

**Carleton University**  
**BUSI1800 A/B**  
**Fall 2023**  
**Introduction to Business**

<b>Professor:</b>	Dr. Robert Helal
<b>Email:</b>	<a href="mailto:robert.helal@carleton.ca">robert.helal@carleton.ca</a>
<b>Schedule/Room:</b>	Section A - Tuesday 11:35am -1:25pm EST / Room: Richcraft 2200 Section B – Tuesday 9:35am -11:25am EST / Room: Richcraft 2200
<b>Tutorials:</b>	See your course calendar
<b>Office Hours:</b>	By appointment
<b>Modality:</b>	In Person

**BUSI1800 Introduction to Business [0.5 credit]**

**Introduction to Business**

Introduction to contemporary businesses in a complex economy, their role in the society, their history. The various functions that come together to define a business will be examined. All forms of business communications emphasized. Precludes additional credit for BIT 2001.

**Course Description**

This introduction to business is built around three main objectives:

- Gaining general knowledge on businesses and sustainable business management;
- Developing the ability to apply this knowledge to practical situations; and
- Developing human skills and communication skills.

**Course Learning Objectives:**

See Appendix B for the complete outline of learning outcomes required for the Bachelor of Commerce program. For the purposes of BUSI 1800 A in Summer 2021, we will cover the following objectives:

Introduction to contemporary businesses in a complex economy, their role in the society, their history. The various functions that come together to define a business will be examined.

All forms of business communications emphasized. Lectures (typically) two hours per week as well as a one-hour tutorial.

- BC1 Business Knowledge 1.1 to 1.5
- BC2 Collaboration 2.1 to 2.2
- BC3 Critical Thinking 3.1 to 3.3
- BC4 Communications 4.1 to 4.4

### **Course Prerequisite**

None

### **Required Text and Other Readings**

*Textbook(s):* Contemporary Business, 4th Canadian Edition

Louis E. Boone, David L. Kurtz, Michael H. Khan, Brahm Canzer, Rosalie Harms, Peter Moreira  
ISBN: 978-1-119-90576-9 May 2023 656 Pages

#### *In Class/Assignment Articles:*

Throughout the semester, we will cover current events for assignments and class discussions. As required, article links will be provided to you through Brightspace.

#### *Cases and Journal Articles:*

Some case studies for this semester may be drawn from the HBR and Ivey collections. Cases may be procured directly from Ivey Publishing (<https://www.iveycases.com/>) or Harvard Business Publishing (<http://hbr.org/case-studies>).

**NOTE: Do not purchase cases in advance of them being confirmed either in the syllabus (below) or in class/on Brightspace.**

### **Required Technology:**

This course will be offered live, in-person however, it is recommended that students have access to the following, in order to successfully engage in and complete the course:

- Access to a computer or a laptop with current versions of MS Word, MS Excel and MS PPT;
- Access to Internet in order to join various course activities online as needed via Zoom;
- Access to a web cam (or one built into your computer/laptop); and
- Ability to record a video of yourself independently and/or for a group presentation.

### **Modes of Engagement:**

This course will use a number of methods for engagement with students to impart teaching material and/or to encourage class participation, including, but not limited to:

- Live teaching including the use of in-person breakout sessions for small group discussions.
- Group presentation(s).
- Written assignments (individual and group).
- Pre-recorded course material.

### **Weekly Tutorials:**

Students are required to participate in a one-hour tutorial affiliated with the course. This tutorial will be facilitated by an assigned Teaching Assistant (TA) and will cover supplemental course information, addressing questions and concerns about course content from students, and grading of assignments, as well as offer opportunity to work together in your assigned groups where time allows.

Tutorials will start the **week of September 11**. Brightspace will include the current version of TA sessions and classrooms. Please confirm with your course calendar on the Carleton University site to verify your classroom and time.

