This handbook is intended to provide answers to some of the questions that you might have both before and
during your time as an M.A. student at Carleton. If you can’t find the answer to your question here, please
ask it of an appropriate person. For questions of an academic nature, please contact Professor Ana
Dammert, M.A. Supervisor, at Ana.Dammert@carleton.ca or at 613-520-2600 extension 3753. For
questions of an administrative nature, please contact Marge Brooks, Graduate Administrator, at
marge.brooks@carleton.ca or at 613-520-2600 extension 3743.

M.A. Program Requirements and Course Selection

The standard program requirement for an M.A. student with an honours degree from a Canadian university
is eight one-term courses. This requirement consists of four core courses in Microeconomic Theory (ECON 5020),
Macroeconomic Theory (ECON 5021), Econometrics I (ECON 5027), and Methods of Economic Research (ECON 5029) as well as four electives.

Full-time M.A. students are expected to register in four courses per term in the Fall-Winter session. In the
Fall term, you should take ECON 5020 and ECON 5027 together with two electives, and in the Winter
term, you should take ECON 5021 and ECON 5029 together with two electives. Students should also be aware that successful completion of ECON 5020 and ECON 5027 is the prerequisite for ECON 5029.

Electives: Below is a list of the planned 2017-2018 Fall-Winter Economics electives for both Carleton
University and the University of Ottawa. This list is unlikely to change, but if it does, an updated version
will appear on the page at carleton.ca/economics/courses/2017summer-through-2018winter-offerings.

2017 Fall:
Carleton University
Asset Pricing (ECON 5051); Financial Econometrics (ECON5055); Industrial Organization I (ECON 5301); Labour Economics II (ECON 5362); Public Economics: Taxation (ECON 5402); Economic Development: International Aspects (ECON 5505); International Trade: Theory and Policy (ECON 5601).

University of Ottawa
Labour Economics I (ECON 5361); Public Economics: Expenditures (ECON 5401); Theory of Economic Development (ECON 5500); Economics of the Environment (ECON 5804).

2018 Winter:
Carleton University
Financial Markets and Instruments (ECON 5052); Advanced Topics in Financial Economics (ECON 5058); Topics in Industrial Organization (ECON 5304); Topics in International Economics (ECON 5603); Foundations of Monetary Economics (ECON 5606); Time-Series Econometrics (ECON 5713).
University of Ottawa graduate courses: Carleton University has an exchange agreement with the University of Ottawa, which allows our M.A. students to enrol in one of their courses (with permission) without paying extra fees. Students must use the “Graduate Student Exchange” form available from the Graduate Administrator and register under the University of Ottawa course Number (ECO XXXX). You do not register through Carleton Central.

Note: Carleton M.A. students must normally complete the core courses ECON 5020, ECON 5021, ECON 5027, and ECON 5029 at Carleton.

Math & Stats Review: The Department has scheduled a “Review of Mathematical and Statistical Methods of Economics” course (ECON 4995) for all new incoming M.A. students. This course is strongly recommended and starts on Monday, August 21. Registration is required in both the lecture section (ECON 4995 A) and the associated tutorial section (ECON 4995 A01) once Fall registration opens on June 23. Lecture and tutorial-section classes will be held in Room A-720 Loeb Building from August 21 to 25 and August 28 to 30 inclusive. The final examination will be on September 1.

Courses in other academic units: Students in the Economics M.A. program are permitted to take up to two one-term courses (1.0 credit) at the 5000 level from among those offered by other academic units with the permission of the M.A. Supervisor. Please note that, in every case, registration in a graduate course in another academic unit will require the permission of both the M.A. Supervisor in Economics and the corresponding graduate supervisor in the other unit.

Concentration/Specializations: Students who successfully complete three electives in “Asset Pricing” (ECON 5051), “Financial Markets and Instruments” (ECON 5052), and one of four other designated financial economics courses will receive the degree designation “with Concentration in Financial Economics.” Students who successfully complete three electives in “Data Science Seminar” (DATA 5000), two Data Science elective courses including at least one in ECON, and write a satisfactory research paper on a data-science-related topic as part of ECON 5029 will receive the degree designation “with Specialization in Data Science.” Students who register and participate in the 0.0-credit course “Scholarly Preparation in African Studies” (AFRI 5800), successfully complete three electives in “African Studies as a Discipline: Historical and Current Perspectives” (AFRI 5000), one of three designated economic development courses, and an approved African Studies elective course, and write a satisfactory research paper on an African Studies topic approved by the Graduate Committee of the Institute of African Studies as part of ECON 5029 will receive the degree designation “with Specialization in African Studies.” See the Economics section of the Graduate Calendar at calendar.carleton.ca/grad/gradprograms/economics for further information about these options.

Dual-Degree Pathway: The dual-degree “MA-MBA” pathway facilitates obtaining both an M.A. Economics, with concentration in financial economics, and an M.B.A., with concentration in finance and economics, in twenty months. This pathway enables students to combine the theoretical and quantitative orientation of the Economics master’s program with the M.B.A.’s focus on managerial applications and management skills.

