



**2023-24**  
**Graduate Handbook:**  
**Master of Business Economics**

Version 4



Department of Economics  
Brock University

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# Front Matter

## Instructions

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Read the contents of this Handbook carefully. Take a look at the To-Do List on page iv as soon as possible. Failure to submit the required documents promptly could delay and hamper your success in the Master of Business Economics program at Brock University.

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Typeset by members of the Department of Economics at Brock University with the L<sup>A</sup>T<sub>E</sub>X Documentation System.



## Department of Economics

St. Catharines, Ontario, Canada L2S 3A1

T: 905-688-5550, Ext. 3325 F: 905-688-6388

On behalf of all the members of the Department of Economics I warmly welcome you. We are so pleased that you have decided to join the MBE program which seeks to provide quality education and preparation into the work force. As a MBE student, you will receive the support you need from the Department in your pursuit of academic excellence and lifelong knowledge.

Many of our MBE graduates have had successful careers in the private or public sector while others have gone on to pursue Ph.D. programs in related disciplines.

I encourage you to be involved in the various student activities organized by the Department. I also encourage you to visit our website frequently in order to acquire valuable information on the many aspects of our operations, including program requirements, faculty profiles, important events and course timetables, among others. Through our website you will also be able to access important links to the many services provided by the University.

Should you need additional support, please feel free to contact me or any other member of the Department.

Sincerely,

Lester Kwong, Chair  
Department of Economics



## Faculty of Social Sciences

St. Catharines, Ontario, Canada L2S 3A1

T: 905-688-5550, Ext. 3425 F: 905-641-5076

As Dean, Faculty of Graduate Studies, I would like to welcome you to the Master of Business Economics Program. This program will provide you with many opportunities to learn new skills and develop a better understanding of how economic tools and models can shed light on economic and business issues of interest. Your courses will guide you as you explore and expand your knowledge of how economists approach problem-solving. Mastery of the material in your courses will assist you in exploring a diverse set of methodologies that are used to analyze business/economics problems. For those students choosing the co-op stream, your internship will provide valuable experiential learning. And, for both co-op and non-co-op students, completion of your major research paper will give you an opportunity to showcase what you have learned, to hone your writing and communication skills and, most importantly, to have a sense of pride in your accomplishments. I wish you success in your program and look forward to meeting you.

### Contact Information:

Dr. Suzanne Curtin

Phone: 905 688 5550 x 5346

Email: [scurtin@brocku.ca](mailto:scurtin@brocku.ca)

# To-do list

- 1 Complete and sign the course registration form (given to you in package at start of classes in August) for ECON 5N11 and return to the Graduate Program Director.
- 2 Complete the form (given to you in package at start of classes in August) containing information on your teaching contract and return to the Graduate Program Director. You will need your social insurance number. If you don't have one, see item 4.
- 3 Complete the CUPE Local 4207 application form (given to you in package at start of classes in August) and return to the Graduate Program Director.
- 4 If you are an international student who does not have a social insurance number (SIN), you must apply for one (free of charge) as soon as possible. This number is required before your teaching contract can be processed. See Section 6.2 for more information.
- 5 If you are a new student to Brock, go to the Brock Card Office to get your Brock Student identification card. The Card Office
  - Office Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.
  - Location: Sean O'Sullivan Theatre Box Office, Room TH221A (Thistle Corridor)
  - Phone: 905.688.5550 ext. 4770
  - Email: brockcard@brocku.ca

Tap access to the Economics Department will be automatically enabled allowing you after hours entry after 11:00 pm Monday to Friday and on weekends when it is locked.

- 6 See the Department Administrative Assistant in Plaza 451 to obtain a key for your TA office (a \$10 deposit is required) and to obtain the door code for PLZ 424 (lounge and mailboxes) and PLZ 414 (computer lab) (see Section 7).
- 7 Please contact Phil Alexander (palexander@brocku.ca) regarding your business electives if you have not done so already. See Section 3.2 for more information.

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# 1 Testimonials

“I can say with confidence that taking the Master of Business Economics program at Brock University is one of the best decisions I’ve ever made. I am currently working as a part of the federal government of Canada, conducting economic analysis of potential mergers and acquisitions to determine any potential harm to Canadian consumers. The MBE program opened the door for me to enter into this career path and prepared me not only to get a job but to excel in this highly demanding position.

The coursework portion of the program is definitely challenging but the professors are extremely helpful and accommodating. There were numerous occasions where students dropped by professors’ offices at all times of the day and the professors were willing to take the time to help us with the material. The smaller class sizes also lead to meaningful discussions during lectures and tutorials providing students with a better opportunity to learn. One of the benefits of the MBE program at Brock is the requirement to take some courses offered to MBA students through the business school. The interdisciplinary learning provided me with the opportunity to expand on my data analytics skills and get exposure to other types of mathematical analytics not typically seen in economics. These skills are currently in high demand in the business world and by combining analytics skills learned through the MBA courses with the econometrics skills taught as a core course of the MBE program, I have been able to develop a unique set of skills that are completely attributable to my time at Brock.

The coop portion of the MBE program was directly responsible for the career path that I am on now. The coop department spent numerous hours helping students develop skills in resume and cover letter writing along with interviewing techniques. I am a prime example of the benefit that can come from engaging with the coop department and utilizing the tools provided to better present yourself to potential employers. I had been told by past employers that my interview skills were strong but my resume was very weak. There were multiple job opportunities in the past where I was not given an opportunity to let my strength show because I could not get past the resume stage of recruitment. The staff in the coop department spent several hours working with me to develop a stronger resume and teach me how to better market myself to employers. Thanks to the training I received through the coop department, I successfully completed an 8 month coop with the Competition Bureau and have turned that coop into a full time position.

The final step of the MBE program is a major research paper and similar to every other part of the program; you receive tremendous support from the department. As part of the coursework there is a course which is designed to prepare you for the MRP and provide you with different tools that you may choose to use when it comes time to write your paper. While writing I was having weekly, or sometimes more frequent, meetings with my supervising professors. They were there from beginning to end in order to help and guide me through the writing and research experience. Again, it is the dedication of the professors that sets the MBE program at Brock apart from all others.

Overall, I am extremely grateful to the professors and staff of the Economics and coop departments at Brock University. My time in the MBE program not only gave me the

skills and tools to have a rewarding career but it was also an overall tremendously fun and challenging experience.”

– Corey Carlton (MBE, 2016)

“My experience with the Brock MBE program has been nothing short of outstanding. I came to Brock from Laurentian University with the goal of honing my technical skills and using the Co-Op program to begin gaining invaluable work experience. Ever since I was in grade school, my dream has always been to work in the NHL. While other kids my age had favourite players, I had favourite players and favourite team executives. As I began to get older and began to explore what post-secondary options may be most beneficial for me fulfilling my career goals, choosing to major in Economics seemed to be the right decision. After graduating with Honours from Laurentian University, the next step was to find an up and coming institution that would both give me the technical skills to continue to advance my learning and would work just as hard as I was going to in order to further my development as a young professional. As I explored this process, Brock University began to stand out as the right place for me. Being a smaller and more intimate program, I was excited about the opportunity to learn hands on from some of the brightest minds in the country. As I explored what the Co-Op stream had to offer, I came away equally impressed with their commitment to helping students from my program find meaningful work experience in their field of interest. I myself was specifically interested in the sports field and the Brock Co-Op office worked tirelessly with me to help me find opportunities and helped set up my current job at Stathletes, a hockey analytics company. The professors in the MBE program were always available to me when I wanted to ask questions about a particular topic, get extra help leading up to a big midterm or assignment and the one on one exposure I received from the faculty in the MBE program was second to none and invaluable to my development. The technical skills I learned from the MBE program have been incredibly valuable in my current job at Stathletes and I can honestly say that the program has delivered in ways that I couldn't have imagined. The program itself is incredibly demanding but the rewards that come from completing the program make the journey all the more worthwhile. It is important to know what you are looking to get out of a respective program and if you're looking for a high end program with elite, hand-on faculty members, a demanding course stream and a Co-Op designation with a staff committed to helping both yourself and the program achieve excellence, then the Brock MBE program could be the perfect fit. Quite simply, the Brock experience and the decision to pursue an MBE at Brock was the best decision of my life and I could not be more appreciative of both the MBE faculty and the Co-Op staff and as I continue to pursue my dream of working in the NHL, I will be eternally grateful for their time and help throughout the two years spent in the MBE program.”

– Brad Rossen (MBE, 2016)

“The MBE program gave me a solid understanding in advanced economics and has upgraded my skills to analyze, predict and understand economic trends, conditions and problems. The quintessential teaching model used in this program helped shape

my career path by using real world situations and develop solutions that would work in real world setting. This educational background, combined with the mandatory teaching and research assistance positions, has enabled me to spend my co-op work terms at the provincial Ministry of Finance as a Policy Analyst. The valuable training, experience and networking opportunities I gained at the Ministry has been the milestone in advancing my professional career as an Economist. “

– Ridha Chilmeran (MBE, 2011)

“The best decision I made in my life was to come to Brock University – what I learned from the professors and my peers is beyond words. Moreover, the numerous job offers I received after graduation proves the success of this program.”

