



Carleton University
Spratt School of Business
Introduction to Business | BUSI 1800 Section B
Fall 2021

Instructor: Emily Jones Joannis
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Office Hours: To be determined
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Course Time Slot: Tuesdays from 2:30pm to 5:30pm EST

Modality: This course will be offered both synchronously (live **online** during course time) and asynchronously (pre-recorded sessions, **online**) with components of synchronous class time being held between the scheduled course slot of Tuesdays from 2:30pm to 5pm EST. Synchronous sessions will typically run for no more than **60-90** minutes per class and where possible, we will run those live segments between **2:30pm and 4pm** EST depending on the course activity schedule for each class. Times will be confirmed during the first class and/or you will receive an updated course activity schedule by the start of the term. There will be an expectation that students will engage in another **60-90 minutes** of asynchronous learning at their convenience, in addition to the requirement for any assignments and groupwork to be completed outside of class time. Recorded sessions will be posted in BrightSpace.

Pre-requisites: Restricted to B.Com. students with first-year or second-year standing.

Course Calendar description from the 2021/2022 University calendar:

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) three hours per week and tutorial

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.

Learning Outcomes:

See [Appendix B](#) for the complete outline of learning outcomes required for the Bachelor of Commerce program, as well as [Contribution to the Learning Goals](#).

Required Textbook:

Boone, Contemporary Business 3rd Canadian Edition with WileyPLUS

WileyPLUS price is \$89.00 CAD and it includes the full e-Text (online and offline for the term) and all the study tools. Students can opt to pay a little extra to have the permanent downloadable e-Text or a Loose-leaf print mailed to them during the registration process. If you opt for a hard copy of the textbook, you will still have access to the online version while you wait. Wiley also offers access to the e-Text until you pass the course so if you drop or have to retake the course, you can come back into WileyPLUS free of charge.

A note about shipping if you choose to purchase the hard copy or loose-leaf version of the textbook:

- Within Canada - delivery usually takes between 5-10 business days, possibly longer in rural areas.
- Outside of Canada – it may not be possible to have a hard copy delivered. Please check with WileyPlus at the time of purchase to verify.

To purchase the text:

1. Visit www.wileyplus.com/login.
2. Click 'Create Account' to create account. (Note: If you already have a WileyPlus account, log in and click "add more courses").
3. Fill in your account details and set your password.
4. Enter your course section ID (A21088).
5. Begin by clicking on the course selection link to access the course.

Please note: The textbook content will NOT be available until Sept. 8th at the earliest. You can purchase it in advance but you will not be able to view assignments and other related activities until this date. The WileyPlus Representative will be joining us for part of the first class to review how to use the on-line text.

In addition to the required textbook for the course, students are required to access a simulation from Praxar Serious Games (\$30.36 CAD), **which they can be refunded for if** they are successful in their application to work for the Sprott Student Consulting Group (see **Option B** below), as in this case their assessment portion will not come from this exercise. All students will participate in the practice exercises in weeks 7 and 8.

Teamwork Option A: Praxar Simulation

For all **Option A** students, the online simulation will take place during week 9 to 12, and details on how to purchase access for the simulation will be provided before the start of the course. Students who do not apply

for the experiential learning option (**Option B**) in Week 3 will, by default, be placed into this option and will be required to purchase the simulation.

Teamwork Option B: Experiential Learning with the Sprott Student Consulting Group (SSCG)

BUSI 1800 students have the opportunity to apply to assist upper year experiential learning students on a project-based team, providing research support and otherwise helping them to successfully complete their project. If selected, the BUSI 1800 student will provide assistance to these students in the form of research support and other activities that help the students and client accomplish their project goal. Your mark for this portion of the course will be the same mark received by the students for the overall project.

If you apply for one of these roles and are not selected, you will participate in the simulation (**Option A**) instead.

Required Technology:

This course will be offered virtually and as such, students will be required to 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 the course and tutorials 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.

NOTE: If you do not have access to one or more of the above items, please contact the instructor directly at emily.jonesjoanisse@carleton.ca and she will work with you to ensure you have the minimum access to ensure successful completion of the course.

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:

- Pre-recorded course material;
- YouTube videos;
- Podcasts;
- Virtual (live) teaching including the use of on-line breakout sessions for small group discussions;
- Group presentation(s);
- Written assignments (individual and group);

Tutorials:

Students are required to participate in a one-hour tutorial affiliated with the course. Each tutorial will be assigned a Teaching Assistant who will be responsible for facilitating the tutorial, teaching supplemental course information (where applicable), addressing questions and concerns about course content from students, and grading assignments for the students registered in their assigned tutorial. For some assignments, groups may find it necessary to work together outside of their tutorial timeframe to complete course work/assignments, please reach out to your TA if you have any questions about this.

