BUSI2800G: Entrepreneurship
Winter 2026

Instructor	Amar Benaissa
Email Address	amar.benaissa@carleton.ca
Class Times	Wednesday, 6:05 pm to 8:55 pm, where the last hour is asynchronous except for weeks 7 and 12, also take note of week 10
Modality	Flipped Classroom (2 hours synchronous in-person lecture with the Instructor and 1 hour asynchronous for office hours and preparation time for class/new venture activities)
Office Hours	Async hours on Wednesday, 8:05 pm to 8:55 pm; please confirm by email
Office Location	TBC
TA Name/Email	TBC

Pre-Requisites & Preclusions:

A second year standing. The School of Business enforces all prerequisites. It is your responsibility to ensure that you meet the pre-requisite requirements for this course. Lack of pre-requisite knowledge may lead to failure in the course. Only the Undergraduate Program Advisor of the School can waive pre-requisite requirements.

Course Description/Instructor's Statement

Carleton Calendar Description
Overview of the basics of entrepreneurship, with emphasis on idea generation and identification, team building, business models, initial strategies and feasibility. A number of organization types will be studied

Instructor's Description:

This course targets students who aspire to:
•   Work for a start-up or an organization that fosters entrepreneurship/intrapreneurship
•   Own a start-up that generates $1 million annual revenue within three years after completing Sprott's B.Com. Entrepreneurship Concentration or Sprott's Minor in Entrepreneurship
•   Create a non-profit organisation
•   Launch and build a business with and innovative business model, working alongside fellow founders, entrepreneurs, faculty, and Carleton Alumni

BUSI 2800 is a core requirement for Sprott School of Business Students and is focused on the initial elements of new venture creation. In addition, it is the introductory course required in both

the minor and concentration in Entrepreneurship at the Sprott School of Business. Following an experiential learning approach, students will learn how to build high performance teams, assess the feasibility of innovative opportunities they have originated, develop competitive business models, build a minimum viable product, and test their value propositions with potential customers.

Course Learning Objectives:
This course enables students to gain experience doing entrepreneurship/intrapreneurship and developing hard-to-find skills. Not just make students aware of entrepreneurship and intrapreneurship. Specific objectives include acquiring the tools and expertise to:
a)   Build high performance entrepreneurial/intrapreneurial teams,
b)   Create/discover innovative opportunities,
c)   Critically assess their feasibility,
d)   Develop and test business models using minimum viable products,
e)   Perform customer validation, pivoting as required,
f)   Support and assess course learning objectives for business knowledge, collaboration, critical thinking, and communication, all essential for building an entrepreneurial enterprise.

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

METHOD OF INSTRUCTION
Students will learn key entrepreneurial concepts through one or more experiential learning techniques, including webinar format lectures, digital collaboration platforms, simulations, videos, and interactions with successful entrepreneurs. The format of the course consists generally of one class meeting per week. The primary role of the course instructor is to lead discussion and experiential learning in practical applications of course concepts during in-class synchronous sessions. Class sessions entail a mixture of lecture, videos, problem analysis and class discussion with problem/solution analysis. The content of any lecture presumes and expects that you have carefully studied the assigned slides, reading, and videos and worked on team assignments during asynchronous sessions. Lectures emphasize major topics and readings, yet you are responsible for all assigned materials. It requires active learning, which means that the student must take responsibility for the learning that takes place. You must do the readings and homework assigned in order to be prepared for each class. You are encouraged to ask questions and to stimulate discussion on topics that are of interest to the class.

PLEASE NOTE: This course uses Brightspace, Carleton's learning management system. To access your courses on Brightspace, go to **http://carleton.ca/Brightspace**. Any questions can be directed to Computing and Communication Services (CCS) by phone at 613-520-3700 or email at **ccs_service_desk@carleton.ca**. As online resources will be used extensively in this course, you will need to bring an up-to-date laptop to class. Inappropriate use of your wireless/laptop in class will be noted and will affect your grade.

