

BUSI 1800
Introduction to Business
Winter 2017 - Section B

Instructor Name	Email	Office Hours
Cheryl Volesky	cheryl.volesky@carleton.ca Most issues will be dealt with by email or by phone. For routine issues use course email first busi1800winter2017@gmail.com . Always include tutorial number in any correspondence. For less routine questions contact instructor directly by email. Include phone number for a call back.	Shared Office: Dunton Office is rarely used – use email please to get timely service.

Section	Day	Start Time	End Time	CRN	Location
B	Tuesday	8:35pm	11:25pm	10561	Unicentre 231 (Porter Hall)

Tutorials: 2 hours/week REQUIRED. Only attend your scheduled tutorial as you will be working with your team on your simulation during some of the tutorials and attendance (for marks) is taken.

Section	Day	Tutorial Leader	Start Time	End Time	Location
B01	Tuesday	Nick Carson	2:35	4:25	River 3112
B02	Wednesday	Sacha Mosseri	11:35	1:25	Residence Commons 214
B03	Wednesday	Serina Constantineau-Booth	9:35	11:25	Canal Building 3400
B04	Friday	Chris Johnson	11:35	1:25	Residence Commons 214
B05	Thursday	Chris Johnson	8:35	10:25	Residence Commons 214
B08	Thursday	TBA	2:35	4:25	Residence Commons 214
B09	Thursday	Ibrahim Terai	11:35	1:25	Canal Building 2104
B10	Thursday	Serina Constantineau-Booth	2:35	4:25	Canal Building 2400

COURSE WEBSITE

Access cuLearn through Carleton's student portal. Login using your name and your password. This will allow you to access Carleton Central, cuLearn and your email. Schedules, lecture slides, assignment instructions, grades and messages can be found on cuLearn. Please consult before emailing questions. All emails must be from your Carleton email (e.g. john.smith@carleton.ca) and contain your tutorial number. Emails without your tutorial number will not be responded to.

ENROLMENT

Enrolment is restricted to students in the Bachelor of Commerce Program.

Prerequisite(s): first-year standing in B.Com.

Lectures three hours, tutorials two hours a week. **Tutorials start in week 1 (January 10th).**

COURSE DESCRIPTION

Introduction to contemporary businesses in a complex economy, its role in the society, and its history. The various functions that come together to define a business will be examined. All forms of business communications emphasized.

LEARNING OBJECTIVES

During this course, students will:

1. Throughout the 12 week course students will develop leadership, teamwork and interpersonal skills through in-class, individual and group projects, presentations and assignments.
2. Students will take part in an interactive, on-line case simulation where they will have the opportunity to make "real-life" business decisions in the role of entrepreneur in all the different functional areas of a business including: Research and Development, Marketing, Production, Human Resources, TQM and Finance/Accounting. In a team environment, students will make strategic planning and management decisions related to the products they design and produce.
3. Learn the strategies behind promoting better decision making and learning to manage a totally integrated company.
4. Learn and practice the critical components of business communications, including writing and presentation skills, through hands-on activities and assignments tied to the on-going simulation. In addition there will be several activities coordinated through the BCMC which are meant to prepare you for a career in business.
5. Guest speakers will introduce the students to the different disciplines taught in the school.
6. Students will use the materials from the text book, lecture discussions and in-class guests to address course assignments which will take the form of written memos and reports, in-class presentations, individual and group contributions in class and tutorials, as well as through peer evaluations.

ON-LINE SIMULATION CALLED CAPSIM FOUNDATIONS –EVERY STUDENT MUST REGISTER

- ▶ As noted in the Learning Objectives, students in this course will be required to participate in a team-based on-line simulation. Students will be required to sign up for **Capsim Foundations** simulation during **week 1** of the course. To access the site go to www.capsim.com and click on the register button on the left hand side and then click: create a new account. Further details are provided on cuLearn. There is a per student fee in the amount of **\$53.99 US dollars** which will be payable by **credit card** to Capsim in order to access the simulation. **You will be set up in groups during the first tutorial in week 1 (January 10th – don't miss it!).** The simulation starts immediately.

