Carleton University
Sprott School of Business

INTRODUCTION TO INTERNATIONAL BUSINESS
BUSI 2703 A
Winter 2025

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Office Hours:	Mondays @ 3:00-4:00pm. Appointment bookings will be on a first come first served basis. Email-based queries are also welcome.
TA:	TBA
TA's Office Hours:	TBA
TA's Email:	TBA
Modality:	In-Person (meeting once weekly on scheduled days/times in assigned classroom)
Class Days and Times:	Mondays @ 11:35 am – 2:25 pm

In order to stay updated with important notifications and announcements from Carleton University, please download the Carleton University App. This will ensure you receive timely information regarding your courses and other university-related updates throughout the term.

PREREQUISITE

- Second year standing. No credit for students in B.Com. or BIB.
- Precludes additional credit for BUSI 1701, BUSI 2701.

UNIVERSITY CALENDAR (2024/2025) COURSE DESCRIPTION

BUSI 2703 [0.5 credit]

Introduction to International Business

Introduction to contemporary businesses in a complex economy, their role in society and their history. Examination of the various functions that come together to define a business with an emphasis on all forms of business communications.

Lectures three hours per week.

DROP COURSE POLICY

The deadline for academic withdrawal follows the dates prescribed by Carleton University: https://calendar.carleton.ca/academicyear/

The deadline to drop this course with full fee adjustment is January 31st, 2025. The last day to withdraw from full winter courses is March 15th, 2025.

COURSE DESCRIPTION

As an introduction to the broad field of international business this course will particularly focus on the principles and practices (with an emphasis on all forms of business communications) of contemporary international business with a special eye on the emerging international business environment that is currently being (re)shaped by the dynamics of global geopolitical collaborations, competition, tensions and conflicts in a post-COVID-19 pandemic period.

This course outline provides you with critical information on course modality, course objectives, learning outcomes, required textbook and readings, information technology requirements, course structure and delivery, course assessment, outlines of weekly session

topics and readings and important deadlines, contribution to learning goals of the program (BCom**,** BIB), engagement with discussion forums on Brightspace, and additional important information.

As such, this course outline provides you with most of the information you will need to know to organize yourself for the lectures, prepare for and complete group projects, and 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.

N.B.: For important and up to date information from the University please download the **Carleton University App.**

COURSE MODALITY

This course will be offered in an in-person modality whereby students and the instructor will hold lecture-based classes in an assigned classroom on campus on scheduled days/dates in three-hour weekly sessions. For other course activities, including consultations with the instructor and group work please see below and in the detailed guidelines posted on Brightspace.

COURSE OBJECTIVES

This course aims to introduce the student to the broad field of international business with a particularly focus on the principles and practices of contemporary international business in the context of the emerging international business environment that is currently being (re)shaped by the dynamics of global geopolitical cooperation, competition, tensions and conflicts.

Thus, a wide range of international business topics will be covered including: a history and significance of international trade and investment, 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 corporate strategy and practices as well as on the influence of international institutions -- including the characteristics and effects

of regional trade blocs, global commercial and financial institutions -- on managerial functions and corporate behaviour, practices and performance in an international context. Business communication in its various contemporary forms will also be examined, practiced, and emphasized.

Specifically, the aims of this course are five-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 investment 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 introduce and enrich student awareness of a diversity of world views (including Indigenous knowledges and world views) as they pertain to contemporary international business – theoretically and practically.

(c) Thirdly, the course aims to heighten students' awareness of current issues in the field and how they are related to the theories on and practices of contemporary international business. Awareness by international business managers of current issues is crucial because every country and business manager must address on an on-going basis emerging opportunities and concerns with international trade and foreign investment. While many of these issues may persist over time, their importance varies in unpredictable ways with profound implications for management. This is evidently crucial and apropos in this period as we endeavour to make sense of the international

business implications of the emerging advances in technology (e.g., Artificial Intelligence, Quantum Computing, etc.) as well as about the ongoing global tensions and conflicts in a post-COVID-19 pandemic era. As such, international business students (i.e., prospective managers) require an understanding not only of basic principles but of how global and regional forces, events and trends manifest themselves and their impact on countries, businesses, and individuals on a daily basis and ultimately on international business practice and intellectual foundations. Discussions in class, quizzes, case study analysis, company and country analyses, and final exam will critically highlight and focus on these issues.