Students will be responsible for reading and responding appropriately to all information distributed through the Brightspace Course Page. In case of class cancellation due to inclement weather or

other unforeseen circumstances, an announcement will be posted on Brightspace as soon as possible.

Note that Carleton University requires that correspondence with the instructor be carried out through your Carleton email account only.

Required/Optional Materials & Prices

Required reading: These readings are available on O'Reilly Online Learning Platform through Carleton Library.
- Osterwalder, A. and Y. Pigneur, Y. (2010). Business Model Generation. John Wiley & Sons Inc. (ISBN: 978-0470-87641-1)
- Mullins, J. (2017). The New Business Road Test: What entrepreneurs and investors should do before launching a lean start-up. 5th Edition. London: FT Press

Additional links to content helpful in understanding each week's course material will be shared on Brightspace.

Students are not required to purchase textbooks or other learning materials for this course.

Supplemental reading: A few other books on Entrepreneurship recommended for students who are serious about launching and growing ventures are listed below. Links to available reading material will be posted on Brightspace. While students will not be tested on them, these papers will provide added depth and may be helpful in preparing project work.

1. Ries, E. (2011) The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses. Crown Business (ISBN: 978-0307887894)
2. Aulet, B. (2013). Disciplined entrepreneurship: 24 steps to a successful startup (1st ed., Vol. 36, no. 2 (3 parts), part 1 (February 2014)). Wiley.
3. Osterwalder, A., Pigneur, Y., Bernarda, G., & Smith, A. (2014). Value proposition design (1st ed.). Wiley.
4. Thiel, P. (2014) Zero to One: Notes on Startups, or How to Build the Future. Crown Business. (ISBN: 978-0804139298)
5. Horowitz, B. (2014) The Hard Thing About Hard Things: Building a Business When There Are No Easy Answers. Harper Business (ISBN: 978-0062273208)
6. Blank, S. and B. Dorf (2012), The Startup Owner's Manual. K & S Ranch (ISBN: 978-0984999309)
7. Maurya, A. (2012) Running Lean: Iterate from Plan A to a Plan That Works. O'Reilly Media (ISBN: 978-1449305178)
8. Weinberg, G. and J. Mares (2014) Traction: A Startup Guide to Getting Customers. S-curves Publishing (ISBN: 978-0976339601)
9. Abrams, R. (2010) Successful Business Plan: Secrets & Strategies Paperback. Planning Shop. (ISBN: 978-1933895147)

10. Scarborough, N.M. and J. R. Cornwall (2014) Entrepreneurship and Effective Small Business Management (11th Edition). Prentice Hall (ISBN: 978-0133506327)
11. Alvarez, C. (2014) Lean Customer Development: Building Products Your Customers Will Buy (ISBN: 978-1449356354)
12. Cooper, B., Vlaskovits, P., Ries, E. (2013) The Lean Entrepreneur: How Visionaries Create Products, Innovate with New Ventures, and Disrupt Markets. Wiley. (ISBN: 978-1118295342)
13. Kawasaki, G. (2004). The Art of the Start. London: Penguin Group. (ISBN-10: 1591840562)

Carleton Library
- Access to the BUSI2800 course guide for secondary research can be found at https://library.carleton.ca/guides/course/busi-2800

Grading Scheme

ASSIGNMENTS	WEIGHTAGE
INDIVIDUAL	60% (three best scores considered)
Networking Assignment 1	20%
Networking Assignment 2	20%
Networking Assignment 3	20%
Networking Assignment 4 (Opt-in exam)	20%
GROUP (NEW VENTURE PROJECT, A TEAM OF 5 STUDENTS)	35%
Final NVP Idea – Instructor sign-off	5%
Final presentation	10%
Final report	15%
Peer review	5%
CLASS PARTICIPATION (SYNC HOURS ACTIVITIES)	5%
TOTAL	100%

<u>**Individual Assignments**</u>:

(A) Networking Assignments: The individual assignments are broken into three networking assignments that include writing summaries related to networking strategies for furthering their entrepreneurial venture. Each summary report should make good use of class content and show critical thinking. Each networking assignment carries a weight of 20%. Each student is to produce a total of three summaries.