Assessment Breakdown:

All Students	Activity Option A	Activity Option B	Value	Group	Individual	Timeline
Weekly Online Assessments, through WileyPlus			35%	x		Due at 11:59pm every Saturday , inclusive of Sept 18th until Nov 6th (2.5% -7.5% per week)
	Team Charter	N/A	5%	X		Due Monday Nov 8th at 11:59 pm
	N/A	Personal Rationale	5%		x	Due Saturday Nov 6th at 11:59 pm
See notes	Tutorial Attendance, all Tutorials (5%) and completion of Praxar Practice Zone (5%)	Tutorial Attendance up til and including Week 8	10%			See date expectations based on Option A or Option B. For full 5% attendance mark, video must also be on for tutorials.
	Praxar Simulation.	N/A	30%	X	x	Week 9: Simulation Wk 1&2 Due Saturday Nov 20th at 11:59 pm Week 10: Simulation Wk 3&4 Due Saturday Nov 27 th at 11:59 pm Week 11: Wk 5,6, 7 due at 11:59 pm on Dec 4 th Week 12: Team presentations pre-recorded and submitted as an unlisted YouTube link by 11:59pm on Monday Dec 6 th ; Course evaluations due during class.
	N/A	Final SSCG Project	30%	X	x	Week 8-12
Teamwork Reflection Assignment			20%	X (A)	X (B)	Due Dec 6th at 11:59 pm
Course Engagement (Bonus of 5%, up to a maximum course mark of 100%, for keeping your video camera on for every class, maintaining a professional remote workspace (eg. not your bed) and interacting			5%		x	Week 1-12

verbally with your classmates and the instructor during the live portion of the lecture).						
		Total Assessment	100%			

All course materials, recordings and assignments will be located on the course page in BrightSpace unless otherwise noted.

Course Evaluation:

Course work will be evaluated based on individual and team work. Students will be placed in teams for their group assignments and will be required to work with those team members for all group related activities. Assignments will explain in detail what components of work will be required to be completed individually or as a team.

There is no mid-term or final exam for this course.

More information for all assessments will be discussed at the start of the term, including specific details and expectations.

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

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
CHECK (X) ONE PER ROW				
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and</i>			X	

<i>assumptions, and draw conclusions based on analysis and evaluation.</i>				
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				X
B15 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>		X		



Detailed Course Schedule:

See [Appendix A](#) for detailed course schedule.

Additional Information:

For additional information on the following topics, please visit [Appendix C](#) of the course outline.

- Course Sharing Website
- Required Calculator in BUSI Course Examinations
- Group Work
- Letter Grades and Percentage Equivalents
- Academic Regulations
- Requests for Academic Accommodation (Pregnancy, Religion, Academic Accommodations for Students with Disabilities, Course-Specific Academic Accommodations)
- Survivors of Sexual Violence
- Accommodation for Student Activities
- Academic Integrity
- Sprott Student Services
- Centre for Student Academic Support
- Other Important Information

Appendix A – Detailed Course Schedule

NOTE:

1. Please note, this is a **PRELIMINARY** version of course details. A comprehensive version will be provided for the start of class.
2. **ALL times referenced for deadlines of submissions are for EASTERN STANDARD TIME** so please be aware of this if you live in a different time zone.
3. Tutorials start during week three (**week of Sept 27th**).

Week	Date (Tues)	Chapter / Topics / Guests	Mode	Due Date
1	Sept. 14	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 1 posted on BrightSpace</p> <p>Readings: Review Chapters 1 of textbook, <i>The Changing Face of Business</i></p> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Dana Brown, Dean, Sprott School of Business - TBC ▪ Sara Veltkamp, Wiley Textbooks - TBC 	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before first class on Sept. 14th</p> <p>Before first class on Sept. 14th</p>
2	Sept. 21	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 2 posted on BrightSpace</p> <p>Readings: Review Chapters 3 and 4 of textbook, <i>Economic Challenges Facing Business Today</i>, and <i>Competing in World Markets</i> and complete Online Assessments for Chapters 1, 3, and 4 before Saturday deadline (Sept 18th).</p> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Business owner affected by COVID-19, Catherine Landry, TBC 	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before Sept. 21st class</p> <p>Sat. Sept. 18th at 11:59pm</p>
3	Sept. 28	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 3 posted on BrightSpace</p> <p>Readings: Review Chapters 6 and 7 of textbook, <i>Starting Your Own Business: the Entrepreneurship Alternative and Management, Leadership and the Internal Organization</i> and complete Online Assessments for Chapters 6 and 7 before Saturday deadline (Sept 25th);</p> <p>Optional: Students interested in participating in Teamwork Option B must submit their resume and cover letter as an email with 2 pdf attachments to 1800@sprott.carleton.ca with the subject line Application for Teamwork Option B before the following Saturday deadline (Oct 5th), with their cover letter explaining why they wish to obtain a position as a Research Assistant for the Sprott Student Consulting Group, and how they are qualified to do so.</p> <p>Guest Speaker(s):</p>	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before Sept. 29th class</p> <p>Sat. Sept. 25th at 11:59pm</p>

