



**Carleton University  
Sprott School of Business**

**BUSI 1701 A:  
INTRODUCTION TO INTERNATIONAL BUSINESS  
Fall 2017**

**Instructor:** Abdulghany Mohamed, Ph.D.

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**Class Locations:** TBD

**Class Days and Times:**

(1) **Lectures: Tuesdays & Thursdays – 8:35 -- 9:55am**

(2) **Tutorials (BUSI 1701 A1): Fridays – 8:35 – 9:25am**

**Office Hours: Tuesdays:** 11:00 am – 12:00pm and **Thursdays:** 11:00am -- 12:00pm, or by appointment.

This course outline provides you with most of the information you will need to know in order to organize yourself for the lectures and tutorial, prepare for group project, and complete individual assignments. It is, therefore, important that you:

**Please read carefully all the information provided in this course outline.**

*If in doubt please consult the course instructor.*

**PREREQUISITE**

Prerequisite(s): registration in B.I.B; must also register in tutorial BUSI 1701 A1.  
Precludes additional credit for **BUSI 2701**.

**UNIVERSITY CALENDAR COURSE DESCRIPTION**

An introduction to the principles and practices of international business. Topics include the impact of culture and the political, economic, and legal systems on global strategy,

international institutions, theories of cross- border trade, and the characteristics and effects of regional trade blocs.

## **COURSE OBJECTIVES**

As an introduction to the broad field of international business this course will particularly focus on the principles and practices of international business. A wide range of international business topics will be covered including: theories of international trade and investment, characteristics of international business environments and the impacts of culture and the political, economic, ethical and legal systems on global corporate strategy as well as the influence of international institutions, the characteristics and effects of regional trade blocs and managerial functions in an international context.

Specifically, the aims of this course are four-fold:

- (a) First, the course will provide the student with a broad and systematic overview of international business field by introducing the student to basic theoretical, conceptual, empirical and methodological traditions that underpin the context, operation and flow of international business. This discussion includes the conduct of international trade, the institutions and agreements that provide structure for global commerce and the organizations, both large and small, which facilitate international business. This material is meant to provide an integrated framework that allows the student to understand various aspects of international business and managerial functions not as individual facts but as parts of a systematic whole. This provides a basis for more advanced courses that address specific aspects of international business and international management.
- (b) The second objective of the course is to heighten students' awareness of current issues in the field and how they are related to the theories and practices on international business. Awareness by international business managers of current issues is crucial because every country has to address concerns with international trade and foreign investment. While many of these issues persist over time, their importance varies in unpredictable ways with profound implications for management. As such, international business students (prospective managers) require an understanding not only of basic principles but of how global forces, events and trends impact on countries, businesses and individuals on a daily basis. Discussion in class, informal quizzes and country analyses will highlight these issues.
- (c) The third objective of the course is to enhance the student's individual and group oriented learning tools and skills, including research, analytical, critical thinking and team work skills necessary to comprehend, evaluate, critique, synthesize and present complex material/issues in the international business field.

- (d) The fourth aim of the course is to enhance/refine students' communication skills. Success in university and in the student's later career will depend largely on their ability to communicate ideas clearly and convincingly. Facility in communication goes beyond being able to read and write clearly. The capacity to reason systematically, to analyze complex issues and to evaluate and integrate information from multiple sources is the basis for effective communication.

## LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- (a) Identify and critically analyze the main aspects of globalization and their relationship with and implications for the contemporary international business environment; and how national, regional and global environmental factors (political, socio-cultural, economic, legal, technological and ecological) affect/influence/shape the processes and outcomes of international business.
- (b) Articulate and apply the main theories and models of international trade and investment.
- (c) Understand the nature of business organizations (e.g., multinational firms) including their key strengths and weaknesses and the sources of such attributes, their role in the conduct of international trade and investment, and the different modes they engage with diverse international markets.
- (d) Appreciate how business firms are managed and the various strategies and key decisions managers make in their bid to effectively compete in the highly dynamic and complex global business environment.
- (e) Design and conduct – individual and in team-based -- international business research that is buttressed by well-grounded theoretical, empirical and practical insights; as well as demonstrate an adeptness at accessing, utilizing and deploying electronic and non-digital sources of information/data for international business research.
- (f) Communicate effectively – orally and in written form; including the writing of professional correspondence and project reports, and oral presentation of research assignments/results.
- (g) Demonstrate a clear understanding and acquisition of effective individual and team skills necessary in today's academic and work/career environments.

