Commerce 3GR0
DeGroote Student Experience and Development III – Winter 2023
Course Outline

DeGroote School of Business
McMaster University

COURSE OBJECTIVE

This course builds on 2GR0 and continues to provide experiential activities for students to develop, enhance 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' success in the Business Program and their careers.

This course provides students with the foundation to engage in community-engaged, experiential learning at McMaster but more importantly will set students up to be able to work across boundaries and with different communities in their future careers. Students will learn about McMaster's six principles of community engagement and how to apply them in developing and maintaining positive and productive engagement with community partners. Students will then apply this knowledge on community engagement to a community-based experiential Community Impact Project (CIP).

INSTRUCTOR AND CONTACT INFORMATION

Instructor:	Instructional Assistant:
Dr. Karleen Dudeck dudeckkj@mcmaster.ca	TBC

Teaching Assistants:

T01	**T02**
Marcus Marchese, marchm7@mcmaster.ca Hamza Mansour, mansouh@mcmaster.ca	Nithusa Sinnadurai, sinnadun@mcmaster.ca Kathleen Chen, chenk110@mcmaster.ca

T03
Amanda Sugimura, sugimura@mcmaster.ca
Saffa Sajid, sajidh1@mcmaster.ca

Class Times: Virtual attendance required: Weeks 4, 5, 10 – *See Schedule Below*
- Specific Mondays (virtual): 2:30 – 4:20 pm – *See Schedule Below*

Tutorial Times: In person attendance required: Weeks 1, 5, 7, 8, 9 – *See Schedule Below*
- **T01:** Specific Tuesdays, 10:30 am – 12:20 pm, PGCLL M16 – *See Schedule Below*
- **T02**: Specific Wednesdays, 2:30 – 4:20 pm, MDCL 1309 – *See Schedule Below*
- **T03**: Specific Wednesdays, 10:30 am – 12:20 pm, PGCLL 127 – *See Schedule Below*

Virtual Office Hours: Specific Mondays before lecture – Weeks 4, 5, 10
- Monday, September 25, 1:30 p.m. – 2:20 p.m. before lecture
- Monday, October 2, 1:30 p.m. – 2:20 p.m. before lecture
- Monday, November 6, 1:30 p.m. – 2:20 p.m. before lecture
- See Avenue for Zoom link for virtual office hours
- or by appointment

In-person Office Hours: Specific Dates – Weeks 7, 9
- Week 7:
  - Tuesday, October 17, 12:30 – 2 pm: GSB 105B
  - Wednesday, October 18, 12:30 – 2 pm: GSB 105A
  - Wednesday, October 18, 4:30 – 6 pm: GSB 105B
- Week 8:
  - Wednesday, October 25, 12:30 – 2 pm: GSB 105A
- Week 9:
  - Tuesday, October 31, 12:30 – 2 pm: GSB 105B
  - Wednesday, November 1, 12:30 – 2 pm: GSB 105A
  - Wednesday, November 1, 4:30 – 6 pm: GSB 105B

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

COURSE ELEMENTS

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

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COURSE DESCRIPTION

This course offers development tools and learning experiences that facilitate students' success during the Commerce program and beyond throughout their careers. This course provides students with the foundation to meaningfully engage communities and stakeholders of different types. This is a critical outlook and set of skills that are foundational for a successfully, well-rounded commerce graduate. Students will learn about McMaster's six principles of community engagement and how to apply them in developing and maintaining positive and productive engagement with community partners. Throughout the course, students will reflect on guest speakers and a curated set of resources. In doing so, they will integrate into their approach to leadership and the importance of empathic understanding and appreciating different lived experiences. Empathic leadership is increasingly sought by today's business leaders. Students will apply their knowledge of community engagement to address real community-based problems through a Community Impact Project (CIP).

LEARNING OUTCOMES

By the end of this course, students will be able to:
1. Explore McMaster's six principles of community engagement by participating in an experiential learning opportunity.
2. Distinguish different ways of thinking and ideological approaches to business, community, and personal life.
3. Recognize one's own unconscious bias and the role it plays in perception and decision-making.
4. Increase awareness of one's own leader decision-making style through the lenses of ethical leadership and community/stakeholder awareness.
5. Articulate the professional skills developed through the Community Impact Project to leverage this experience for future career success.

