

**Commerce 1GR0
DeGroote Student Experience and
Development I
2020-21 Course Outline**

**DeGroote School of Business
McMaster University**

COURSE OBJECTIVE

This course provides experiential activities for students to develop and apply foundational knowledge of highly sought skills in the workplace such as critical thinking, collaboration, communication, and self-management. Further, this course offers career development tools and learning experiences that facilitate students' transition to university and success in the Business Program. Students will gain knowledge of McMaster University's academic regulations, strategies for academic success, and the various services available to them within the university. 1GR0 is a new course as part of the 'GR0' series of courses (4 courses).

INSTRUCTOR AND CONTACT INFORMATION

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|---|---|
| Name: Sue McCracken | E-Mail: smccrac@mcmaster.ca |
| Class Times: C01 – Wednesday 8:30am-9:50am C02 – Wednesday 10:00am-11:20am | C03 – Thursday 2:30pm-3:50pm C04 – Thursday 4:00pm-5:20pm |
| Virtual Office Hours: Wednesdays 11:30am-12:30pm and Thursdays 1:30pm-2:30pm in MS Teams or by appointment | |

Course website: <http://www.avenue.mcmaster.ca>

COURSE ELEMENTS

| | | | |
|---------------------|-------------------|-----------------|-----------------------|
| Credit Value: 0 | Leadership: Yes | IT skills: Yes | Global view: Yes |
| A2L: Yes | Ethics: Yes | Numeracy: Yes | Written skills: Yes |
| Participation: Yes | Innovation: Yes | Group work: Yes | Oral skills: Yes |
| Evidence-based: Yes | Experiential: Yes | Final Exam: No | Guest speaker(s): Yes |

COURSE DESCRIPTION

This is a pass/fail interactive and engaging course that will complement required courses, develop key essential skills, foster professional development and provide experiential learning opportunities for first-year students. Classes will be held every other week, with tutorials being held on the alternating weeks. Students will be expected to attend all classes, tutorials and the DeGroot 24-Hour Case – January 22 and 23, 2021.

LEARNING OUTCOMES

By the end of this course, you should be able to:

1. Reflect on your learning style to take advantage of your strengths and mitigate challenges.
 2. Plan to conduct business research following the guidelines and strategies outlined in this course.
 3. Submit assignments as PowerPoint and Excel files using basic software functions via Avenue to Learn and other online learning tools.
 4. Contribute to group work using effective strategies for communication and team collaboration.
 5. Participate in oral group presentations applying the techniques provided in this course.
 6. Build a customized plan for success in the Business Program while considering institutional resources.
 7. Identify time and stress management strategies to achieve academic, personal and professional goals.
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COURSE MATERIALS

There is no required textbook for this course. All course materials will be provided in Avenue to Learn and the 1GR0 LibGuide (<https://libguides.mcmaster.ca/commerce1gr0>). Please check Avenue to Learn regularly throughout the course.

COURSE DELIVERY

| LEARNING ACTIVITIES | DESCRIPTION | TOOL(S) |
|----------------------------|---|--|
| Virtual Class | Live sessions led by your instructor and guest speakers | TopHat (every other week) Section 1: Wednesday 8:30am-9:50am Section 2: Wednesday 10:00am-11:20am Section 3: Thursday 2:30pm-3:50pm Section 4: Thursday 4:00pm-5:20pm |
| Self-Study | Various multimedia learning materials | Avenue to Learn At your own time over the week |
| Virtual Tutorials | Live sessions led by Teaching Assistants and guest speakers | MS Teams (opposite weeks to virtual class) Section 1: Wednesday 8:30am-9:50am |

| | | |
|--|--|---|
| | | Section 2: Wednesday 10:00am-11:20am Section 3: Thursday 2:30pm-3:50pm Section 4: Thursday 4:00pm-5:20pm |
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COURSE OVERVIEW AND ASSESSMENT

| EVALUATIONS | WEIGHT | DESCRIPTION |
|-------------------------------------|---------------|---|
| Participation and Attendance | 30% | Attendance and engagement in weekly virtual class and virtual tutorials |
| Quizzes | 20% | Completion of weekly quizzes in Avenue to Learn |
| Individual Assignment | 25% | Submission of reflection posts on learning experiences |
| Tutorial Activities | 25% | Completion and submission of activities during virtual tutorials |

COURSE DELIVERABLES

Participation and Attendance – 30%

Participation is an important component of the classes and tutorials. Attendance will be taken in all classes and tutorials. Participation in classes will be via virtual chat and class engagement activities using Top Hat. Participation in tutorials will be via virtual discussions and activities using MS Teams.

Students are expected to join the classes and tutorials using their full name (first and last) in order to determine attendance and participation. Students unable to attend a class/tutorial should inform the instructor and/or teaching assistant via email of the conflict before the class/tutorial.

An interim participation and attendance grade will be provided in December.

