<<Course Title>>

<<Course Code>> - <<Semester>> <<Year>>

|  |  |  |  |
| --- | --- | --- | --- |
| **Professor Information** | | **Course Information** | |
| Professor |  | Class Location | <<Class Location>> |
| Office | <<Office>> | Class Hours | <<Class Hours>> |
| Email | <<Email>> | Course Delivery | <<Course Delivery>> |
| Phone | <<Phone>> | Course Exams | <<Course Exams>> |
| Office Hours | <<Office Hours>> | Prerequisite(s) | <<Prerequisite>> |
| TA | <<TA>> | Program of Study | <<PoS>> |

Assessment Component

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Due-Date** | **Weight on Final Grade** |
|  |  |  |

**Course Description**

<<Course Description>>

**Course Learning Objectives**

<<Course Learning Objectives>>

**Program Learning Objectives**

<<Program Learning Goals>>

**Learning Resources**

|  |  |
| --- | --- |
| **Course Material** | **Where to Get It** |
|  |  |

**Course Timeline**

|  |  |  |
| --- | --- | --- |
| **deliverables** | **due date** | **week** |
| 1 | 1 | Week 1 |

**Methods Used to Evaluate Student Performance**

**Late Submissions**

Late submissions of deliverables are not accepted. Exceptions are made only for illness or other serious situations deemed as such by the professor. If submissions deliverables are submitted late, at 25% deduction will be applied immediately. Each subsequent day thereafter will incur an additional 25% deduction.

**Instructional Methods**

The course will be taught in-person and will use a combination of formal lectures, watching videos, readings, simulations, and discussions to engage students in the material.

Any discussions held in the lectures will help to clarify and expand on the themes of the course.

The university’s online learning platform *Brightspace* will be used to supplement the course in a sequential module structure, with resources and complete assignment instructions to be provided for each topic along with due dates noted.

**Re-grading**

From time to time, students have legitimate concerns about marks they have received on a particular deliverable. It is important to understand that students do have recourse if they feel that any paper handed back has not been marked appropriately for the work you have submitted.

If students ever feel this way during this course, they must embark upon the following procedure *within one week* of the paper being handed back in class:

1. Indicate in writing specifically the concern(s). This does not mean that simply saying “I think I deserve more marks.” Students must clearly indicate where the marker made a mistake in his/her marking of the paper. In this regard, students must refer to the class notes, excerpt in the textbook, etc., supporting the claim.
2. After completing #1 above, students must submit the paper with comments back to the Professor *within one week* of the paper being handed back in class. If students did not pick up the paper when it was handed back, they still have only one week from the original hand-back date to request a re-grade.
3. If a paper is not re-submitted following the above guidelines, the Professor will regard the mark as originally assigned to be final. NO MARKS WILL BE CHANGED AT A LATER DATE.

**It is important to note that the Professor reserves the right to remark the entire paper in question, and to either leave the mark as is, or to change it positively or *negatively* as warranted.**

**Absences from Exams**

University regulations require all absences from exams and all late submissions due to illness to be supported by a relevant documentation.

Absence for any reason must be justified in writing, to the Telfer Student Services Centre (SSC) (undergraduate@telfer.uottawa.ca) within five business days following the date of the exam. Please visit the following webpage to download the deferral request form and carefully read the directives. The Telfer School reserves the right to accept or refuse the reason.

Students will only be permitted to defer one deliverable per course. Should you miss the midterm for a reason approved by the Telfer Student Services Centre, you will not be allowed to defer another course deliverable. This also applies to any deliverable for which a weight transfer is possible. Exceptions could be made, but it will be at the discretion of the SSC, and each request will be evaluated on its own merit.

***Religious absences:*** If a religious holiday or a religious event will force you to be absent during an evaluation, it is your responsibility to inform your professor and the Student Services Centre as early as possible.

**Authenticity Verification Tool: Ouriginal**

The software Ouriginal (see tab in Brightspace) is helpful for confirming the authenticity of your submissions. It uses text-matching technology to detect sections of your text that have not been properly referenced. The system will allow you to view the authenticity report before you submit your final report to help you adequately reference your sources. Learn more about Ouriginal’s privacy policy.