COURSE MATERIALS

Textbook and Study Materials

This is not a traditional "content" course, therefore, there is no required textbook for this course. The "content' for this course will be provided through virtual class lecture, in-person tutorials and online resources. Slides and other audio-visual materials used during the classes or tutorials will be posted on Avenue to Learn for review.

Digital Applications/Accounts

This course will make extensive use of technology. These tools are **free** for DeGroote and McMaster students.

1. **Avenue to Learn**: All course information, required materials, general announcements, and other resources you will need will be included in the course Avenue shell. To access your course, go to Avenue to Learn (http://avenue.mcmaster.ca/)

2. **Zoom:** Virtual classes will be held via Zoom Webinar. Links will be provided on Avenue to Learn.

3. **Pressbook:**. You will need to review the Fundamentals of Community Engagement: A Sourcebook for Students e-book that contains information related to McMaster's principles of community engagement.

4. **MS Teams:** You can send general course-related questions to the 3GR0 Class Teams. In this platform, you will also have access to the *Happenings at DeGroote* channel, which contains information of interest to 3rd-year BCom students.

5. **LibGuide:** To support the reflection on different ways of thinking, you have access to the 3GR0 - DeGroote Student Experience and Development III LibGuide that includes curated resources for you.

6. **Top Hat:** We will be using Top Hat (www.tophat.com) for class participation. You will be able to submit answers to in-class questions using Apple or Android smartphones and tablets, laptops, or through text message. For instructions on how to create a Top Hat account and enroll in our Top Hat course, please consult Top Hat's Getting Started Guide (https://bit.ly/31TGMlw).

   If you already have a Top Hat account, please select the join code below.

   - **Lectures (virtual)**: https://app.tophat.com/e/435315

   - **Tutorial 1 (in person):** https://app.tophat.com/e/640406

   - **Tutorial 2 (in person)**: https://app.tophat.com/e/378752

- **Tutorial 3 (in person)**: https://app.tophat.com/e/507219

If you are new to Top Hat:

    a. Go to https://app.tophat.com/register/student

    b. Click "Search by the school" and input the name of our school

    c. Search for our course with the following **join code:**

        i. **Lectures (virtual)**: 435315

        ii. **Tutorial 1 (in person):** 640406

        iii. **Tutorial 2 (in person)**: 378752

        iv. **Tutorial 3 (in person)**: 507219

Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Specific user information may be required by their technical support team when troubleshooting issues.

Technology Support Note: If you run into a problem with any course related technology, please contact technical support of the respective platform. Your professor and instructional assistant are not your technical support person but do keep them updated on any issues that cannot be quickly resolved, so we can determine if it is an individual issue, or it is a system wide problem affecting multiple students. The list of technical support links/contact information is posted on Avenue.

COURSE OVERVIEW AND ASSESSMENTS

This is a pass/fail course. To pass this course, students are required to:
- Achieve at least 50% on the learning activities (individual)
  AND
- Achieve at least 50% on the experiential event (group)

10% penalty will be applied for every day or partial day that the assignment is submitted late. These penalties will begin on the day following the due date.

Learning Activities – Individual

EVALUATIONS	WEIGHT	DUE DATE
Lecture Engagement – 3 virtual lectures x 7% each	21%	Lectures: **Weeks 4, 5, & 10**
Tutorial Engagement – 5 in-person tutorials x 2% each	10%	Tutorials: **Weeks 1, 5,7, 8, & 9**
Leadership Survey	4%	**Week 4:** Sunday, Oct 1 at 11:59 PM
Business Workbook – 5 sections x 13% each	65%	**Various** – see Business Workbook description below
Total Learning Activities Grade (Individual)	**100%**	

