



**Carleton**  
University

**Sprott**  
School of Business

**BUSI 4502 A**  
***Portfolio Management***  
Fall 2022

**PROFESSOR:** Ankit Sanghvi CFA, FRM, MBA  
**TELEPHONE:** contact via e-mail  
**OFFICE HOURS:** Available upon request  
**E-Mail:** [ankit.sanghvi@carleton.ca](mailto:ankit.sanghvi@carleton.ca)  
**CLASS TIME:** Thursday 11:35 am to 2: 25 pm  
**Modality: ( 3 hours in- class)**

**UNDERGRADUATE CALENDAR DESCRIPTION:** Analysis of investment requirements for individuals and institutional investors: liquidity, risk and return; portfolio design, construction, management and control; performance measurement; capital market theory.

**PRE-REQUISITES:** fourth-year standing; and BUSI 3500, BUSI 3502 and BUSI 3512 with a grade of C- or higher in each and STAT 2607 with a grade of C- or higher.

**COURSE OBJECTIVES:**

The course has three objectives.

The first objective is to examine the process of portfolio construction and decision making. This objective is to be accomplished by examining the portfolio selection process from the perspectives of both institutions and individuals by means of lectures and assigned readings.

The second objective is to help students become aware of recent advances in investment management which are essential for the efficient management of investments and portfolios. This is accomplished by exposing students to advances in investment management by assigned journal articles on relevant topics; and through a short group paper on an investment topic that may be of direct interest to a portfolio manager or an analyst in an investment house. The latter provides an opportunity to pursue a particular topic of interest.

The third objective is to provide students an opportunity to invest in a portfolio of securities in a situation which is as close to reality as possible. This is accomplished by participation in the “Investment Challenge” which enables students to apply the concepts and investments strategies learned in the classroom to a practical setting.

## LEARNING OUTCOMES:

1. Critical Thinking
2. Collaboration
3. Communication

## REQUIRED TEXT:

Investments, Bodie, Kane Marcus, Perrakis, Ryan, Tenth Canadian Edition, McGraw Hill Ryerson, ISBN: ISBN-13: 978-1-25-927193-9

## SUPPLEMENTAL TEXTS AND BOOKS:

Reilly and Brown, Investment Analysis and Portfolio Management, 8<sup>th</sup> ed., Thomson/South Western, 2006.

Elton Edwin, J. and Martin J. Gruber;, Modern Portfolio Theory and Investment Analysis, fifth edition, John Wiley and Sons, 1995.

James L. Farrell, Portfolio Management, 2<sup>nd</sup> ed., McGraw Hill, 1997

Various readings as assigned. These are available on-line (library) or on Brightspace. Groups of 3 Students will be assigned individual articles for presentation in the subsequent class.

## REFERENCE JOURNALS (PARTIAL LIST):

Financial Analyst Journal	HG 4501 A72
Journal of Portfolio Management	HG 4501 J68
Financial Management	HG 4001 F55
Journal of International Money and Finance	HG 3879 J68
Journal of Finance	HG 1 J6
Journal of Financial and Quantitative Analysis	HG 1 J65
Journal of Financial Economics	HG 1 J67
The Review of Financial Studies	HG 1 R55
Applied Financial Economics	HG 11 A66
Journal of Futures Markets	HG 6001 J68
Journal of Applied Corporate Finance	HG 4001 J68
Review of Financial Studies	HG 1 R55
Journal of Asset Management	electronic version available on Business Source Complete

Evaluation	Details	Marks	Due Date
Test 1	Multiple Choice Questions	15	06-Oct
Investment Challenge	Portfolio (D) and Investment Plans & Objectives Report	7.5	13-Oct
Investment Challenge	Industry (I) and Companies Report	7.5	10-Nov
Test 2	Multiple Choice Questions	15	17-Nov
Team Research Report/Presentation	In class presentation	15	24-Nov
Group article	In class presentation	20	01-Dec
Investment Challenge	Report submission and in class presentation	10	08-Dec
Current Topic	In class Presentation	10	Through the course