		<ul style="list-style-type: none"> SSCG Chief Academic Officer, TBC Susan Woodfine, Praxar Simulation, TBC 		
4	Oct. 5	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 4 posted on BrightSpace</p> <p>Readings: Review Chapters 8 and 9 of textbook, <i>Human Resource Management: from Recruitment to Labour Relations</i> and <i>Top Performance Through Empowerment, Teamwork and Communication</i> and complete Online Assessments for Chapters 8 and 9 before Saturday deadline (Oct 2nd).</p> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> Sprott Club Speaker (SHRSA) - TBC 	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before Oct. 5th class</p> <p>Sat. Oct. 2nd at 11:59pm</p>
5	Oct. 12	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 5 posted on BrightSpace</p> <p>Readings: Review Chapter 11 and 13 of textbook, <i>Customer-Driven Marketing</i> and <i>Promotion and Pricing Strategies</i> and complete Assessment for Chapters 11 and 13 before Saturday (previous to class) deadline.</p> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> Library Research workshop with Matthew Gertler (TBC) 	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before Oct. 12th class</p> <p>Sat. Oct. 9th at 11:59pm</p>
6	Oct. 19	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 6 posted on BrightSpace</p> <p>Readings: Review Chapters 14 and 15 of textbook, <i>Using Technology to Manage Information</i> and <i>Understanding Accounting and Financial Statements</i> and complete Online Assessments for Chapters 14 and 15 before Saturday (previous to class) deadline.</p> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> Sprott Information Systems Students' Association (SISSA) - TBC 	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before Oct. 19th class</p> <p>Sat. Oct. 16th at 11:59pm</p>
	Oct. 25-29	Fall Break		
7	Nov. 2	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 7 posted on BrightSpace</p> <p>Readings: Review Chapter 16 and 17 of textbook, <i>The Financial System</i> and <i>Financial Management</i> and complete Assessment for Chapters 16 and 17 before Saturday (previous to class) deadline.</p> <p>Students who applied to be part of Teamwork Option B / Experiential Learning with the SSCG will be informed if their application was successful, via email, before their tutorials; All students who are not in Option B will by default be in Option A.</p>	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>Before Nov. 2nd class</p> <p>Sat. Oct. 30th at 11:59pm</p>

		<p>For the purposes of tutorials during week 7 and 8 (and 9 onwards, if not in Option B), students must work in groups as chosen by their TA. They will be responsible for three round in the Practice Zone which will count for half of their tutorial participation mark, due at 11:59pm on Monday Nov 8th.</p> <p>Each team is responsible for creating their team charter due on the Monday night before next class (3-5 pages as a group). Students who successfully obtained a role with the SSCG must write a 1-page reflection (due the following Saturday night) on why they applied for this position and what they hope to gain from this experience.</p> <p>All students are responsible for completing three rounds in the Practice Zone of the Praxar Simulation by Mon Nov 8th at 11:59pm.</p> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Finance Speaker – TBC 		
8	Nov. 9	<p>Before Class: Watch video(s) / listen to podcast(s) for Week 8 posted on BrightSpace; Ensure you are aware if you are moving forward with Option A Teamwork (by default) or Option B Teamwork.</p> <p>All students are responsible for completing three rounds in the Practice Zone of the Praxar Simulation by Mon Nov 8th at 11:59pm.</p> <p>All students participating in Option A must work with their groups to submit a Team Charter due by midnight before class; Students in Option B must write-up their personal rationale detailing their own reasoning for applying for Option B, and their Option B goals, due by Saturday at 11:59 before class.</p> <p>Readings: Review Chapter 2 of textbook, Business Ethics and Social Responsibility and complete Assessment for Chapter 2, due Saturday evening previous to class.</p>	<p>Pre-recorded</p> <p>On your own</p> <p>Live Class Time (2:30pm - 4pm EST)</p>	<p>11:59pm, Monday Nov 8th</p> <p>Sat. Nov. 6th at 11:59pm</p>
9	Nov. 16	<p>Simulation Teamwork Option A: Do simulation Year 1 and 2, submit by Saturday deadline.</p> <p>Experiential Learning Teamwork Option B: Work on term project within your SSCG group.</p>	<p>Live Class Time (2:30pm - 4pm EST), during your tutorial, on your own time, and with your group as agreed upon with your group.</p>	<p>Option A: Sat. Nov. 13th at 11:59pm</p>