– Tameeza Dhanani (MBE, 2007)

## 2 Introduction

### 2.1 Department History

In the fall of 1966, the Department of Politics introduced the first course in Economics at Brock University. In 1967, the Department of Economics was officially established with Professor Hull from Politics as Acting Chairman. In 1968, Dr. Maurice Perkins from the World Bank was hired as Chairman.

During the 1970s, the Department experienced gradual growth, beginning with 6 faculty in 1970. In the 1980s, the Department experienced rapid growth, doubling in size to 14. The number of full time faculty remained in the mid-teens through the 1990’s and into the new century. In 2004 the Masters of Business Economics program was approved and the number of full time faculty in the Economics department rose again. There are currently 18 members of faculty.

Members of the Department have been extremely active in university affairs and the Department has enjoyed a high profile in the University.

Initially, the Department offered only a pass degree. An honours program was later introduced, followed by joint programs with other departments. In 1979, the Department introduced a 15 credit Bachelor of Business Economics (BBE) offered jointly by Economics and the School of Administrative Studies. In 1994, the 15 credit BBE was discontinued and a radically revised Honours Bachelor of Business Economics (BBE) was introduced. The Honours BBE combines the core courses of an Honours Economics degree, with a heavy concentration of econometrics and another concentration in upper level Finance or Marketing courses offered by the Faculty of Business. The program is challenging, but it appeals to students with a preference for more technical courses and it provides a mix of skills that students realize are highly valued in the current labour market.

In 1999, an honours degree in International Political Economy (INPE) was introduced. It is offered jointly with the Political Science department and it combines most of the required Honours

Economics courses (the fourth year micro and macro theory courses are not required, but are recommended for those considering graduate school) with most of the core Honours Political Science courses and a concentration in International Relations and International Economics.

In 2005 the department admitted the first students into its Masters of Business Economics program, a co-op program that combines Master's level Economics and Business courses.

In 2014, the MBE program expanded with the inclusion of a non-coop stream.

The Department has also been involved in the organization of numerous field conferences in economics. The 23rd Canadian Econometrics Study Group Conference (2006), the 2012 meetings of the History of Economics Society and the 2013 Conference of the Canadian Resource and Environmental Economics Study Group were all organized by the Department of Economics.

## **2.2 Overview of the MBE Program**

The Master of Business Economics is an interdisciplinary program offered by the Department of Economics in the Faculty of Social Science in collaboration with the Goodman School of Business. The program combines academic learning with practical experience through two optional Co-op work terms.

The academic course work covers a broad range of areas such as economic theory, econometrics and aspects of economics and business administration including international payments, industrial organization, finance, business strategy, marketing and human resource management.

The MBE program allows students to apply their knowledge to private and public business settings and to develop highly specialized professional skills. The work experience, along with valuable networking contacts, makes a difference to students when preparing to enter the competitive career market. Some of the recent placements include

- Analyst, Statistics Canada
- Economist, Conference Board of Canada
- Senior Strategic Advisor, Ministry of the Solicitor General
- IT/Finance Project Manager, Ministry of Health
- Data Scientist, Assurance IQ
- Financial Planning Consultant, EVERPRO Insurance Brokers Co., Ltd
- Senior Risk Analyst, Canada Mortgage and Housing Corporation
- Risk Analyst, TD Bank

The MBE program also provides strong foundation courses for successful admission to Ph.D. programs in economics.

## 2.3 Governance

### **Affiliation with the program:**

The procedure for affiliation with the program is that all ECON and Goodman tenured or tenure-track faculty automatically become core faculty members of the graduate program.

Participating faculty are those that teach the relevant MBE and MBA courses (including supervision). The teaching allocation is usually done by the chair with the exception of MRP supervision.

### **Supervision:**

Core faculty members are eligible to supervise graduate students.

### **Graduate program director:**

With support from the administrative staff and the Graduate Studies Committee in the Department of Economics, the Graduate Program Director (GPD) governs and oversees the MBE program according to this Graduate Handbook. The Graduate Studies Committee consists of four (4) tenure-stream faculty members from the Department of Economics along with the GPD and the Chair of the Department of Economics. For the academic year 2023-24 :

- the Chair of the Department of Economics is Prof. Lester Kwong;
- the GPD for the MBE program is Prof. J-F Lamarche; and,
- the five (5) tenure-stream faculty members of the Graduate Studies Committee are Profs. Robert Dimand, Katerina Koka, Jean-François Lamarche, Tomson Ogwang and Taylor Wright.

The GPD is the main contact person in case of any program related issues.

## 3 Program Requirements

### 3.1 Summary of Requirements

A summary of the requirements are listed below.

- Obtain eight (8) half credit graduate courses of which some may be transferred from other institutions at the discretion of the Graduate Studies Committee in the Department of Economics. (See Section 3.2.)
- Obtain one (1) credit for ECON 5F00 (Research Essay).
- Satisfactory completion of ECON 5N11 (Mathematics and Statistics Review for Economists).
- Satisfactory completion of ECON 5N90 (Internship Training and Development).
- Satisfactory completion of ECON 5N01 (Internship Placement I) and ECON 5N02 (Internship Placement II).
- Maintain satisfactory standing for the duration of the program.
- Satisfactory completion of ECON 5N90 is a precondition for continuation in the Co-op stream.

### 3.2 Credit Course Requirements

Candidates are required to obtain eight (8) half graduate course credits in the first two academic semesters of the program. Of the 8 courses, students **must** complete in the Fall term ECON 5P01 (Microeconomic Theory), ECON 5P02 (Macroeconomic Theory), ECON 5P03 (Econometrics) and one half credit Business course. In the Winter term, students must take ECON 5P04 (Topics in Applied Economics), 2 Economics electives and 1 Business elective. The Business courses must come from the following list, unless otherwise approved by the Graduate Program Director.

MBAB 5P01 - Accounting for Decision-Making I	MBAB 5P42 - Equity Investments, Markets, and Instruments
MBAB 5P05 - Marketing Management	MBAB 5P43 - Debt Investments
MBAB 5P06 - Accounting for Decision-Making II	MBAB 5P44 - Derivative Instruments
MBAB 5P07 - Operations Management	MBAB 5P45 - International Finance
MBAB 5P08 - Financial Management	MBAB 5P46 - Portfolio Management and Alternative Investments
MBAB 5P20 - Applied Business Research	MSCM 5P01 - Research Methodology I
MBAB 5P22 - Global Business	MACC 5P52 - E-Commerce
MBAB 5P24 - Business Law	MACC 5P53 - Database Design and Management
MBAB 5P41 - Financial Statement Analysis	MACC 5P54 - Expert Systems in Business
MBAB 5P04 - Organizational Behaviour and Design	MBAB 5P09 - Management Information Systems

Note that any student who has not previously completed an Accounting course (prior to the MBE program) must take MBAB 5P01 (Accounting for Decision-Making I) as one of her or his Business elective courses. Any student who has not previously completed a Finance course (prior to the MBE program) must take MBAB 5P08 (Financial Management) as one of her or his Business elective courses.

Students who have completed undergraduate equivalents of the intro MBA courses will have access to upper year MBA electives in all areas if they wish (we do request a transcript from students to verify if they have met the equivalent before allowing access to upper year courses).

In addition to the above eight (8) half credit graduate courses, students must also obtain one (1) credit for the Major Research Paper (MRP) under the supervision of a faculty member through ECON 5F00 (Research Essay) in their last academic term. For more detailed information on the MRP, see Section 3.7 of this Handbook.

The elective courses offered, both economics and business, vary from year to year. A complete listing of *all* Economics and Business courses can be found in Sections 10.1 and 10.2, respectively, in this Handbook.

### **3.2.1 Registration into Business Courses**

Note that the Goodman School of Business has a mandatory override system in place for all MBE students registering into a MBAB/MSCM/MACC course. In order to obtain an override for a selected Business elective course, please contact the Graduate Academic Coordinator Phil Alexander. Seats in each Business course are limited and allocated on a first-come first-served basis. For this reason, it is imperative that you state your preferred electives at the earliest possible time once the relevant timetables are made available.