**PLEASE NOTE:**

- 1) *The power point slides provide only a guide for class discussion; they are not intended to be a complete or comprehensive coverage of the topics.*
- 2) *It is expected that you will have reviewed the pertinent power points before each class. See under Course Materials -Outline/Course Schedule -Brightspace.*
- 3) *All reports will be graded on the depth and breadth of the analysis and write-up. The due dates are assigned in the Brightspace. Also note that if you miss the deadlines for any of the reports, the penalty will be an automatic 1 mark per overdue day.*
- 4) *If and when you have questions beyond those which I can answer in class or those which require a more immediate answer, do not hesitate to send me an email ([ankit.sanghvi@carleton.ca](mailto:ankit.sanghvi@carleton.ca)) Yes/no answers will be answered by email. For more complex questions, we can discuss it one-on-one after the class.*
- 5) **TEAMS/GROUPS** *I will create groups in Brightspace and you will be notified by the end of the first class.*

### **TEAM/GROUP RESEARCH REPORT**

Each team is expected to make a presentation (maximum 8 slides and total of 15 minutes of presentation and 5 minutes of Question/Answer) on an investment topic that may be of potential use to a portfolio manager or a financial analyst in an investment house. It is assumed that this topic would go beyond the existing topics typically covered in detail in a typical investment textbook (minimum of 5 reference articles). The source of the topics can be found by researching academic journals including the Journal of Portfolio Management, Financial Management, Journal of Finance, Journal of Financial Economics, Journal of Futures, Euromoney, etc. The topics can range from new hedging techniques, financial innovations, investment techniques for superior performance, an arbitrage situation arising from a contested takeover offer, a new security, an information system for supporting investment decisions, etc.

### **GROUP ARTICLE REVIEWS:**

Each group is required to review and present up to (3) articles (provided in Brightspace under Content-Group Article Folder) Students should be prepared to present and discuss these reviews in class (criticism/extension/so what). The review presentation should be completed in 15 minutes and 5 minutes of Question/Answer time.

### **INVESTMENT CHALLENGE – TEAM PROJECT: (September 29<sup>th</sup>- December 8<sup>th</sup>)**

The investment challenge allows the participants to invest \$1,000,000 in simulated money. The details of the game and the participation rules are available to students from the company which manages the investment challenge game. See Brightspace for Stock Trak Registration/Link. A fixed fee is charged by the company which runs the challenge. You will form teams of 3 for this game. Your team must open an account following the instruction on Stock Trak for the course. You must open a Standard Account (cost \$27.95 USD). For this course, you are asked to invest the allocated amount over this period as described below (one hundred trade limit).

Allocate the initial investment in two portfolios: D and I; D for diversified (\$500,000) and I for Industry (\$500,000).

## **PORTFOLIO MANAGEMENT FOR D:**

For the diversified portfolio D: You must have, at any point in time, at least **10 securities**. You must start this portfolio on September 29<sup>th</sup>, however, you can register at any time after our first class. You should begin preparing a report on how and why you selected these securities. This report will be no more than 10 double spaced pages and a maximum of four one-page exhibits and must outline the overall outlook and your expectations for the portfolio and the securities that you have selected (**due October. 13th**). These securities must come from at least **six** industry sectors. If you have already decided on a strategy (i.e. buy and hold versus active trading, floor and ceiling amounts you will invest in each, etc.), and have thoughts on your expectations about performance (how will you measure it?), I expect to find it in this report. You must have invested, at least, \$200,000 in this portfolio by Sept. 29th. Under no circumstances can your cash balance in the account fall below \$500,000 until you invest in portfolio I. Show the distribution of the stocks in your portfolio across the 10 basic industry categories. Have you constructed a growth, value, mixed or other portfolio; how do you classify each of your selected stocks? Explain?

## **PORTFOLIO MANAGEMENT FOR I:**

For portfolio I: You must pick your favorite industry and then choose at least 4 companies from that industry. After October 1 and by October 15, you must invest, at least, \$400,000 in this portfolio. Your report (no more than 10 double spaced pages and a maximum of four one-page exhibits)(**due November 10**) will outline the outlook and reasons for choosing the industry and the individual stocks. Your final report will be compared with what is outlined in this report. By now you could invest up to \$1,000,000. In your Industry report please provide an update on Portfolio D.

**NOTE:** Stock Trak registration name(s). Stock Trak only allows the specification of 2 names; for groups of 3, please use a blending of your last names.

