



**UNIVERSITY OF WATERLOO**  
**FACULTY OF ARTS**  
Department of Political Science

# **MA Program**

# **Student Handbook**

**Graduate Chair: *Prof. Emmett Macfarlane***  
**2022-2023**

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## I. Welcome

We are pleased to welcome you to the Department of Political Science at the University of Waterloo! We hope that you find your experience here to be rich and rewarding. This handbook provides a brief overview of some of the most important information you will need as you start out on your graduate student journey – please feel free to let the Graduate Chair, Professor Emmett Macfarlane ([emacfarlane@uwaterloo.ca](mailto:emacfarlane@uwaterloo.ca)), or Graduate Program Coordinator, Maysah Eid ([maysah.eid@uwaterloo.ca](mailto:maysah.eid@uwaterloo.ca)), know if you have any questions or concerns.

## II. Orientation

### a. Graduate Orientation Schedule

Faculty and department-specific events will be offered early in September. The detailed Orientation schedule will be communicated to you by the Graduate Program Coordinator over the summer. As a new student, you now have access to [Waterloo Grad Ready](#) – a virtual program and space to support you as you begin your graduate program.

It will offer you opportunities to build connections with students, faculty, and staff; resources to help you transition to graduate life; and workshops to support your ongoing graduate experience.

Our graduate studies community has come together to support you in this new online environment and will add new information and programming throughout the coming months. Please check [Waterloo Grad Ready](#) for updates.

### b. Faculty of Arts Orientation

Faculty of Arts students are **encouraged to attend the barbecue hosted by the faculty on campus**. Dates will be communicated to you by your Graduate Program Coordinator through email.

### c. Political Science General Orientation

During the Department orientation you will have a chance to meet the Department Chair, Graduate Chair, Graduate Program Coordinator, as well as receive information on various aspects of being a graduate student, including: Teaching Assistant duties, scholarships, co-op, the library, and mental health resources. All new students are **required to attend**.

### d. Meetings with the Graduate Chair

Each student will be contacted by the Graduate Program Coordinator to set up a meeting time with the Graduate Chair during the first week of classes. The meetings will be approximately 15 minutes in length and will cover, among other things, your Master's Research Paper (MRP) or Thesis, possible supervisors, your TA (Teaching Assistant) contract/assignment, courses, and any questions you may have.

### e. Scholarship Information Sessions

Information sessions on application procedures for Ontario Graduate Scholarship (OGS) and Tri-Council Social Sciences and Humanities Research Council (SSHRC) Scholarships will be available to students in mid-September. Representatives from these agencies will present and answer questions. Please check the [Graduate Studies and Postdoctoral Affairs website](#) for more information.

### III. Student Responsibilities

#### a. Graduate Student duties and obligations

All graduate students are expected to perform their duties and fulfil their obligations, which include:

- Being courteous and respectful to your peers, faculty, and department staff
- Responding to any emails promptly during your regular working hours
- Checking your office mailbox several times a week (students may receive important HR information, department notices, and inter-office mail from faculty)
- Attending department events (Orientation, Speaker Series, PSCI Awards Ceremony, PSCI Grad Student Conference, PSCI Annual Book Launch, etc.) unless there is a conflict with a class or TA duties
- Notifying your supervisor and the department if you will be away from the campus for more than one week\*
- Regularly checking in with your supervisor via email especially during research terms.

#### b. Graduate Academic Integrity Module (Graduate AIM)

The purpose of the Graduate AIM is to give all new graduate students the same, basic understanding of academic integrity at UWaterloo. This aggregation of information and resources will help students transition from the expectations of other institutions to the standards of academic integrity at the University of Waterloo.

The Graduate Academic Integrity Module (Graduate AIM) is an online course, managed by the Office of Academic Integrity, which students can access through LEARN.

The Graduate AIM is comprised of a tutorial and a quiz. The tutorial has three primary sections:

1. Crediting Your Sources – plagiarism, citing properly
2. Collaborating with Others – inappropriate collaboration, intellectual property, patents
3. Acting with Honesty – cheating, fabrication, falsification

The quiz requires students to apply the concepts they read about in the tutorial material. Students must receive a mark of at least 75% on the quiz in order to pass the Graduate AIM. They are allowed to retake the quiz if necessary. Students have **eight weeks** from the beginning of the term to successfully complete the quiz.

#### c. Teaching Assistantships

*"Being a Teaching Assistant provided new perspectives and many rewarding opportunities. Moving to the front of the classroom tested my aptitude and knowledge, and allowed me to experience new and exciting facets of academia. A truly invaluable experience for early and passionate researchers."*

*– Christopher Abbott, MA class of 2016-2017  
TA for PSCI 283 and INTST 101*

TA assignments will be announced in August for the Fall term, December for the Winter term, and April for the Spring term.

[The Centre for Teaching Excellence](#) (CTE) provides graduate students with numerous recourses to prepare for their classroom experience. All students who hold a teaching assistantship should review the extensive collection of [teaching tips](#) the CTE offers.

The Department encourages graduate students interested in furthering their teaching practices to enrol in one of the CTE's [teaching certificate programs](#). All completed certificates will appear as an official milestone on the student's transcript. It is also recommended that you check the [teaching tips for online classes](#).