The Dual-degree program description can be found at M.A. – M.B.A. in Economics and Finance
Directed Research: M.A. students may have the option of registering in a directed research course (ECON 5906) in place of one of their electives. This course involves working on an individual basis with a faculty member in the Economics department. The typical pattern is to meet for two to three hours every two weeks during the term of registration and to submit a substantial research paper at the end of the term, which is the basis for the course grade. Please note that it is the student’s responsibility to find a faculty member willing to supervise a prospective directed research course. Once you have done so you will need to fill out the appropriate form, available from the Graduate Administrator, and submit the completed form along with a reading list for the directed research project back to the Graduate Administrator for approval by the M.A. Supervisor. Applications for the directed research course will only be considered when a student has completed the core microeconomics and econometrics courses.

Internship Program: Carleton has an internship program offering students opportunities to spend a term working in government or the private sector. Students must register in ECON 5902 during the term in which they are working at their internship. Regulations governing the internship program may be found in the Graduate Calendar. Registration in the internship program requires the permission of the M.A. Supervisor. Students should be aware that, when chosen, ECON 5902 is an additional requirement for their M.A. program. The Department will circulate opportunities as they become available. However, students are encouraged to seek out positions themselves. Our internship program is registered with the Government of Canada’s Post-secondary Co-operative Education and Internship Program (CO-OP/Internship) meaning that Carleton M.A. students are eligible for positions under this program. Further details on this program can be found on the Government of Canada (jobs.gc.ca) page at https://www5.psc-cfp.gc.ca/coop/noitcasliatedmargorpwohs.do?prgid=46037.

Registration

Carleton Central (central.carleton.ca), our Web-based information system, is the registration tool for Carleton University. Through Carleton Central you will be able to register for courses, review detailed fee information, display your grades for any academic session, create your timetable, change your address, and much more. Information and instructions on how to register can be obtained at carleton.ca/registrar/registration.

Registration will begin on June 23. In order to register you will have to have all your conditions of admission removed. However, please note that we will ensure that you will be able to take the courses in our department that you wish to take even if your conditions are not removed until after June 23. Please send the documents required to remove your “Condition on Admission” to the Faculty of Graduate and Postdoctoral Affairs, Carleton University, 512 Tory Building, 1125 Colonel By Drive, Ottawa, ON, Canada, K1S 5B6.

Teaching Assistantships

To take up your teaching assistant (T.A.) award you must first complete your T.A. Profile that can be found under the “T.A. Management Tool” in Carleton Central (see the page at gradstudents.carleton.ca/teaching-assistants/ta-management-system for detailed instructions). After your Graduate T.A. Profile is complete, your T.A. assignment will be determined and our Departmental Administrator will make it available to you in Carleton Central. Further details of T.A. training and workshops will be available later in the summer.

We will do our best to take T.A. assignment preferences into account, but you should be aware that we are often unable to satisfy requests for specific courses and/or instructor-supervisors.

All graduate students who have accepted a teaching assistantship from Carleton University must be documented before they receive their award. Note: Visa students require a work permit and a Canadian
Social Insurance Number. Information regarding these requirements will be provided by the Human Resources Office via their Web page at carleton.ca/hr/new-employees.

**Miscellaneous**

**International students:** are encouraged to attend the International Student Services Office’s orientation on September 1. Further information and registration can be found through the ISSO Web site at carleton.ca/isso.

The ISSO Welcome Centre has important information and provides assistance during your first few days on campus. If you need assistance regarding immigration, etc., please call the International Student Service Office at 613-520-2600 extension 6600, or e-mail them at isso@carleton.ca, or visit them online at carleton.ca/isso.

**Campus tours:** Anyone interested in going on a campus tour should contact the Admissions Office at 613-520-2600 extension 3663 or visit their Web site at admissions.carleton.ca/campustours.

**Local residential and e-mail addresses:** Students must inform the Graduate Administrator of their local residential address and telephone number and are responsible for updating this information on Carleton Central. Also, once you have a computer account with a Carleton e-mail address, please give this information to the Graduate Administrator. We often e-mail important notices, messages, etc. to graduate students. New students will need to activate their MyCarletonOne account through Carleton Central to get their new Carleton e-mail. You simply need to log into Carleton Central and activate your new MyCarletonOne account. Once you’ve followed the steps provided, you will be granted your new Carleton e-mail account. Instructions for use can be found at carleton.ca/ccs/all-services/email/carleton-student-email. It is your responsibility to activate this account as soon as you are registered, and you must use this account for all communication with the M.A. Supervisor and the Graduate Administrator. The only exception to this rule is if you have a verifiable, institutional e-mail account—e.g., one provided by the federal government, an international organization, a large private sector firm, etc. In such a case, you must inform the Graduate Administrator of this alternative e-mail and ensure that you set up an auto-forward from your Carleton e-mail account to that other account.

**Office space:** Every M.A. graduate is given access to our M.A. Student Lounge and Workspace on the 8th floor of the Loeb Building.

**Important Dates in late June, August, and September**

- **June 23**  
  Registration begins

- **August 21**  
  First day of Review of Mathematical and Statistical Methods of Economics (ECON 4995) classes

- **August 25**  
  Payment deadline date for student accounts in their entirety—late fees may be applied after this date

- **September 1**  
  Final examination in ECON 4995

- **September 1**  
  ISSO orientation for international students

- **September 5**  
  FGPA orientation for all new grad. students—attendance is strongly recommended
September 5  –  Orientation for new teaching assistants—attendance is strongly recommended
September 6  –  First day of Fall-term classes at Carleton University
September 6  –  First day of Fall-term classes at the University of Ottawa
September 8  –  Graduate student welcome reception
September 19 –  Last day for registration in Fall-term courses

Administration

Carleton University

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