## **FINAL PORTFOLIO REPORT:** (10 pages maximum plus 5 or 6 exhibits)

Your final report is due by Dec 8th and will contain the trading history and the corresponding reasons for the trades, the final value of the portfolio and a comparison with the intended strategies versus actual strategies, and any other relevant details. You are also required to make a presentation on this report in class (maximum 15 minutes and 5 minutes of Question/Answers). The final value of the portfolio will be as of December 1 – the last day of the investment challenge/ project. Also, determine the  $E(r)$  and  $\beta$  for your portfolio.

**DO NOT LIQUIDATE THE PORTFOLIO ON THE LAST DAY** (keep it intact and designed for the future).

## **RESULTS – PORTFOLIO PERFORMANCE**

Bonus marks will be granted to the top 3 groups. These bonus marks will be based on the Sharpe Ratio as well as the overall portfolio return.

1<sup>st</sup> place – 3% bonus

2<sup>nd</sup> place – 2% bonus

3<sup>rd</sup> place – 1% bonus

### **In class Presentation:**

#### **Current International Finance Issue/Topic of the Week**

Each week, minimum of 2 students (schedule will be provided in the first class) will come to class ready to discuss at least one finance topic of the week, gleaned from any of the various news sources (see below). In preparing for the discussion of the topical issue, students must be ready to orally (i) describe briefly the key components of topical issue (ii) itemize the key implication(s) of the issue (iii) state your personal opinions and conclusions you can draw from the topical issue.

#### **Recommended International Finance News Resources**

The Institute of International Finance (IIF)  
International Finance Magazine  
Global Market News - Reuters  
CNBC – Market Insider  
McKinsey – Global Capital Markets  
Commentary from the Federal Reserve System  
Commentary from the Bank of Canada  
LCD Global Research Market Commentary  
The Securities Industry and Financial Markets Association (SIFMA)  
Global Financial Markets Association (GFMA)  
National Post  
Globe and Mail  
The Economist  
The Wall Street Journal  
The Financial Times  
Bloomberg News  
The Economist

## TENTATIVE COURSE SCHEDULE

Sept. 8	Introduction	BK: 2, 5
Sept. 15	Behavioral Finance and Ethics	BK: 12
Sept. 22	Market Efficiency	BK: 11
Sept. 29	Empirical Evidence on Security Return	BK: 13
Oct. 6	International Investing	BK: 25
Oct 13	Portfolio Performance Evaluation	BK: 24
Oct. 20	Theory of Active Portfolio Management	BK: 27
Oct 25	<b>Reading Week (Oct 25-29)</b>	
Nov 3	Macroeconomic and Industry Analysis	BK-17
Nov 17	Financial Statement Analysis	BK-19
Nov 24	Fixed Income Portfolio Management	BK: 16

Dec 1	Alternative Investments	BK:26
Dec 8	Review Session-available for your questions- no new/additional materials.  Investment Challenge final work submission	



## Finding Journal Articles

When you have the full reference for an article, go to the Library's homepage [www.library.carleton.ca](http://www.library.carleton.ca) and click on **Catalogue**. The Catalogue lists the journals we have by title. In the **Title** box key in the title of the **JOURNAL**. eg. Financial Analysts Journal – **not** the title of the article or the author's name. When the journal is available online, you will be given a URL. Take it. Then click on the year given in your reference and scroll down to the appropriate page.

Following is the list of course readings. All journals can be found in the **Catalogue**. Many are **e-journals** available from **Business Source Complete (BSC)**. Call numbers are provided for the few that are available in print only. (Follow: Carleton library-on line resources-journal articles and other data bases-business-Business Source Complete-BSC)

All required articles are available on Brightspace BUSI 4502A or LIBRARY RESERVES - ARES