Experiential Activities – Group

EVALUATIONS	WEIGHT	DUE DATE
Team Charter	10%	**Week 5:** Sunday, October 8 at 11:59 PM
Assignment – Understanding Community Partners	25%	**24 hr after Week 7 Tutorial:** **T01**: October 18 at 12:30 PM **T02**: October 19 at 4:30 PM **T03**: October 19 at 12:30 PM
Engaging with Community Partners	5%	**Week 8 Tutorial**
Community Impact Project Deliverable	60%	**24 hr after Week 9 Tutorial:** **T01**: November 1 at 12:30 PM **T02**: November 2 at 4:30 PM **T03**: November 2 at 12:30 PM
Total Experiential Event Grade (Group)	**100%**	

COURSE DELIVERABLES

LEARNING ACTIVITIES (Individual grade)

Lecture Engagement (21% of Learning Activities – individual)
This class will use Top Hat to assess classroom engagement during the synchronous online lectures. These questions will reflect a mix of comprehension and attentiveness, as well as enhanced engagement opportunities. Grades for class lecture engagement will be available on Top Hat following the class.

Tutorial Engagement (10% of Learning Activities – individual)
This class will use Top Hat to assess engagement and attendance during the in-person tutorials. Grades for tutorial engagement will be available on Top Hat following the class.

Leadership Survey (4% of Learning Activities – individual)
Students will be required to complete an online leadership survey. Links to complete the survey will be made available on Avenue following the Week 4 lecture. Students will receive a personalized Leadership Feedback Report with information related to self-awareness and ethical leadership, including shareholder versus stakeholder focus during decision-making and how this relates to values.

Business Workbook (65% of Learning Activities – individual)
The 3GR0 Business Workbook guides your reflection on your leadership and career development, your exposure to different ways of thinking, and your engagement with community organizations. This new knowledge and your experience in your Community Impact Project (CIP) build your professional self and this workbook will also help you communicate this experience effectively to your networks.

The 3GR0 Business Workbook includes five (5) parts. Each part will be completed on Top Hat. Note the submission deadlines indicated below and contact your Teaching Assistant if you need help.
- Part 1: Leadership Development
- Part 2: Leadership in Community Engagement
- Part 3: Working with Community Partners
- Part 4: Team Building
- Part 5: Career Development

Business Workbook Description	Due Date
Part 1: Leadership Development Students will reflect on Leadership learnings from 1GR0 and 2GR0.	**Week 4:** Sunday, October 1 at 11:59 PM
Part 2: Leadership in Community Engagement Students will reflect on 3GR0 Leadership Feedback Report.	**Week 5:** Sunday, October 8 at 11:59 PM
Part 3: Working with Community Partners Students will explain how they would apply two (2) or more principles from the Principles of Community Engagement Pressbook in conversation with the community partner organization or in a solution for the partner and identify similarities and differences between ways of thinking and application of business principles in traditional for-profit business and not-for-profit community organizations.	**Week 5:** Sunday, October 8 at 11:59 PM
Part 4: Team Building Students will reflect on their experience working in a group and how they used the Team Charter.	**Week 10:** Sunday, November 12 at 11:59 PM
Part 5: Career Development Students will reflect on career feedback received during the course and create career items including a resume entry, LinkedIn profile entry, and prepared interview answer based on the Community Impact Project experience.	**Week 10:** Sunday, November 12 at 11:59 PM

EXPERIENTIAL ACTIVITIES (Group grade)

Team Charter (10% of Experiential Activities – group)
Students will work in their groups to complete a Team Charter for the experiential event. The Team Charter will guide students to create goals and set expectations for working effectively throughout the course. The charter will also provide students with the opportunity to discuss scheduling conflicts and will allow the group to identify strategies to resolve group conflict. The Team Charter will be submitted on Avenue to Learn.

Note: students can choose their own groups of five (5) students. Students should self-enroll in groups on Avenue up until Sunday, September 17 at 11:59pm. After this time, students will be put into random groups.

Assignment – Understanding Community Partners (25% of Experiential Activities – group)
The purpose of this assignment is for groups to develop an understanding the community partner organization and the CIP deliverable. Students will have time to complete the assignment during the Week 7 tutorial.

