



ACCT 5014 A
Governance and Accountability
Winter 2023

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Office Hours: By appointment. Please send me an email to set up a suitable time to meet.

Class Meeting:

| Date | Time | Room |
|---------------------------|------------------------|---------------------|
| March 7 to April 11, 2023 | Tuesdays 14:35 - 17:25 | Nicol Building 3040 |

Course Calendar Description: *(From 2022/23 graduate calendar)*

Corporate governance functions including management and controllership, boards of directors, auditors, security commissions and the control of enterprise-wide risk management. Historical development and evaluation of current practices, including Sarbanes Oxley and its implications.

Course Learning Objectives:

- To understand main components of corporate governance.
- To understand the relationships between main players in corporate governance.
- To understand legislative and regulatory requirements for corporate governance.
- To understand main theories and concepts underlying corporate governance.
- To develop critical thinking on corporate governance and accountability issues.

Course Prerequisites: *None*

Required Materials:

- *Coursepack from Harvard Business Publishing*

The coursepack includes the cases and readings that are required for each week. To purchase the coursepack, please click on the link provided on Brightspace under “General Information”. Then, follow the instructions to purchase the coursepack. Please note that the coursepack is required to prepare for each class. You need your own copy of the material, and you cannot borrow the material from other students.

- Laptop (or tablet)

For some activities during class and for the final exam, students will need their devices.

Grading Scheme:

| | |
|--------------------------------|-------------|
| Class Participation | 10% |
| Group Project Presentation | 15% |
| Group Project - Written Report | 30% |
| Final Exam | 45% |
| <hr/> | |
| TOTAL | 100% |

Each component of your grade will be assigned a percentage score. Your final course grade will be a weighted average of each of these components.

- Class Participation (10%): This course is taught using case analysis and therefore participation is a critical part of it. To fully understand the material, students are expected to read the assigned material before class and to actively participate in class by contributing to the discussions, sharing their experiences and knowledge and to work through cases. Participation will be graded based on attendance, and quality of contribution to class discussions.
- Group Project – Written Report (30%): The purpose of the group project is to familiarize students with corporate governance mechanisms, to develop their critical thinking and teamwork skills, and to provide students with an opportunity to integrate and apply the material covered in this course. The details of the group project will be provided on Brightspace. Part 1 of the group project consists of forming your group and choosing two publicly traded Companies. Part 1 is due on March 7th during first class. Part 2 of the group project is due on April 13th, at 6:00 pm.
- Group Project Presentation (15%): Each group will make a PowerPoint presentation based on the results of the group project. Each member of the group must present. Presentations will take place in class on April 11th.
- Final Exam (45%): the final exam will be during the week following the classes on ***April 18th from 14:35 to 17:25 in person***. The exam will be closed book. The exam will cover the whole course and will assess students understanding of the concepts and their application. The exam will be case based in line with class discussions and group project. Students must receive at least **50%** on the final exam to pass this course. The answers to the exam questions must be typed in a Word file and therefore having a laptop (or a tablet) is required to the write the exam. Students are allowed to have a cheat sheet during final exam subject to:

Students are allowed a 'cheat' sheet. The sheet is limited to a sheet of letter sized paper. Both sides of the sheet can be used. There has to be a one inch margin all around and must be typed in 12 point Arial font. The cheat sheet has to be handed in with the final exam.

Deferred Final Exam: Students unable to write the final examination because of illness or other circumstances beyond their control must contact the instructor and the MBA office in writing to request a deferred exam. Permission may be granted when the absence is supported by a medical certificate and or appropriate document/s to support the reason for the deferral. Deferred exams are

not granted for students who have made travel arrangements that conflict with examination schedule.

Late Group Project: This course is very intensive, and it is critical to complete the assigned work on a timely basis. Late submissions will not be accepted. Requests for extension will be considered in cases of illness, family emergency, or other exceptional circumstances.

Drop Course Policy: The deadline for academic withdrawal is the last day of classes (each term).

Method of Instruction: Class sessions entail a mixture of lecture, case study, and class discussion. Lectures emphasize major topics and concepts. It requires active learning, which means that the students must take responsibility for the learning that takes place. You are encouraged to ask questions and share your thoughts on the topics covered in each class.

How to Do Well in This Course

This course requires, on average, eight hours per week, including class time.

