



**Carleton**  
UNIVERSITY

**SPROTT**  
SCHOOL OF BUSINESS

**Carleton University  
Sprott School of Business**

**BUSI 2703 B:  
INTRODUCTION TO INTERNATIONAL BUSINESS  
Winter 2021  
(Online Course)**

**Instructor:** Abdulghany Mohamed, PhD

**Office:** Virtual/Online

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**Class Location:** Virtual/Online

**Class Days and Times:** Fridays 14:35 pm – 17:25 pm

**Office Hours:** Two (2) hour online synchronous session via Zoom for individual or group consultations will be held every Friday @ 12:00 - 14:00pm or by appointment. Appointment bookings will be on first come first serve basis. Email based queries are also welcome.

**TA:** TBA

**N.B:** This course outline provides you with most of the information you will need to know in order 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.*



## **COURSE MODALITY**

Due to the global COVID-19 pandemic, this course will be delivered exclusively online through a blend of scheduled synchronous (real-time) online sessions (12 meetings of 1.5 hour each to a total of 18 hours) and asynchronous sessions (12 periods of 1.5 hour each to a total of 18 hours) whereby students would undertake and complete activities/tasks at the time of their own choosing. For other activities, including consultations with the instructor and group work please see below and in detailed guidelines posted on cuLearn.

## **EDUCATIONAL TECHNOLOGY REQUIREMENTS**

The primary platforms for the course will be cuLearn, MyCarletonOne and Zoom. Students may also use other additional freely accessible platforms/software/apps (e.g., Google Hangouts/Meets/Docs, Teams, etc.) for their individual and group-based activities. As such, students will need access to: (a) laptop/desktop/mobile device with reliable 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) participate in synchronous (real-time) sessions (e.g., online lecture sessions and consultation with the instructor);
- (b) access, upload & download course material posted on cuLearn;
- (c) answer quizzes on culearn;
- (d) watch and listen to pre-recorded videos/podcasts;
- (e) take cuLearn hosted online tests and exams;
- (f) utilize other cuLearn functionalities;
- (g) receive and send emails to the instructor and fellow classmates;
- (h) conduct individual and group research;
- (i) compose, prepare and post reports (for individual and group-based assignments); and,
- (j) prepare and make online presentations.

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/>

## **UNIVERSITY CALENDAR (2020/2021) COURSE DESCRIPTION**

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.

### **PREREQUISITE**

- Prerequisite(s): second-year standing. No credit for students in B.Com. or BIB.
- Precludes additional credit for BUSI 1701, BUSI 2701.

### **COURSE OBJECTIVES**

As an introduction to the broad field of international business this course will particularly focus on the principles and practices of contemporary international business with a special eye on the emerging international business environment that is currently being (re)shaped by the global COVID-19 pandemic. A wide range of international business topics will be covered including: 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 as well as 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 four-fold:

- (a) First, the course will provide the student with a broad and systematic overview of international business field by introducing the student to basic theoretical, conceptual, empirical and methodological traditions that underpin the context, operation and flow of international business. This discussion includes the conduct of international trade, the institutions and agreements that provide structure for global commerce and 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 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 has to 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 ongoing global COVID-19 pandemic. As such, international business students (i.e., prospective managers) require an understanding not only of basic principles but of how global forces, events and trends manifest themselves and their impact on countries, businesses, and individuals on a daily basis. Discussions in online classes, quizzes, company and country analyses, midterm and final exam questions will highlight and focus on these issues.
- (c) The third objective of the course is to enhance the student's individual and group-oriented learning tools and skills, including research, analytical, critical thinking and 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.
- (d) The fourth aim of the course is to enhance/refine students' communication skills. Success in university and in the student's later career will depend largely on their ability to communicate ideas clearly and convincingly. Facility in communication goes beyond being able to read and write clearly. The capacity to reason systematically, to analyze complex issues and to evaluate and integrate information from multiple 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 their relationship with and implications for the contemporary international business environment; and how national, regional and global environmental factors (political, socio-cultural, economic, legal, technological and ecological) affect/influence/shape the processes and outcomes of international business especially as they undergo transformation by the forces unleashed by the current global COVID-19 pandemic compounded by the ongoing geopolitical tensions and trade wars.
- (b) Articulate and apply the main theories and models of international trade and investment.
- (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 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 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.

## **COURSE STRUCTURE AND DELIVERY**

This course will be delivered online in both synchronous and asynchronous modalities. The synchronous meetings will primarily entail online lecture sessions conducted via online platforms including Zoom and cuLearn. These meetings will take place on scheduled days/dates in 1.5-hour sessions per week as detailed below. For other synchronous activities (e.g., office hours, group project consultations with the instructor, and final exam, etc.) please see below.