TAs will also be required to read the TA Handbook and sign their Graduate Teaching Assistant Agreement, which outlines the responsibilities associated with the employment portion of the TA-ship. It must be submitted to the Graduate Program Coordinator no later than the second week of the academic term in which the TA-ship is held.

Students must have a minimum of 75% average to maintain their TA-ship.

**d. Proctoring Duties**

As part of their TA duties, students are **required** to proctor midterm and final exams. It is recommended that you **do not** book any flights or make arrangements to leave the campus until the exam period is finished. The exam period for each term is listed in the [Academic Deadlines and Events Calendar](#).

Once the exam schedule is released, please check with the instructor you TA for to see when you will be needed for marking. Please note that you may be assigned to proctor a course for which you are not the usual TA.

**e. Payroll and Workday**

Students hired as Teaching Assistants or Research Assistants are required to complete an onboarding process through Workday, the University of Waterloo's HR system.

**Steps to complete the onboarding process**

1. Once you are hired into Workday, you will receive an email to claim/confirm your WatIAM system identity from [watiam@uwaterloo.ca](mailto:watiam@uwaterloo.ca).
2. Using your WatIAM, log in to Workday to complete the onboarding items in your inbox. View the [Workday User Guides](#) (New Employees > Onboarding) for step-by-step instructions.
3. You will need to enter your personal information, tax forms, SIN number, and banking information in order to be paid through direct deposit.

Graduate students who have completed onboarding in a previous term will be prompted to verify or update their information. If you need assistance, please contact [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) or 519-888-4567 ext. 45935.

Important note: Two-factor authentication (2FA) is now mandatory for most central services. You must sign up for 2FA to gain access to Workday and if you are not, you will see an error message. Learn how to sign up on the 2FA website.

TA and RA positions are considered employment and therefore subject to standard Provincial and Federal tax regulations.

## f. **Mandatory TA Training**

Your online TA training will be completed in the [Teaching Assistant Training](#) site in LEARN. TAs are asked to complete the following mandatory modules:

- Preparing to TA at Waterloo
- Supporting Student Mental Health
- **Giving and Receiving Feedback**

You must complete the TA training modules by **September 15**. Your completion records will be shared with your department. Please submit proof of completion of each module to your Graduate Program Coordinator by email.

Please contact [cte-grad@uwaterloo.ca](mailto:cte-grad@uwaterloo.ca) if you encounter any trouble accessing the LEARN site.

## g. **Mandatory Safety Training**

The training modules below are required for compliance with the [Accessibility for Ontarians with Disabilities Act](#) (AODA). All employees, whether full-time, part-time or contract are required to take this training.

For compliance with Ontario's Occupational Health and Safety Act, the following online training is considered mandatory for all employees:

### ***Employee Safety Orientation***

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Employee safety orientation (SO1001)**" from the list.
- Note: if you receive a "**not authorized**" error, contact [LEARN support](#) to have your User ID added to LEARN.

### ***Accessible Customer Service***

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at the top of the page
- Select "**Accessibility Training**" from the list – you have the choice of reviewing the transcript for all sessions or completing the interactive modules online

### ***WHIMIS 2015***

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Employee WHMIS 2015**" from the list

## **Workplace Violence Awareness**

- Go to the [LEARN](#) home page.
- Login using your University of Waterloo nexus username and password (same as WatIAM).
- Click the "Self Registration" link at top of page
- Select "**Workplace Violence Awareness (SO1081)**" from the list.
- Note: if you receive a "**not authorized**" error, contact [LEARN support](#) to have your User ID added to LEARN.

Once you have completed the above training, please provide the Graduate Program Coordinator with **proof of completion**. A screen shot from your Workday account (go to *Learning* in the application menu, then **More** under the Progress menu, then *Learning History*) or LEARN account showing you have completed the training is sufficient. You will not be able to begin your TA duties until all 4 modules have been completed.

### **h. Tuition Payment | Fee Arrangement**

Student Financial Services will post your tuition fees on [QUEST](#) approximately one month prior to the beginning of each term. Payment/fee arrangements can be made through an online banking payment, by certified cheque, through payroll deduction (with a promissory note) for Teaching Assistant (TA)/Research Assistant (RA) earnings, and from scholarship/bursary payments. For more information about tuition fees, fee arrangements, promissory note, and payment deadlines refer to the [Student Financial Services](#) website.

If you require a confirmation of funding letter for TA/RA earnings, please contact the Graduate Program Coordinator once you have received a notice from Student Financial Services regarding Fee deadlines. Confirmation of funding letters are only required if your funding does not appear as *anticipated aid* in Quest.

### **i. Email**

All students are required to set up their [UWaterloo email account](#). All program related messages will be sent to your UWaterloo email account only. ***Any problems arising from the failure of a student to check their email in this account will be the full responsibility of the student.*** If you would rather use another account, please setup your UWaterloo account to forward to your personal account.

## **IV. Getting Started**

### **a. WatIAM Student Account**

Students setup their [WatIAM account](#) during the application process. This user name and password gives you access to all UWaterloo applications, such as email, computer network and wireless internet access, LEARN, and [Quest](#) (information system for student registration, financial aid, and personal information).