Your TA will lead weekly sessions with a focused on supplementing your readings, class topics and group work. Weekly sessions will include:

- Summarize the week's lecture topics.
- Discussion of the weekly Scenario Topic: These will be based on current events which you will prepare for discussion during the week. Scenario Topics will be provided on Brightspace.
- Review of case writing topics and skills
- Question and answer
- Group project work and presentations

### **Drop Course Policy**

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

## Grading Scheme

Weekly Quizzes (Individual)	20%
Individual Assignment – Newsbytes (3)	15%
Group Project:	
• Group Project Report	20%
• Group Presentation – In Class	5%
• Group Presentation – Video	5%
Final Exam	25%
Participation (Class and Tutorials)	10%
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<b>TOTAL</b>	<b>100%</b>

*\*\*\* Requirements for each deliverable will be posted on Brightspace and discussed in class.*

While group discussion is encouraged for many aspects of this course, the individual assignment and quizzes are individual deliverables to be completed on your own. Group discussion or any collaboration is not permitted on these assignments.

## Criteria for Evaluation and Grading

**Submissions:** For this course, all submissions are electronic, in PDF form, submitted on Brightspace by stated deadlines.

**Grading:** Each component (e.g., assignments, quizzes) of a student's grade will be calculated as described for each assessment method on the course Brightspace page. Where applicable an assignment rubric will be provided. A student's final course grade will be a weighted average of each of these components.

**Late Penalties:** All assignments are to be submitted by the due date on Brightspace. Late submissions will not be accepted.

If you are unable to attend class on the day an assignment is due, it is your responsibility to ensure that you have submitted your assignment on Brightspace prior to the deadline. Submissions sent via e-mail will not be accepted.

## Semester Deliverables

### Individual Assignment: Newsbyte Reflections

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During the semester, each student will be expected to submit brief write-ups on business issues in the news, in the form of “newsbytes.” These newsbytes provide a valuable opportunity to identify and examine marketing issues in current events.

Each student will be required to submit **3 newsbytes during the semester**. Starting week 2 of the semester, there will be 8 weeks designated as Three Newsbyte: Wk s, and it will be the choice of the student which 4 weeks to submit a single newsbyte. Newsbyte submissions will not be accepted outside of these weeks. The submitted newsbytes will form part of your course grade.

**What are Newsbytes?** Students will be required to find a recent article or story (must be less than 3 months old) related to marketing in a newspaper, business magazine or marketing-related websites and produce a full one-page typewritten summary that illustrates a topic of interest in the course. For newsbyte submission weeks, all submissions are due on Brightspace before the start of each class, and each week several students may be asked to present their article.

**Newsbyte Template:** The newsbyte guidelines and template will be posted on Brightspace.

- All submitted newsbytes must use the template as provided on Brightspace
- On Brightspace, all newsbytes must be submitted as PDFs
- No hard copy submission required in class for newsbytes

**Marking Newsbytes:** Newsbytes are marked as pass/fail. Newsbytes that consistently demonstrate higher quality and depth of thought in the write-up will be reflected accordingly in the final course assignment mark.

- Newsbytes **that do not follow the template** provided will not be marked or counted as one of your four (3) submissions for the semester. These can be updated and resubmitted.
- Newsbytes must be based on **articles less than three months old**. Newsbytes based on articles that do not meet this requirement will not be marked or counted as one of your four (3) submissions for the semester.
- Newsbytes submitted that are **missing any of the sections outlined** in the guidelines and template on Brightspace will be counted as a submission and receive a **failing grade**.

**Presenting Newsbytes:** Newsbytes are intended to stimulate class participation, and if presenting, you will receive an email from me prior to class asking you to prepare a brief presentation. Guidance will be provided on where to focus your presentation.

## Weekly Quizzes

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Weekly quizzes will be presented 10 weeks of the semester. These quizzes cover content presented in the weekly readings and class. The quizzes will be multiple choice. Each will be 30 minutes in durations and will be completed online.

- All quizzes will be available to complete before deadline of end of day Saturday of the week they cover. Once the deadline is reached, the quiz will no longer be available.
- Quizzes are to be completed individually.
- Notes and text can be referenced during your quiz.
- The average of the best 7 of 10 quizzes will be included towards your final grade.

## Final Exam

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A final exam will be held in the final exam period. The final exam will cover content from the entire semester. Details to help preparation for the final exam will be covered in the weeks prior class.