The MBAB graduate course timetable for the Fall (D2) is

[https://brocku.ca/goodman/student-resources/graduate-program-timeables/  
#graduate-timetables-mba-fall](https://brocku.ca/goodman/student-resources/graduate-program-timeables/#graduate-timetables-mba-fall)

and for the Winter (D3) is

[https://brocku.ca/goodman/student-resources/graduate-program-timeables/  
#graduate-timetables-mba-winter](https://brocku.ca/goodman/student-resources/graduate-program-timeables/#graduate-timetables-mba-winter)

Registration instructions can be found here:

<http://www.brocku.ca/registrar/guides-and-timetable/graduate-students/information>

### **3.3 Non-Credit Course Requirements**

In addition to the Credit Course Requirements (Section 3.2), students must also meet the non-credit course requirements by obtaining satisfactory standings in ECON 5N11 (Mathematics and Statistics Review for Economists), ECON 5N90 (Internship Training and Development), ECON 5N01 (Internship Placement I) and ECON 5N02 (Internship Placement II).

#### **3.3.1 ECON 5N11**

The Department of Economics requires that all incoming graduate students have sufficient background in mathematics and statistics. The course ECON 5N11 will examine the mathematical and statistical techniques used in economic theory and econometrics with the purpose of forming a toolkit necessary for the study of modern economics. ECON 5N11 is usually offered during the Spring/Summer terms with a final exam and additional office hours to be scheduled at the start of the Fall term.



All incoming students for the MBE program are required to satisfy all course requirements. A grade of Satisfactory (SA) or Unsatisfactory (UN) is then assigned given your performance on the examination. A student who receives an unsatisfactory (UN) grade will be given an opportunity to re-write the exam at the start of the Winter Term. An unsatisfactory performance in ECON 5N11 will automatically result in a performance review as described in Section 3.8 of this Handbook. It should be noted that two unsatisfactory (UN) grades in ECON 5N11 will automatically result in the involuntary removal from the MBE program. Should a satisfactory (SA) grade be assigned the second time the examination is taken, the original grade of unsatisfactory (UN) will be replaced on the transcript.

The topics for ECON 5N11 may include, but not limited to, (i) Logic and proofs, (ii) Euclidean topology, (iii) Relations and functions, (iv) Matrix algebra, (v) Univariate and multivariate calculus, (vi) Unconstrained and constrained optimization, (vii) Techniques of integration, (viii) Probability theory, (ix) Expectations and distributions, (x) Multiple random variables and random samples, (xi) Point estimation, hypothesis testing and interval estimation, and (xii) Asymptotic evaluations.

As part of ECON 5N11, 3 days are set aside for the Instructional Skills Workshop (ISW) offered by the Centre for Pedagogical Innovation. The ISW aims to facilitate the transition from student to teacher. The Department of Economics requires all incoming students in the MBE program to attend the ISW. See Section 8.5 for more information.

### 3.3.1.1 Course Registration for ECON 5N11

Registration into ECON 5N11 is done manually and requires the completion of the **Course Registration/Withdrawal Form** found on the last page of this handbook. Students are asked to complete and submit the form and give it to the Graduate Program Director. Note: this course falls under the D9/Spring duration. The form will be given to you to complete on the first day of ECON 5N11 but you can have a look at it here

[http://www.brocku.ca/webfm\\_send/33845](http://www.brocku.ca/webfm_send/33845)

### 3.3.2 ECON 5N90

Note that ECON 5N90 is offered in duration 2 (September to December) by the Co-op Programs Office. Students are expected to actively participate in the workshops therein and satisfy any requirements stipulated by the Co-op Programs Office in order to obtain a satisfactory standing. Tentatively, the required workshops that MBE students are expected to attend are scheduled starting in mid-September: The Co-Op Programs Office will send a schedule to students early September.

A “Satisfactory (SA)” or “Unsatisfactory (UN)” grade will be assessed based on attendance by the students and ability to meet co-op deadlines during the workshop series. **More than one absence from the workshop series above without permission from the Co-op office will result in a “UN” grade for ECON 5N90 and immediate removal from the Co-op component of the program.**

Lastly, ECON 5N01 and ECON 5N02 are satisfied by securing, and obtaining approval from the Co-op Programs Office, a total of eight (8) months of employment.

### 3.3.3 ECON 5N01/ECON 5N02/(ECON 5N03/ECON 5N04 - Optional)

Students need to meet the following four components in order to receive a “Satisfactory (SA)” standing for each of their co-op work terms:

- (i) Complete learning objectives;
- (ii) Complete work site visit;
- (iii) Submit a completed Work Term Evaluation with a positive review;
- (iv) Complete work term report.

### 3.4 Normal Sequence

### 3.5 Co-op stream

The normal sequence is:

<b>Fall Semester #1</b>	<b>Winter Semester #1</b>
ECON 5P01	ECON 5P04
ECON 5P02	0.5 Economics Credit
ECON 5P03	0.5 Economics Credit
ECON 5N90	0.5 Business Credit
0.5 Business Credit	

<b>Spring/Summer Semester #1</b>	<b>Fall Semester #2</b>
Co-op placement	Co-op placement

<b>Winter Semester #2</b>	<b>Spring/Summer Semester #2</b>
ECON 5F00	Graduation (June)

Students undertaking a co-op work term are not permitted to enrol in additional courses within that term.

### 3.6 Non co-op stream

The normal sequence is:

<b>Fall Semester #1</b>	<b>Winter Semester #1</b>
ECON 5P01	ECON 5P04
ECON 5P02	0.5 Economics Credit
ECON 5P03	0.5 Economics Credit
0.5 Business Credit	
0.5 Business Credit	

<b>Spring/Summer Semester #1</b>	<b>Fall Semester #2</b>
ECON 5F00	Graduation (October)

### 3.7 Major Research Paper (MRP)

In your third and final academic term, you will register in ECON 5F00 (Research Essay). This is a full credit course where you will write your MRP under the supervision of a faculty member from Economics or Business. Prior to the commencement of ECON 5F00, a student should be in agreement with a faculty member with regards to supervision and preferably a topic for the MRP. Due to the limited availability of supervisors, it is imperative that arrangements for supervision begin as early as possible. This process usually begins during the second academic term while taking ECON 5P04 and, if necessary, while on co-op. It is ideal to have a mutual agreement for supervision at the conclusion of the second academic term.

Typically, a student with a possible topic of research will discuss at length with a potential supervisor prior to the academic term in which the MRP is written. To browse the research interests of the economics faculty visit

<https://brocku.ca/social-sciences/departments-and-centres/economics/faculty/faculty-directory>

You should also have a look at topics of previous major research papers

<https://brocku.ca/social-sciences/departments-and-centres/economics/mbe/major-research-paper>

Should you have any questions regarding research fields, please contact the Graduate Program Director.

Note that the MRP is an independent research project. Hence, the onus for its timely completion rests primarily on **you**, the student. You are expected to complete the MRP in one academic term (120 days). Failure to submit the MRP within this period is automatically deemed to be problematic in accordance to Section 3.8 of this Handbook and hence, subject to review by the Graduate Studies Committee of the Department of Economics. In most cases, a grade of In Progress (IP) will be assigned and the student is then required to remain registered in the program, and hence incur tuition costs, for one additional academic term without financial support.

It is highly recommended that students devote full attention to completion of the MRP on a timely basis. In this regard, failure to complete the MRP on time owing to engagement in full-time employment is not a strong reason for extension.

The MRP should be undertaken while students are on campus.

#### 3.7.1 Supervisor

According to the Brock University Faculty Handbook:

**“The role of a supervisor is threefold: to advise, to monitor and to mentor.”**

Furthermore:

“The supervisor, with the student, is expected to develop a realistic timeline for the completion of the program. Normally, this will include milestones for measuring progress. Supervisors should thoroughly examine written material submitted by the student and make constructive suggestions in a timely manner (normally two to four weeks), preferably in writing. Feedback should be open, honest, fair and timely.”

For an MRP, the typical timeline over a 4 month (120 days) term is:

<b>Day</b>	<b>Milestone</b>
30	Basic empirical model developed and data collection completed.
40	First draft of literature review completed.
50	Initial empirical results.
75	First draft of MRP completed.
100	Second draft of MRP completed.
115	Final draft of MRP submitted (See Section 3.7.3).

For further information regarding the supervisory role of a faculty member, please consult the Brock University Faculty Handbook (see Section 3B) available at:

<http://www.brocku.ca/university-secretariat/facultyhandbook>

Please see the next section for more information regarding the timing and requirements for the MRP.

### **3.7.2 Template**

A pdf template for the MRP is available here.

This pdf file was created in  $\LaTeX$ . The following zip file contains the required  $\LaTeX$  files need to obtain the pdf document

LaTeX files in zipped folder

Your graduation could be delayed should the formatting of your MRP be an issue. If you have any questions regarding the usability of the template, please contact Professor Lamarche.

### **3.7.3 MRP Submission**

Once your supervisor and either the co-supervisor or second reader are satisfied with your MRP, you must submit an electronic copy of the MRP with all corrections edited to the Graduate Program Director who will verify the format of the MRP. Upon approval of the format a final mark will be assigned to your MRP by your supervisor. The student must ensure that the MRP is signed electronically by herself/himself and by the supervisors/second reader.