## **COURSE STRUCTURE AND DELIVERY**

Meeting on scheduled days/dates in 2 one-hour and a half lecture sessions per week and weekly one-hour tutorials this course will be structured on a lecture format and tutorials around five (5) broad activities:

### **(a) Class Engagement**

Students are expected to be actively engaged in all lecture and tutorial sessions. Students will in each tutorial session critically examine and discuss the assigned readings and issues. In fact, each lecture and tutorial session will begin by engaging students in a discussion of the key readings and a recap of the previous session's material. All participants will be expected to take an active role in discussions. As such, each participant will be expected to have read all the required readings and be prepared to discuss the assigned readings and issues raised in the readings and class discussion. And, most importantly, class participation is predicated on the premise that class attendance for each and every student is mandatory throughout the semester.

### **(b) Individual Assignment**

Each student will hand in a written analysis on **one** chapter-based assignment (case study, management focus or country focus) from the textbook as randomly assigned on Sessions 1 and 2 of the semester. Individual written reports (in both hard and soft copy versions) will be due during the respective session a student is assigned. Assignment selections will close on Week Four of the semester. Assignment guidelines and a schedule of individual case allotments will be posted on cuLearn.

### **(c) Mid-term Test (in-class).**

Students will be required to sit an in-class mid-term test on the scheduled date (**Session 7: October 20<sup>th</sup>, 2017; there will be no tutorial class on this date**).

### **(d) Final Exam**

Students will be required to sit a written formal final examination as scheduled by the university.

### **(e) Term Group Project:**

Course participants will be required to take part in a group-based project. This assignment, to be undertaken in four phases/stages, will entail an in-depth assessment of a multi-national corporation/enterprise (MNC/MNE) to determine its key strengths and weaknesses in the context of the global economy. Each group will prepare a written report for each phase of the project. Moreover, each group will also participate in an in-class oral presentation of their term project on a scheduled date. The detailed requirements of this project – specified in a set of guidelines and marking rubrics -- are provided separately on cuLearn.

## TEXT BOOK AND OTHER RESOURCES

The following textbook and course companion are required for this course:

- (1) **Hill, Charles W. and Thomas McKaig (2015) *Global Business Today*, 4<sup>th</sup> Canadian edition, McGraw-Hill Ryerson.**
  
- (2) **Suder, Gabriele (2009) *International Business*, Thousand Oaks, CA, SAGE Publications Inc.**

In addition to the textbook and the course companion, key/required readings are assigned from other sources (e.g., periodicals, etc.) as deemed appropriate. Moreover, throughout the semester/course students will be encouraged to read the current business press with a keen eye on thought provoking topics on international business. Supplementary readings will be posted separately on cuLearn.

## ASSESSMENT

<b>(1) Class Participation</b>	15 %
<b>(2) Individual Assignment</b>	10 %
<b>(3) Mid-term Test (In-class)</b>	10 %
<b>(4) Final Examination</b>	25 %
<b>(5) Term Group Project: MNE Assessment</b>	
(i) Phase 1: MNE Selection	5%
(ii) Phase 2: Data Collection and Preliminary Analysis	10%
(iii) Phase 3: Preliminary Report Presentation	10%
(iv) Phase 4: Final Report	15%
<b>Total</b>	<b>100%</b>

## NOTE:

- (1) Satisfactory in-term performance:
  - (a) Unless otherwise stated below in item (b), the requirement for Satisfactory Performance is set at 50% of all, not each, pre-final work (i.e., assignments, participation marks, tests, etc.).
  - (b) Students must participate and receive a mark (above zero) in each of the five evaluation components in order to receive a passing grade.
  