TEXT:

Nickels, William G., McHugh, James M., McHugh, Susan M., Cossa, Rita, Sproule, Bob, Stevens, Julie (2016), **Understanding Canadian Business, Ninth Edition (with Connect with LearnSmart and Smartbook PPK)**, McGraw-Hill Ryerson Limited, ISBN: 1259257312 CANH Cost is \$169.95

NOTE:

Part of your required assessment for this course is located on McGraw-Hill Connect, which is the online homework platform that accompanies the textbook required for this course. Connect will contain weekly assignments (quizzes of approximately 30 questions) you must complete related to the chapters you are covering in class that week, and Connect includes a full **eBook** for you to read and reference.

You have **2 purchase options for the textbook with Connect: (PICK ONE ONLY)**

Option #1: Purchase the hardcover printed Nickels 9th Cnd Edition textbook package NEW, which has the Connect access code + eBook included. This can be purchased at the Carleton U bookstore, from Haven Books on Sunnyside, or directly from McGraw-Hill's eStore (not the best choice since the book comes from the U.S. so it can take a while and be expensive with the exchange rate). Prices vary. ****Please note: used copies of this **text will not** have a Connect code as the previous student would have redeemed it. If you purchase a used copy, you will still have to purchase the on-line connect access code which comes with the ebook and is valued at \$99 (see #2 below).*

----- OR -----

Option #2 (least expensive option - \$89 US): only the Connect access code which has the eBook included (ninth edition - ISBN: 9781259087301). (NO PRINT TEXTBOOK) To register go to the following link which will take you to the course:

<http://connect.mheducation.com/class/c-volesky-busi1800b-winter-2017-1>

Please note there is an option to select a two week trial subscription at no charge but you must be sure to pay and register before the two week period ends if you wish your completed LearnSmart exercise work credits to transfer to your new subscription. If you do not you will lose the marks that you have already accumulated. Watch your dates please.

COMPUTERS IN CLASS

Given the nature of the on-line simulation activities that will be taking place primarily during the scheduled class time and tutorials, it is helpful if students bring a laptop to the classes and especially the tutorial OR have access to, or share a laptop during class time. HOWEVER, we realize that not everyone might have the means to bring a laptop; however, as long as **at least one member of the group has a laptop with them, the team will be able to complete the required exercises.** It is advisable that 2 or more members of the group have a laptop with them in the tutorials but it is not required. Laptops are only to be used for course work and not surfing the web. The same holds true for cell phones. **Doing email or surfing the web during class will not be tolerated. Using a cell phone or laptop for unauthorized reasons (non-course work) can result in you being asked to leave the classroom and forfeiting your attendance marks.**

EVALUATION

For a schedule of assignments due and due dates, consult the **Detailed Class and Tutorial Schedule** (a 4 page document on the main course website) and the **Overall Course Assessment** also available on cuLearn. **Please print both documents** for your reference as there are multiple components to this course. Each student is responsible for retaining a hard copy of each assignment submitted.

ELEMENT	WEIGHT %
LearnSmart Assignments	5
Lecture, Tutorial Attendance	10
Individual Article Presentation	4
Simulation Participation	34
Multiple Assignments	17
Final Exam	30
TOTAL	100

LearnSmart Assignments (5%)*

There are 14 LearnSmart on-line assignments required to be completed during the course; the majority are assigned in the first half of the course as it will help to have this information for your simulation exercise. Completion means that you have answered all of the required questions correctly – in other words you must attain a score of 100% to get credit for the quiz. If you make an error, the program will rephrase the question and continue to do this until you have received a perfect score. You can use whatever materials you wish to help you complete the LearnSmart exercises. Attending lectures where the topics will be covered will be very helpful in this regard since the key points of the chapter will be reviewed during the classes. Please refer to the detailed course and tutorial schedule posted on the main course cuLearn page or LearnSmart for due dates. Typically exercises are opened for a two to three week period. Doing LearnSmart exercises will also help you prepare for your final exam in April.