### **b. Student Card (WatCard)**

Visit the [WatCard Office](#) (in the Campus Tech Shop in the Student Life Centre) at the beginning of term to pick up your student card. You will need to show a valid piece of photo ID. The WatCard is your one card to access many facilities and services both on and off campus. You will use it daily for food purchases, photocopying, Physical Activities Complex



access, libraries, Grand River Transit bus use, and computer labs.

During the virtual classes term, you can apply for your [WatCard online](#). There is an option for picking up your card on campus or requesting a remote learning WatCard if you will be studying remotely and not living in the area.

**c. Graduate Student Association (GSA)**

University of Waterloo students are members of the [Graduate Student Association](#) and are encouraged to contact them for information regarding related services and events.

**d. Political Science GSA (PSGSA)**

In addition to the GSA, Political Science students have the opportunity to join the PSGSA. The PSGSA is entirely student organized and run; elections occur each year for the position of President, Vice President, Treasurer, and, if there is enough interest in the cohort, an executive committee.

There are three Department of Political Science-related responsibilities the PSGSA runs/organizes each year:

1. Meet the Professor night (usually hosted at the Grad House in October)
2. [Graduate Student Conference](#) (usually held in early March – Faculty Advisor: Dr. Anna Drake)
3. [Inquiry and Insight Graduate Student Journal](#) (this can include papers presented at the Graduate Student Conference, or can be its own entity – to be completed by the end the cohort's third term, or start of the fourth – Faculty Advisor: Dr. Anna Drake)

The PSGSA is also responsible for hosting social events for Political Science graduate students throughout the year. Social events should be inclusive for all PSCI grad students to attend.

The Treasurer will be given access to the PSGSA RBC bank account. Funding for the PSGSA is provided on a term basis by the GSA. Additional funding can be requested through the Faculty of Arts, PSCI Department or the GSA [Graduate Studies Endowment Fund](#).

The PSGSA is also tasked with electing a student representative to attend most\* Graduate Committee meetings. This student must commit to Graduate Committee meetings for the full academic year (three terms). They are responsible for keeping the cohort informed of relevant updates, and for reporting any questions/concerns the cohort may have to the Graduate Committee.

*\*due to the sensitive and confidential information shared during the admission process, the student representative will not attend any Graduate Committee meetings pertaining to admissions.*

**e. Office Space**

All graduate students in the Department of Political Science have access to the Graduate Student Office (HH 346). The Graduate Program Coordinator will provide you with your key code access for the room when we are back on campus.

Please remember that the office is a shared space intended for **graduate student use only**. Outside of TA office hours, undergraduate students should not be in the office. For security reasons, please make sure the door is shut and locked if you are the last one to leave.

**f. Mailboxes**

Each student will be assigned a mailbox in HH 346. *Please be sure to check it at least once a week.*

**g. Computing Facilities**

Graduate students have access to the printer in HH 346. The Department will provide two reams of paper at the start of each term. Outside of this, ink and paper for the printer are the sole responsibility of the students, funded by the PSGSA budget. Please note that HH 346 is for Political Science Graduate students only. Graduate students also have access to the computer labs managed by the [Arts Computing Office](#).

**h. Printing & Copying**

Dana Porter Library and David Centre Library offer [printing resources](#) for students. [W Print](#) also offers printing options. A copier that is available 24 hours is located in the Student Life Centre on the first floor.

**i. Information for International Students**

[Student Success Office \(SSO\) resources:](#)

- [Immigration Consulting](#)
- [Immigration documents](#)
- [Social Insurance Number](#)
- [Filing taxes in Canada](#)
- [International Peer Community](#)
- [English Conversation Circles](#)

Sign up for monthly email updates with the [International Student Experience Newsletter](#).

[Waterloo Housing](#): Waterloo Residences offers a variety of different services to meet the needs of all students, ensuring that residence is the right fit for everyone. Information on for on and [off-campus housing](#) is also available.

[Federation of Students](#) (FEDS): The FEDS at the University of Waterloo provide a number of services for International students including a [listing of clubs](#) (national, regional, and religious associations).

[The Working Centre](#): is a great opportunity for students to connect to the larger Kitchener-Waterloo community. The Centre offers services such as the sale and repairs of used bikes, organizes events (i.e. the annual Multicultural Film Festival), and offers volunteer opportunities to those who want to get engaged in the community.

[University Health Insurance Plan \(UHIP\)](#): Full-time and part-time on-campus graduate students are automatically charged for [UHIP](#) coverage on their student account.

## V. Registration and Enrolment

### a. Quest (Student Information System)

You will use Quest to register for classes, update your address, view your tuition account, and your unofficial transcript.

New students only have access to Quest *after* they have been issued an Offer of Admission and their status is listed as 'Matriculated'. Students who have outstanding admission conditions do not have access.