## Group Projects

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A group project topic will be provided for your team to complete an analysis of the enterprise.

Your group will prepare a report meeting the guidelines on your assessment of the situation, identifying viable alternatives, and proposing a specific course of action.

### *Further Information for Client Organizational Studies*

There are significant research resources available to students at Carleton. Students are encouraged to become familiar with the various databases available through the library as well as financial tools such as Bloomberg and Datastream (a tutorial will be offered during class). **A primary contact for your research is Mr. Matthew Gertler at the MacOdrum library.**

Students are also expected to read recent business articles concerning the enterprise, its competitors and the industries within which it operates, as well as articles on the macro business environment (i.e. markets, technology, economic trends). All assignments, the presentation and final report MUST include supporting metrics and data.

## Group Project Presentations.

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Presentation scheduled for the end of the semester in your TA sessions (see course calendar). Further details on presentation dates and order will be discussed in class.

### ***Policy for Group Presentations:***

Attendance during presentation weeks is mandatory for all students.

All group members must participate in their team presentations. Any student unable to do so because of illness or other circumstances beyond their control must contact their TA via email prior to the start of the TA class for which the presentation is scheduled. Any student missing the presentation would not obtain any grades for that portion of the group work. The other group members must make the entire presentation as scheduled.

## Group Project Presentations - Videos

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Each group will also be required to submit a video recording of their final presentation following the guidelines to be provided on Brightspace. This is designed as a formal presentation of your group project and recommendations to be sent to a client. This assignment will help teams in skills useful in today's business environment. Guidance on how to approach this part of the group assignment will be discussion in class and in your TA sessions.

## Group Project: Forming Groups

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Students will be required to form groups this semester for the capstone project. Depending on class size, groups will include 3 to 5 students. Exceptions may be permitted whereby for instance, a student without a group may be assigned to a group or a student may be asked to switch groups, all at the professor's discretion. These groups will collectively carryout group assignments with the major deliverable being the capstone report.

Your TA will have final decision on team size and membership.

Students are responsible for selecting their group partners and the group is expected to *self-govern* to ensure the quality of all deliverables, independently resolving any conflicts within the group. It is strongly recommended that students seek diversified and complementary skill sets in their prospective group partners, ideally students from different academic concentrations with varied work experiences and backgrounds. Further information on effective group formation and processes will be discussed at the first class.

The group assignments provide students with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. The resources at <http://sprott.carleton.co/wp-content/files/Group-Work-Resources.pdf> are recommended.

Students are particularly encouraged to maintain evidence of their contribution to the group performance, including estimated research time, working papers, etc. The keeping of a group

log of meetings, commitments, decisions, etc. is also a valuable organizational tool. It is in each group member's best interest to ensure an equitable sharing of the research and work.

A peer evaluation for the final project report will be required from all students and will be taken very seriously in assigning grades. For instance, up to 5% may be deducted from a student's final grade on the assignment if he or she received a poor peer evaluation from the majority of members in the group.

### **Contribution to Class Discussion**

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Students are encouraged to actively participate in all classes by being adequately prepared (i.e., having attentively read and reflected on the text chapters and any other assigned readings/ cases). Regular attendance, participation and contribution from all class members is expected and essential for effective discussion. It is student contribution to peer learning that constitutes a contribution, including encouraging colleagues, building on earlier comments without repeating, listening attentively to speakers and being respectful of differences of opinion.

While attendance is a pre-requisite to participation, it is the quality, not the quantity, of remarks that earns the grades. Meaningful contribution requires that you teach your peers something useful that might otherwise have gone unnoticed. As this course will be virtual in delivery, participation will include discussion, questions submitted in chat, and participation in small group discussions.

It is also recognized that on some days there may be insufficient time for TAs to call upon each student who wishes to speak. Any such demonstration of desire to participate will also be considered in the overall assessment of class contribution.

In addition, students may be asked at time to form groups to discuss cases in class. Class discussions will include a combination of case study, current events, presentation of individual work and group project learnings. For example, a group may be asked to present a short summation of the case situation, provide the highlights of their analysis using a particular framework, debate from the perspective of various stakeholders, etc. Also, to provide an opportunity to more closely interact with other classmates, students may be assigned to case discussion groups which will vary from class to class.