Please take special care in allowing time for this process to occur. It is your responsibility to ensure that sufficient time is provided so that the approval process can run its course. In the absence of any errors, the approval process will normally take 2-3 working days.

### 3.8 Satisfactory Standing

Aside from satisfying the Credit Course Requirements (Section 3.2), Non-Credit Course Requirements (Section 3.3), and Major Research Paper (Section 3.7), students must, **at all times**, maintain a satisfactory standing for the duration of their MBE program. The progress and performance of each MBE student will be reviewed by the Graduate Program Director after the completion of each term (both academic and co-op) for the duration of the program. Should the progress or performance be deemed to be unsatisfactory, the file will be passed onto and reviewed by the Graduate Studies Committee of the Department of Economics. Progress is usually deemed to be problematic when, but not limited to, either one (1) or more of the following occurs:

- (i) Unsatisfactory standing in any non-credit course requirement;
- (ii) A grade of 70% or below in any credit course;
- (iii) Overall average falls below 70% at any time for the duration of the program;
- (iv) Failure to complete the MRP in one academic term (120 days);
- (v) Deviation from the normal sequence in the Fall and Winter semester during the first year of the program.
- (vi) Unsatisfactory standing in any of the co-op components (ECON 5N01, ECON 5N02 and ECON 5N90) of the MBE program.

The outcome from the review of the Department of Economics Graduate Studies Committee on each problematic file flagged by the Graduate Program Director will be one (1) of:

- (i) Satisfactory progress;
- (ii) Unsatisfactory progress with a warning and any remedial consequences detailed (including being placed on probation);
- (iii) Unsatisfactory progress and required withdrawal from the program.

**Unsatisfactory standing in two or more courses, credit or non-credit, typically results in the automatic required withdrawal from the MBE program by invoking Section VII of the Academic Regulations in the Graduate Calendar at Brock University.**

For more information, see:

<http://www.brocku.ca/webcal/current/graduate/acad.html#sec37>

and:

<http://www.brocku.ca/webcal/current/graduate/acad.html#sec53>

### 3.9 Satisfactory Standing, Co-op

Students must also maintain a satisfactory standing with respect to the co-op component. A student will be asked to leave the co-op stream if he or she falls under one or more of the following situations:

- Overall average is below 75% by end of Fall semester (i.e. first semester)
- Did not complete ECON 5N90 successfully in Fall semester
- Did not actively participate in the job search terms (i.e. not responding to our office and/or not actively competing for opportunities)
- Unprofessional conduct during their co-op work term(s)
- Received a “UN” (unsatisfactory) grade for their co-op work term(s)

The above list is not exhaustive. Co-op students are expected to adhere to the regulations outlined in the Graduate Co-op Students Terms and Conditions.

### 3.10 Progress Check

All students are required to meet regularly with the Graduate Program Director (GPD) to discuss course choices and performances as well as MRP topics and choice of supervisor.

#### 3.10.1 Academic progress: courses

All students are required to meet with the GPD regarding courses:

- during the first week of ECON 5N11.
- during the first week of January.

#### 3.10.2 Academic progress: major research paper

Progress with respect to the MRP is evaluated using the following steps:

- all students are required to contact the GPD with the choice of supervisor and a tentative topic. Students must complete the form available on the website and send it to the GPD no later than the end of the first week of the semester during which the student is registered for the MRP.
- students will be required to make one presentation of their MRP during the term in which they are registered for ECON 5F00 (typically during week 8). The presentation will take place in front of the members of the Department. Students finishing the MRP in the Winter term will also be encouraged to submit their work for the Mapping the New Knowledge (MNK) conference.
- all students are required to be regularly in touch with the supervisor during the term registered in ECON 5F00.

## 4 Academic Year

### 4.1 Important Dates

As a graduate student you need to be aware of some key dates:

- Opening and closing of course registration for the Fall and Winter terms
- First/last day of classes and withdrawal dates without academic penalty
- Convocation dates and last day to submit intention to graduate without late fee

Those dates vary each year but can be found at the following site

<https://brocku.ca/important-dates/graduate-studies/>

Other important sessional dates (first/last days of classes, holidays, etc) can be found at

<https://brocku.ca/important-dates/#fall-winter>

## 5 Regulations

Graduate students are governed by the academic regulations and university policies as stipulated in the Graduate Calendar by the Faculty of Graduate Studies at Brock University. An online version of the Graduate Calendar is available at:

<http://www.brocku.ca/webcal/current/graduate/>

You are highly encouraged to read and familiarize yourself with the rules therein. Below, we will bring your attention to some key regulations you should be aware of.

### 5.1 Academic

#### 5.1.1 Residency Requirement

According to Section III of the Academic Regulations in the Graduate Calendar at Brock University:

The residency requirements of a graduate program is the minimum number of terms in which the student must be registered prior to degree completion.

For the MBE program, this amounts to three (3) terms of course study while enrolled full-time. Note that the terms spent while on co-op work terms do not count towards the residency term. Since students are enrolled as full-time students and doing course study, they are expected to be on campus on a full-time basis.

#### 5.1.2 Registration Policies and Procedures

According to Section VII of the Academic Regulations in the Graduate Calendar at Brock University:

All graduate students must maintain continuous registration in each successive term from the time of initial admission until degree requirements are complete. Students are responsible for ensuring that they register at the appropriate time for each term, as indicated in the [Schedule of Important Dates](#).

Students must remain continuously registered to the end of the term in which they complete the degree requirements. Completion means that all corrections have been made to the thesis, project or major essay and the final approved copy has been submitted to the graduate program.

Furthermore, note that:

All MA, MBE, MSc and PhD students are required to register for each of the three academic terms (Fall, Winter, Spring) unless they have received approval from the graduate program and the Faculty of Graduate Studies for interruption of their program.



### 5.1.2.1 Voluntary Program Withdrawal

According to Section VII of the Academic Regulations in the Graduate Calendar at Brock University:

Graduate students wishing to voluntarily withdraw from a graduate program must consult with the graduate program concerned and submit the Notice of Voluntary Withdrawal Form to the Faculty of Graduate Studies. The form is available from the Graduate Studies website <http://www.brocku.ca/graduate-studies/current-students/student-forms>

### 5.1.3 Academic Integrity

According to Section XVII of the Academic Regulations in the Graduate Calendar at Brock University:

Brock University encourages the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. Academic Integrity is a core value that supports the University's mission.

It is expected that graduate students shall demonstrate competency in the acknowledgment of the work of others and an understanding of the rigour of academic study, by acting ethically and with integrity in all academic work as well as in the conducting of research and the reporting of research results. The trust Brock University bestows on its graduate students demands a higher standard of care be taken in the pursuit of graduate scholarship.

The complete Academic Integrity Policy may be reviewed at:

<http://www.brocku.ca/academic-integrity>

and in particular

[http://www.brocku.ca/webfm\\_send/28409](http://www.brocku.ca/webfm_send/28409)

A very good link for academic integrity is

<https://brocku.ca/academic-integrity/graduate-students/studying-with-integrity/>

### 5.1.4 Graduate Student Appeals

According to Section XIX of the Academic Regulations in the Graduate Calendar at Brock University:

All graduate students have the right to appeal academic decisions. An appeal is a request that an academic decision (e.g., a grade or standing in a program) be changed, based on the evidence supplied by the student or that a regulation be waived on compassionate grounds or because of extenuating circumstances. This section outlines Brock's

academic appeals procedures. Students should note that appeals to the Student Appeals Board is a final recourse in dealing with academic appeals. Students must ensure that they follow the prescribed process and meet with required individuals prior to submitting an appeal to the Student Appeals Board. Students who submit an appeal to the Student Appeals Board without following the prescribed procedure will have the appeal returned without decision.

There are three types of appeals; (i) Appeal of Grades, (ii) Appeals Related to Academic Requirements/Decisions, and (iii) Requests for Retroactive Registration and Backdated Withdrawal. For further information regarding each type of appeal as well as its corresponding procedures, please visit:

<http://www.brocku.ca/webcal/current/graduate/acad.html#sec70>

## **5.2 Non-Academic**

The non-academic regulations surrounding a graduate student at Brock University can be seen at

<https://brocku.ca/student-discipline/code-of-conduct>

## **5.3 Graduate Students Rights and Responsibilities**

As a Graduate student at Brock University, you play a key role in the day to day operations of the department and of the University. As such you have rights and responsibilities which you should take very seriously. Please visit the following link for a detailed overview of your rights and responsibilities as a graduate student at Brock

<https://brocku.ca/webcal/2017/graduate/gsrr.html>

## 6 Financial Information

### 6.1 Funding information

Your funding package provides financial support for full-time students and include a fellowship and an assistantship. The current funding package rates can be found at <https://brocku.ca/graduate-studies/scholarships-awards/funding/>.

