Conflict Studies (MPACS) internship is to develop practical competencies necessary for peace work within a setting where the intern can observe agencies at work and be mentored to develop their own approaches. In addition to improving their skill base, they are required to deepen their own research capacity by engaging in projects directed by or related to their host agency. This form is meant to help the program assess the intern's

Intern Information Name:
Mentor Contact Information Organization: Name: Email Address: Primary Phone:

learning and participation.

The intern demonstrated skill in the following areas (please check one for each category)

1. *Organization*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

2. *Flexibility/Adaptability*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

3. *Good Communication*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

4. *Problem Solving*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

5. *Time Management*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

6. *Self-Confidence*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

7. *Being a Team Player*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

8. *Satisfactory Project Completion*

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Did the intern complete 50 days in their position?

- Yes
- No

Did the intern effectively complete the work they were assigned at your organization?

- Yes
- No

Would you recommend the intern for employment?

- Yes
- No
- Not Applicable

If you would like this assessment to remain confidential, please check here:

Please feel free to add further comments below or attach a more specific letter:

Thank you for your mentorship and guidance to an MPACS intern

If there are any questions, concerns or further feedback please contact the Internship Coordinator, Thomas Fraser
thomas.fraser@uwaterloo.ca
(+001) 519-885-0220 ext. 24248

APPENDIX C – GRADUATE EMPLOYMENT APPROVAL FORM



Faculty of Arts, Graduate Studies
Employment Approval Form

Full-time graduate students* may pursue employment through the University of Waterloo that exceeds 10 hours per week on average (but does not exceed 20 hours per week, on average, each term). It is important that an open conversation between a student and their supervisor (Graduate Officer/Chair or Program Director if there is not an identified research supervisor) have taken place so that expectations, workload, and academic progression are factored into the decision-making.

If you are a full-time student and your total employment is expected to exceed 10 hours/week, you must seek and document approval using this form. You will be required to submit this completed form, with all necessary signatures, to the hiring department. This form can also be used for cross-department TA/Sessional hiring to ensure both departments are notified.

*Part-time students do not have any limits to their hours of UW Employment.

Section 1: Student Information

Surname: _____ Given Name(s): _____
 Department: _____ ID #: _____
 Program: _____ Current Average: _____
 Supervisor(s) (if applicable): _____

Section 2: Employment Information (note: please list all UW employment, though note that only those positions that cumulatively exceed 10 hours/week on average and/or are between more than one department require this approval process.)

Position 1

Employment Type: GTA GRA Other: _____
 Term of Employment: Fall _____ Winter _____ Spring _____
 Hiring Department: _____
 Estimated hours per week: _____
 Department Chair Name: _____
 Department Chair Sign: _____

Position 2:

Employment Type: GTA GRA Other: _____
 Term of Employment: Fall _____ Winter _____ Spring _____
 Hiring Department: _____
 Estimated hours per week: _____
 Department Chair Name: _____
 Department Chair Sign: _____

Comments: _____

Section 3: Student Agreements and Approval Signatures

By signing below I confirm that:

1. I am in good academic standing.
2. I have had a discussion with my supervisor(s)/Graduate Chair/Officer/Program Director regarding expectations, workload, and academic progression and reached agreement that the above hours are acceptable for the specified term.
3. (If receiving funding), I understand that my primary obligation is to the responsibilities for which my funding package is providing support.
4. I understand that any work taken on above and beyond 10 hours will not be grounds for a Policy 70 appeal should my academic performance be negatively impacted by taking on additional work.

Student Signature: _____

Date: _____

July 2022

Section 4: Supervisor Agreements and Approval Signatures

By signing below I confirm that:

1. I have discussed the proposed employment with this student and support the proposed employment activities.

Supervisor*: _____ Date: _____

Co-Supervisor: _____ Date: _____

*Graduate Officer / Program Director if student does not have an identified/confirmed research supervisor.

Section 5: Graduate Officer and Coordinator Notification Signatures

Graduate Officer: _____ Date: _____

Graduate
Coordinator: _____ Date: _____

Section 6: Associate Dean, Graduate Studies

Student Eligible to be hired:

Yes No

Graduate Studies and
Research Officer: _____ Date: _____