(d) The fourth objective of the course is to enhance the student's individual and group-oriented learning tools and skills, including research, analytical, critical thinking, and teamwork skills necessary to comprehend, evaluate, critique, synthesize and present complex material/issues in the international business field. These have become even more critical and essential as virtual and remote-based approaches such as online learning and work-from-home have become salient and may be here to stay in some form or another.

(e) Fifthly, the course aims to augment/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 digital and non-digital sources coupled with the proficiency to interact with, present and understand others in virtual and non-virtual environments are increasingly the basis for effective communication in this emerging era.

LEARNING OUTCOMES

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

(a) Identify and critically analyze the main aspects of globalization and regionalism 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, ethical and ecological) affect/influence/shape the processes and outcomes of international business especially as they undergo transformation by the forces unleashed by the ongoing geopolitical tensions and trade wars and the efforts at recovery in a still uncertain conditions of post-COVID-19 Pandemic milieu.

(b) Articulate and apply the main theories and models of international trade and investment as viewed from multiple perspectives and worldviews.

(c) Understand the nature of contemporary 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 international 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 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, online oral presentation of research assignments/results as well as fruitful and harmonious peer interaction in the context of diverse cultures as facilitated by both virtual and non-virtual based platforms.

(g) Demonstrate a clear understanding and acquisition of effective individual and teamwork skills necessary in today's -- and in the emerging post-COVID-19 pandemic -- academic and work/career environments.

TEXTBOOK AND OTHER RESOURCES

The following textbook (e-book or print copy if accessible) is required for this course:

Hill, Charles W., G. Thomas McKaig, Frank Cotae and Jacquiline Musabende (2024) *Global Business Today*, 7th Canadian edition, McGraw-Hill Ryerson.

The textbook is available for purchase at the Carleton University Bookstore. The price of the textbook is currently as follows: Digital Rental ($71.00), Purchase Digital ($119:00) and Purchase New ($138.75). The price is, however, subject to change at the discretion of the bookstore.

In addition to the textbook, key/required material are assigned from other sources including articles, periodicals, videos, podcasts, etc.). **Required readings (articles) will also be accessible via Ares (library reserve facility). Ares will not hold the e-book version of the textbook. Additional resources on Indigenous Knowledge are accessible on Brightspace courtesy of Carleton University Collaborative Indigenous Learning Bundles (CUCILB).** Moreover, throughout the semester/course students will be encouraged to read the current business press with a keen eye on thought provoking topics pertaining to or of relevance to international business. Supplementary readings will be posted separately on Brightspace. A list of pre-recorded videos and podcasts for asynchronous sessions will be provided on Brightspace.

EDUCATIONAL TECHNOLOGY REQUIREMENTS

The primary platforms for the course will be Brightspace, MyCarletonOne and Zoom. Students may also use other additional freely accessible platforms/software/apps (e.g., Google Hangouts/Meets/Docs, Teams, MS Office, etc.) for their individual and group-based activities. As such, students will need access to: (a) laptop/desktop/mobile device with reliable, high-speed connection to the internet plus audio/visual accessories or in-built webcam, microphone, speakers, etc.; and (b) word-processing, statistical and presentation software packages (e.g., Microsoft Suite), web-browsers, etc. to effectively enable them to:

(a) access, upload & download course material posted on Brightspace.

(b) answer quizzes on Brightspace.

(c) watch and listen to pre-recorded videos/podcasts.

(d) take Brightspace hosted online tests and exams.

(e) utilize other Brightspace functionalities, including engaging with discussion forums and course progress follow up.

(f) receive and send emails to the instructor and fellow classmates.

(g) conduct individual and group research.

(h) compose, prepare, and post reports (for individual and group-based assignments);

(i) prepare and make online presentations.

(j) select individual case study and submit written case study analysis reports.