*Each LearnSmart exercise is worth **1/3 of a percent**. Therefore, if you complete 13 of the 14 assigned LearnSmart quizzes you will get a score of 4.3/5. If you complete all 14 you will get a score of **4.7 plus an extra .3 for completing all of the quizzes** (therefore you get 5/5)

Tutorial and Lecture Attendance (10%)

Attendance at lectures and tutorials is mandatory since we know that students who attend class learn more and get higher grades. You must attend your assigned tutorial - there are 10 tutorial sessions worth 5% of your final grade. One percent will be deducted for each missed tutorial (up to a maximum of 5%). Attendance will also be monitored in the class and for each documented class missed, you will forfeit 1% of your final grade (up to a maximum of 5%). Attendance means that you are in class for the full time. It does not mean that you just dropped by to hand-in an assignment. In addition, failure to attend the final class of the term on Tuesday April 4th where the Capsim presentations will take place will result in a double penalty of 2%. This means that you would lose marks already earned and have 2 out of the 10 marks allotted to attendance (twenty percent of the 10 mark allotment) deducted from your final attendance grade). See illness policies in course outline.

Tutorial Journal Article Presentation (4%)

You will also be assigned to do an individual journal article presentation (between 3 to 5 minutes in length) on an academic business journal article (not a magazine article). To find a business journal go to the library home page and select the option of journals and then select Business Source Complete for an extensive list of options. Summarize the key points and determine how this relates to business in a practical sense and present these findings to the class.

Simulation Participation (34%)

The on-line Capsim Foundations Simulation participation mark includes several components including:

- Executive Briefing Memos x2 (GROUP) – 10% total (4% for the first and 6% for the second)
- Simulation SWOT (GROUP) – 6%
- Final Presentation (GROUP) – 6%
- Peer Evaluation x2 (INDIVIDUAL) – 6%
- Overall Balanced Scorecard (GROUP) – 6% (this is computer scored by Capsim)

Section	Industry I.D.	Day	Tutorial Leader	Start Time	Location
B01	F84300	Tuesday	Nick Carson	2:35	River 3112
B02	F84301	Wednesday	Sacha Mosseri	11:35	Residence Commons 214
B03	F84302	Wednesday	Serina Constantineau-Booth	9:35	Canal Building 3400
B04	F84303	Friday	Chris Johnson	11:35	Residence Commons 214
B05	F84304	Thursday	Chris Johnson	8:35	Residence Commons 214
B08	F84305	Thursday	TBA	2:35	Residence Commons 214
B09	F84306	Thursday	Ibrahim Terai	11:35	Canal Building 2104
B10	F84307	Thursday	Serina Constantineau-Booth	2:35	Canal Building 2400

When registering for Capsim, please ensure that you are selecting the correct industry I.D. that corresponds with your tutorial section. As the simulation is done in a group, please make a group contract at the beginning of the term that lays out responsibilities (do's – i.e. I will respect other's time and opinions, hand things in on time etc.) and the types of things that will not be tolerated. You may want to consider having the following behaviours listed as unacceptable in your contract: not showing up for group meetings, not showing up for meetings on time, coming unprepared for meetings, not handing work in on time, handing in poorly edited work, handing in sub-par quality of work, relying on others to "fix" your work, not answering emails and not doing the research necessary to be a functional group member. Personally I view taking advantage of your group members very unfavorably – it is really a theft of another person's time when you take advantage of them.

Multiple Assignments (17%)

There will be 7 individual assignments throughout the course and each will receive a mark of between 2% to 4%. Each assignment will be described in full on the cuLearn website (there are instructions and rubrics) for your tutorial section and adequate warning and discussion will be provided in class, in tutorials and potentially via various electronic means. Always retain a **hard copy** of all work that is submitted. Refer to the expanded course outline for due dates.

Final Exam (30%)

The material for the final exam will be inclusive of all material covered during the entire course, including the simulation material and guest lectures. The exam will consist of questions drawn from lectures, textbook readings, videos, the simulation, presentations, tutorials and discussions in class. The final exam is scheduled to take place during the final exam period in April 2017 which runs from April 10th through to the 25th. The date of the final exam will be made available through the University Exam Schedule which will be posted on February 17th at this site -

<http://www2.carleton.ca/ses/exams/exam-schedule/>. You must either be present to write the final exam or you must present a medical or other acceptable documentation to explain your absence to the registrar. Do not book holidays until you can confirm the dates of your final exams. I am not permitted to make any determination of whether your absence warrants a deferred exam. If you miss the final exam due to a verifiable illness or emergency, you may apply to the Registrar's Office to be considered for a deferred exam at a later date.

