


2025-26
Graduate Handbook:
Master of Business Economics



Department of Economics
Brock University

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Front Matter

Instructions

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^AT_EX 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

To-do list

- 1 You can find the course descriptions, timetables and registration information in Section 10.
- 2 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.
- 3 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.
- 4 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 TH 221A (Thistle Corridor)
 - Phone: 905.688.5550 ext. 4770
 - Email: brockcard@brocku.ca
- 5 If you require after hours access, please contact the Department Administrative Coordinator in PLZ 451 as typically after hours access is not granted automatically.
- 6 See the Department Administrative Coordinator in PLZ 451 to obtain a key for your TA office and to obtain the door code for PLZ 422 (TA mailboxes) and PLZ 414 (computer lab) (see Section 7).
- 7 You can find the floorplan for the Plaza building here. The offices of the department administrative coordinator, sessional instructors, econ profs and your offices are all locate on the 4th floor of the Plaza building.

Contents

Front Matter	i
Chair’s Welcome Letter - Prof. Kwong	ii
Dean’s Welcome Letter - Prof. Curtin	iii
To-do list	iv
1 Testimonials	1
2 Introduction	3
2.1 Department History	3
2.2 Overview of the MBE Program	4
2.3 Governance	5
3 Program Requirements	6
3.1 Summary of Requirements	6
3.2 Credit Course Requirements	6
3.2.1 Registration into Business Courses	7
3.3 Non-Credit Course Requirements	7
3.3.1 ECON 5N11	7
3.3.2 ECON 5N90	8
3.3.3 ECON 5N01/ECON 5N02/(ECON 5N03/ECON 5N04 - Optional)	8
3.4 Normal Sequence	9
3.5 Co-op stream	9
3.6 Non co-op stream	9
3.7 Major Research Paper (MRP)	9
3.7.1 Supervisor	10
3.7.2 Template	11
3.7.3 MRP Submission	11
3.8 Satisfactory Standing	11
3.9 Satisfactory Standing, Co-op	13
3.10 Progress Check	13
3.10.1 Academic progress: courses	13
3.10.2 Academic progress: major research paper	13
4 Academic Year	14
4.1 Important Dates	14
5 Regulations	14
5.1 Academic	14
5.1.1 Residency Requirement	14
5.1.2 Registration Policies and Procedures	15
5.1.2.1 Voluntary Program Withdrawal	15

5.1.3	Academic Integrity	15
5.1.4	Graduate Student Appeals	16
5.2	Non-Academic	16
5.3	Graduate Students Rights and Responsibilities	16
6	Financial Information	17
6.1	Funding information	17
6.2	Social Insurance Number (SIN)	18
6.3	Pay Dates/Payslips/T4	18
6.4	Graduate Assistantship	18
6.5	Performance and Evaluation	19
6.5.1	CUPE 4207	20
7	Cards, Keys and Mail	20
8	Resources	21
8.1	Office Space	21
8.2	Computing	21
8.2.1	Software	21
8.3	Library	21
8.4	Printing	22
8.5	Centre for Pedagogical Innovation	22
	CPI Welcome Letter - Dr. Rajiv Jhangiani	24
9	Events	25
9.1	Department of Economics	25
9.2	Other events	25
10	Course Descriptions, Timetables and Registration	26
11	Directory	27
11.1	Department of Economics	27
11.1.1	Tenure-Stream Faculty	27
11.1.2	Professors Emeriti	28
11.1.3	Sessional Instructors	29
11.1.4	Staff	29
11.2	Goodman School of Business	29
11.3	Co-op Programs Office	29
11.4	Faculty of Graduate Studies	29
11.5	Graduate Students' Association	29
	End Matter	31
	Forms	32
	Important Student Forms	32
	Allocation of Hours Form	33
	Teaching Assistant Tutorial Evaluation Questionnaire	35