**Academic Integrity**

Academic Regulation A-4 defines academic fraud as “any act by a student that may result in a distorted academic evaluation for that student or another student. Academic fraud includes but is not limited to activities such as:

1. Plagiarism or cheating in any way;
2. Submitting work not partially or fully the student’s own, excluding properly cited quotations and references. Such work includes assignments, essays, tests, exams, research reports and theses, regardless of whether the work is written, oral or another form;
3. Presenting research data that are forged, falsified or fabricated;
4. Attributing a statement of fact or reference to a fabricated source;
5. Submitting the same work or a large part of the same piece of work in more than one course, or a thesis or any other piece of work submitted elsewhere without the prior approval of the appropriate professors or academic units;
6. Falsifying or misrepresenting an academic evaluation, using a forged or altered supporting document or facilitating the use of such a document;
7. Taking any action aimed at falsifying an academic evaluation.” (Source: uOttawa Academic Regulation A-4)

For a quick reference on how to avoid plagiarism, please consult the following resources:

* https://www2.uottawa.ca/about-us/provost/academic-integrity
* https://www2.uottawa.ca/current-students/academic-integrity
* http://sass.uottawa.ca/sites/sass.uottawa.ca/files/plagiarism.pdf

The Telfer School of Management does not tolerate academic fraud. Anyone found guilty of academic fraud is liable to severe academic sanctions. For more information, please read Academic regulation A-4 on Academic fraud.

To underline the importance of academic integrity, all assignments, reports, projects, or other work submitted in partial fulfillment of the requirements of this course must include a signed Statement of Academic Integrity (signed by each member of a team in the case of a group assignment or teamwork). The forms are included at the end of this document.

**Technical Support**

If you experience difficulties with Brightspace or with logins to any uOttawa systems, please do not contact the instructor or the course TA until you have tried to solve the problem through the IT supports in place at the University.

* For all questions related to Brightspace, call the support line between 8 AM and 8 PM (Ottawa Time) at 1-866-811-3201 OR submit an online request using this form 24 hours a day.
* For any other IT related issues, please contact IT services. They have a helpdesk that you can call, or you can submit a service ticket with a specific request 24 hours a day.
* For problems connecting to the library services, you can also contact the Library Help Desk through this online form.

**Expectations for Communications**

Students are asked to monitor their uOttawa.ca e-mail accounts regularly and carefully (not your personal email accounts such as Yahoo, Gmail, or Hotmail) as this is the conduit through which the professor and TA will communicate matters that concern the entire class and the course.

Please ensure that you have set up your Brightspace account to receive notification of announcements to your uOttawa.ca email address.

*The professor will only respond to email messages from registered students using their uOttawa.ca email account.*

**Course Conduct**

The Telfer School of Management prides itself on a strong sense of shared values drawing upon principles of respect, integrity, professionalism, and inclusion to guide interactions inside and outside the classroom. The Telfer School strives to provide a well-rounded and outstanding education enriched through experiential learning and a positive student experience. It is also encouraged that you familiarize yourself with the University of Ottawa guidelines on Student Rights and Responsible Conduct (Policy 130).

Your actions in the classroom environments and in any online interactions related to the course should demonstrate intellectual engagement in the course content, as well as respect for your classmates and for your instructor. As such, any disruptions to the learning environment including but not limited to physical classroom, group chat and course discussion forums will not be tolerated. Failure to comply with this policy can lead to disciplinary action, up to and including referral to university judiciaries.

**Class Attendance & Decorum (i.e., Appropriate Behaviour)**

The teaching method in the course includes class lectures, group discussions, guest lectures, and student presentations. Class attendance is expected and is necessary to successfully complete this course.

Your actions in the in-person and online classroom environments should demonstrate intellectual engagement in the course content, as well as respect for your classmates and for your instructor. As such, any disruptions to the learning environment including but not limited to physical classroom, online webinar session, group chat and course discussion forum will not be tolerated, and failure to comply with this policy can lead to disciplinary action, up to and including referral to university judiciaries.

**Intellectual Property**

Course materials you receive in this course are presented in an educational context for personal use and study and should not be shared, distributed, or sold in print – or digitally – outside the course without permission. You do not have permission to copy, redistribute, or reuse the course materials without prior permission of the professor. All forms (printed, digital, etc.) of course materials prepared by the professor (including e-mailed or Brightspace content) are protected by copyright. This covers content including but not limited to lecture material, video recordings, assignments, solutions, cases, exams, discussion posts, and other materials. Copying, scanning, photographing, posting, or sharing by any means is a violation of copyright and will be subject to appropriate penalty as prescribed by University of Ottawa regulation. Uploading course materials to a content sharing website may be treated as an instance of academic fraud as well as copyright infringement. This could lead to failure of a course, suspension, or even expulsion. Instances of academic fraud are also often included on a student’s transcript, and this will follow them for life.