- (2) If you must miss the mid-term test due to **verifiable** illness (**or, in rare cases, some other circumstances beyond your control**) you may apply to shift the weight of the mid-term to the final exam by submitting a medical certificate or other verifiable documentation to me—the instructor—no later than five (5) calendar days after the midterm date.

**BUSI 1701 A – Fall 2017 – Lecture & Tutorial Schedules, Course Topics, Mid-Term Test, Case Study and Project Due Dates**

Session	Date	Time	Topic	Key Readings/Deadlines
1	Thursday, September 7 <sup>th</sup> , 2017	8:35 - 9:55 am	<ul style="list-style-type: none"> <li>• Introduction and Course Overview</li> <li>• History, significance and future of international business</li> </ul>	<ul style="list-style-type: none"> <li>• Individual case selection</li> <li>• Project Groups formation</li> <li>• Instructor’s Lecture Notes</li> </ul>
	Friday, September 8 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
2	Tuesday, September 12 <sup>th</sup> , 2017	8:35 - 9:55 am	<b>Library Session</b>	<b>Ms Trish O’Flaherty</b>
	Thursday, September 14 <sup>th</sup> , 2017	8:35 - 9:55 am	Globalization	Hill & McKaig (2015) Chapter 1 Suder (2009):11-14
	Friday, September 15 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
3	Tuesday, September 19 <sup>th</sup> , 2017	8:35 - 9:55 am	Country Differences in Political Economy	Hill & McKaig (2015) Chapter 2 Suder (2009):31-37
	Thursday, September 21 <sup>st</sup> , 2017	8:35 - 9:55 am	The Cultural Environment	Hill & McKaig (2015) Chapter 3 Suder (2009): 26-31
	Friday, September 22 <sup>nd</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
4	Tuesday, September 26 <sup>th</sup> , 2017	8:35 - 9:55 am	Ethics in International Business	Hill & McKaig (2015) Chapter 4 Suder (2009): 15; 37-38
	Thursday, September 28 <sup>th</sup> , 2017	8:35 - 9:55 am	International Trade Theories	Hill & McKaig (2015) Chapter 5; Suder (2009):16-25 <b>Term Project: Phase #1 due</b>
	Friday, September 29 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	

5	Tuesday, October 3 <sup>rd</sup> , 2017	8:35 - 9:55 am	The Political Economy of International Trade	Hill & McKaig (2015) Chapter 6 Suder (2009):31-38
	Thursday, October 5 <sup>th</sup> , 2017	8:35 - 9:55 am	Foreign Direct Investment	Hill & McKaig (2015) Chapter 7 Suder (2009):25-26; 56-65
	Friday, October 6 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
6	Tuesday, October 10 <sup>th</sup> , 2017	8:35 - 9:55 am	Regional Economic Integration	Hill & McKaig (2015) Chapter 8 Suder (2009):39-46
	Thursday, October 12 <sup>th</sup> , 2017	8:35 - 9:55 am	The Foreign Exchange Market	Hill & McKaig (2015) Chapter 9 Suder (2009):47-55
	Friday, October 13 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
7	Tuesday, October 17 <sup>th</sup> , 2017	8:35 - 9:55 am	The Global Monetary System	Hill & McKaig (2015) Chapter 10 Suder (2009):47-55
	Thursday, October 19 <sup>th</sup> , 2017	8:35 - 9:55 am	Global Strategy	Hill & McKaig (2015) Chapter 11 Suder (2009):66-75 <ul style="list-style-type: none"> <li>• <b>Term Project: Phase #2 due</b></li> </ul>
	Friday, October 20 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Mid-Term Test</b>	For scope of readings for Mid-term Test see notes posted on cuLearn.
<b>FALL BREAK</b>	<b>October 23-27, 2017</b>	<b>FALL BREAK -- CLASSES SUSPENDED</b>		
8	Tuesday, October 31 <sup>st</sup> , 2017	8:35 - 9:55 am	Entering Foreign Markets	Hill & McKaig (2015) Chapter 12 Suder (2009):56-62
	Thursday, November 2 <sup>nd</sup> , 2017	8:35 - 9:55 am	Exporting, Importing, and Countertrade	Hill & McKaig (2015) Chapter 13
	Friday, November 3 <sup>rd</sup> , 2017	8:35 - 9:25am	<b>Tutorial</b>	