Plaza Floorplan 36

1 Testimonials

“As an International graduate student at Brock University, my journey through the Master of Business Economics Co-op (MBE) program was nothing short of transformative. This experience not only honed my academic abilities but also allowed me to merge theory with practice through a structured co-op program, ultimately paving the way for my current professional role as a Senior Risk Analyst at the Canada Mortgage and Housing Corporation (CMHC). Throughout my time at Brock, the faculty’s guidance and the diverse student body greatly enriched my research and analytical skills. It was within this academic crucible that I not only gained a strong theoretical foundation but also developed a keen interest in the application of economic principles to real-world scenarios. A significant highlight of my graduate journey was the Co-op program, which facilitated a seamless transition from the classroom to the corporate world. My co-op placement with Business Development Bank of Canada (BDC), where I specialised in Operational Risk Management (ORM), marked a pivotal moment in my academic & professional growth. It provided a space to cultivate professional relationships and enhance my networking skills, which have proven invaluable in my career. The knowledge acquired during my time at Brock and the hands-on experience at BDC were very instrumental in securing my current role at CMHC. Opting for the MBE program at Brock University has been one of the most important decisions in my life. I am immensely grateful to the MBE faculty and the Co-Op team for their support and guidance. As I pursue my dream of working in the federal government, I am profoundly grateful for their assistance during my two-year journey in the MBE program that has propelled me to excel in my career.”

– Carol Quadros (Senior Risk Analyst at CMHC; MBE, 2023)

“I originally decided to stay at Brock after completing my undergraduate studies because I felt that the MBE program was a blend of business and economics fundamentals that was hard to find elsewhere. Co-op also being offered made the decision obvious for me. My experience in the program was rewarding; while difficult, I was learning how to review methodology in literature, conduct statistical tests in software like R, and everything in between. My MRP and blended background in both research and application from Brock meant I was able to perform at a level that secured me a full time offer upon graduating while on co-op. My shift from being a student to an Economist with one foot in data science was smooth thanks to the foundation built during my studies. I’m grateful for my experience at Brock and thankful for the talent and dedication in Brock’s Economics and Co-op faculties.”

– Greg DeVilliers (Analyst at Statistics Canada; MBE, 2020)

“The Master of Business and Economics (MBE) program provides a comprehensive learning experience that is transferable to many careers. It is rigorous in mathematics and statistics but also incorporates business courses and research.

During my experience as a Data Scientist, the competencies I developed during the program have proven very valuable to employers. Advancing my skills in areas such as programming and grasping the nuances of various machine learning algorithms was

made significantly smoother by what I learned. This, alongside strong business acumen, has allowed me to understand and solve complex business challenges from a highly technical approach.

I recommend this program to anyone who is looking for something that can open up doors to many different career paths!”

– Georgie Gagnon (Data Scientist at Assurance IQ; MBE, 2020)

“The Master of Business Economics (MBE) program at Brock University was a pivotal step in my academic and professional journey, laying the groundwork for substantial career development. The program’s rigorous curriculum, combined with the mentorship of professors from the Department, deepened my understanding of complex economic theories and their real-world applications. Their guidance was instrumental as I pursued and obtained my CFA charter and later completed a PhD in Economics at McMaster University.

During my time at Brock, I also served as a teaching assistant for several economics courses, which sharpened my instructional skills and led to the honor of receiving the International Teaching Assistant Award. Following my doctoral studies, I completed a post-doctoral fellowship at Western University. In July 2025, I joined the University of Manitoba as an Assistant Professor in health economics.

Looking back, the MBE program provided not only academic knowledge but also a nurturing and intellectually stimulating environment that continues to influence and inspire my research and teaching today.”

– Yihong Bai (Assistant Professor at the University of Manitoba; MBE, 2017)

“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 were 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 (Competition Bureau; MBE, 2016)

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 2025-26 :

- 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. Xue Bai, Katerina Koka, Jean-François Lamarche, Qian Liu and Tomson Ogwang.