N.B: The downloadable MS Office software suite is available to students at no charge while they have student status at Carleton. Check this link. **https://carleton.ca/its/ms-offer-students/**

On the Use of Artificial Intelligence Tool:

Artificial Intelligence (AI) tools are not allowed to assist in any type of preparation or creation of the assignments in this course. Using AI tools in any way is a violation of academic integrity standards. Since this course focuses on building your original ideas and critical thinking, using AI tools would compromise the learning purpose, therefore is prohibited. Contact your course instructor for more information **before** you use any AI tools.

COURSE STRUCTURE AND DELIVERY

As noted in the course modality section above, this course will be delivered in person on campus. Meeting on scheduled days/dates in 3-hour sessions per week this course will be structured on a lecture format around five (5) broad activities:

(a) Course Engagement

Students are expected to be actively and productively engaged in all activities of this course (including lectures, assignments, contribution to class discussions, quizzes, tests, and exam). 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. The use of discussion forums on Brightspace will be emphasized and monitored.

Communication with and among students will primarily be conducted via Carleton University's secure email accounts. It is therefore critical that students check their emails regularly so as not to miss oftentimes time-sensitive messages.

And, most importantly, class participation is predicated on the premise that class attendance (taken and recorded) for the whole duration of each lecture meeting/session is mandatory for each and every student throughout the semester. Thus, 10% (out of the allocated 15%) of the course marks will be assigned to class attendance.

(b) Quizzes

To encourage students to engage with the assigned course material, each course participant will take a total of **five (5) scheduled quizzes** of their choice (out of 10 scheduled quizzes).

(c) Individual Case Study Assignment (Written Case Analysis)

Each student will conduct a case study analysis and hand in a written report on <mark>one chapter-based assignment</mark> (case study, management focus or country focus) as selected by each student on Sessions 1 and 2 of the Semester. Assignment selections will close on Session 3 of the semester. Individual written reports (in soft copy version) are to be uploaded/submitted on Brightspace as per individually assigned/specified due dates. Assignment guidelines and a schedule of individual case allotments will be posted on Brightspace.

(d) Final Exam

Students will be required to sit an in person, digital <mark>formal final examination</mark> as scheduled and subsequently administered by the University Examination Services. The in-person exam will be taken in the space(s) assigned by the University. The Exam package will be delivered, and responses uploaded on Brightspace on the specified date scheduled by the University.

If you wish to defer a **Formal Final Exam**, you – the student – must reach out to the registrar's office with the proper documentation prior to the deadline (please refer to **https://carleton.ca/registrar/deferral/** for dates). Once the request has been put through, your instructor will be notified for their approval. Your final exam will be formally scheduled. If you miss the deadline for applying for a deferral, please reach out to your instructor personally to discuss.

University policy on deferred exams (Section 4.3 of the calendar) will be followed. Specifically, **4.3.1 Deferred Final Examinations** stipulates that:

Students who are unable to write a final examination because of extenuating circumstances, as defined in the <u>Academic Consideration Policy</u>, may apply for accommodation. Normally, the accommodation for a missed final examination will

be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

For further details, please refer to:

https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/examinations/#deferred-final-exams

(e) Term Group Project

Course participants will be required to take part in a <mark>group-based project</mark>. Groups will be formed during the first and second sessions of the semester. 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 oral presentation of their term project on a scheduled date. **Group presentations can be delivered live/in-person, pre-recorded or a combination of both.** Digital copies (e.g., video recording such as MP4, voice over Powerpoint slides, PowerPoint slides, etc.) of group reports (for each phase) are to be uploaded/submitted on Brightspace on the assigned/specified due dates. **Team members must attend class in person even when presentations are pre-recorded. This will offer the opportunity for presenters to field the questions in person from the audience.**

The detailed requirements of this project – specified in a set of guidelines and marking rubrics -- are provided separately on Brightspace.

A **Library Workshop Session** (Conducted by Mr. Matthew Gertler- the Carleton University Business and Government Information Librarian) will be held on **January 20th, 2025.**

The instructor will be available on <mark>Tuesdays (12:00-2:00pm)</mark> for one-hour long online (Zoom) consultation per group with individual project teams on as needed basis. Group appointment bookings will be on a first come first serve basis.

