



## MA Coursework Program Stream Handbook

September 2020

### Introduction

The purpose of this handbook is to provide graduate students in the Department of Sociology and Legal Studies with the information they require to navigate the program. This information is mainly available in the Graduate Studies Academic Calendar (<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/department-sociology-and-legal-studies/master-arts-ma-social-and-legal-studies>). The Calendar is the official source of regulation and information. If the information in this handbook disagrees with that in the Calendar or other University Policies or regulations, those sources will be taken as correct.

### Program length

The coursework MA is normally 3 terms (1 year). Students may undertake this program full- or part-time.

### Degree requirements

Coursework Master's students must complete the following.

- i) SOC 700 *Sociological Theory* or 708 *Contemporary Debates in Sociological Theory*
- ii) SOC 710 *Intermediate Social Statistics*
- iii) SOC 712 *Elements of Social Research*
- iv) *at least five other graduate courses with a minimum weight of 0.5 unit each.*

Some students may also be required to take additional undergraduate courses or graduate courses as a condition of admission.

### Courses

The MA coursework option requires 8 courses, including the required courses (as above). Courses are normally to be chosen from those offered by the Department of Sociology and Legal Studies (<https://uwaterloo.ca/graduate-studies-academic-calendar/graduate-course/subject/SOC>).

All 8 courses should be completed by the end of the third term (typically at the end of August). A 3 fall courses / 3 winter courses / 2 spring courses progression is recommended.

In some circumstances, students can take graduate courses offered by other departments at the University of Waterloo, or by other Ontario universities. This requires permission of the Associate Chair, Graduate Studies, as well as the student's supervisor and the course instructor. Usually only one external course is permitted in an MA program.

Students are also able to take a maximum of one "directed readings" course (SOC 789) in their MA program. This requires identifying a course topic in consultation with a faculty member



(normally in the Department of Sociology and Legal Studies) and notifying the Graduate Coordinator and the Associate Chair, Graduate Studies.

In order to complete a course satisfactorily, students must complete all course requirements, as specified by the instructor and receive a minimum passing grade of 75%. Students may receive a grade of “incomplete” (INC) on a graduate course, if there is an agreement with the course instructor that outstanding work will be submitted, normally within one term. Evidence of that agreement should be submitted to the Graduate Coordinator. Grades of INC will revert to “failure to complete” (FTC) after two terms.

## **Graduation**

Once you have successfully completed your coursework, you must do the following:

- 1) Contact the Graduate Coordinator to request that a Program Completion Form be completed. This certifies that you have met all of the Department’s requirements and are able to graduate.
- 2) Complete the intention to graduate form on Quest (see <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/graduation-and-convocation>).

If you have any further questions regarding the graduation process, please contact the Graduate Coordinator.

University of Waterloo hosts two convocations per year (Spring and Fall), in the Physical Activities Complex (PAC) on campus. You may select your preferred convocation date in the Intent to Graduate form.

## **Funding**

Student funding is described in the offer of admission, provided through Quest. Normally, MA coursework students receive 3 terms of funding, in the form of Teaching Assistantships and scholarships from the University. Funding is conditional on maintaining an average of 80% in graduate program courses. Information on awards and funding is available from the Graduate Studies and Postdoctoral Affairs office (<https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students>).

Student Financial Services resources: <https://uwaterloo.ca/finance/student-financial-services>

The Graduate Studies and Postdoctoral Affairs office also offers a Research Travel Assistantship to cover expenses related to conference travel: <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/future-students/funding-your-education/funding-travel-and-international-experiences>

## **Co-op**

Graduate students may combine academic studies with paid work experience through the Department’s graduate co-op programs. Co-op placements normally occur in the third and fourth (Spring and Fall) semesters of full-time enrolment. Once a co-op placement is completed and the student returns to campus, a work report must be submitted to the departmental co-op officer. Students may then proceed to complete the final requirements for their degrees. Co-op



placements are arranged by students with the assistance of the University's Department of Co-operative Education and Career Services. While the University will make every effort to assist students in finding suitable co-op placements, it cannot guarantee co-op employment. Only Canadian citizens and holders of Permanent Resident status may choose the co-op option.

For more information regarding the graduate co-op program and opportunities, visit <https://uwaterloo.ca/co-operative-education/> or contact the Department's Graduate Coordinator.

### **Inactive terms and changing between full- and part-time**

Students may change between full- and part-time studies with approval of the Associate Chair, Graduate Studies. Part-time students will normally not receive funding. Students may choose to change their status to "inactive" for a maximum of two terms, with permission of the Associate Chair. Inactive students will not receive funding.

### **Departmental activities**

The department aims to create an environment of ongoing constructive discussion and relevant support regarding its members' research interests and training. To that end, many scientific activities are organized throughout the academic year, including the departmental seminar series, professional development workshops, TA training, etc. You are **STRONGLY** encouraged to participate and engage in as many of these activities as possible.

### **Social, emotional and physical well-being**

The overall well-being of graduate students is a top priority for the department. The department as well as the University of Waterloo offers a wide range of resources, most available free of charge, to ensure the continued well-being of its students. Below is a list of some of these key resources:

Graduate Student Association: <https://uwaterloo.ca/graduate-student-association/>

Mental Health Services: <https://uwaterloo.ca/health-services/mental-health-services>

Campus Safety and Security: <https://uwaterloo.ca/watsafe/campus-safety-security>

### **Department Graduate Coordinator**

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