9	Tuesday, November 7 <sup>th</sup> , 2017	8:35 - 9:55 am	Global Marketing and R&D	Hill & McKaig (2015) Chapter 14 Suder (2009): 77-78;81-86
	Thursday, November 9 <sup>th</sup> , 2017	8:35 - 9:55 am	Global Production, Outsourcing and Logistics	Hill & McKaig (2015) Chapter 15 Suder (2009):75-77
	Friday, November 10 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
10	Tuesday, November 14 <sup>th</sup> , 2017	8:35 - 9:55 am	Global Human Resource Management	Hill & McKaig (2015) Chapter 16 Suder (2009):62-64
	Thursday, November 16 <sup>th</sup> , 2017	8:35 - 9:55 am	International Business in Developing and Emerging Economies	Prahalad, C.K. and Allen Hammond (2002) "Serving the World's Poor, Profitably", <i>Harvard Business Review</i> 80 (9): 48-57.  Bremmer, I. (2005) "Managing Risk in an Unstable World", <i>Harvard Business Review</i> 83 (6): 51-59.
	Friday, November 17 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
11	Tuesday, November 21 <sup>st</sup> , 2017	8:35 - 9:55 am	Group Presentations (Phase 3) for assigned teams	<b>Term Project: Phase 3 (hard and soft copy) for presenting groups due in class.</b>
	Thursday, November 23 <sup>rd</sup> , 2017	8:35 - 9:55 am	Group Presentations (Phase 3) for assigned teams	<b>Term Project: Phase 3 (hard and soft copy) for presenting groups due in class.</b>
	Friday, November 24 <sup>th</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
12	Tuesday, November 28 <sup>th</sup> , 2017	8:35 - 9:55 am	Group Presentations (Phase 3) for assigned teams	<b>Term Project: Phase 3 (hard and soft copy) for presenting groups due in class. Final reports (Phase 4; hard and soft copy) for groups that presented on Nov. 21<sup>st</sup>, are due in class.</b>
	Thursday, November 30 <sup>th</sup> , 2017	8:35 - 9:55 am	Group Presentations (Phase 3) for assigned teams	<b>Term Project: Phase 3 (hard and soft copy) for presenting groups due in class. Final reports (Phase 4; hard and soft copy) for groups that presented on Nov. 23<sup>rd</sup>, are due in class.</b>

	Friday, December 1 <sup>st</sup> , 2017	8:35 - 9:25 am	<b>Tutorial</b>	
13	Tuesday, December 5 <sup>th</sup> , 2017	8:35 - 9:55 am	Group Presentations (Phase 3) for assigned teams	<b>Term Project: Phase 3 (hard and soft copy) for presenting groups due in class.</b>  <b>Final reports (Phase 4; hard and soft copy) for groups that presented on Nov. 28<sup>th</sup>, are due in class.</b>
	Thursday, December 7 <sup>th</sup> , 2017	8:35 - 9:55 am	<b>Course Wrap Up</b>	<b>Final reports (Phase 4; hard and soft copy) for groups that presented on November 30<sup>th</sup>, &amp; December 5<sup>th</sup> are due in class.</b>

## IMPORTANT ADDITIONAL INFORMATION

### Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### Academic Regulations, Accommodations, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### Requests for Academic Accommodations

*For Students with Disabilities:*

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with

Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

#### *For Religious Obligations:*

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to an Equity Services Advisor in the Equity Services Department for assistance.