In case a student is unsatisfied with their performance in the first three assignments, they will be given an opportunity to improve their overall score by 'opting in' to write a fourth make-up networking assignment. The fourth networking assignment is an online (digital) in-person long-answer exam paper and will be held during week 10 of the class. The exam paper will be made available through Brightspace. This exam will be e-proctored using CoMaS (more information on e-proctoring is provided in the section following assignment details). The students will be given 90 minutes to prepare their responses to the exam questions. Students will be allowed to refer to only a few websites, such as Carleton Library databases and websites mentioned in the exam paper. No other web sources, websites, apps, or access to other digital devices are allowed. The students have to upload their final

responses to exam questions within the 90-minute time frame on Brightspace. PMC accommodations apply for the fourth networking assignment.

The three best scores out of all the submitted networking assignments will be considered to calculate grade points. The overall networking assignments will count for 60%.

Assignments submitted past the due date will receive a penalty of 10% per day. Assignments that are not submitted within 5 days past the due date will receive a grade of 0. This ensures each networking assignment can be discussed in class. With each providing a background for the next. Grades for late assignments may not be available ahead of the date to select the opt-in / make up exam.

Exceptions to this include verifiable illness and emergencies, only when communicated directly to me within three (3) business day following the due date.

To pass this course, individual capability must be demonstrated. Students must achieve a minimum grade of 50% of the total of individual assignments, in addition to other requirements.

(B) Class participation: Attending and actively participating in teamwork in the classroom is critical in this course. You will be measured by your involvement in exercises during Sync hours. Besides, be prepared to respond to issues raised in class and bring questions and issues you encounter into the classroom. Class participation may require you to perform some activities on your laptop or use a sheet of paper. Please be ready to use an up-to-date laptop or a single sheet of paper for class activities.

Group Assignment:

(A) New Venture Project. The primary objective of group projects (teams of 5) in this course is to provide experiential learning in the skills and tools necessary for developing real business opportunities with high performance teams. Key learnings include: leading/building entrepreneurial teams, opportunity formation and structuring, feasibility assessment, business models, crafting a minimal viable product, validation with potential customers and presenting promising opportunities to others. Students will self-select teams per best practices of diversity used in successful entrepreneurial endeavours. Each team will upload to Brightspace three assignments covering: Final NVP idea - Instructor sign off (5%), Final presentation (10%) and Final report (15%). **The final chosen idea requires Instructor Sign off**. Also, the final presentation of NVP will include a 5-minute pitch recorded via Zoom. All team members will deliver the presentation.

As part of working in teams, each member of the team will submit a peer review to provide feedback on the activities performed by other team members. This will impact the individual scores of each team member by 5%.

INFORMATION ON E-PROCTORING AND CoMaS:

Please note that tests and examinations in this course will use a remote proctoring and CoMaS service provided by Scheduling and Examination Services. You can find more information at https://carleton.ca/ses/e-proctoring/.

- The minimum computing requirements for this service are as follows:
- Hardware: Desktop, or Laptop
- OS: Windows 10, Mac OS 10.14, Linux Ubuntu 18.04
- Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge
- Internet Connection (High-Speed Internet Connection Recommended)
- Webcam (HD resolution recommended)

Note: Tablets, Chromebooks and Smartphones are not supported at this time. Windows-based tablets are not supported at this time.

Policies & Accommodations

https://students.carleton.ca/course-outline/
https://carleton.ca/pmc/current-students/academic-accommodations/

Stay updated with important notifications and announcements from Carleton University, by downloading the Carleton University App!