## READING LIST

- (1) Robert A. Nagy and Robert W. Obenberger, "Factors Influencing Individual Investor Behaviour", *Financial Analysts Journal*, V. 50 (4) July/Aug., 1994, pp. 63-68. **BSC**
- (2) Brian O'Reilly, "Why Johnny Can't Invest", *Fortune*, Nov 9, 1998, Vol. 138 Issue 9, p173-176 **BSC**
- (3\*) S Caccese, "Ethics and the Financial Analyst", *Financial Analysts Journal*, V. 53 (1) Jan/Feb 1997 p. 9 - 14 **BSC**
- (4\*) Dobson, "Ethics in Finance II", *Financial Analysts Journal*, V.53(1) Jan/Feb 1997 pg15-25 **BSC**
- (5\*) Stephen Brown, "The Efficient Market Hypothesis, the Financial Analysts Journal, and the Professional Status of Investment Management", *Financial Analysts Journal*, 2020, V. 76 (2), P5-14, **BSC**
- (6\*) Creswell, J., "Dirty Little Secrets – Mutual Funds", *Fortune*, Sept 1, 2003, p 133-138. Vol. 148, Issue 4. Follow : library – online resources – electronic journals – F – Fortune – connect to web resources – year).
- (7\*) Haug and Hirschey, "The January Effect", *Financial Analysts Journal*, Sept/Oct. 2006. p78-88 **BSC**
- (8\*) Chen and Singal, "A December Effect with Tax-Gain Selling", *Financial Analysts Journal*, July/Aug. 2003, V. 59(4), p78-91 **BSC**
- (9\*) Gray and Vogel, "Analyzing Valuation Measures: A Performance Horse Race over the Past 40 Years", *The Journal of Portfolio Management*, Fall 2012, p112-121 **BSC**
- (10\*) Bernstein, "What Rate of Return Can You Reasonably Expect....", *Financial Analysts Journal* Jan/Feb 2015, V. 71(1), p35-42 **BSC**

- (11\*) John D. Finnerty, “Financial Engineering in Corporate Finance: An Overview”, *Financial Management*, Winter 1988, V. 17(4), p14-33 **BSC** (Finance Association- Tampa)
- (12\*) Hsu, Kalesnik, Kose, “What Is Quality”, *Financial Analysts Journal*, 2019, V 75 (2), p44-61. **BSC**
- (13\*) Barry, Peavy, Rodriguez, “Performance Characteristics of Emerging Capital Markets”, *Financial Analysts Journal*, Jan/Feb 1998. V. 54(1), p72-80 **BSC**
- (14\*) Asness, Israelov, Liew, “International Diversification Works (Eventually)”, *Financial Analysts Journal*, May/June 2011, Vol67(3), p25-38 **BSC**
- (15\*) Baca, Garbe and Weiss, “The Rise of Sector Effects in Major Equity Markets”, *Financial Analysts Journal*, Sept/Oct 2000 V. 56(5), p34-40 **BSC**
- ((16\*) Hunt and Hoisington, “Estimating the Stock/Bond Risk Premium”, *Journal of Portfolio Management*, Winter 2003 V. 29( 2), p28-34 **BSC**
- (17\*) Reinganum, M.R., "The Significance of Market Capitalization in Portfolio Management OverTime", *Journal of Portfolio Management*, Summer, 1999, V. 25(4), p39-50.
- (18\*) Jeffrey Bailey, “Are Manager Universes Acceptable Performance Benchmarks?”, *The Journal of Portfolio Management*, Spring 1992 V. 18(3), p9-13.
- (19\*) Ronald N. Kahn and Andrew Rudd, “Does Historical Performance Predict Future Performance”, *Financial Analysts Journal*, Nov/Dec. 1995 V. 51(6), p 43-52. **BSC**
- (20\*) Barry White, “What P/E Will the U.S. Stock Market Support?” *Financial Analysts Journal*, Nov. /Dec. 2000 V.56(6), p30-38 **BSC**
- (21\*) Patricia Sellers, "Mr. Buffet on the Stock Market", *Fortune*, Nov. 22, 1999. Vol. 140, Issue 10, p212 (Follow: library – online resources – electronic journals – F – Fortune – connect to web resources – year).
- (22\*) Buffet, “Warren Buffet on the Stock Market”, *Fortune*, Dec. 10, 2001. Vol. 144, Issue 12, p.80, Follow: see (21) above.
- (23\*) Chan and Lakonishok, “Value and Growth Investing: Review and Update”, *Financial Analysts Journal*, Jan./Feb. 2004, V. 60(1) p71-86 **BSC**
- (24\*) Meir Statman, “Behavioral Finance Lessons for Asset Managers”, *Journal of Portfolio Management*, Summer 2018, p.135-147. **BSC**
- (25\*) Reilly, F.K.and K.C. Brown, “Bond Portfolio Management Strategies”, Chapter 19 – *Investment Analysis and Portfolio Management*, 9th Ed., Dryden 2009.
- (26\*) Baker, Bradley, Wurgler, “Benchmarks as Limits to Arbitrage: Understanding the Low-Volatility Anomaly”, *Financial Analysts Journal*, Jan/Feb 2011, Vol 67(1), p1-15 **BSC**