#### *Video Recording of Presentations:*

As part of the Assurance of Learning process of AACSB accreditation, the School may periodically evaluate, among other things, presentation skills. Accordingly, student group presentations may be recorded to provide material for such assessment; however, this has no impact at all on the course grade.



## **Missed Course Deliverables**

### **Late Assignments:**

All assignments are due by the deadline provided. Late assignments will not be accepted. No exceptions will be made.

### **Missed Assignments and Deferred Examination:**

In cases where students are not able to meet a course requirement (i.e., contribute to a group project, submit an individual assignment) due to a certified illness, these situations will be addressed following university guidelines. In all such cases, students will be required to provide an official medical certificate/documentation at least two weeks before the end of the semester.

### **Deferred Final Assignment:**

Students unable to complete the final project due to illness or other circumstances beyond their control must contact their section TA and myself in writing to request a deferral. Permission may be granted if the absence is supported by a medical certificate and or appropriate document(s) to support the reason for the deferral.

### **Contribution to Program Learning Goals:**

See Appendix B for details the learning objectives that will be the focus on learnings in this course.

**Example of Declaration of Academic Integrity**

**BUSI1800 Introduction to Business: Declaration of Academic Integrity (Group)**

\_\_\_Draft/ \_\_\_Final Report on Company: \_\_\_\_\_

The University Senate defines plagiarism in the regulations on instructional offenses as: “to use and pass off as one’s own idea or product work of another without expressly giving credit to another.”

I/we declare that the work submitted herewith is my/our work. All sources have been referenced in the footnotes and listed in the bibliography. This work has not been shared with anyone outside this group. This work is the intellectual property of each of the group members and will be returned to any one of the group members to be shared with the other group members.

Student Number	Student Name	Signature of Student (Everyone must sign to receive a grade)

Date Submitted: \_\_\_\_\_

*Instructional offence cases must be communicated to the Associate Dean, MBA programs, who then refers the allegation to the Associate Dean, Faculty of Graduate and Postdoctoral Affairs; individual solutions are not permitted.*

## Appendix A – Detailed Course Schedule

### BUSI1800 (Fall 2023) - INTRODUCTION TO BUSINESS CLASS SCHEDULE – SECTIONS A/B

2023/2024 dates and deadlines: <https://calendar.carleton.ca/academicyear/>

Week	Date (Sect A/B)	Topics	Class Preparation	In-Person Tutorial	Due This Week
1	Sept 12	Course Introduction / Creating Value, Responsible Business, Critical Thinking		Overview Session	
2	Sept 19	The Business System Wiley Rep (Sara Veltkamp) tbc	<i>Chapters 1, 2, 3</i>	Scenario Topic (W2)	Quiz (W2)
3	Sept 26	The Business Environment	<i>Chapters 1, 2, 3</i>	Scenario Topic (W3)	Quiz (W3) “Three Newsbyte” Week
4	Oct 3	The Business Enterprise Research (Matt Gertler, MacOdrum) tbc	<i>Chapters 4, 5, 6</i>	Scenario Topic (W4)	Quiz (W4) “Three Newsbyte” Week
5	Oct 10	Business Strategy, Performance, Communication	<i>Chapters 4, 5, 6</i>	Scenario Topic (W5)	Quiz (W5) “Three Newsbyte” Week
6	Oct 17	Creating Value - Market-Driven Organizations	<i>Chapter 12</i>	Scenario Topic (W6)	Quiz (W6) “Three Newsbyte” Week
	Oct 24	No Classes or Tutorials			
7	Oct 31	Marketing Strategy - Products, Distribution	<i>Chapter 10, 13</i>	Scenario Topic (W7) Project Update	Quiz (W7) “Three Newsbyte” Week
8	Nov 7	Marketing Strategy - Pricing, Promotion	<i>Chapter 14</i>	Scenario Topic (W8)	Quiz (W8) “Three Newsbyte” Week
9	Nov 14	Managing the Business - Leadership, Management, and the Internal Organization	<i>Chapter 7</i>	Scenario Topic (W9)	Quiz (W9) “Three Newsbyte” Week
10	Nov 21	The Right People - HR, People and Teams	<i>Chapter 8, 9</i>	Scenario Topic (W10)	Quiz (W10) “Three Newsbyte” Week
11	Nov 28	Managing to Outcomes: Finance, Accounting, and Information	<i>Chapter 11, 16, 18</i>	Scenario Topic (W11) Group Presentations	Quiz (W11) Group Presentations (TA)
12	Dec 5	Bringing It All Together - The Business System View		Group Presentations Course Review	Group Presentations (TA)
	Dec 8	Final Submissions Due		Submit Group Report Submit Group Video	Submit Group Report Submit Group Video
					Final Exam