Quizzes – 20%

There will be short quizzes after each lecture. The quizzes will relate to the required reading materials and class content and activities. The quizzes must be completed by 11:59pm on the Sunday evening following the class. Avenue to Learn will be used for the completion/submission of the quizzes. Each quiz will be weighted equally. There will be no makeup for missed quizzes. Non-completion of a quiz will result in a score of zero on that quiz.

Individual Assignments – 25%

Students will be asked to complete four reflection blogs throughout the course (two in the fall term and two in the winter term). These posts will relate to the material and learnings from the course. More details will be provided during the class.

Tutorial Activities – 25%

Students will work on individual and group activities during their tutorials. Tutorials will be interactive and led by teaching assistants using MS Teams. Completed activities will be submitted via Avenue to Learn. The activities will relate to the previous week's class. Details will be provided in the tutorials.

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work" and the link below.

Missed Course Work Policy:

<http://ug.degrootemcmaster.ca/forms-and-resources/missed-course-work-policy/>

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 1GR0 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

**Commerce 1GR0
DeGroote Student Experience and Development I
2020-21 Course Schedule**

| Week | Virtual Class & Tutorials | Evaluation | Due Dates |
|----------------------|--|---|----------------------------|
| 1: Sept 7 – Sept 13 | DeGroote School of Business * Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Sept 13 11:59pm |
| 2: Sept 14 – Sept 20 | Tutorial 1 ** Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 1 | Sunday, Sept 20 11:59pm |
| 3: Sept 21 – Sept 27 | Learning to Learn Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Sept 27 11:59pm |
| 4: Sept 28 – Oct 4 | Tutorial 2 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 2 | Sunday, Oct 4 11:59pm |
| 5: Oct 5 – Oct 11 | Equity, Diversity and Inclusion (EDI) Location: TopHat | <ul style="list-style-type: none"> • Blog Post 1 | Sunday, Oct 11 11:59pm |
| 6: Oct 12 – Oct 18 | MID-TERM RECESS | | |
| 7: Oct 19 – Oct 25 | Building Resilience Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Oct 25 11:59pm |
| 8: Oct 26 – Nov 1 | Tutorial 3 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 3 | Sunday, Nov 1 11:59pm |
| 9: Nov 2 – Nov 8 | Information Literacy Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Nov 8 11:59pm |
| 10: Nov 9 – Nov 15 | Tutorial 4 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 4 | Sunday, Nov 15 11:59pm |
| 11: Nov 16 – Nov 22 | PowerPoint Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Nov 22 11:59pm |
| 12: Nov 23 – Nov 29 | Tutorial 5 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 5 | Sunday, Nov 29 11:59pm |
| 13: Nov 30 – Dec 6 | We Made It! Location: TBD | <ul style="list-style-type: none"> • Blog Post 2 | Sunday, Dec 6 11:59pm |

| Week | Virtual Class & Tutorials | Evaluation | Due Dates |
|-----------------------|---|--|---------------------------|
| 1: Jan 4 – Jan 10 | Working in Groups Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Jan 10 11:59pm |
| 2: Jan 11 – Jan 17 | Presentation Skills Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Jan 17 11:59pm |
| 3: Jan 18 – Jan 24 | Tutorial 6 - 24-Hour Case (Jan 22-23) Location: TBD | <ul style="list-style-type: none"> • Participation • Assignment 6 | Sunday, Jan 24 11:59pm |
| 4: Jan 25 – Jan 31 | Tutorial - 24-Hour Case (Debrief) Location: TBD | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Jan 31 11:59pm |
| 5: Feb 1 – Feb 7 | Communicating in Writing Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Feb 7 11:59pm |
| 6: Feb 8 – Feb 14 | Tutorial 7 Location: MS Teams | <ul style="list-style-type: none"> • Assignment 7 • Blog Post 3 | Sunday, Feb 14 11:59pm |
| 7: Feb 15 – Feb 21 | MID-TERM RECESS | | |
| 8: Feb 22 – Feb 28 | Problem Solving Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Feb 28 11:59pm |
| 9: Mar 1 – Mar 7 | Tutorial 8 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 8 | Sunday, Mar 7 11:59pm |
| 10: Mar 8 – Mar 14 | Excel Location: TopHat | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Mar 14 11:59pm |
| 11: Mar 15 – Mar 21 | Tutorial 9 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Assignment 9 | Sunday, Mar 21 11:59pm |
| 12: Mar 22 – Mar 28 | Tutorial 10 Location: MS Teams | <ul style="list-style-type: none"> • Participation • Quiz | Sunday, Mar 28 11:59pm |
| 13: Mar 29 – April 4 | We Made It! Location: TBD | <ul style="list-style-type: none"> • Participation • Assignment 10 | Sunday, Apr 4 11:59pm |
| 14: April 5 – April 9 | No class | <ul style="list-style-type: none"> • Blog Post 4 | Sunday, Apr 11 11:59pm |