Before Class (Two hours)

1. Read the assigned reading/cases. As you read the case (note) take notes, try to summarize the material, and write down your questions and bring them to class for discussion.

During Class (Two hours and half)

2. Actively participate in class by asking questions, sharing your thoughts, and working on cases.

After Class (Three hours and half)

3. Review the material covered in class, try to summarize the concepts you learned in class in a few pages and reflect on what you learned. These weekly exercises will help you synthesize what you learn each week and to prepare you for the final exam.
4. Schedule a time each week to meet with your group members to work on your group project.

COURSE SCHEDULE

| Date | Topic | Pre-class Preparation |
|-------------|---|--|
| March 7 | Overview of Corporate Governance | Material in the coursepack and on Brightspace. |
| March 14 | Board of Directors | Material in the coursepack and on Brightspace. |
| March 21 | Risk Management and Fraud | Material in the coursepack and on Brightspace. |
| March 28 | Market for Corporate Control (Shareholders' Activism) | Material in the coursepack and on Brightspace. |
| April 4 | Stakeholders, ESG | Material in the coursepack and on Brightspace. |
| April 11 | Group Project Presentations | |
| April 18 | Final Exam | |

Summary of Due Dates

| What is Due? | Due Date | Time | Where |
|--------------------------------|-----------------|----------------|---------------------|
| Group Project (Written)-Part 1 | March 7 | 17:25 | In class |
| Group Project Presentations | April 11 | 14:35 to 17:25 | Nicol Building 3040 |
| Group Project (Written)-Part 2 | April 13 | 18 | Brightspace |
| Final Exam | April 18 | 14:35 to 17:25 | Nicol Building 3040 |

The professor reserves the right to make changes to this outline at her discretion.

Contribution to Program Learning Goals ([MBA](#)):

| MBA Learning Goal | Not Covered | Introduced | Taught but Not Assessed | Taught <u>and</u> Assessed |
|--|--------------------|-------------------|--------------------------------|-----------------------------------|
| MB1 Leadership and Collaboration <i>Graduates will be equipped for leadership and collaboration.</i> | | | | ✓ |
| MB2 Communication <i>Graduates will be effective communicators</i> | | | | ✓ |
| MB3 Critical Thinking and Problem Solving <i>Graduates will be skilled in critical thinking and problem solving.</i> | | | | ✓ |
| MB4 Functional Knowledge <i>Graduates will have functional knowledge of all areas of business.</i> | | | | ✓ |
| MB5 Global Business <i>Graduates will have an appreciation of the global environment of business.</i> | | ✓ | | |
| MB6 Ethical Reasoning <i>Graduates will be skilled in ethical reasoning and decision-making.</i> | | | | ✓ |

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).

Recommended Calculator for 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. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, followership and other group skills. Group assignments are also an effective way to learn integrative skills for putting together a complex task. Your professor may assign one or more group tasks, assignments, or 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.

Peer Evaluation for Group Work

To deter social loafing and ensure fairness in grading, you will be asked to assess the contribution of your fellow group members. This information will be used when assigning the grade for the final project. The procedure is as follows: Each student should take 100 points and allocate those points to the various members of the group (including him/her/themselves) to reflect the contributions made by each member. For instance, if there are four members in a group and everyone contributed equally, each individual would receive 25 points. Conversely, if an individual contributed relatively little, the remaining group members might allocate few points to that member. To ensure that these peer evaluation scores are reasonable and free from personal bias, you will be asked to provide a detailed written explanation for your point allocation.

Letter Grades:

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 | F = Below 50 |
| A = 85-89 | B = 73-76 | C = 63-66 | D = 53-56 | |
| A - = 80-84 | B - = 70-72 | C - = 60-62 | D - = 50-52 | |

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**

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: <https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf>

- **Religious Obligations**

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: <https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf>

- **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. <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: <https://carleton.ca/sexual-violence-support/>

- **Student Activities**

Carleton University recognizes the substantial benefits, to both the individual student and the university, that result from participating in activities beyond the classroom experience. Reasonable accommodation will 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: <https://students.carleton.ca/course-outline/>

Academic Integrity:

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—are a serious academic offence, 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/>

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: <https://carleton.ca/csas/>

Other 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 email account. If you do not have or have yet to activate this account, you can do so by visiting <https://carleton.ca/its/get-started/new-students-2/>

Covid-19 Information:

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's [symptom reporting protocols](#).

Masks: Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.