\* **Speakers, Schedule and Readings:**

This semester may include guest speakers, and additional readings on a particular topic may occasionally be assigned. While every attempt will be made to keep to the schedule listed above, unforeseen circumstances and availability of guest speaker(s) may necessitate modifications throughout the semester (including assignments, readings and topics). I will keep you informed of changes via Brightspace.

## Appendix B – Learning Outcomes for the Bachelor of Commerce Program

Goal	Learning Objectives	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught but Not Assessed	Competencies Taught and Assessed
<b>BC1 Knowledge</b> Graduates will be skilled in applying foundational business knowledge to appropriate business contexts..	1.1 Graduates will interpret and critique quantitative and qualitative data to draw conclusions through a summary of findings. 1.2 Graduates will demonstrate knowledge of equity, diversity and inclusion practices within the context of the globalized business environment. 1.3 Graduates will use financial information, models and datasets to make decisions. 1.4 Graduates will demonstrate how to apply business theories, concepts and tools to support organizational decision making. 1.5 Graduates will demonstrate how to identify and apply appropriate technologies to address business issues.			X	X     X
<b>BC2 Collaboration</b> Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.	2.1 Graduates will demonstrate an understanding of the characteristics of collaborative leadership. 2.2 Graduates will demonstrate the ability to work effectively in teams.				X  X
<b>BC3 Critical Thinking</b> Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.	3.1 Graduates will make decisions by gathering, interpreting and applying information from a variety of sources to address complex business issues. 3.2 Graduates will identify ethical issues and apply ethical principles in addressing complex business issues. 3.3 Graduates will apply principles of sustainability when developing new ideas or addressing business issues.		X		X  X
<b>BC4 Communication</b> Graduates will be effective and persuasive in their communications.	4.1 Graduates will communicate effectively on business topics through oral presentations that provide a clear, rational and persuasive course of action. 4.2 Graduates will communicate effectively on business topics through written reports that provide a clear, rational and persuasive course of action. 4.3 Graduates will communicate effectively on business topics through digital channels and platforms that provide a clear, rational and persuasive course of action. 4.4. Graduates will demonstrate an understanding of the process of planning, managing and undertaking a business project in their communications.				X   X  X

## Appendix C – 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](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. <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 cmail 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](mailto:covidinfo@carleton.ca).



## **Additional Guidance on Citations/Bibliography:**

### ***Bibliography:***

It is important that you follow a recognized style to present a comprehensive bibliography that ensures an integrated alphabetical order and recognizes multiple citations to same year documents from a common source.

Be consistent when ordering your citation sources so that like items are grouped together. For example, Natural Resources Canada may also be referred to as NRC (both of which are acceptable), however in ordering citations from multiple NRC documents select one format and list consecutively by date (from oldest to most recent).

Guidance provided by the Academy of Management in its Style Guide may be found at: <http://aom.org/uploadedFiles/Publications/AMR/AMRstyleguide.pdf> (disregard the *in-text*, *in-parenthesis* identification, as the required use of footnotes replaces this format).

***Footnotes:*** Every source for citations, statistics, tables, etc. should be sequentially referenced to a footnote at the bottom of the page. Full information should be provided to allow a reader to know exactly where you obtained the data, remembering that direct quotations require the specifics of page number. When a subsequent citation is made to the exact same one that proceeds you may identify it as *ibid* (for more details see

<https://www-chicagomanualofstyle-org.proxy.library.carleton.ca/home.html>