#### ***Having difficulties using Quest?***

- [How do I...? instructions for using Quest](#)
- Email support: [gsquest@uwaterloo.ca](mailto:gsquest@uwaterloo.ca)

### b. Course Enrolment Period

Course enrolment at the University of Waterloo is done on a term-by-term basis, and will begin approximately one month prior to the start of each term. During the course enrolment period, graduate students can add and drop classes using Quest. Please note the following important details:

- Email the Graduate Program Coordinator for permission to enroll in graduate classes labelled *Instructor/Department Consent Required*.
- Graduate students who are not fee arranged and have enrolled in classes will have their classes dropped at the end of the third week of classes (end of class enrolment period).
- Graduate students who wish to drop a class after the enrolment period ends may do so, but a grade of *Withdrawn, no credit granted (WD)* will be applied and the class will remain on the transcript. Note that WD is not an academic penalty.
- Please see the [Graduate Studies Academic Calendar](#) for a complete list of important academic dates, including open course enrolment for graduate students.
- Outside of the course enrolment periods listed in the Graduate Studies Academic Calendar, students with special circumstances can petition to drop or add a class using a [course drop add form](#) (Graduate Studies forms website)

If you are unsure which courses you would like to take, students are encouraged to discuss their options with their faculty supervisor or the Graduate Chair. You can also consult the [Schedule of Graduate Classes](#) for information on courses offered each term.

### c. Course Requirements for Degree Completion

- MRP students must complete the equivalent of 6 one-term graduate level Political Science or related courses (0.5 unit weight), including PSCI 600 Theories and Methods of Political Analysis. Normally, MRP students will take no more than two courses outside the Department of Political Science.
- Thesis students must complete the equivalent of 4 one-term graduate level Political Science or related courses (0.5 unit weight), including PSCI 600 Theories and Methods of Political Analysis. Normally, Thesis students will take no more than one course outside the Department of Political Science.
- The overall average achieved in the 4 or 6 courses should be at least 70%

- All students are required to take 3 courses in the Fall term (PSCI 600 plus 2 PSCI electives).

**d. Declare Supervisor Form**

You will need to fill the [Change of Supervisor](#) form to declare your supervisor on your Quest record. Fill the form, sign it from your supervisor and forward it to your Graduate Program Coordinator. If you change supervisors at any point in time during your studies, you need to obtain signatures from both your current and new supervisors using the [Change of Supervisor](#) form and submit the signed copy to your Graduate Program Coordinator. *See section VI.a. on choosing a supervisor.*

**e. Drop-Add Form**

Complete the [Drop-Add form](#) when adding, dropping, or making course changes after the registration deadline; auditing a course; or enrolling for undergraduate courses. You will need to sign it, have the instructor sign it, and submit it to the Graduate Program Coordinator.

Students are encouraged to finalize all course changes within the first week of the term. Once a course starts, any course assignments (and associated grades) missed prior to enrolling in the course will be forfeit.

**f. Reading Courses**

Reading courses may supplement regular offerings in the program, although it is understood that they will be approved at the discretion of the Graduate Chair. Students will normally be permitted to take **one** reading course as part of their MA degree. Arrangements and faculty approval must be completed no later than two weeks after the beginning of the term. The deadline for submitting a reading course form is September 20 (Fall), January 20 (Winter), May 20 (Spring). Please note, due to faculty workload commitments, not all requests, even when otherwise justified, can be accepted.

*Formal Approval*

Once you and the faculty member agree to a reading course, you will need to fill out a [Reading Course form](#). When the faculty member is satisfied with the reading course proposal, the form is signed and submitted to the Graduate Program Coordinator.

*Registration in a Reading Course*

Once the reading course proposal has been approved, the Graduate Program Coordinator will email you a permission number. Please register ASAP after receiving this number.

*Adding a reading course on Quest is the same as adding an in-class course:*

- 1) Enter the four-digit class number in the field box provided
- 2) TAB out of the field (do not use the enter key)
- 3) This will prompt a blue link (subject name and number) beside the field box, select this
- 4) This will open the page where you will enter the permission number
- 5) Submit the request

**g. OVGS Courses**

An [Ontario Visiting Graduate Student](#) (OVGS) form must be submitted to the Graduate Program Coordinator if you wish to take a course at another university (such as Wilfrid Laurier University). You will indicate the course(s) to be taken and the term during which the course(s) is/are offered at the host University.

Enrolment is not complete until the form has been approved by the Department Chair and Graduate Dean of both the Home University and Host University. MRP students are allowed to register for a maximum of **two** OVGS courses during their program. Thesis students are allowed to register for a maximum of **one** OVGS course during their program.

Course(s) selected must be at the graduate level and there must be no comparable course(s) offered at the University of Waterloo. The course(s) selected must be required for your degree program. Courses may not be taken as "extras" or "audits". Students must obtain at least a 75% (B) in any course taken at another university.

## VI. Degree Requirements

### a. Choosing a Supervisor

Students are required to submit their MRP/Thesis Supervisor Form **by October 10**.

Students are encouraged to meet informally with faculty members early in their first term to discuss possible topics for their project. Getting early feedback from potential supervisors can help you get a clearer sense of what your research project will entail and possible topics you would like to explore. A listing of faculty, and their areas of research, can be found on the [Department faculty listing webpage](#).

In addition to a supervisor, you will need a **second reader** and their signature to complete the form.

### b. Thesis Option

A student must achieve an overall average of 80% in their first term courses in order to be permitted to follow the Thesis option.

#### • Courses

- All students are required to take 3 courses in the Fall term (PSCI 600 plus 2 PSCI electives).
- Students must complete the equivalent of 4 one-term graduate level Political Science courses (0.5 unit weight), including PSCI 600 Theories and Methods of Political Analysis
- The overall average achieved in the 4 credit courses should be at least 70%.
- Reading courses may supplement regular offerings in the program, although it is understood that they will be approved at the discretion of the Department. Students will normally be permitted to take **one** reading course as part of their degree.