Preparation and Participation:

Professional conduct is built upon the idea of mutual respect. Such conduct entails (but is not necessarily limited to):

- *Attending the class*. Each class benefits from the attendance and participation of all students. Your understanding of the class content and ability to contribute will be affected by absences. Regular class attendance is important and required. It is expected of you to attend class and contribute to a quality discussion. Class and team discussion of the materials (e.g., readings, assignments, and cases) are an important part of the learning process. If circumstances prevent attendance at a class meeting, please remember that you are responsible for all materials discussed, handouts distributed, assignments covered, and announcements made.
- *Arriving on time.* Late arrivals are disruptive to both lectures and class discussions, and show disrespect to those who are on time.

- *Assignments.* <u>All assignments must include student name, number and signed declaration of academic integrity and AI usage log on the submitted report to receive a grade</u>.
- *Team based projects.* Teams for the New Venture project are created in class during week one and two of the course. Students arriving after should notify the course instructor and find a team themselves. <u>Teams are student selected</u> and will follow their own norms of conduct.
- *Attending team meetings.* <u>Missing more than 2 team meetings</u> without a certified reason may result in team members being requested to leave a team. Assessment of the team assignment will then be reviewed and agreed upon with the Instructor.
- *Course feedback*: Assignment feedback is available via Brightspace and during office hours. <u>Rewrites of assignments or exams will not be provided</u>.
- *Minimizing disruptions.* You should not leave and re-enter the class. Please minimize background noise during class.
- *Focusing on the class.* You should avoid engaging in side conversations during class.
- *Being prepared for class.* You should be ready to discuss any assigned readings and course content. <u>Also, be prepared to answer any assigned questions for each day's class, including being ready to open a case assigned for that day</u>.
- *Cellular phones.* The use of cellular phones IS NOT PERMITTED in this class. It is disruptive to the Instructor and class members. If an emergency situation requires you to keep your cell phone turned on you may wish to keep the silent mode on, please discuss this with the Instructor prior to the class starting.
- *Deferred term work.* Will be replaced with term work and the weight <u>not</u> shifted to the exam. Formative work will be replaced with formative work, and is to be completed prior to the end of the semester.
- *Email.* Due to the class size of this course, it may take 48hrs to reply to emails. All emails addressed to the instructor must begin with the title BUSI 2800 section (ABC…) and include the student's name, CUID, and group number in the emails.
- *Grading.* Saying you thought the rubric was vague or ambiguous will not be considered a sufficient rationale to review an assignment grade. All assignments are provided on the first day of class with the option to discuss ahead of submission via email, office hours or in-class questions.
- *Grades and feedback* may be delayed due to the availability of TA's, sickness, Sprott responsibilities or family matters. You have options to connect with the Instructor prior to assignments via email, office hours and in class questions.
- *Grades*. The grades for the <u>class participation activities and peer review</u> will not be released as they are designed to cover the complete course content.

Course Schedule

Wk	Date	Topics	Assignments (<u>Submit day of class</u>)
1	Jan 7 6:05 pm	Lecture Introduction and course overview	Networking Assignments (1, 2 and 3) and NVP assignments available on Brightspace

		Review course outline Entrepreneurship - Basic concepts	Self-study (before the class): Course outline, course objectives, assignments details
	7:05 pm	Sync hour - Teams, ideation, NVP Class activity – Semi-guided networking	(a) Create teams to work on NVP and forward names to the Instructor (Brightspace). (b) Class participation 1 (individual): Submit key takeaways on the relevancy of networking and team diversity for an entrepreneur (handwritten and signed). Submitted at the end of the class.
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: Teams and ideation Review/work: Networking assignment 1 and NVP project Learn: How to conduct secondary research and APA citations	
2	Jan 14 6:05 pm	Lecture Entrepreneurial Characteristics Building an Entrepreneurial Team and ambiguity	
	7:05 pm	Sync hour - Teams, ideation, NVP Class activity: Generating ideas (Populating a list of potential good ideas to build new ventures and identifying three best ideas to pursue - part of NVP sign-off report) Work on networking assignment 1	(a) Create teams to work on NVP and forward names to the Instructor (Brightspace). (b) Start work on NVP (team work) (c) Class participation 2 (individual): Key takeaways on how to pick potentially lucrative new venture opportunities and leverage team skills (Word.docx or handwritten and signed).