The fellowship is provided for the first three terms of your program and is posted to your student financial account at the beginning of each term and will be directly applied to any outstanding tuition. Banking information will be required when teaching contracts are signed.

The assistantship usually includes a Teaching Assistant (TA) position. Our program hires the TAs and coordinate hours for the student while the rate of pay is governed by the CUPE collective agreement. A CUPE application form will be given to you at the start of the program. A link to this agreement can be found here <https://brocku.ca/graduate-studies/scholarships-awards/funding/>. Note that students need to be eligible to work in Canada to receive assistantship positions. Hence, you will require a social insurance number (more on this below). If you want to work additional hours on campus, you need to request approval. Check the Forms section at the end of the document. The assistantship is employment income and is paid bi-weekly to your personal bank account.

Tuition and ancillary fees are posted to the student's financial account at the beginning of each term (September, January, May) and deducted from the total graduate funding amount for the term. If your funding exceeds your tuition fee assessment, you will be eligible for payment to your personal bank account via INTERAC electronic funds transfer through your Brock e-mail account. You can view your tuition fee assessments through your Brock Portal under "Finance History".

As a graduate student, you may apply for a Graduate Studies Bursary. Graduate Studies bursary funds are intended to assist full-time graduate students with unanticipated or non-typical financial needs. You can apply at any time during the academic year and must have completed 1 term of studies. The link for this bursary is <https://brocku.ca/graduate-studies/scholarships-awards/bursary/>.

Each year, the Faculty of Graduate Studies (FGS) celebrates the accomplishments of graduate students, faculty and staff and the generosity of donors who invest in excellence at Brock. The FGS awards are announced and presented at the Mapping the New Knowledges (MNK) Graduate Student Conference. Information on the FGS awards can be found at

<https://brocku.ca/graduate-studies/fgs-awards/>

while information on the MNK conference, a conference that you will be participating in is found at

<https://brocku.ca/graduate-studies/mnk-research-conference/>

## 6.2 Social Insurance Number (SIN)

If you do not have a SIN, you will require one before you may begin work in Canada.

- 1 If you are holding a Study Permit with remarks saying that you may work off-campus, you should go to Service Canada to apply for a SIN

Service Canada Henley Square Plaza, Unit E & F 395 Ontario Street St. Catharines, Ontario Hours: M-F, 8:30-16:00	<b>OR</b>	Service Canada Customs Building 5853 Peer Street Niagara Falls, Ontario Hours: M-F, 8:30-16:00
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- 2 If you are holding a Study Permit without the remarks indicating that you may work off-campus, you must submit a request for an amendment to your study permit before you can apply for a SIN. There is no fee (from Service Canada) for this request. Graduate students can request a confirmation of enrolment letter by visiting (a fee may be collected for this)

[https://brocku.ca/graduate-studies/student-resources/forms/#letter\\_requests](https://brocku.ca/graduate-studies/student-resources/forms/#letter_requests)

The requested form will be sent within 5 business days to your Brock e-mail account. For hardcopy, you will be notified by email when the form is ready for student pick up, at McKenzie Chown D-250.

Then, go to Service Canada to request a SIN.

## 6.3 Pay Dates/Payslips/T4

Information regarding pay dates may be obtained from

<https://brocku.sharepoint.com/human-resources/SitePages/Payroll.aspx>

You can also find information on how to sign your contract here.

Instructions on how to obtain your payslips and T4 can be found here.

## 6.4 Graduate Assistantship

If you were awarded a **Graduate Assistantship - administered by Graduate Program**, this is in the form of a Teaching Assistantship at the undergraduate level for the first two academic terms (Fall and Winter semester) at Brock University. You will be informed of the course(s) to which you will be assigned at the beginning of each term. You will be supervised by the corresponding course instructor and evaluated at the end of the term. As a graduate teaching assistant, you will be a member of the Canadian Union of Public Employees (CUPE) 4207. In accordance with the CUPE Collective Agreement, you will need to fill out a CUPE 4207 Application Form. Salary earned from the teaching assistantship will be automatically deposited into your local bank account.

At the beginning of each term, your supervisor/course coordinator will fill out and submit, after consultation with you, an Allocation of Hours Form. A sample of the allocation of hours form may be found on the last page of the Handbook. According to its instructions:

The purpose of this form is to clearly layout the duties and responsibilities, as well as the amount of nominal time to be spent on each duty and responsibility, for each student. This will result in the student having more direction as to the time to be spent on each duty and will lessen the possibility of a student working more or less nominal hours than they are paid for under their contract of employment. Supervisors are required to inform the employee(s) of her specific duties and responsibilities and to provide the employee(s) with an Allocation of Hours Form.

Your duties as a graduate teaching assistant may include, but are not limited to:

- Conducting tutorials/seminars/practical sessions;
- Demonstrating in laboratory;
- Marking/Grading
  - Problem sets;
  - Quizzes;
  - Mid-terms;
  - Examinations; and/or
  - Calculating/recording/tabulating grades.
- Assigned office hours with students;
- Proctoring exams

It is important to note that all full-time graduate students must limit their paid University employment to a maximum of 520 hours per year, with a maximum of 240 hours per academic term. This includes all paid employment on campus including Graduate Teaching Assistantships and Research Assistantships. Approval from your supervisor (if applicable) and Graduate Program Director is required should you wish to accept additional employment on-campus above the 120 hour maximum stipulated by the Faculty of Graduate Studies. Approval requires the completion of a specific form. Check the section on 39 at the end of this Handbook.

MBE students are funded to teach two tutorials, labs or seminars each in the Fall and Winter semesters without formally applying. However, those wishing to teach further, after these two semesters, must apply on-line to the TA positions once they are uploaded to the “career opportunities” link found on this Human Resources website. Job postings are uploaded to this website, for 10 days, in mid-July (for the Fall semester), mid-November (for the Winter semester), and early April (for the Spring semester).

## 6.5 Performance and Evaluation

According to your official letter of acceptance from the Faculty of Graduate Studies, note that:

Payments for Graduate Assistantship work are contingent on the fulfillment of employment obligations. Please note that ongoing employment is subject to maintaining satisfactory work performance.

As such, at minimum, your performance as a teaching assistant will be evaluated at the end of each term by means of student evaluations. For your reference, a blank standard departmental teaching assistant evaluation form is included on Page 41 of this Handbook. Once the final grades for the term have been submitted and the teaching evaluations inputted into the computer, your supervisor (course instructor/coordinator) will make one of the following 3 recommendations with regard to his/her recommendation for reappointment; (i) Yes, without qualification; (ii) Yes, with qualification(s) outlined below and discussed with the person; or (iii) No, for the reasons outlined below and discussed with the person. Copies of this evaluation form will be sent to 1) Human Resources; 2) Chair of the Department of Economics and MBE Graduate Program Director; 3) Yourself; and 4) CUPE 4207.

Unsatisfactory work performance as a TA, as indicated by the Teaching Assistant Coordinator Performance Evaluation Form, is sufficient reason to terminate the Graduate Assistantship portion of your funding.

### 6.5.1 CUPE 4207

As a teaching assistant at Brock University, you will be a member of the Canadian Union of Public Employees (Local 4027). For more information, please visit their website at:

<http://4207.cupe.ca/>

## 7 Cards, Keys and Mail

Go to the Brock Card Office to get your Brock Student identification card and mention that after hours access is required to the Economics Department. The Card Office location and contact information are as follows:

- Office Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.
- Location: Sean O'Sullivan Theatre Box Office, Room TH221A (Thistle Corridor)
- Phone: 905.688.5550 ext. 4770
- Email: [brockcard@brocku.ca](mailto:brockcard@brocku.ca)

After signing your teaching contract, return to the Brock Card Office to obtain your Staff/Employee identification card.

A key to a TA office, where you will hold weekly office hours, will be issued - and the door code to PLZ 422 (lounge & mailroom) & PLZ 414 (graduate lab) will be provided. See the Department Administrative Assistant for the key and the door code. Do not leave valuable items in any of the offices.

Every student in the MBE program will be issued a mailbox in PLZ 422. Access to PLZ 422 is restricted to key holders. To direct mail to your mailbox, simply use the address:

Your Name  
Department of Economics  
Brock University  
1812 Sir Isaac Brock Way  
St. Catharines, Ontario  
L2S 3A1, CANADA

## 8 Resources

### 8.1 Office Space

All students enrolled in an academic term will be assigned a shared office in the Plaza building. At the beginning of each academic term, offices are reassigned. Students are **not** allowed to switch offices amongst themselves. It is the responsibility of all office occupants to maintain a safe and clean environment in their offices. Office doors should be kept locked when unoccupied. The Department of Economics is not responsible for lost or stolen personal items stored in the assigned offices. All students assigned to an office will be issued a key (see above) for access.