**Acceptable Use of IT Resources**

During this course, you will be utilizing various information technology (IT) resources provided by the university. In doing so, it is your responsibility to ensure efficient, ethical, and lawful use of IT resources. Please review the University of Ottawa’s IT Resources Acceptable Use Policy to learn about your obligations as a student, and how you can help protect and preserve the university’s IT resources by acting responsibly and guarding against abuses.

**Academic Support**

The Teaching and Learning Support Service (TLSS) refers students to the right services to support them during their studies. Whether you’re an experienced student or just starting out, you’ll find some great resources to help you succeed.

* Academic Writing Help Centre
* Academic Accommodations
* Support from your faculty
* Mentorship Centers

For more information, please visit: https://uOttawa.saea-tlss.ca/en/academic-gps

**Academic Accommodations**

We try to make sure all students with disabilities have equal access to learning and research environments, the physical campus and University-related programs and activities. The Academic Accommodations service works with other campus services to create an accessible campus learning environment, where students with disabilities have an equal opportunity to flourish. We offer a wide range of services and resources, provided with expertise, professionalism, and confidentiality.

Services offered by Academic Accomodations include:

* Help for students with disabilities in making the transition
* Permanent and temporary accommodation measures
* Learning strategy development
* Adaptive exams
* Transcriptions of learning material
* Interpretation (ASL and LSQ)
* Assistive technologies

If you think that you might need any of the above services or supports, email the Academic Accommodations service (adapt@uOttawa.ca) as soon as possible.

**Health and Wellness**

Your health and well-being are key parts of your success as a student. The uOttawa community provides a wide range of services, supports and activities to support you in your wellness journey.

Visit **uOttawa.ca/wellness**. to access resources such as:

* Access to 24/7 help
* Mental health and counselling information
* Medical, health and insurance information
* Campus activities and workshops
* Peer support 7 days a week (virtual Peer Wellness Chat)
* Wellness Lounge

You can also access the Student Health and Wellness Centre, exclusively open to University of Ottawa and Saint Paul University students. The centre is staffed by a multidisciplinary team of health professionals, including physicians, nurse practitioners, registered nurses, health promotion specialists (education), psychotherapists, a psychologist and psychiatrists working together in a shared care model.

You can book your appointment with a health practitioner in person at 801 King Edward, Room N203, by calling 613-562-5498, by using the web portal, or by downloading the UpPatient app. All this information and more is available at **uOttawa.ca/wellness**.

**Notice Against Sexual Violence**

The University of Ottawa will not tolerate any act of sexual violence. This includes acts such as rape and sexual harassment, as well as misconduct that take place without consent, which includes cyberbullying. The University, as well as various employee and student groups, offers a variety of services and resources to ensure that all uOttawa community members have access to confidential support and information, and to procedures for reporting an incident or filing a complaint. For more information, please visit <https://www.uottawa.ca/about-us/respect/sexual-violence-support-and-prevention>.

**Statement of Academic Integrity**

Group Assignment Checklist & Disclosure

Please read the disclosure below following the completion of your group assignment. Once all team members have verified these points, hand in this signed disclosure with your group assignment.

1. All team members acknowledge to have read and understood their responsibilities for maintaining academic integrity, as defined by the University of Ottawa’s policies and regulations. Furthermore, all members understand that any violation of academic integrity may result in strict disciplinary action as outlined in the regulations.
2. If applicable, all team members have referenced and/or footnoted all ideas, words, or other intellectual property from other sources used in completing this assignment.
3. A proper bibliography is included, which includes acknowledgement of all sources used to complete this assignment.
4. This is the first time that any member of the group has submitted this assignment or essay (either partially or entirely) for academic evaluation.
5. No member of the team has utilized unauthorized assistance or aids including but not limited to outsourcing assignment solutions, and unethical use of online services such as artificial intelligence tools and course-sharing websites.
6. Each member of the group has read the full content of the submission and is assured that the content is free of violations of academic integrity. Group discussions regarding the importance of academic integrity have taken place.
7. All team members have identified their individual contributions to the work submitted such that if violations of academic integrity are suspected, then the student(s) primarily responsible for the violations may be identified. Note that the remainder of the team will also be subject to disciplinary action.

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| **Course Code:** |  |
| **Assignment** **No.** **I** **Title:** |  |
| **Use** **of** **Plagiarism** **Detection** **Tools** **(e.g.,** **Ouriginal):** | Yes (Required by Course / Professor)  Yes (Self-Conducted)   No (Not Applicable for Type of Assignment)  No (Not Conducted)  |
| **Date** **of** **Submission:** |  |
| **Name:** |  |
| **Signature:** |  |