#### • Link(s) to courses

- [Political Science \(PSCI\) courses](#)
- [Graduate course search](#)

- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, co-op work term report, master's research paper, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
  - [Graduate Academic Integrity Module \(Graduate AIM\)](#)
  - **Master's Seminar**
    - Students are required to participate in a Master's Seminar (also referred to as a Methods Workshop) in the Winter term. In groups of 4-5, and with two faculty members advising, each student will present their in-progress Thesis proposal (5-10 minutes), and receive and provide feedback to fellow students.
  - **Master's Thesis Proposal (not recorded in Quest)**
    - 10-15 pages, double spaced
    - Students are also required to submit a timeline for the submission of their rough drafts (individual chapters and/or the entire paper) and their final paper. This should be done in consultation with your supervisor. The **final** copy of your research proposal should be signed by your supervisor.
  - **Master's Thesis Proposal defence (not recorded in Quest)**
    - Students doing a Thesis will be required to defend their Thesis Proposal by the end of their first term before an examining committee consisting of the Graduate Chair (or designate), the prospective supervisor, and the prospective 2<sup>nd</sup> committee member.
  - **Master's Thesis and Thesis defence**
    - The Thesis is the equivalent of 4 one-term courses (0.5 unit weight), and therefore should occupy roughly half of the students allotted time of graduate studies.
    - Students must submit and defend a Thesis embodying the results of original research. The written Thesis document should be 80-100 double spaced pages in length.

*\*It is permitted for students to switch from the Thesis option to the MRP option.*

### ***i. Thesis Formatting and Submission***

Students **must** review the [Thesis Regulations and Guide](#) for proper formatting. Theses formatted incorrectly *will not* be accepted.

#### **Front matter**

Roman numerals should be used for the Front Matter content.

<b>Front matter content</b>	<b>Page Number</b>	<b>Notes</b>
Title Page	i - page number should not be displayed	see example below
Author's Declaration	ii	see wording below
Abstract	iii	
Acknowledgements	iv	
Dedication	v	optional
Table of Contents	vi	see details below
List of Figures	vii	if applicable
List of Tables	viii	if applicable
List of Illustrations	ix	if applicable
List of Abbreviations	x	if applicable

#### **Table of Contents**

Everything after the Table of Contents page needs to be listed on the Table of Contents. The Introduction begins on page 1 (bottom centre pagination).

Title page must read as follows:

Title of thesis  
by  
Full name of author (name must appear as it does on Quest)  
A Thesis  
presented to the University of Waterloo  
in fulfilment of the  
Thesis requirement for the degree of  
Master of Arts  
in  
Political Science

*\*Please note text should be centered on your page.*

**Author's Declaration must read as follows:** I hereby declare that I am the sole author of this Thesis. This is a true copy of the Thesis, including any required final revisions, as accepted by my examiners.

I understand that my Thesis may be made electronically available to the public.

### ***ii. How to Finish Your Thesis on Time***

Once a supervisor and second reader are chosen and approved, the student should send biweekly reports to their supervisor. These will help identify problems early on. Talking to your supervisor regularly and agreeing on a firm timeline to submit drafts, and work around conferences, will also help prevent last minute scrambling and possibly missing term or convocation deadlines.

#### Guidelines for completing by the end of the third term:

- July 4 – a complete draft of the Thesis is submitted to the supervisor
- July 18 – a final draft of the Thesis is submitted to the supervisor and second reader
- July 25 – the supervisor informs the Graduate Coordinator that they wish to hold a defence on August 15 (this provides the minimum of 15 business days' notice required to schedule a defence)
- August 15 – Thesis defence takes place and Thesis is accepted
- August 22 – all corrections are made and approved, Thesis is submitted to UWSpace, and all signed convocation paperwork is submitted.

\*NOTE: The above timeline is a guideline only. Please discuss dates with your supervisor to set an appropriate completion timetable that works for you.

### ***iii. Thesis Defence***

Upon completion, the second reader provides the main supervisor with a written assessment of the Thesis. When both agree the Thesis is acceptable, the Graduate Chair or supervisor will appoint an examination committee. Please note that a minimum of **15 business days'** notice is required for a defence to be scheduled.

#### Composition of the Graduate Examination Committee:

- Composed of four faculty members, including the Graduate Chair or designate (who acts as the Committee Chair)
- The main supervisor should be from the Political Science Department (a co-supervisor or second reader can be from another department)
- One member must be someone who is not on the supervisory committee. This "external" member may be selected from either within or outside the department.

Thesis defences are open and advertised to the Department broadly. Faculty, staff, and students may attend the examination. If the protection of intellectual property is sought by the filing of a patent application, the student and supervisor(s) may request a closed thesis examination and/or a restriction on the circulation of the thesis as outlined in the [Graduate Thesis Regulations](#).



Any Faculty attendee of the defence may question the candidate and may, upon request, read the Thesis and submit a report, oral or written, to the Graduate Chair. General conclusions of the report will be given to the examination committee and considered in its final judgement, unless classified as a closed/confidential Thesis.