When vacating your office at the end of each term, you are expected to return it in its original condition. This includes removing all personal belongings, and storing all leftover TA materials, such as assignments and midterms in the storage room found in PLZ 422. **Failure to do so could result in clean-up fees.**

### 8.2 Computing

There is a computer lab in the Department of Economics for our Masters of Business Economics students. It is located in PLZ 414. A code for access will be provided while students are enrolled in academic terms (see above). Due to security reasons, we ask that the door to the computer lab be kept locked at all times.

#### 8.2.1 Software

Standard office suites are installed on all Brock computers. Course-specific software will be discussed during class time. You will have access to software used by academics as well as software used outside of academia. The department has licenses for Matlab and Stata. SPSS is also available University-wide. Powerful and open source data analysis packages such as R, Octave and Gretl are installed on all computers on campus.  $\text{\LaTeX}$  a highly versatile tool for typesetting scientific documents is also available. All Brock-supplied software can be also be accessed virtually.

Should you have any software-related questions please contact Professor Lamarche.

### 8.3 Library

The James A. Gibson Library, located on the main floor of the Schmon Tower, offers a wealth of print and digital resources to support graduate students in the MBE program.

Gathering and managing information effectively is a key competency in Brock's graduate degree level expectations. The information literate student is one who is able to access information efficiently, critically assess it, and assimilate and synthesize it effectively.

You can visit the library to obtain more information on

- performing online searches
- accessing your library account
- printing, copying and scanning
- booking study space
- learn how to properly create citations
- accessing different research guides

## 8.4 Printing

MBE students can use the pinter that is located in the Grad Lounge, PLZ 414. If you have large printing jobs, please contact Kelly Guembel in PLZ 451. If you need to scan any documents, ie, study permits, banking information, into a pdf file for uploading purposes, see Kelly Guembel about this, too.

## 8.5 Centre for Pedagogical Innovation

The Centre for Pedagogical Innovation (CPI) provides individual consultations and group workshops on issues related to teaching and learning in higher education. The Centre's mandate is to support, promote, and advance the quality of teaching at Brock University. The Centre is administratively independent of any faculty. You are invited to the CPI offices located on the ground floor of the Thistle corridor (TH136 - enter the Thistle corridor from the Guernsey Market). You can also visit the website:

<http://www.brocku.ca/cpi>

The Department of Economics requires all incoming students in the MBE program to attend the Instructional Skills Workshop (ISW) offered by the Centre for Pedagogical Innovation. The ISW aims to facilitate the transition from student to teacher. Economics Graduate Teaching Assistants (GTAs) will have the opportunity to try instructional strategies and receive feedback on their teaching in preparation for their Brock teaching experiences. You will earn an internationally recognized certificate through participation in the ISW.

The CPI offers the opportunity to participate in credit courses related to teaching in the post-secondary environment: The Theory and Practice of University Teaching (GRST 5P01) and The Theory and Practice of Service-Learning (GRST 5P02) further information can be found here

<https://brocku.ca/pedagogical-innovation/what-we-offer/instructional-development/#graduate-courses>



Attendance at TA Day will offer you a variety of workshops to choose from in preparation for teaching assistant, tutorial leaders, and marker-graders responsibilities. Your TA Day attendance will earn you 3 credits toward the CPIs Certificate (8 credits) and Advanced Certificate (16 credits plus a Statement of Teaching Philosophy) in Teaching and Learning in Higher Education. You can also earn credits for these certificates through our Saturday Morning Workshop Series, details of topics and dates of these workshops and TA Day are posted on website. You are also welcome to explore your teaching professional development through our Graduate TA Practicum. Please contact the CPI ([cpita@brocku.ca](mailto:cpita@brocku.ca)) for more information.

All TA workshops and certificates can be documented on a Grad Plus or Experience Plus transcript, an official university document providing verified evidence of professional development

[https://brocku.ca/career-services/students-alumni/career-services/  
students-alumni/plus-programs/experience-plus](https://brocku.ca/career-services/students-alumni/career-services/students-alumni/plus-programs/experience-plus)



## Centre for Pedagogical Innovation

St. Catharines, Ontario, Canada L2S 3A1

T: 905-688-5550, Ext. 3933

“The teaching assistant is a wonderful bridge between student and instructor...”  
(Svinicki, 1993)

Teaching assistants (seminar leaders, lab demonstrators and markers) are one of Brock University’s most valuable resources. TAs are the front line representatives for the university and it is their patience, dedication, and hard work that makes such a difference for so many undergraduate students. Brock’s seminar system, almost unique among universities, affords students the opportunity to meet with peers, to challenge each other, and share in their learning experiences. The TAs make it possible for faculty to teach large classes yet still stay in touch with the students, be aware of class responses to the material presented, and the difficulties being encountered. For students just entering their first year, the TAs can make the difference between a student feeling isolated to feeling welcomed, understood and encouraged. Brock students, in turn, are fortunate to

have the opportunity to serve as seminar leaders and TAs. The experience is extremely rewarding for those who dedicate themselves to the task and who embrace the experience knowing they will learn as they teach. As with any job, professional development is a fine balance between experience and continued learning. As

Brock TAs there are many resources available to you through the Centre for Pedagogical Innovation (CPI). Of particular importance, however, is the workshop programming offered to Brock TAs as a means of developing instructional expertise. Participation in the workshop series (on topics such as evaluation, marking papers, leading effective seminars or labs) can earn a Certificate or Advanced Certificate in Teaching and Learning in Higher Education. The Centre also offers an intensive experiential 3-day session (ISW) in which TAs design and deliver a lesson and receive feedback in a small group format. Also offered is the Graduate Teaching Assistant Practicum, a self-directed program documented within a teaching dossier, and a credit course designed specially for graduate students on The Theory and Practice of University Teaching (GRST 5P01). Our programming provides a forum for TAs to come together, discuss common challenges and triumphs, and learn from each other’s experiences.

We hope you will join us.

Rajiv Jhangiani, PhD  
Vice-Provost, Teaching and Learning, CPI  
Brock University

## 9 Events

### 9.1 Department of Economics

Each year the Department invites guest speakers to spend a day at Brock, meeting with faculties and graduate students and presenting a paper. On a less formal basis, the Department also holds lunch-time presentations by faculties. Attending these presentations will help prepare graduate students in presenting their own research. Keep track of these events on the Department of Economics web site:

<https://brocku.ca/social-sciences/economics/visiting-speakers/>

and/or by following the Department on Twitter (@BrockEconomics).

The Department also holds a beginning of term meet and greet where you will have the chance to meet students and faculties in the Department.

### 9.2 Other events

The Faculty of Graduate Studies and the Graduate Students' Association organize a number of events for graduate students including:

- A beginning of year welcome reception and orientation
- workshops and professional development
- graduate students conferences

For more information please visit

<https://brocku.ca/graduate-studies/conferences-events/>

## 10 Course Descriptions

### 10.1 Economics

#### 10.1.1 Non-Credit

##### **ECON 5N01**

###### **Internship Placement I**

Internship work placement (4 months) with an approved employer.

##### **ECON 5N03**

###### **Internship Placement III**

Internship work placement (4 months) with an approved employer.

**Note:** Approval of the Graduate Program Director is required.

##### **ECON 5N11**

###### **Mathematics and Statistics Review for Economists**

This course will review sets and functions, matrix algebra, constrained and unconstrained optimization, and probability theory. This is a non-credit course and is required for all students.

##### **ECON 5N02**

###### **Internship Placement II**

Internship work placement (4 months) with an approved employer.

##### **ECON 5N04**

###### **Internship Placement IV**

Internship work placement (4 months) with an approved employer.

**Note:** Approval of the Graduate Program Director is required.

##### **ECON 5N90**

###### **Internship Training and Development**

Framework for the development of learning objectives by students for individual work terms. Includes orientation to the internship experience, goal setting, résumé preparation, interview skills preparation.



## 10.1.2 Credit

### **ECON 5F00**

#### **Research Essay**

Reading and research under the supervision of a faculty member from Economics or Business. A presentation of the research in progress will be scheduled by the Graduate Program Director in consultation with the Essay supervisor.

### **ECON 5P02**

#### **Macroeconomic Theory**

Determinants of the level of economic activity and the factors contributing to long-term growth are considered. Important social issues such as unemployment and inflation are examined in order to identify their causes, consequences, and possible cures. The instruments of government policy, fiscal and monetary, are analyzed in the same context.

### **ECON 5P04**

#### **Topics in Applied Economics**

Quantitative techniques used in time series and panel data are introduced to investigate applied problems relevant to the area of business economics including forecasting, financial, and marketing problem. Practical hands-on experience with data analysis, oral and written presentation of results are important outcomes of this course.