COURSE ASSESSMENT

(1) Course Engagement (10% attendance)	15 %
(2) 5 Quizzes	5%
(3) Individual Case Study Assignment	10 %
(4) Final Examination (in-person, digital)	25 %
(5) Term Group Project: MNE Assessment	
(i) Phase 1: MNE Selection	5%
(ii) Phase 2: Data Collection and Preliminary Analysis	10%
(iii) Phase 3: Group Oral Presentation	10%
(iv) Phase 4: Final Report	20%
Total	**100%**

NOTE:

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 above five evaluation components to receive a passing grade.

Late Assignments:

Assignments submitted past the due date will receive a penalty of 5% per day. Assignments that are not submitted after 10 days past the due date will receive a grade of 0. Exceptions to this include verifiable illness and emergencies, only when communicated directly to the instructor within three (3) business day following the due date. Assignment extensions or new deadlines are granted on a case-by-case basis at the instructor's discretion.

BUSI 2703 A – Winter 2025 (In person Version) – Lecture Schedule, Course Topics, Case Study and Project Due Dates

Session	Date	Time	Topic	Key Readings, Activities/Deadlines
1	January 6th, 2025	11:35 am – 2:25 pm	• **Introduction and Course Overview**	• Individual case selection • Project Groups formation & Project/Topic Selection • Instructor Lecture Notes/Guidelines • Videos/podcasts
			• **Perspectives, History, Significance, and Future of International Business**	==Lee, Damian and Knowledge Keeper Marlene Pierre (June 2018) "Decolonization is for Everyone: Identity Formation in the Canadian Context," Carleton University Indigenous Collaborative Learning Bundles== • Hill, McKaig, Cotae & Musabende (2024) Chapter 1
			Globalization	Moahi, K. H. (2007) "Globalization, Knowledge Economy and the implication for Indigenous Knowledge", *International Review of Information Ethics*, 7 (09): 55-62.
2	January 13th, 2025	11:35 am - 2:25 pm	**Country Differences in Political Economy**	• Hill, McKaig, Cotae & Musabende (2024) Chapter 2, 3 & 4
			The Cultural Environment	Carpenter, M. M. (2004) Intellectual Property Law and Indigenous Peoples: Adapting Copyright

			Ethics in International Business	Law to the Needs of a Global Community, *Yale Human Rights & Development Law Journal*, 7, 51-78. Rohlfer, S. & Y. Zhang (2016) "Culture studies in international business: paradigmatic shifts", *European Business Review* 28(1): 39 – 62. Zurba, M. & R. Bullock (2020) "Bioenergy development and the implications for the social wellbeing of Indigenous peoples in Canada", *Ambio* 49:299-309. • Instructor Lecture Notes/Guidelines • Videos/podcasts
3	January 20th, 2025	11:35 am - 2:25 pm	**Library Workshop Session**	**Mr. Matthew Gertler (Business and Government Information Librarian)** • **Instructor Lecture Notes/Guidelines** • **Videos/podcasts** McComber, Alex and Amelia McGregor (2021) "Ethics of Research with Indigenous Peoples", Carleton University Collaborative Indigenous Learning Bundles
				Last Day for Individual Case Study Selection
4	January 27th, 2025	11:35 am – 2:25 pm	**International Trade Theories**	Hill, McKaig, Cotae & Musabende (2024) Chapter 5, 6 & 7 • Instructor Lecture Notes/Guidelines • Videos/podcasts
			Government Policy and International Trade	

			Foreign Direct Investment	<mark>**Term Project: Phase #1 report is due.**</mark>
5	February 3rd, 2025	11:35 am - 2:25 pm	**Regional Economic Integration**	• Hill, McKaig, Cotae & Musabende (2024) Chapter 8, 9 & 10 • Instructor Lecture Notes/Guidelines • Videos/podcasts
			The Foreign Exchange Market	
			The International Monetary System	
6	February 10th, 2025	11:35 am - 2:25 pm	**The Strategy of International Business**	• Hill, McKaig, Cotae & Musabende (2024) Chapter 11, 12, & 13 • Instructor Lecture Notes/Guidelines • Videos/podcasts
			Entering Developed and Emerging Markets	
			Exporting, Importing, and Countertrade	
February 17th, - 21st, 2025		**Winter Break – Classes Suspended**		
7	February 24th, 2025	11:35 am - 2:25 pm	**Global Marketing and R&D**	• Hill, McKaig, Cotae & Musabende (2024) Chapter 14, 15 • Instructor Lecture Notes/Guidelines • Videos/podcasts
			Global Production, Outsourcing and Logistics	