### The Thesis Examination

1. Examination opens with a short presentation (oral and/or with electronic slides) by the student (10-15 minutes maximum) describing the problem that was chosen and how the Thesis contributes to knowledge in the field.
2. Each member of the committee will then have the opportunity to question the candidate both on the opening statement and on the Thesis itself (15-20 minutes each). If necessary, there is the option for a second round of questioning (10 minutes each).
3. At the Committee Chair's discretion, other members of the audience are given the opportunity to question the candidate at the end.
4. The examinee (and guests) must then exit the room and leave the committee to deliberate and reach a final ruling.

### Ruling

After the examination a ruling is made by the Examination Committee. The two possible rulings are: *Accepted* or *Not Accepted*.

In order for an *Accepted* ruling to be applied, the committee must agree that the candidate has demonstrated knowledge and understanding of the topic chosen. An *Accepted* ruling may still be achieved even if individual committee members express minor reservations.

If major revisions are required and if the committee agrees the candidate has *not* demonstrated knowledge and understanding of the topic chosen, a ruling of *Not Accepted* may be applied.

### Final submission

After a successful thesis defence, and once final revisions have been made, students will upload their thesis to UWSpace. Theses submitted electronically will be indexed by the Library and the National Library, and will be accessible electronically.

Instructions for submission can be found on the Graduate Studies [Thesis submission](#) webpage.

### **iv. Copy/Binding**

Students may choose to have any personal copies of the approved thesis bound privately or through the services provided by [W Print](#) at the University of Waterloo.

### **c. Master's Research Paper option**

#### **• Courses**

- All students are required to take 3 courses in the Fall term (PSCI 600 plus 2 PSCI electives).
- Students must complete the equivalent of 6 one-term graduate level Political Science courses (0.5 unit weight), including PSCI 600 Theories and Methods of Political Analysis.

- The overall average achieved in the 6 credit courses should be at least 70%.
- Reading courses may supplement regular offerings in the program, although it is understood that they will be approved at the discretion of the department. Students will normally be permitted to take **one** reading course as part of their degree.
- **Link(s) to courses**
  - [Political Science \(PSCI\) courses](#)
  - [Graduate course search](#)
- **Milestones:** Milestones are non-course degree requirements (such as the academic integrity workshop, co-op work term report, master's research paper, etc.) that must be met in order for a student to graduate. Students can keep track of their milestone progress by viewing their unofficial transcript in Quest.
  - **Academic Integrity Workshop (in person session completed during Orientation)**
  - [Graduate Academic Integrity Module \(Graduate AIM\)](#)
  - **Master's Seminar**
    - Students are required to participate in a Master's Seminar (also referred to as a Methods Workshop) in the Winter term. In groups of 4-5, and with two faculty members advising, each student will present their in-progress MRP proposal (5-10 minutes), and receive and provide feedback to fellow students.
  - **Master's Research Paper Proposal (not tracked in Quest)**
    - 5-8 pages double spaced
    - Students are also required to submit a timeline for the submission of their rough drafts (individual chapters and/or the entire paper) and their final paper. This should be done in consultation with your supervisor. The **final** copy of your research proposal should be signed by your supervisor.
  - **Master's Research Paper**
    - The Master's Research Paper is best thought of as a "mini Thesis" and is the equivalent of 2 one-term courses (0.5 unit weight). The work is supervised by two faculty members who may ask for corrections and who jointly decide on the grade to be awarded upon completion. No oral examination/defense is required.
    - Students must achieve a grade of 75% or higher on their MRP in order to satisfy the degree requirements for the program
    - MRP documents should be 50-60 double spaced pages in length.

*\*Students cannot switch from the MRP option to the Thesis option.*

### ***i. MRP Formatting and Submission***

Students **must** review the [Thesis Regulations and Guide](#) for proper formatting. MRPs formatted incorrectly *will not* be accepted.

## Front matter

Roman numerals should be used for the Front Matter content.

Front matter content	Page Number	Notes
Title Page	i - page number should not be displayed	see example below
Author's Declaration	ii	see wording below
Abstract	iii	
Acknowledgements	iv	
Dedication	v	optional
Table of Contents	vi	see details below
List of Figures	vii	if applicable
List of Tables	viii	if applicable
List of Illustrations	ix	if applicable
List of Abbreviations	x	if applicable

## Table of Contents

Everything after the Table of Contents page needs to be listed on the Table of Contents. The Introduction begins on page 1 (bottom centre pagination).

Cover page must read as follows:

Title of MRP

by

Full name of author (name must appear as it does on Quest)

A Master's Research Paper

presented to the University of Waterloo

in fulfilment of the

MRP requirement for the degree of

Master of Arts

in

Political Science

Waterloo, Ontario, Canada, year

© Name of author year

*\*Please note text should be centered on your page.*

**Author's Declaration must read as follows:** I hereby declare that I am the sole author of this Master's Research Paper (MRP). This is a true copy of the MRP, including any required final revisions, as accepted by my examiners.

***ii. How to Finish Your MRP on Time***

Once a supervisor and second reader are chosen and approved, the student should send **biweekly** reports to their supervisor. Talking to your supervisor regularly and agreeing on a firm timeline to submit drafts, and work around conferences, will also help prevent last minute scrambling and possibly missing term or convocation deadlines.