			Submitted at the end of the class.
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: Value Proposition Canvas, Porter's Five Forces, PESTEL Review/work: Networking assignment 1 and NVP project Learn: How to write executive summaries (also review format requirements for networking assignments) and how to conduct customer interviews	
3	Jan 21 6:05 pm	Lecture Discovering Opportunities: Idea Generation and value. Using the Value Proposition Canvas	
	7:05 pm	Sync hour - Teams, ideation, NVP Team discussion on code of conduct and NVP ideas/research Networking assignment 1 and/or NVP outreach	(a) Networking assignment 1 by 11:59 pm (b) Create teams to work on NVP and establish groups on Brightspace. (b) Start work on NVP and submit code of conduct. Submission through Brightspace.
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: New Business Road Test (market and industry domains), Red Ocean versus Blue Ocean Review/work: Networking assignment 1, 2 and NVP project Learn: Carleton library and databases	

4	Jan 28 6:05 pm	Lecture Discovering Opportunities: Market and Innovation Approach. Using the New Business Road Test	
	7:05 pm	Sync hour - Teams, ideation, NVP Class activity: Guest speaker - Matthew Gertler (secondary research) Networking assignment 2	(a) Class participation 3 (individual): Takeaways on how secondary research can help entrepreneurs (Word.docx or handwritten and signed). Submit evaluation of companies using Porter's Five Forces and PESTEL Submitted at the end of the class.
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: Market sizing, competition and target segment, market entry strategies Review/work: Networking assignment 2, 3 and NVP project Learn: Techniques to estimate market size.	
5	Feb 4 6:05 pm	Lecture Innovation and opportunity screening – tech push / purpose	(a) Class participation 4: Market sizing activity (Word.docx or handwritten and signed). Submitted at the end of the class.
	7:05 pm	Sync hour - Teams, ideation, NVP Ideation: Final idea selection	(a) Submit Networking Assignment 2 by 11:59 pm. Please review Brightspace for details. (b) Team work and outreach/research for NVP
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: Business model canvas Review/work: Networking assignment 2, 3 and NVP project	

		Learn: What are business models?	
6	Feb 11 6:05 pm	Lecture Opportunities: Business Models overview, Costs and Revenue	
	7:05 pm	Sync hour - Teams, ideation, NVP Final NVP idea – sign off Team contributions	(a) NVP assignments: Final NVP idea – sign off. 30 Ideas to final Idea. Please see Brightspace for more details on the assignment requirements and due dates. Team members' contribution note to be submitted alongside.
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: Business model canvas Review/work: Networking assignment 3 and NVP project Learn: What are business models?	
	Feb 16-20	Winter break – no class	
7	Feb 25 6:05 pm	Lecture Opportunities: Business Models, Customer facing activities	
	7:05 pm	Sync hour - Teams, ideation, NVP Business model canvas and NVP project Learn: What are business models?	(a) Class participation 5 (individual): Business model canvas (Word.docx or handwritten and signed). Submitted at the end of the class.
	8:05 pm	Async hour - Individual, videos, reading, slides Review/work: Networking assignment 3	