LATE POLICY

There will be zero tolerance for late assignments. Please note that deadlines for LearnSmart and the Capsim simulation are non-negotiable as they are set by a computer for the entire class. If you miss a deadline, you will forfeit the marks. Penalties and submission timings for assignments are strict and as follows:

Submission Timing	Penalty
0-15 minutes late	We will be lenient and accept the assignment dependent on the method of submission (i.e. through cuLearn, in person or by email)
15 minutes or more	Your assignment will NOT be accepted and you will receive an assignment grade of 0 . If you are coming into the class late, please do everything possible to avoid disturbing the class please.

PASSING THIS COURSE

In order to pass this course, you must attain a minimum of 50% on the total value of all of the assignments and activities heading in to the final exam (in other words you must have a 35/70 points combined for LearnSmart assignments, Tutorial Attendance and Presentation, Simulation and Multiple Assignments) then you must also achieve a minimum of 50% on the final exam. If you suspect that you are going to fail it is recommended that you drop the course and sign up again for the next session so that you do not jeopardize your standing in the program.

Failure with No Deferral (FND)

To reduce instances of miscommunication, Carleton University introduced a grade FND (Failure with No Deferral) to be assigned to students who fail to meet the minimum in-term performance standards explicitly set out in the outline and applied consistently (i.e. there is no other hidden criteria). Unsatisfactory in-term performance in this course will lead to a grade of FND in this term if you do not write the scheduled final exam.

Grades – All grades are subject to approval by the Dean.

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			

WDN = Withdrawn from the course

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

Academic Regulations, Accommodations, Plagiarism, 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/>

COMMUNICATION

1800 Email Procedure (whether to your instructor or the help desk):

It is important to use the structure outlined in the template below:

- A **Help Desk** (staffed by TAs) promises 12-hour turnaround on email, 7 days a week. Please use this email as your first contact point UNLESS the issue is sensitive and personal in nature. The Help Desk email is: **busi1800winter2017@gmail.com**
- The subject of the email must begin with **1800**.
- The first line in the body of the email must contain your **name and tutorial section of the course**.
- In any correspondence with your instructor (cheryl.volesky@carleton.ca) you must also provide this information since all work uploaded (and your grades) are posted in your tutorial section. Failing to provide the tutorial number means that I have to open and search two cuLearn pages to identify you. I do not want to do this so please be sure to always include your tutorial number in all correspondence.

SPECIAL NOTE:

- **Your instructor will not reply** to emails which ask for information that was either supplied verbally in class, is in class notes, was provided in tutorials/labs, emailed or was posted on cuLearn. So make sure the information isn't in the public domain first before emailing. If you missed class check with your classmates first. In addition, your instructor will not reply to email that does not indicate your tutorial section.
- **Do not expect** an email reply if you do not use the proper email procedure – we only respond to Carleton email addresses. We do not respond to other emails like gmail, hotmail, rogers etc.

OTHER IMPORTANT INFORMATION

Course Sharing Websites Student or professor 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. A calculator is **not** required for BUSI 1800.

Requests for Academic Accommodations

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 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) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

The deadline for contacting the Paul Menton Centre regarding accommodation(s) for final exams for the April (10-25) exam period is March 10th, 2017.

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 or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact 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 in 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>.

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.

Assistance for Students

- Student Academic Success Centre (SASC): www.carleton.ca/sasc
- Writing Tutorial Services: www.carleton.ca/wts
- Peer Assisted Study Sessions (PASS): www.carleton.ca/sasc/peer-assisted-study-sessions

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.
- Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, 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 CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://portal.carleton.ca/>

Sprott Student Services

The Sprott student services offices, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you're 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/support-services/>

Be in the know with what's happening at Sprott: Follow@SprottStudents and find us on the Facebook SprottStudents Sprott.