Both faculty members evaluating the MRP (the supervisor and second reader or the co-supervisors) must be satisfied with the final product, and either can ask for minor or major corrections or reject the MRP outright. Upon completion, the MRP is assigned a grade (passing grade is 75%) by both faculty members.

Guidelines for completing by the end of the third term:

- Should submit a complete first draft to main supervisor by July 15 (giving 1 week for supervisor to revise).
- Should submit a revised (second) draft to second reader by August 1 (giving 1 week for reader to revise).
- The final draft should be submitted to both supervisors for grading no later than August 10 for an August 24 completion date.

\*NOTE: The above timeline is a guideline only. Please discuss dates with your supervisor to set an appropriate completion timetable that works for you.

***iii. Final Submission***

The department requires the final copy of your MRP to be emailed as a PDF to the Graduate Program Coordinator upon completion.

***iv. Copy/Binding***

Students may choose to have any personal copies of the approved thesis bound privately or through the services provided by W Print at the University of Waterloo.

## VII. Co-op

Co-op is available to students in all areas of concentration. Employment opportunities in public, private, and non-profit organizations range from research and planning positions to public relations and organizational functions such as staffing, training, and supervisory activities. Assignments to these positions are secured through the assistance of the of [Co-operative And Experiential Education](#) (CEE) centre in the Tatham Centre building. Students will be paid a salary by their employers.

Students are encouraged to attend any *Graduate Co-op Information Sessions* that may occur during Orientation, or throughout the Fall and Winter terms. For more information, please visit the [Centre for Career Action](#) and familiarize yourself with the websites [CareerHub](#) and [WaterlooWorks](#).

### a. Application

The [application](#) for the Political Science co-op program is due to the Graduate Coordinator by the **end of September**. The Graduate Committee will make application decisions in late October; students will be notified via email if their application has been accepted or declined.

Students admitted to the co-op option must also submit a [Change of Program form](#) to the Graduate Coordinator by the end of Fall term.

### b. Degree Requirements

Students in the Co-op option must complete the program requirements for either the Thesis or MRP option (as outlined above), in addition to:

#### • Work-term Report

- A 10-12 page work-term report investigating an aspect of the co-op experience from an academic perspective **must** be submitted within one month of completion of the 4-month or 8-month co-op placement. Reports are submitted to the Graduate Chair and are marked on a credit/no-credit basis.
- See the Political Science Work-term Report Guidelines for more information.

### c. Degree Progression

Students must maintain an 80% overall average in all academic terms prior to their work-term(s) in order to be eligible for the co-op option. If a student's average drops below 80%, they will no longer be eligible to proceed with the co-op option and will be asked to switch back to either the MRP or Thesis regular option.

Please note, international students interested in co-op must have a valid work visa. Students are encourage to consult with an [Immigration Consultant](#) in the Student Success Office for further information.

All students in the co-op program will complete one or two 4-month work terms following the completion of their course work requirements in their first two terms. After the work-term(s), students will return for one more academic term to finish their MRP/Thesis. Students cannot end their degree on a work-term. A final academic term must be completed on campus in order to be eligible for graduation.

Typically, degree progression in the co-op program looks like this:

- Term 1: coursework
- Term 2: coursework
- Term 3: 4-month work-term placement (May-August)
- Term 4: final academic term to complete MRP/Thesis, or additional 4-month work-term placement (September-December)
- Term 5: final academic term if a second work-term placement was completed

Students are considered part-time while on a work-term and are charged a co-op fee for the semester. Regular part-time tuition is not charged unless a student is enrolled in courses during their work-term.

All junior (undergraduate) and senior (graduate) jobs posted to WaterlooWorks are advertised, recruited for, and interviewed together. It is important that students in the co-op option review and are up-to-date on CEE's [Important Dates Calendar](#) in order to ensure they are not missing job posting and application deadlines. The majority of interviews for Spring co-op positions will take place in February and March. The majority of interviews for Fall co-op positions will take place in June and July.

## VIII. Department Engagement and Events

Department events include, but are not limited to, Orientation, the Department Speaker Series, and the Annual Graduate Student Conference. Students are expected to attend all events unless there is a conflict with lectures or TA duties. Note: whether certain events are held this year, and under what circumstances, are subject to pandemic conditions.

### **a. Meet the Prof Night**

The PSCI Grad Student Association (PSCI GSA) organizes this event as a way for graduate students to meet and interact with Department faculty members. The event takes place on-campus during the Fall term.

### **b. Award Ceremony**

In October, the Department holds an Award Ceremony. This event celebrates the academic achievements of graduate and undergraduate students in the Department. The event takes place in the late afternoon and all graduate students are invited to attend.

### **c. Speaker Series**

The Speaker Series is an intermittent event where invited faculty members and significant political speakers present on different topics in politics. This event is organized by the Department on a monthly basis during the Fall and Winter terms and lunch is provided.

### **d. Graduate Student Conference**

This is a one-day conference organized by the PSCI Graduate Students (usually an organizing committee of 4 or 5 students) in March of each year. It aims to engage students from across Canada with a broad range of research interests. Under the guidance of a faculty member (Dr. Anna Drake), *students* will put out a call for papers, arrange panels, and invite a key-note speaker. The Graduate Program Coordinator assists with administrative and budgetary support. Graduate students are also strongly encouraged to present their own papers.