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.

- Satisfactory completion of ECON 5N11 (Mathematics and Statistics Review for Economists). This includes completion of the ISW workshop.
- 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 5N90 (Internship Training and Development). This is for students in the co-op stream.
- Satisfactory completion of ECON 5N90 is a precondition for continuation in the Co-op stream.
- Satisfactory completion of ECON 5N01 (Internship Placement I) and ECON 5N02 (Internship Placement II). This is for students in the co-op stream.
- Maintain satisfactory standing for the duration of the program.

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 5P03 (Econometrics), one half credit ECON elective and one half credit Business course. In the Winter term, students must take ECON 5P02 (Macroeconomic Theory), ECON 5P04 (Topics in Applied Economics), one half credit ECON elective and either one half credit ECON or 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 Section 10.

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)

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 at the start of the Fall term (duration D6) with a final exam immediately after the end of the course.

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.

3.3.2 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:

Fall Semester #1	Winter Semester #1
ECON 5P01	ECON 5P02
ECON 5P03	ECON 5P04
ECON 5N90	0.5 Economics Credit
0.5 Economics Credit	0.5 Economics/Business Credit
0.5 Business Credit	co-op job search
Spring/Summer Semester #1	Fall Semester #2
Co-op placement	Co-op placement
Winter Semester #2	Spring/Summer Semester #2
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:

Fall Semester #1	Winter Semester #1
ECON 5P01	ECON 5P02
ECON 5P03	ECON 5P04
0.5 Economics Credit	0.5 Economics Credit
0.5 Business Credit	0.5 Economics/Business Credit
Spring/Summer Semester #1	Fall Semester #2
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:

Day	Milestone
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 L^AT_EX. The following zip file contains the required L^AT_EX 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 before the start of the term in which the MRP is to be completed.
- students finishing the MRP in the Winter term will also be required to submit their work for the Mapping the New Knowledge (MNK) conference which occurs early April. This is a requirement of ECON 5P04.
- 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, Winter and Spring/Summer 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

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 assistanship 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 as part of ECON 5P04, 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	OR	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

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 here. 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 lesson the possibility of a student working more or less nominal hours then 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 32 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 at the end of the Handbook (see it ere]). 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

After signing your teaching contract, return to the Brock Card Office to obtain your Staff/Employee identification card. If after hours is not provided by the card office please contact the Department Administrative Coordinator.

A key to a TA office, where you will hold weekly office hours, will be issued - and the door code to PLZ 422 (TA mailroom) & PLZ 414 (computer lab) will be provided. See the Department Administrative Coordinator 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 and that only economics students be allowed in this room.

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. \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 computer lab, 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 (TH 136 - 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) 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/>

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, Timetables and Registration

You can find the description of both non-credit courses and credit courses by visiting the MBE Graduate calendar at

<https://brocku.ca/webcal/current/graduate/beco.html>

The MBE timetables can also be consulted by visiting

<https://brocku.ca/guides-and-timetables/timetables/?session=FW&type=GR&level=All&program=ECON>

The MBAB graduate course timetable for the Fall (D2) is found here (when available):

<https://brocku.ca/goodman/student-resources/graduate-program-timeables/#graduate-timetables-mba-fall>

and the Winter (D3) timetable is found here (when available):

<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>

11 Directory

11.1 Department of Economics

11.1.1 Tenure-Stream Faculty

Bai, Xue - PLZ 437

Associate Professor

xbai@brocku.ca

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

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

Christian, Cornelius - PLZ 445

Associate Professor

cchristian2@brocku.ca

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

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

Dimand, Robert W. - PLZ 426

Professor

rdimand@brocku.ca

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

kkoka@brocku.ca

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

lk Wong@brocku.ca

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

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

Cardoso, Miguel - PLZ 449

Associate 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

adickens@brocku.ca

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

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

Dupont, Diane P. - PLZ 441

Professor

diane.dupont@brocku.ca

Phone: +1 (905) 688-5550, Ext. 3129

Ph.D. (UBC)