DETAILED COURSE SCHEDULE

There is a detailed course and tutorial schedule included on cuLearn. Please print it off and familiarize yourself with the various activities and required readings, exercises, assignments and dates/deadlines. This course has numerous deadlines on a weekly basis. Hard copy assignments will be returned in either the classroom or the tutorials. For uploaded soft copy assignments results will be uploaded in each of the tutorial sections in cuLearn.

ABREVIATED COURSE SCHEDULE*

WEEK	DATE	Chapter / Topics
1	Jan. 10	Course Overview Course outline / assessment / expectations Introduction to cuLearn & Capsim Memo Writing & Email Protocol
2	Jan. 17	<ul style="list-style-type: none"> ▪ Ch. 16 – Accounting & Financial Information ▪ Ch. 17 – Financial Management
3	Jan. 24	<ul style="list-style-type: none"> ▪ Ch. 14 – Marketing ▪ Ch. 15 – Marketing Mix
4	Jan. 31	Guest Speakers: <ul style="list-style-type: none"> ▪ Business Librarian ▪ BCMC Job searching and networking
5	Feb. 7	<ul style="list-style-type: none"> ▪ Ch. 10 – Producing World Class Goods & Services ▪ Ch. 7 – Entrepreneurship & Small Business
6	Feb. 14	<ul style="list-style-type: none"> ▪ Ch. 12 – HR Management ▪ BCMC staff on resumes
7	Feb. 21	No classes or tutorials this week – break week
8	Feb. 28	<ul style="list-style-type: none"> ▪ Ch. 11 – Motivating Employees ▪ BCMC staff on interview skills
9	March 7	<ul style="list-style-type: none"> ▪ Ch. 3 Global markets ▪ Ch. 6 – Forms of Business Ownership ▪ Associate Dean on academic performance and review
10	March 14	<ul style="list-style-type: none"> ▪ Ch. 9 – Adapting Organizations to Today's Markets
11	March 21	<ul style="list-style-type: none"> ▪ Ch. 8 – Management & Leadership ▪ Ch. 13– Employee/Management Issues
12	March 28	<ul style="list-style-type: none"> ▪ Ch. 5 – Ethics and Social Responsibility ▪ Exam Review
13	April 4	Capsim Foundations – In Class Final Presentations – Do not miss this class as missing it carries a double penalty

*Please Note: This schedule is preliminary. Although every effort will be made to adhere to this schedule, changes from time to time will be necessary as there are guest speakers at most of the classes. **Please consult the detailed class schedule to see more a more detailed and up-to-date schedule and for Capsim and LearnSmart deadlines. It is your responsibility to consult the detailed schedule and also you are responsible for reading any emails coming from your professor.** On occasion your professor will send along important reminders by email to notify you of any changes in the schedule.

Important Dates and Deadlines – Winter 2017 Graduate, Undergraduate and Special Students

January 2 University reopens

January 5 Winter term classes begin.

January 18 Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

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 Winter 2017 and must register for the Winter 2017 term.

January 20-22, 27-29 Fall-term deferred examinations will be held.

January 31 Last day for a **fee adjustment** when withdrawing from Winter term courses or the Winter portion of two-term courses (financial withdrawal). Withdrawals after this date will create no financial change to Winter term fees.

February 17 April examination schedule available online.

February 20 Statutory holiday, University closed.

February 20-24 Winter Break. Classes are suspended.

March 1 Last day for UHIP refund applications for International Students who will be graduating this academic year.

Last day for receipt of applications from potential spring (June) graduates.

Last day for receipt of applications for admission to an undergraduate program for the summer term.

March 10 Last day to request formal exam accommodations for December examinations to the Paul Menton Centre for Students with Disabilities. Late requests will be considered on case-by-case basis.

TBA **Last day to pay any remaining balance on your Student Account** to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay Summer 2017 course selection.

March 24 Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

April 7 Winter term ends.

Last day of fall/winter and winter-term classes.

Last day for academic withdrawal from fall/winter and winter term courses.

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/winter and winter-term courses.

April 10-25 Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

April 14 Statutory holiday, University closed.

April 25 All take home examinations are due on this day.