**e. Annual Book Launch**

In March, the Department holds an Annual Book Launch. It is organized by the Department and hosted at the Grad House, to celebrate major publications by faculty members. The event aims to bring attention to the dedication and hard work done by faculty members. It is also a great networking opportunity for graduate students. Food is provided and books are given away to students.

**f. Inquiry & Insight: The Graduate Student Journal of Political Science**

The PSCI Graduate Student Journal has been published for the last 12 years. For the past several years papers that were submitted for the conference were used in the Journal. Normally 3 students, in consultation with a faculty member (Dr. Anna Drake), edit and publish the journal.

**IX. Resources**

**a. Campus Wellness**

Campus Wellness services are available to all students who may require mental or physical health aid. Do familiarize yourself with the complete list of services offered through [Campus Wellness](#).

[Counselling Services](#) is located on the second floor of the Needles Hall expansion. For assistance, or to book an appointment, please call **519-888-4567 ext. 32655**. Please visit the [Hours](#) page for more information about specific service hours. Walk-in appointments are available.

If urgent assistance is needed, you can contact **Good2Talk** at **1-866-925-5454**.

**b. The Centre**

[The Centre](#) is a go-to place for a number of student administrative needs. Students can order official documents, drop off forms, change their personal information, receive financial advice, get answers to a wide range of miscellaneous questions, and so much more!

**c. Faculty**

Faculty members are a great resource for graduate students. If you would like to review the research that a faculty member specializes in, or would like to set up an appointment, contact information can be found on our [Department webpage](#).

**d. Co-operative and Experiential Education**

The [Co-operative and Experiential Education](#) centre also offers career advice for all students and staff at UWaterloo.

Students should contact a [Career Advisor](#) for support and guidance with searching for both academic and non-academic jobs. Workshops, and individual appointments on a wide range of work search topics, including effective document preparation, interview skills and job search strategies are available.

### **e. AccessAbility Services**

Students can register for services and accommodations provided through [AccessAbility Services](#) by using their online system. Some of the [Student Services](#) offered include:

- Adaptive technology
- Alternate format texts
- Campus orientation assistance
- Learning strategists
- Student access van

Drop-in appointments are also available for students wishing to meet with an advisor. Appointments are 30 minutes in length and are offered Monday-Thursday |1:30pm-4:30pm. To book an appointment, please call reception at 519-888-4567 ext. 45231 or 47922 or email [access@uwaterloo.ca](mailto:access@uwaterloo.ca).

### **f. Library**

The University of Waterloo has two main libraries on campus: the Dana Porter (DP) Library and the Davis Centre Library. The DP library is the main library for PSCI students. If you have any questions or need information, you may contact Nancy Collins, Head, Information Services and Resources, Dana Porter Library (Interim contact until a new Political Science librarian is appointed. Contact Nancy by email: [ncollins@uwaterloo.ca](mailto:ncollins@uwaterloo.ca). For all other inquiries, please visit the [library website](#).

### **g. GradVenture**

GRADventure is a central hub of professional development resources designed specifically for graduate students at the University of Waterloo. It is offered by Graduate Studies and Postdoctoral Affairs, in collaboration with campus partners. (source: [GradVenture](#))

Students are encouraged to regularly check the [GradVenture](#) website, or to follow them on Twitter (@GRADventure\_UW) for information on upcoming events, workshops, and opportunities to get involved.

### **h. Writing and Communication Centre**

The Writing and Communication Centre offers [graduate-specific programing](#). For quick questions or check-ins, you can visit the Writing and Communication Centre for [drop-in appointments](#).

Other resources offered, include:

- [Individual writing appointments](#)
- [Workshops](#)
- [Grad Writing Café](#)
- [Dissertation Boot Camp](#)
- [Fundamentals for Writing your Thesis](#)
- [Speak like a Scholar](#)
- [Online resources](#)
- [Writing groups](#)



## X. Convocation and Apply to Graduate

At the end of their program, students must apply to graduate through [Quest](#).

- Select *My Academics*
- Select the *Graduation tab*
- Select the *Apply for Graduation* link
- Select the *Expected Graduation Term* from the *drop down list*
- Review the *Graduation Instructions* and then select *Continue*

Students should aim to apply to graduate by:

- Spring ceremony: **April 1**
- Fall ceremony: **August 1**

You must apply online to graduate in order to be eligible to attend [convocation](#).

All degree requirements, including the submission/approval of a student's MRP or Thesis must be met by the following department deadlines:

- Spring ceremony: **April 23**
- Fall ceremony: **August 24**

*Please note that GSPA deadlines are **NOT** flexible.*

Please note that until the final draft of your MRP/Thesis is signed off by your supervisor, and you have: (a) provided the final PDF copy of your MRP to the Graduate Coordinator, or submitted your Thesis to UWSpace; (b) applied online to graduate; your paperwork cannot be forwarded for processing.

It should also be noted that the name printed on the degree document will be the name that appears on Quest. If changes need to be made, please complete a [Change of Name](#) form. The form must be submitted to the Graduate Studies Postdoctoral Affairs office.

Students who are unable to attend convocation will have their degrees mailed to them by the Graduate Studies Postdoctoral Affairs office approximately one week after the convocation ceremony. Please make sure your mailing address is up to date on Quest.

For more information on Convocation, please review the [Graduate Studies graduation checklist](#).