The asynchronous activities will include critical reviews of assigned videos/podcasts, textbook chapters, lecture notes and journal articles as well as the completion of individual case study assignments, quizzes, and tests.

In short, this course will be structured around five (5) broad activities:

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

Students are expected to be actively and productively engaged in all activities of this course (including lectures, assignments, 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 cuLearn will be emphasized.

Communication with and among students will primarily be conducted via Carleton University's 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 via cuLearn and Zoom) for the whole duration of each synchronous meeting is mandatory for each and every student throughout the semester. Thus, 5% (out of the allocated 10%) of the course marks will be assigned to class attendance.

### **(b) Critical Watching, Listening of Videos, Podcasts and Readings & Accompanying Quizzes**

Students will critically watch/listen videos and podcasts as well as critically read and examine readings (including textbook chapters, lecture slides, journal articles, etc.) as assigned for each asynchronous period. Details of the videos and podcasts will be listed and posted on cuLearn separately from this course outline. Additionally, to encourage students to engage with the assigned material, each course participant will take a total of **four (4) scheduled quizzes** of their choice (out of 10 scheduled quizzes).

**(c) Individual Case Study Assignment**

Each student will conduct a case study analysis and hand in a written report **on one chapter-based assignment** (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 Week/Session 3 of the semester. Individual written reports (in soft copy version) are to be uploaded/submitted on cuLearn as per individually assigned/specified due dates. Assignment guidelines and a schedule of individual case allotments will be posted on cuLearn.

**(d) Final Exam**

Students will be required to sit a synchronous online written formal final examination as scheduled and subsequently administered by the University Exam Office. The Exam package will be delivered, and responses uploaded on cuLearn on the specified date scheduled by the University.

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 a serious illness/emergency or other circumstances beyond their control 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-term-work>**

**(e) Term Group Project**

Course participants will be required to take part in a group-based project. 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 online oral

presentation of their term project on a scheduled date. **Group presentations can be delivered live, 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 cuLearn on the assigned/specified due dates.

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

A **Library Workshop Session** (Conducted by Mr. Matthew Gertler- the Carleton University Business and Government Information Librarian) will be held on **January 29<sup>th</sup>, 2021.**

The instructor will be available 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.

## **TEXTBOOK AND OTHER RESOURCES**

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

(1) **Hill, Charles W., G. Tomas M. Hult and Thomas McKaig (2018) *Global Business Today*, 5<sup>th</sup> Canadian edition, McGraw-Hill Ryerson.**

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 textbook e-book version.** 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 cuLearn. A list of pre-recorded videos and podcasts for asynchronous sessions will be provided on cuLearn.



## ASSESSMENT

<b>(1) Class Participation (5% attendance)</b>	10 %
<b>(2) 4 Quizzes</b>	5%
<b>(3) Individual Case Study Assignment</b>	10 %
<b>(4) Final Examination (online-synchronous)</b>	30 %
<b>(5) Term Group Project: MNE Assessment</b>	
(i) Phase 1: MNE Selection	5%
(ii) Phase 2: Data Collection and Preliminary Analysis	10%
(iii) Phase 3: Group Online Oral Presentation	10%
(iv) Phase 4: Final Report	20%
<b>Total</b>	<b>100%</b>

### 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 in order to receive a passing grade.

**BUSI 2703 A – Winter 2021 (Online Version) – Lecture Schedule, Course Topics, Mid-Term Test, Case Study and Project Due Dates**

Session	Date	Time	Topic	Key Readings, Activities/Deadlines
1	January 15 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<ul style="list-style-type: none"> <li>• <b>Introduction and Course Overview</b></li> <li>• <b>History, significance and future of international business</b></li> <li>• <b>Globalization</b></li> </ul>	<ul style="list-style-type: none"> <li>• Individual case selection</li> <li>• Project Groups formation &amp; Project/Topic Selection</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> <li>• Hill, Hult &amp; McKaig (2018) Chapter 1</li> </ul>
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	
2	January 22 <sup>nd</sup> , 2021	2:35 -4:00 pm (Synchronous)	<p style="text-align: center;"><b>Country Differences in Political Economy</b></p> <p style="text-align: center;"><b>The Cultural Environment</b></p> <p style="text-align: center;"><b>Ethics in International Business</b></p>	<ul style="list-style-type: none"> <li>• Hill, Hult &amp; McKaig (2018) Chapter 2, 3 &amp; 4</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul>
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	