				Term Project: Phase #2 report is due.
8	March 3rd, 2025	11:35 am - 2:25 pm	**Global Human Resource Management**	• Hill, McKaig, Cotae & Musabende (2024) Chapter 16 • Instructor Lecture Notes/Guidelines • Videos/podcasts
			International Business in Developing Economies	Ahmed, F. E. (2013) "The Market at the Bottom of the Pyramid: Understanding the Culture of Poverty", *Perspectives on Global Development and Technology* 12: 489-513. Bremmer, I. (2005) "Managing Risk in an Unstable World", *Harvard Business Review* 83 (6): 51-59. Prahalad, C.K. and Allen Hammond (2002) "Serving the World's Poor, Profitably," *Harvard Business Review* 80 (9): 48-57. Schrader, C. J. Freimann & S. Seuring (2012) "Business Strategy at the Base of the Pyramid," *Business Strategy and the Environment* 21: 281–298.
9	March 10th, 2025	11:35 am - 2:25 pm	**Ecological Environment**	Johnston, A. (2000) "Indigenous Peoples and Ecotourism: Bringing Indigenous Knowledge and Rights into the Sustainability Equation," *Tourism Recreation Research*, Vol. 25(2): 89-96.
			Resource Curse	Thimm, T. (2019) "Cultural sustainability – a framework for Aboriginal tourism in British Columbia," *Journal of Heritage Tourism,* Vol. 14 (3): 205–218

			Population Ageing	• Instructor Lecture Notes/Guidelines • Videos/podcasts
10	March 17th, 2025	11:35 am - 2:25 pm	**Group presentations**	**Project: Presentation Digital Reports (Phase 3) for this session must be submitted before presentations begin** **Project: Final Digital Reports (Phase 4) for presentations made this session are due a week later** • Instructor Lecture Notes/Guidelines • Videos/podcasts
11	March 24th, 2025	11:35 am - 2:25 pm	**Group presentations**	**Project: Presentation Digital Reports (Phase 3) for this session must be submitted before presentations begin.** **Project: Final Digital Reports (Phase 4) for presentations made this session are due a week later** **Project: Final Digital Reports (Phase 4) for previous session group presentations are due during this session** • Instructor Lecture Notes/Guidelines • Videos/podcasts

| 12 | March 31st, 2025 | 11:35 am - 2:25 pm | **Group presentations**

Course Wrap Up | • Instructor Lecture Notes/Guidelines
• Videos/podcasts

• **Project: Presentation Digital Reports (Phase 3) for this session must be submitted before presentations begin.**

• **Project: Final Digital Reports (Phase 4) for previous session group presentations are due during this session.**

• **Project: Final Digital Reports (Phase 4) for presentations made this session are due a week later.** |

Contribution to Learning Goals of the Program (**BCom**, **BIB**):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
BC1 Knowledge *Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.*				X
BC2 Collaboration *Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.*				X
BC3 Critical Thinking *Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.*				X
BC4 Communication *Graduates will be effective and persuasive in their communications.*				X
BI5 Global Awareness (BIB ONLY) *Graduates will be globally-minded.*				X

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.

Grading
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
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 Accommodation
Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy Accommodation
Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: **carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf**

Religious obligation
Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: **carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf**

Academic Accommodations for Students with Disabilities
If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. **carleton.ca/pmc**

Survivors of Sexual Violence
As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: **carleton.ca/sexual-violence-support**

Accommodation for Student Activities
Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. **https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf**

For more information on academic accommodation, please contact the departmental administrator or visit: **students.carleton.ca/course-outline**

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.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

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: https://carleton.ca/registrar/academic-integrity/.

Sprott Student Services
The Sprott Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at bcom@sprott.carleton.ca or at bib@sprott.carleton.ca.

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.

Important Information:
- Students must always retain a 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 **https://carleton.ca/its/get-started/new-students-2/**