Kushner, Joseph - PLZ 425

Professor

kushner@brocku.ca

Phone: +1 (905) 688-5550, Ext. 3165

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

Lamarche, Jean-François - PLZ 443

Associate Professor, Graduate Program Director

jfl@brocku.ca

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

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

Liu, Qian - PLZ 449
Assistant Professor
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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
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moestreich@brocku.ca
Phone: +1 (905) 688-5550, Ext. 6252
M.A. (York), Ph.D. (Guelph - Expected)

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

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

Medovikov, Ivan - PLZ 429
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11.1.2 Professors Emeriti

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Roberta E. Robb

Zisimos Koustas

Maurice F. Perkins

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11.1.3 Sessional Instructors

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11.1.4 Staff

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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

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

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

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.

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.

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		
TOTAL HOURS		TOTAL HOURS MUST EQUAL ASSIGNED HOURS ON CONTRACT

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.

ALLOCATION OF HOURS FORM EXPLANATION

Purpose

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.

How to Complete the Form

- Review the sample list of duties below (note: the sample duties listed are organized to match the categories listed on the reverse side of this form).
- List the number of hours associated with each duty in the "hours" column of the form. If a particular item on the form does not apply to an appointment, simply mark the item as N/A (not applicable). The total hours must equal assigned hours on contract.
- When allocating time for marking, indicate the number of individual items to be marked and the time allotted to each item. If the number of students is not known, estimate as accurately as possible and revise as necessary.
- Provide a description of the duties to be performed in the "details" column of the form.
- Once the form is completed, have it signed and dated by the employee, the supervisor and Chair and provide a copy of the completed form to the employee.

Revision of Allocation of Hours Form

Should it become necessary to revise the allocation of hours, it is necessary that the revision be discussed with the employee. A revised Allocation of Hours Form should be prepared and provided to the employee, and for the Department's records. When preparing an amendment or revision of the form, remember to check the box at the bottom of the form.

THE FOLLOWING CORE DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE ALLOCATION OF HOURS FORM

This list is descriptive, not prescriptive. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions.

The intent of this list is to provide a sample of duties that may be assigned to each employee.

1. Orientation/Training

- Attending mandatory TA training/orientation sessions
- Attending Health and Safety training sessions
- Meetings with supervisor or course coordinator

2. Preparation

- Preparing handouts for seminars
- Preparing reading lists for seminars
- Preparing bibliographies for seminars
- Designing and preparing tests/examinations for seminars
- Preparing assignments/problem sets for seminars
- Reading assigned texts/manuals/source materials
- Preparing tutorial/lecture notes
- Preparing/setting up audiovisual materials and equipment
- Maintaining course web/webCT site

3. Attending Lectures

- Attending supervisor's lectures/seminars
- Attending supervisor's labs/tutorials
- Attending special seminars/workshops

4. Contact Time - Labs/Seminars

- Conducting tutorials/seminars/practical sessions
- Conducting special seminars/workshops
- Demonstrating in laboratory
- Demonstrating use of equipment

5. Marking/Grading

- Language tapes
- Problem sets
- Computer programs
- Data sheets
- Laboratory reports
- Checking lab books
- Book reviews
- Oral presentations
- Demonstrations
- Projects/Journals
- Essays (indicate page length)
- Quizzes
- Mid-terms
- End-of-term tests
- Examinations
- Calculating/recording/tabulating grades

6. Office Hours

- Assigned meetings with students
- Consulting with students electronically

7. Proctoring Exams

- Exam/test invigilation

8. Coordinating Duties

- Coordinating Teaching Assistants
Lab Demonstrators, Marker-Graders
- Assisting in the preparation of marking schemes
- Coordinating the marking of course assignments, midterm and final exams