Prerequisite(s): ECON 5P03

### **ECON 5P06**

#### **Labour Economics**

Economics of the labour market, components of the demand and supply of labour to yield simple models of wage determination. The effects of compensating wage differentials, human capital accumulation and signaling, discrimination, incentive wages and labour unions. The causes of unemployment, search theory, implicit contract and efficiency wages. Public policy issues, minimum wages, mandatory retirement and immigration.

Prerequisite(s): ECON 5P01

### **ECON 5P08**

#### **International Payments**

Advanced treatment of open-economy macroeconomic issues including international capital and goods and services flows complicating the conduct of national monetary and fiscal policies while, at the same time, providing opportunities for economic growth.

Prerequisite(s): ECON 5P02

### **ECON 5P01**

#### **Microeconomic Theory**

Individual and business decision making are considered within a theoretical framework encompassing market structure, business strategy, game theory, as well as the economics of information and uncertainty.

### **ECON 5P03**

#### **Econometrics**

Econometric theory and methods covering the basic linear and nonlinear regression models, dynamic models, hypothesis testing, confidence intervals with extensions to the case of instrumental variables, the generalized method of moments and the method of maximum likelihood. Cross-section and time-series examples.

### **ECON 5P05**

#### **Cost-Benefit Analysis, Project Appraisal, and Decision Analysis**

Theoretical and empirical treatment of rational decision making, including cost-benefit and cost-effectiveness analysis, and their application to project evaluation.

Prerequisite(s): ECON 5P01

### **ECON 5P07**

#### **International Trade**

International trade theory and the political economy of trade policies are discussed including endogenous growth and trade, tariff and non-tariff barriers to trade, international economic integration, and factor mobility.

Prerequisite(s): ECON 5P01

### **ECON 5P09**

#### **Industrial Organization**

Strategic analysis of conflict and cooperation with applications to market structure and the behaviour of firms. Topics may include price discrimination, advertising, oligopoly, product differentiation, and antitrust issues.

Prerequisite(s): ECON 5P01

**ECON 5P10****Environmental and Natural Resource Economics**

The economic analysis of natural resources such as oil, fisheries, forests, and water and environmental impact upon an economy. Emphasis is placed on the development of theoretical models for the efficient and sustainable use of resources and on the design of appropriate government policies in the event of market failure. The analysis is complemented by an examination of specific real-world cases and government policies. Prerequisite(s): ECON 5P01

**ECON 5P14****Economics of Population Aging**

Applied macroeconomic about public finance, examining the role of government in the economy and the financing of government activities through taxation and borrowing. Topics include taxation, public debt, fiscal policy and public expenditure. Course covers efficiency and effectiveness of public expenditure and the impact of tax policy on income distribution. Studies the effects of demographic change on taxation and efficiency, social security and pensions, retirement, healthcare policy, and political support for publicly funded programs. Prerequisite(s): ECON 5P02

**ECON 5V20 to 23****Topics in Economics I to IV**

Advanced topics in Economics and Business offered by faculty members. Structure and content of course varies. Prerequisite(s): Permission of GPD

**ECON 5P13****Analysis of Time Series**

Time series econometric theory and models are introduced including stationarity, the Wold representation, unit roots, model selection and multivariate models. Special emphasis is put on their application to modeling and prediction of time series data. Prerequisite(s): ECON 5P03

**ECON 5P15****Microeconometrics**

Introduces students to modern econometric techniques, an essential toolkit for an applied economist. Focuses on making and evaluating casual claims, experiments, instrumental variables, difference - in- differences, regression, discontinuity, synthetic control and machine learning. Applications of these methods will include text as data.

## 10.2 Business

### 10.2.1 MBAB

#### **MBAB 5P01**

##### **Accounting for Decision-Making I**

The functional basics of accounting for management and business decisions. Data collection, classification, processing and interpretation.

#### **MBAB 5P05**

##### **Marketing Management**

Demonstrating the role of marketing in the firm, exploring the relationship of marketing to other functions, and helping students to learn how to make marketing decisions in the context of general management.

#### **MBAB 5P07**

##### **Operations Management**

Managerial issues relating to the operations function of organizations, concepts and techniques of operations-production management, product and service design, process selection, facility location and layout, quality management, planning, inventory and supply-chain management, project management and management of new technologies.

#### **MBAB 5P09**

##### **Management Information Systems**

Information systems and their application in business organizations. Key management issues with respect to the use of computer and information technology in modern business environments. The various tools of information systems and the interrelationships of computer systems and telecommunications as management challenges in the technology age.

#### **MBAB 5P04**

##### **Organizational Behaviour and Design**

Individual, group and organizational processes in organizations. Micro level topics include motivation, leadership, individual perception and attitudes, group dynamics and conflict management. Organization theory (macro) topics include organization design; environment, technology and structure, power and politics in organizations and organizational culture.

#### **MBAB 5P06**

##### **Accounting for Decision-Making II**

An examination of financial reporting issues and managerial accounting techniques in the context of problem solving and decision making in business.

#### **MBAB 5P08**

##### **Financial Management**

Concepts, instruments and techniques used for financial decision making. Emphasis is on the maximization of shareholders' wealth and on the role of the financial manager in choosing the appropriate techniques for financial problem solving.

#### **MBAB 5P20**

##### **Applied Business Research**

The basic tools of business research to gather, record, and analyze data for aid in making business decisions. Survey design, scales, multivariate analysis and non-parametric measures. Prerequisite(s): MBAB 5P02 or permission of the Graduate Programs Office.



### **MBAB 5P22**

#### **Global Business**

Exposes students to numerous challenges a firm faces as it attempts to internationalize its operations. At the end of the course, the student is expected to have a better understanding of the micro factors which make management of international businesses distinct from domestic businesses. The topics to be covered include the international aspects of business functions, entry strategies, site selection, world trade developments and ethics in international business.

### **MBAB 5P41**

#### **Financial Statement Analysis**

Analysis of financial accounting procedures and the rules that govern disclosure. Emphasis is on basic financial statements and how alternative accounting methods affect those statements and the analysis of financial statement relationships. Prerequisite(s): MBAB 5P08 or permission of the Graduate Programs Office.

### **MBAB 5P43**

#### **Debt Investments**

Features and valuation of fixed income securities. Analysis of bond markets concentrating on fixed income and fixed income derivatives markets. Risks and returns associated with investments in the markets, and how these investments can be optimally allocated to yield successful portfolio performance.

Prerequisite(s): MBAB 5P08 or permission of the Graduate Programs Office.

### **MBAB 5P24**

#### **Business Law**

The legal environment of business and basic legal considerations for business organizations including forms of organization, liability of owners, shareholders, directors and managers.

### **MBAB 5P42**

#### **Equity Investments, Markets, and Instruments**

Selecting an investment in a global market and the organization, structures, and functioning of securities markets. Discussion of the security market indicator series and the efficient capital markets. An introduction to security valuation, stock market analysis, industry analysis, company analysis, stock selection and technical analysis, with discounted cash flow implications.

Prerequisite(s): MBAB 5P08 or permission of the Graduate Programs Office.

### **MBAB 5P44**

#### **Derivative Instruments**

Introduction to options, futures and swap markets. Pricing principles and theory of these derivative securities as they apply to various trading and hedging strategies.

Prerequisite(s): MBAB 5P08 or permission of the Graduate Programs Office.

### **MBAB 5P45**

#### **International Finance**

Overview of the international financial environment, the theoretical and practical aspects of the various international financial markets, and the impact of the international environment on the financial decision making of the individual and the firm.

Prerequisite(s): MBAB 5P08 or permission of the Graduate Programs Office.

### **MBAB 5P46**

#### **Portfolio Management and Alternative Investments**

Portfolio management policies for individual and institutional investors, asset allocation, general portfolio construction and revision, equity and fixed-income portfolio management strategies, real estate portfolio management, and hedging strategies. Performance measurement, performance attribution analysis, and AIMR performance presentation standards are presented. Analysis of real estate and currency or foreign exchange investments and investment companies.

Prerequisite(s): MBAB 5P42 or permission of the instructor.

For a complete listing and description of all other MBAB courses, please visit:

<http://www.brocku.ca/webcal/current/graduate/busi.html>

## **10.2.2 MSCM**

### **MSCM 5P01**

#### **Research Methodology I**

A comprehensive overview of the multivariate statistical techniques and advanced regression methods commonly employed in management research including random sampling and the multivariate normal distribution, multivariate analysis of variance and covariance, principal component analysis, factor analysis, discriminant and classification analysis, and time series econometrics. Theoretical concepts underlying multivariate statistical and econometrics techniques as well as their practical use through various exercises employing a variety of statistical software.

For a complete listing and description of all other MSCM courses, please visit:

<http://www.brocku.ca/webcal/current/graduate/mgmt.html>

### 10.2.3 MACC

#### **MACC 5P52**

##### **E-Commerce**

Basic grounding in concepts related to electronic commerce-based solutions (primarily business-to-consumer and business-to-business). Communications infrastructure supporting e-commerce, security and integrity issues. Architecture of e-commerce applications, strategic deployment of e-commerce for global competitive advantage. Design of a working e-commerce system required.