#### *For Pregnancy:*

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

#### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a

specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <http://carleton.ca/studentaffairs/academic-integrity>.

### **Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

### **Centre for Student Academic Support**

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: [carleton.ca/csas](http://carleton.ca/csas).

### **Important Information:**

- Students must always retain a hard copy of all work that is submitted.
  - All final grades are subject to the Dean's approval.
  - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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## Important Dates and Deadlines – Fall 2017

### Graduate, Undergraduate and Special Students

Date	
<b>September 1</b>	Last day for receipt of applications from potential fall (November) graduates.
<b>September 2-3</b>	Residence move in weekend.
<b>September 4</b>	Statutory holiday. University closed. <ul style="list-style-type: none"> <li>• Academic orientation (undergraduate and graduate).</li> <li>• Orientation for Teaching Assistants.</li> </ul>
<b>September 5</b>	<ul style="list-style-type: none"> <li>• All students are expected to be on campus.</li> <li>• Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.</li> </ul>
<b>September 6</b>	<ul style="list-style-type: none"> <li>• Fall term begins.</li> <li>• Fall and fall/winter classes begin.</li> </ul>
<b>September 15-17</b>	Full and late summer deferred final examinations held. <ul style="list-style-type: none"> <li>• Last day of registration for fall term and fall/winter courses.</li> <li>• Last day to change courses or sections (including auditing) for fall/winter and fall term courses.</li> </ul>
<b>September 19</b>	<ul style="list-style-type: none"> <li>• Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Fall 2017 and must register for the fall 2017 term.</li> </ul>
<b>September 30</b>	Last day to withdraw from fall term and fall/winter courses with a full <a href="#">fee adjustment</a> (financial withdrawal). Withdrawals after this date will create no financial change to Fall term fees.
<b>October 6</b>	December examination schedule (fall term final and fall/winter mid-terms) available online.
<b>October 9</b>	Statutory holiday. University closed.
<b>October 15</b>	Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.
<b>October 23-27</b>	Fall break. Classes are suspended.
<b>November 1</b>	Application deadline to study at another institution on a <a href="#">letter of permission</a> for the winter term.

Date	
<b>November 10</b>	<ul style="list-style-type: none"> <li>Last day to request formal exam accommodations for December examinations to the Paul Menton Centre for Students with Disabilities.</li> <li>Late requests will be considered on case-by-case basis.</li> </ul>
<b>November 15</b>	Last day for receipt of applications for admission to an undergraduate degree program for the winter term.
<b>November 24</b>	Last day for summative or final examinations in fall term courses before the official examination period (see <a href="#">Examination Regulations</a> in the Academic Regulations of the University section of the Undergraduate Calendar).
<b>November 25</b>	Winter Payment Deadline. Click <a href="#">here</a> for important payment information. <a href="#">Late charges</a> may be applied to the student account any time after this date.
<b>December 1</b>	<ul style="list-style-type: none"> <li>Last day for receipt of applications from potential winter (February) graduates.</li> <li>Last day for graduate students to submit their supervisor-approved thesis in examinable form to the department.</li> </ul>
<b>December 8</b>	<ul style="list-style-type: none"> <li>Fall term ends.</li> <li>Last day of fall-term classes.</li> <li>Classes follow a Monday schedule.</li> <li>Last day for academic withdrawal from fall term courses.</li> <li>Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall term courses.</li> <li>Last day for receipt of applications for undergraduate degree program transfers for winter term.</li> <li>Last day to pay any remaining <a href="#">fall tuition fees</a> to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.</li> </ul>
<b>December 9</b>	No classes or examinations take place.
<b>December 10 – 22</b>	Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held. Examinations are normally held all seven days of the week.
<b>December 22</b>	All take home examinations are due.
<b>December 25- January 1, 2018</b>	University closed