- (27\*) Edwards and Gaon, “Hedge Funds: What Do We Know”, *Journal of Applied Corporate Finance*, Fall 2003 V.15(4), p58-69. Follow-New York, Stern Stewart & Co., Wiley Interscience, Find Issues, All Issues, 2003, Vol 15(4),PDF(149K)
- (28\*) Arnot, Hsu, Moore, “Fundamental Indexation”, *Financial Analysts Journal*, Mar/Apr 2005, Vol 61(2), p83-99 **BSC**
- (29\*) Visscher and Filbeck, “Dividend – Yield Strategies in the Canadian Stock Market”, *Financial Analysts Journal*, Jan./Feb. 2003, V. 59(1) p99-106 **BSC**
- (30\*) Asness, “The Interaction of Value and Momentum Strategies”, *Financial Analysts Journal*, Mar/Apr 1997, V. 53(2) p29-36 **BSC**
- (31\*) Asness, Friedman, Kuail, Liew, "Style Timing: Value versus Growth", *Journal of Portfolio Management*, Spring 2000, V. 26(3), p50-60.
- (32\*) Alankar, DePalma and Myron Scholes, “An Introduction to Tail Risk Parity”, Alliance Bernstein, 2012
- (33 \*) Leibowitz, Martin L., “Alpha Hunters and Beta Grazers”, *Financial Analysts Journal*, Sept/Oct. 2005, p32-39 **BSC**
- (34\*) Robert C. Jones, “Making Better (Investment) Decisions”, *Journal of Portfolio Management*, Winter 2014, p128-143 **BSC**
- (35\*) Bauer and Dahlquist, “Market Timing and Roulette Wheels”, *Financial Analysts Journal*, Jan/Feb 2001, Vol 1, p28-40 **BSC**
- (36\*) Bogle and Sullivan, “Markets in Crisis”, *Financial Analysts Journal*, Vol. 65 (1), Jan/Feb 2009, p. 17-24, **BSC**
- (37\*) Bailey, Jeffery V., “Some Thoughts on Performance-based Fees”, *Financial Analysts Journal*, July/Aug., 1990, Vol. 46(4), p 31-40. **BSC**
- (38\*) Jacobs B.I. and Levy K.N., “Disentangling Equity Return Regularities: New Insights and Investment Opportunities”, *Financial Analysts Journal*, May/June 1988 V.44(3) p.18-44. **BSC**
- (39\*) Robert J. Shiller, “Capitalism and Financial Innovation”. *Financial Analysts Journal*, January/February 2013, p21-25 **BSC**
- (40\*) John C. Bogle, “The Modern Corporation and the Public Interest”, *Financial Analysts Journal*, 2018, Vol.74, No.3, p 8-17. **BSC**
- (41) Brinson, Gary P., “The Future of Investment Management”, *Financial Analysts Journal*, July/August 2005, p24-28. **BSC**

## ADDITIONAL INFORMATION

---

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

Program Learning Goal	Not Covered	Introduced	Taught but Not Assessed	Taught and Assessed
<b>BC1 Knowledge</b> Graduates will be skilled in applying foundational business knowledge to appropriate business contexts				✓
<b>BC2 Collaboration</b> Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members				✓
<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.				✓
<b>BC4 Communication</b> Graduates will be effective and persuasive in their communications.				✓
<b>BI5 Global Awareness (BIB ONLY)</b> Graduates will be globally-minded	N/A			

## 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

School web site: <http://sprott.carleton.ca>  
Sprott Business Students' Society: <https://www.sbsonline.ca/>  
Finance Club: <https://www.facebook.com/cusfsa/>

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

### **Grading**

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

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

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### **Academic Regulations**

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### **Requests for Academic Accommodation**

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

#### **Pregnancy Accommodation**

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

School web site: <http://sprott.carleton.ca>

Sprott Business Students' Society: <https://www.sbssonline.ca/>

Finance Club: <https://www.facebook.com/cusfsa/>

university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](http://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](http://students.carleton.ca/course-outline)

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

### **Sprott Student Services**

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

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

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

School web site: <http://sprott.carleton.ca>

Sprott Business Students’ Society: <https://www.sbssonline.ca/>

Finance Club: <https://www.facebook.com/cusfsa/>

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/>

---

### **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).

---