3	January 29 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Library Workshop Session</b>	<b>Mr. Matthew Gertler (Business and Government Information Librarian)</b>
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	<ul style="list-style-type: none"> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul> <b>Last Day for Individual Case Study Selection</b>
4	February 5 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>International Trade Theories</b>	<ul style="list-style-type: none"> <li>• Hill, Hult &amp; McKaig (2018) Chapter 5, 6 &amp; 7</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul> <b>Term Project: Phase #1 due</b>
			<b>The Political Economy of International Trade</b>	
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	
5	February 12 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Regional Economic Integration</b>	<ul style="list-style-type: none"> <li>• Hill, Hult &amp; McKaig (2018) Chapter 8, 9 &amp; 10</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul>
			<b>The Foreign Exchange Market</b>	
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	
February 15 <sup>th</sup> – 19 <sup>th</sup> , 2021		<b>Winter Study Break – Classes Suspended</b>		

6	February 26 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Global Strategy</b>	<ul style="list-style-type: none"> <li>• Hill, Hult &amp; McKaig (2018) Chapter 11, 12, &amp; 13</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul>
			<b>Entering Foreign Markets</b>	
			<b>Exporting, Importing, and Countertrade</b>	
	Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.		
7	March 5 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Global Marketing and R&amp;D</b>	<ul style="list-style-type: none"> <li>• Hill, Hult &amp; McKaig (2018) Chapter 14 &amp; 15</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul> <p><b>Term Project: Phase #2 due</b></p>
			<b>Global Production, Outsourcing and Logistics</b>	
	Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.		
8	March 12 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Global Human Resource Management</b>	<ul style="list-style-type: none"> <li>• Hill, Hult &amp; McKaig (2018) Chapter 16</li> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul> <p>Ahmed, F. E. (2013) "The Market at the Bottom of the Pyramid: Understanding the Culture of Poverty", <i>Perspectives on Global Development and Technology</i> 12: 489-513.</p>
			<b>International Business in Developing and Emerging Economies</b>	
	Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking		

			online quizzes, (iv) engaging in discussion forums, etc.	Bremmer, I. (2005) "Managing Risk in an Unstable World", <i>Harvard Business Review</i> 83 (6): 51-59. Pralhad, C.K. and Allen Hammond (2002) "Serving the World's Poor, Profitably", <i>Harvard Business Review</i> 80 (9): 48-57. Schrader, C. J. Freimann & S. Seuring (2012) "Business Strategy at the Base of the Pyramid", <i>Business Strategy and the Environment</i> 21: 281-298.
9	March 19 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Population Ageing</b>	<ul style="list-style-type: none"> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul>
		Asynchronous Time and Activities (1.5 hours)	<b>Resource Curse</b>  This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	
10	March 26 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Group presentations</b>	<b>Project: Presentation Digital Reports (Phase 3) for this session must be submitted before presentations begin</b>
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	<b>Project: Final Digital Reports (Phase 4) for presentations made this session are due a week later</b> <ul style="list-style-type: none"> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul>
	<b>April 2<sup>nd</sup>, 2021</b>	<b>Good Friday – Statutory Holiday – No class</b>		

11	April 9 <sup>th</sup> , 2021	2:35 -4:00 pm (Synchronous)	<b>Group presentations</b>	<p><b>Project: Presentation Digital Reports (Phase 3) for this session must be submitted before presentations begin.</b></p> <p><b>Project: Final Digital Reports (Phase 4) for presentations made this session are due a week later</b></p> <p><b>Project: Final Digital Reports (Phase 4) for previous session group presentations are due during this session</b></p> <ul style="list-style-type: none"> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul>
		Asynchronous Time and Activities (1.5 hours)	This allotted time will be devoted for critical (i) watching and listening (videos & podcasts), (ii) reading of textbook chapter, journal articles, Powerpoint lecture slides, and (iii) taking online quizzes, (iv) engaging in discussion forums, etc.	
12	April 14 <sup>th</sup> , 2021 (This Wednesday follows a Friday Schedule)	2:35 -4:00 pm (Synchronous)	<b>Group presentations</b>	<ul style="list-style-type: none"> <li>• Instructor Lecture Notes/Guidelines</li> <li>• Videos/podcasts</li> </ul> <p><b>• Project: Presentation Digital Reports (Phase 3) for this session must be submitted before presentations begin.</b></p> <p><b>• Project: Final Digital Reports (Phase 4) for previous session group presentations are due during this session.</b></p> <p><b>• Project: Final Digital Reports (Phase 4) for presentations made this session are due a week later.</b></p>
		Asynchronous Time and Activities (1.5 hours)	<b>Course Wrap Up</b>	

## ADDITIONAL INFORMATION

### Course Sharing Websites

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

### Required calculator in BUSI course examinations

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

### Group work

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

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

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

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### Academic Regulations

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

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

**Pregnancy 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](https://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](https://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](mailto: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](https://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](https://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](https://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. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

### **Sprott Student Services**

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

<http://sprott.carleton.ca/students/undergraduate/learning-support/>

*\* Note that the office is physically closed. However, e-drop in is available between 8:30-4:30 until social distancing requirements are updated by the Province.*

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

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

### **Important Information:**

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean’s approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>