#### **MACC 5P54**

##### **Expert Systems in Business**

Conceptual foundations for building knowledge-based systems. Application of artificial intelligence, rule-based systems, other common knowledge representation techniques, knowledge acquisition methods, application of KBS in accounting systems and management. Design of a KBS required.

#### **MACC 5P53**

##### **Database Design and Management**

Large-scale database projects. Includes requirements analysis, selection, functional specifications, design, testing, performance evaluation and maintenance of a database system. Design of a database system required.

For a complete listing and description of all other MACC courses, please visit:

<http://www.brocku.ca/webcal/current/graduate/actg.html>

# 11 Directory

## 11.1 Department of Economics

### 11.1.1 Tenure-Stream Faculty

**Bai, Xue** - PLZ 437

Associate Professor

[xbai@brocku.ca](mailto:xbai@brocku.ca)

Phone: +1 (905) 688-5550, Ext. 3938

B.S. (Wuhan), Ph.D. (Pennsylvania State University)

**Christian, Cornelius** - PLZ 445

Associate Professor

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Phone: +1 (905) 688-5550, Ext. 3971

B.A. (Alberta), M.Phil and D.Phil (Oxford)

**Dimand, Robert W.** - PLZ 426

Professor

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Phone: +1 (905) 688-5550, Ext. 3125

B.A. (McGill), M.A. (McGill), M.Phil. (McGill),  
Ph.D. (Yale)

**Koka, Katerina** - PLZ 454

Associate Professor

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Phone: +1 (905) 688-5550, Ext. 4270

B.A. (American College of Greece), M.A. (Guelph),  
Ph.D. (Guelph)

**Kwong, Lester M.K.** - PLZ 428

Associate Professor, Chair

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Phone: +1 (905) 688-5550, Ext. 5137

B.A. (Lethbridge), M.A. (UBC), Ph.D. (UBC)

**Cardoso, Miguel** - PLZ 449

Assistant Professor

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Phone: +1 (905) 688-5550, Ext. 6639

BComm and M.A. (Ryerson), Ph.D. (Western)

**Dickens, Andrew** - PLZ 431

Associate Professor

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Phone: +1 (905) 688-5550, Ext. 3991

B.Sc. (Manitoba), M.A. (Toronto) and Ph.D. (York)

**Dupont, Diane P.** - PLZ 441

Professor

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Ph.D. (UBC)

**Kushner, Joseph** - PLZ 425

Professor

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B.A. (Western), M.A. (Western), Ph.D. (Western)

**Lamarche, Jean-François** - PLZ 443

Associate Professor, Graduate Program Director

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Phone: +1 (905) 688-5550, Ext. 3328

B.Sc. (Montréal), M.A. (Victoria), Ph.D. (Queen's)

**Liu, Qian** - PLZ 449  
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Phone: +1 (905) 688-5550, Ext. 6726  
B.A. (Renmin), M.A. (Renmin), Ph.D. (Western)

**Oestreich, Andreas Marcel** - PLZ 453  
Associate Professor  
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Phone: +1 (905) 688-5550, Ext. 6252  
M.A. (York), Ph.D. (Guelph - Expected)

**Sun, Ling** - PLZ 454  
Associate Professor  
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Phone: +1 (905) 688-5550, Ext. 5097  
M.A. (Wuhan), M.A. (Western), Ph.D. (Toronto)

**Zeida, Teegawende** - PLZ 443  
Assistant Professor  
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Phone: +1 (905) 688-5550, Ext. 6639  
B.A. (Ouaga II), M.A. (Ouaga II), Ph.D. (Montréal)

**Medovikov, Ivan** - PLZ 429  
Associate Professor  
[ivan.medovikov@brocku.ca](mailto:ivan.medovikov@brocku.ca)  
Phone: +1 (905) 688-5550, Ext. 6148  
B.A. (Western), M.A. (Western), Ph.D. (Western)

**Ogwang, Tomson** - PLZ 435  
Professor  
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Phone: +1 (905) 688-5550, Ext. 4696  
B.Stats. (Makerere), M.A. (Leeds), Ph.D. (Dalhousie)

**Wright, Taylor** - PLZ 433  
Assistant Professor  
[twright3@brocku.ca](mailto:twright3@brocku.ca)  
Phone: +1 (905) 688-5550, Ext. 3329  
(B.Soc.Sci. (Ottawa), M.A. (Carleton), Ph.D. (Ottawa))

### 11.1.2 Professors Emeriti

**Mohammed Dore**

**Isidore J. Masse**

**Roberta E. Robb**

**Zisimos Koustas**

**Maurice F. Perkins**

**Lewis A. Soroka**

### 11.1.3 Sessional Instructors

**Hardeen, Indra** - PLZ 454  
Sessional instructor and undergraduate academic advisor  
[ihardeen@brocku.ca](mailto:ihardeen@brocku.ca)  
Phone: +1 (905) 688-5550, Ext. 5423

**Makken, Roloef** - PLZ 444  
Sessional instructor  
[makken@brocku.ca](mailto:makken@brocku.ca)  
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#### 11.1.4 Staff

**Guembel, Kelly** - PLZ 451  
Administrative Assistant  
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Phone: +1 (905) 688-5550, Ext. 4697

#### 11.2 Goodman School of Business

For a complete listing of all Faculty and Staff in the Goodman School of Business, please visit:

[http://brocku.ca/business/contactus/faculty-staff-listing/FS\\_Alpha\\_Listing](http://brocku.ca/business/contactus/faculty-staff-listing/FS_Alpha_Listing)

#### 11.3 Co-op Programs Office

For a complete listing of all staff members in the Co-op programs office, please visit:

[http://www.brocku.ca/co-op/contact\\_co-op/staff-directory](http://www.brocku.ca/co-op/contact_co-op/staff-directory)

#### 11.4 Faculty of Graduate Studies

Contact information for the Faculty of Graduate Studies may be obtained by visiting:

<https://brocku.ca/graduate-studies/contact-us/>

#### 11.5 Graduate Students' Association

As a graduate student at Brock University, you are automatically a member of the Graduate Students' Association at Brock University. For more information regarding the association, please visit:

<http://www.brocku.ca/graduate-students-association>

# End Matter

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Thank you for reading this Handbook in its entirety. Please revisit the To-do list on page (iv) of this Handbook and carefully follow the instructions in acquiring and submitting the proper documents so that the administrative process can proceed as smoothly as possible. Thank you for your cooperation.

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**Welcome to the MBE Program!**

## Forms

Student forms for your registration and student status can be found here <https://brocku.ca/graduate-studies/student-resources/forms/#registration>. Those cover items such as

- course registration/withdrawal
- final stage status form
- notification of voluntary withdrawal
- request for backdated course withdrawal
- request to change Co-op status
- request for inactive term
- request for leave of absence

A form for a request for approval of extra on-campus employment hours can be found at <https://brocku.ca/graduate-studies/student-resources/forms/#misc>.

Finally, letter requests (confirmation of enrolment, eligibility to graduate, confirmation of degree conferre, post graduate work permit) are found at [https://brocku.ca/graduate-studies/student-resources/forms/#letter\\_requests](https://brocku.ca/graduate-studies/student-resources/forms/#letter_requests).



# ALLOCATION OF HOURS FORM

Teaching Assistants, Course Coordinators, Lab Demonstrators, Marker/Graders

The purpose of this form is to outline the nominal time (see definition of nominal in Article 1) to be spent on each duty and responsibility for the appointment and is in accordance with Article 22 (Workload) of the Collective Agreement between Brock University and CUPE, Local 4207.

Employee Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

Course: \_\_\_\_\_

End Date: \_\_\_\_\_

Course Enrolment: \_\_\_\_\_

Number of Seminars: \_\_\_\_\_

Duties	Hours	Details
1. Orientation/Training		
2. Preparation		
3. Attending Lectures		
4. Contact Time - Labs/Seminars		
5. Marking/Grading		
Marking/Grading		
Marking/Grading		
Marking/Grading		
Marking/Grading		
6. Office Hours		
7. Proctoring Exams		
8. Coordinator Duties		
9. Other Duties		
10. Other Duties		
11. Other Duties		
<b>TOTAL HOURS</b>		<b>TOTAL HOURS MUST EQUAL ASSIGNED HOURS ON CONTRACT</b>

**\*EMPLOYEES ARE NOT PERMITTED TO WORK ADDITIONAL PAID HOURS WITHOUT THE WRITTEN PERMISSION OF THE APPROPRIATE CHAIR\***

Prepared By (Course Supervisor) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By (Chair/Designate Authority) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received By (Employee) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please check the box if this form replaces or amends a previous Allocation of Hours Form.