10	Nov. 23	<p>Simulation Teamwork Option A: Do simulation Year 3 and 4, submit by Saturday deadline.</p> <p>Experiential Learning Teamwork Option B: Work on term project within your SSCG group.</p>	<p>Live Class Time (2:30pm - 4pm EST), during your tutorial, on your own time, and with your group as agreed upon with your group.</p>	<p>Option A: Sat. Nov. 20th at 11:59pm</p>
11	Nov. 30	<p>Simulation Teamwork Option A: Do simulation Year 5 and 6, submit by Saturday deadline.</p> <p>Experiential Learning Teamwork Option B: Work on term project within your SSCG group.</p>	<p>Live Class Time (2:30pm - 4pm EST), during your tutorial, on your own time, and with your group as agreed upon with your group.</p>	<p>Option A: Sat. Nov. 27th at 11:59pm</p>
12	Dec. 7	<p>Simulation Teamwork Option A: Do simulation Year 7, submit by Saturday deadline.</p> <p>Group reflection due (including input from all team members on lessons learned during this assignment, noting any possible improvements to the team charter); Course evaluations.</p> <p>Experiential Learning Teamwork Option B: Personal reflection on lessons learned during experiential learning teamwork option with your SSCG group, 1-2 pages long. Course evaluations.</p>	<p>Live Class Time (2:30pm - 4pm EST)</p> <p>During Tutorials / as arranged with group members</p>	<p>Option A simulation teamwork, Year 7: Sat. Dec 4th at 11:59pm</p> <p>All remaining deliverables due at 11:59pm on Dec 6th/2021</p>

Appendix B – Learning Outcomes for the Bachelor of Commerce Program

Goal	Learning Objectives
<p>BC1 Knowledge Integration Graduates will demonstrate the capabilities required to apply cross-functional business</p>	<p>1.1 Apply theoretical concepts to develop innovative, practical business solutions.</p> <p>1.2 Develop an understanding of the cross-functional and interdependent nature of strategic business decisions.</p>

knowledge and technologies in solving real-world business problems.	1.3 Develop awareness and understanding of integrated enterprise information technology solutions in addressing business problems.
BC2 Collaboration Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.	2.1 Develop leadership skills, empathy and initiative, to foster teamwork and accomplish common goals 2.2 Include and encourage all team members to contribute and leverage their own unique skills and abilities
BC3 Critical and Reflective Thinking Graduates will demonstrate the ability to identify a business problem, isolate its key components, analyze and assess the salient issues, set appropriate criteria for decision making, and draw appropriate conclusions and implications for proposed solutions.	3.1 Identify the essential question, issue and/or problem. 3.2 Gather relevant data to effectively address the question, issue, and/or problem. 3.3 Recognize and evaluate assumptions, diverse points of view and ideas relevant to the question, issue, and/or problem. 3.4 Develop informed alternative solutions and evaluate them using appropriate analytical techniques. 3.5 Articulate implications and consequences that emerge from conclusions/solutions.
BC4 Communication Capabilities Graduates are able to prepare and present well organized and effective reports on business issues using appropriate supportive technologies.	4.1 Write well-organized and effective reports on business issues. 4.2 Prepare and present oral reports on business issues in a well-organized and effective manner. 4.3 Demonstrate professionalism when interacting with peers, faculty, and business professionals in formal and informal business settings. 4.4 Demonstrate proficient and effective use of modern information and communication technologies for communicating and collaborating in organizational settings.
BC5 International Perspective Graduates will develop an appreciation of the role and function of business in a complex world.	5.1 Identify the key issues and challenges of doing business in international settings. 5.2 Know when to adapt business decisions to different international settings.
BC6 Ethical Reasoning Graduates will be capable of recognizing and resolving ethical issues that arise in business settings.	6.1 Recognize the value of incorporating ethics into work-life decisions. 6.2 Demonstrate the ability to recognize ethical issues associated with work and organizational decisions and actions, and to apply ethical principles to deal effectively with them. 6.3 Demonstrate an understanding of the impacts of organizational culture, structure, and systems on ethical behaviour, and the ability to manage features of these organizational characteristics in order to promote ethical behaviour throughout the organization.

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).

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. *However, for the purposes of this course, MS Excel and/or a phone calculator should be adequate.*

Group work

The Spratt 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.**

Letter Grades and Percentage Equivalents

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

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

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Course-Specific Academic Accommodations

Whether you have a need for a document accommodation or not, please do not hesitate to reach out to the instructor or your TA if you are having any difficulties accessing/reviewing course materials, engaging using the required on-line platform, or other such types of needs. We would be happy to discuss how we can support your success in the course.

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

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

Academic Integrity

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

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

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

Sprott Student Services

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

Other Important Information:

- Students must always retain a hard copy of all work that is submitted (if applicable).
- 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/>