8	Mar 4 6:05 pm	Lecture Opportunities: Business Models, internal capabilities, and resource building	
	7:05 pm	Sync hour - Teams, ideation, NVP Work on Networking Assignment 3	(a) Submit Networking Assignment 3 by 11:59 pm. Please review Brightspace for details.
	8:05 pm	Async hour - Individual, videos, reading, slides Suggested topics to self-study: Review business model canvas, frameworks discussed in the class Review/work: Networking assignment 3 and NVP project	
9	Mar 11 6:05 pm	Lecture Customer Validation, Incorporation, Case-based study	
	7:05 pm	Sync hour - Teams, ideation, NVP NVP assignments – Research, outreach and insights Customer validation related activities	
	8:05 pm	Async hour - Individual, videos, reading, slides Review/work: NVP project Learn: What is a minimum viable product (MVP)?	
10	Mar 18 6:05 pm	Networking Assignment 4	Make-up networking assignment 4 open for review and submission on Brightspace

			No lecture today, only students that opt-in to take networking assignment 4 (exam format) may arrive to the class.
	8:30 pm	Async hour - Individual, videos, reading, slides NVP assignments (report and presentation) Practice presentation delivery	
11	Mar 25 6:05 pm	Lecture Protecting Innovations (IP) Presentation tips, Q&A on NVP assignments	
	7:05 pm	Sync hour - Teams, ideation, NVP NVP assignments (report and presentation) Practice presentation delivery	
	8:05 pm	Async hour - Individual, videos, reading, slides Review/work: NVP project and course material	
12	Apr 1 6:05 pm	Presenting Opportunities (Recorded via Zoom) Graded 3hrs	Course feedback (a) NVP assignments: Final Report, final presentation and peer review. Please review Brightspace for due dates. (b) Record 5-minute presentation via Zoom (Submit slides before pitch).

While every attempt will be made to keep to the schedule listed above, unforeseen circumstances may necessitate modifications throughout the semester (including assignments, readings and topics). Based on relevancy to content, guest speakers may be invited to address the class. Changes will be posted on Brightspace.

*Refer to Academic Calendar for dates University Closed Dates and Holidays https://calendar.carleton.ca/academicyear/

Midterm and Final Exam

Please note that tests and examinations in this course will use a remote proctoring and CoMaS service provided by Scheduling and Examination Services. You can find more information at https://carleton.ca/ses/e-proctoring/.

- The minimum computing requirements for this service are as follows:
- Hardware: Desktop, or Laptop
- OS: Windows 10, Mac OS 10.14, Linux Ubuntu 18.04
- Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge
- Internet Connection (High-Speed Internet Connection Recommended)
- Webcam (HD resolution recommended)

Note: Tablets, Chromebooks and Smartphones are not supported at this time. Windows-based tablets are not supported at this time.

Note: Chromebooks, tablets (Android, iOS, Windows), and smartphones are not supported. You must complete your exams using Windows-based or MacOS computers.

Deferred In-Class Quizzes/Tests or Midterms:

In the event that you are unable to write a midterm, test, or other scheduled assessments due to extenuating circumstances (such as a death in the family, illness, etc.), you must provide appropriate supporting documentation to your professor. Upon review, a deferred test may be offered. Please note that students who do not provide valid documentation or fail to offer a reasonable explanation for missing an assessment will receive a grade of 0% for that test.

Deferred final exams:

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.

Use of Generative Artificial Intelligence

This is an AI-forward course. Students are expected to use generative-AI tools (e.g., ChatGPT, Claude, Copilot) as thought partners and assistants to enhance the quality of their work. Assignments will be graded assuming students had full access to AI support. Use these tools responsibly. That is, verify outputs, apply your own judgment, and cite AI use when relevant. The goal is not to outwit AI but to elevate your learning through it. You can access resources related to citing Generative AI on the MacOdrum Library website. Additional resources are also available on Carleton's Artificial Intelligence Hub.

Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):

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Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
	CHECK (X) ONE PER ROW			
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*				X

analysis and evaluation.				
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 anyone 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, followership, 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: **Pregnancy Academic Accommodation Information - Equity and Inclusive Communities**

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: Academic Regulations for Students with Religious Obligations < Carleton University

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: [Sexual Violence Prevention & Survivor Support - Equity and Inclusive Communities](#)

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 academicadvising@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/