

**Integrated Business and Humanities
IBH 4AB6B
Winter 2023 Course Outline**

**DeGroote School of Business
McMaster University**

COURSE OBJECTIVE

This course aims to help you build knowledge of Hamilton as a community, as well as the best practices in activism and community engagement within specific environments.

INSTRUCTOR AND CONTACT INFORMATION

**Mondays, 11:30 AM – 2:20
PM**

Dr. E. Scherzinger

Instructor

scherzie@mcmaster.ca

Office: [Online](#)

Office Hours: Fridays, 2-3 PM

Class Location: ABB 165

Amandeep Saini

TA

sainia20@mcmaster.ca

Office: Online

Office Hours: TBD

Ayushi Ojha

TA

ojhaa1@mcmaster.ca

Office: Online

Office Hours: TBD

COURSE ELEMENTS

Credit Value: 3

A2L: Yes

Participation: Yes

Leadership: Yes

Ethics: Yes

Innovation: Yes

IT skills: No

Numeracy: Yes

Group work: Yes

Global view: Yes

Written skills: Yes

Oral skills: No

Evidence-based: Yes

Experiential: No

Final Exam: No

Guest speaker(s): Yes

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to complete the following key tasks:

- Unify the functional knowledge that you gained during this program, such as social entrepreneurship and community engagement
- Provide a working knowledge of how community-focused organizations function on many different levels
- Understand and articulate the principles, ethics, and core attitudes related to community participation as defined in McMaster University's Principles of Community Engagement
- Develop skills for effective community engagement including the following:
 1. Effective and purposeful communication
 2. Observation, analysis, and primary and secondary research skills
 3. Reflexivity
 4. Teamwork
 5. Collaboration in planning and implementation of projects
 6. Conflict resolution
 7. Organization and planning amongst a team
- Learn about reflexivity and reflexive writing and practice this skill in tutorial and assignments
- Refine and practice critical thinking skills, with a particular focus on using your new vocabulary to analyze problems and activism

COURSE MATERIALS AND READINGS

All course materials will be provided on Avenue to Learn.

COURSE OVERVIEW AND ASSESSMENT

Course Requirements and Expectations

This class is built around semester-long reciprocal research projects conducted with our various community partners. Students will bid (Assignment #1) on their top three projects. Dr. Scherzinger will then assign you to a group. Our community partners this term are...

- **Hamilton Encampment Support Network:** 1 team

- **City of Hamilton (Climate Change Office):** 3 teams
- **City of Hamilton (Early Learning and Child Care):** 2 teams
- **Centre [3] (Participedia):** 1 team
- **The Office of Nrinder Nann:** 1 team
- **Participedia:** 1 team

We will not be meeting every week, as time is set aside in the course schedule for meetings with community partners. Please check the Course Schedule in the Syllabus for more details.

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF. Late assignments will be penalized one grade point for each day they are late. Your final grade will be calculated as follows:

Assignment	Due Date	Percentage of Final Grade
1: Project Bid	January 23 rd	10%
2: Research Plan	January 30 th	5%
3: Reflexive Essay #1	February 13 th	10%
4: Mid-Semester Self-Assessment	February 27 th	5%
5: End of Semester Self-Assessment	April 3 rd	5%
6: Reflexive Essay #2	April 3 rd	10%
7: Transition Document	April 3 rd	5%
Community Engagement Project Work, Presentation, and Deliverables	You must explain how your group has decided to divide the 50% in your Research Plan, due January 23 rd	50%

COURSE DELIVERABLES

Assignment #1 — Project Bid (Individual)

This assignment is worth **10%** of your final grade and will be marked individually. In this assignment, you will be tasked with outlining your potential contributions to three of the projects with community partners. More detail is available on Avenue to Learn.

Assignment #2 — Research Plan (Group)

This assignment is worth **5%** of your final grade and you will be marked as a group. In this assignment, you must complete the Research Plan worksheet.

Assignment #3 — Reflexive Essay #1 (Individual)

This assignment is worth **10%** of your final grade and will be marked individually. In this assignment, you will have to write a critical reflection that includes advice to Level One students, and/or a description of how you have used 1AD3.

Assignment #4 — Mid-Semester Self-Assessment (Individual)

This assignment is worth **5%** of your final grade and will be marked individually. In this assignment, you will have to assess your participation up to this point.

Assignment #5 — End of Semester Self-Assessment (Individual)

This assignment is worth **5%** of your final grade and will be marked individually. In this assignment, you will have to assess your participation across the semester.

Assignment #6 — Reflexive Essay #2 (Individual)

This assignment is worth **10%** of your final grade and will be marked individually. In this assignment, you will have to write a critical essay on a topic TBA.

Assignment #7 — Transition Document (Group)

This assignment is worth **5%** of your final grade and you will be marked as a group. In this assignment, you will have to produce a transition document that points to next steps in the work you have completed across the semester.

Community Engagement Project Work, Presentation, and Deliverables

The remaining **50%** of your final grade will be determined by your group. Together, you will decide how to divide the remaining 50% between your presentations, deliverables, and/or a peer review of the contributions made to the group.

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.

- For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.
- For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

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;

<http://ug.degroot.mcmaster.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. email, Avenue to Learn (A2L), web pages, TopHat, MS Teams, 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.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

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 a 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.

RESEARCH USING HUMAN SUBJECTS

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster’s Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.

McMaster Research Ethics Board (General board): <https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in IBH 4AB6B 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

Integrated Business and Humanities 4AB6B Winter 2023 Course Schedule

WEEK	DATE	ASSIGNMENT
1	Mon., January 9 th	Discuss: Class Outline, Schedule, Participation Discuss: Assignment #1, Community Engagement Reflection: What do we already know about Community Engagement?
2	Mon., January 16 th	Due: Project Bid Read: Participedia entries x3 Discuss: Democratic Innovation, Engaging with Hamilton Guest Speaker
3	Mon., January 23 rd	Lecture: How to Build a Research Plan *Please note that class will end early to offer time to meet with your community partners.

4	Mon., January 30 th	Due: Research Plan Workshop: Research and Assignments
5	Mon., February 6 th	No class meeting.
6	Mon., February 13 th	Due: Reflexive Essay #1 Workshop: Data Visualization with the Sherman Centre
7	Mon., Feb. 20 th	Reading Week No class meeting.
8	Mon., Feb. 27 th	Due: Mid-Semester Self-Assessment Panel: Community Partners
9	Mon., March 6 th	Mid-Semester Progress Presentations from all groups
10	Mon., March 13 th	TBA
11	Mon., March 20 th	No class meeting.
12	Mon., March 27 th	No class meeting.
13	Mon., April 3 rd	Final Project Presentation

		Due: Deliverables, Reflexive Essay #2, Transition Document, and End of Semester Self-Assessment
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