In advance of the Week 7 tutorial, groups will have access to the CIP Project Description and reference materials provided by the community partner organization posted on Avenue to Learn. The CIP Project Description will provide an overview of a current business challenge that the community partner organization is experiencing, and a description of deliverable requested by the organization.

Additional details about this assignment will be provided during the Week 7 tutorial and on Avenue.

Engaging with Community Partners (5% of Experiential Activities – group)
Each group will have the opportunity to ask representatives from the community partner organization one (1) question during an interactive in-person Q&A session. Groups are required to attend the Week 8 tutorial and nominate one (1) member of the group to ask a question to the community partner representative.

Additional details about this assignment will be provided during the Week 7 tutorial and on Avenue.

Community Impact Project Deliverable (60% of Experiential Activities – group)

The 3GR0 students will work with local Hamilton-Halton community partner organizations to develop practical, tangible deliverables to solve current challenges identified by the community partners as part of the 3GR0 Community Impact Project (CIP). Groups will work together to quickly generating solutions for the identified challenge and provide the partner with a deliverable that can be deployed for use by the organization.

The CIP deliverables (work product) resulting from the group work on the CIP will be shared externally with our community partners. Delivering strong CIP deliverables to the community partners can be a great way to open up networking opportunities!

Teaching Assistants (TAs) have been recruited to support you throughout this process and will be available during dedicated CIP tutorial times to meet with the group and discuss solutions, provide tips on creating the deliverable, and support you through the CIP process.

Details about the CIP partners and deliverables will be posted on Avenue. All deliverables will be in the form of a PowerPoint file that can be shared with the community partner organization. Presentations will not be required.

Groups will be given time to create the CIP deliverables during three (3) CIP tutorial sessions:

- **Week 7 Tutorial – CIP Part 1: Understanding Community Partners:** Groups will spend time to understand the community partner organizations operations and target audience. Groups will review the CIP Project Descriptions and brainstorm solutions to the CIP for their section, as well as questions to ask the community partner organizations during the live question and answer (Q&A) session in Week 8. Groups will submit the Understanding Community Partners Assignment, including questions for the community partner organizations, on Avenue within 24 hours of the tutorial.

- **Week 8 Tutorial – CIP Part 2: Engaging with Community Partners**: Groups will have the opportunity to ask representatives from the community partner organizations questions during an interactive in-person Q&A session.

- **Week 9 Tutorial** – **CIP Part 3: Creating Deliverables for Community Partners:** Groups will use the tutorial to finalize their deliverable for the community partner organization. Groups will be required to submit CIP Deliverables on Avenue within 24 hours of the tutorial.

Additional details about this assignment will be provided during lectures, tutorials, and on Avenue.

COURSE SCHEDULE

Week of	Theme & Activities	Due Dates
Week 1: In-person Tutorials T01: week 1 (Sep 5) T02 & T03: week 1 (Sep 6)	**Introduction to 3GR0 and Course Kick-off (in-person)** • Introduction to 3GR0 course plan • Meet the 3GR0 teaching team • Introduce Community Impact Project, 3GR0 Business Workbook, and other assignments	Students can choose their own groups of five (5). Students should self-enroll in groups on Avenue by Sunday, September 17 at 11:59pm. Students who have not self-enrolled by the due date will be randomly assigned to a group.
Week 2: no class		
Week 3: no class		
Week 4: Full Class Virtual Lecture C01: week 4 (Sep 25)	**Lecture: Introduction to Community Engaged Learning (virtual)** • Lecture: Introduction to Community Engaged Learning • Guest Speaker: Self-Awareness and Leadership Decision Making Style (Lisa Lorentz)	1. Leadership Survey 2. Business Workbook Part 1 Due Sunday, Oct 1 at 11:59 PM
Week 5: Full Class Virtual Lecture and in-person Tutorials C01: week 5 (Oct 2) T01: week 5 (Oct 3) T02 & T03: week 5 (Oct 4)	**Lecture: Ways of Thinking and Empathy Building (virtual)** • Guest Speaker: Kristin Webb, Manager, Capacity Building & Advocacy, United Way Halton & Hamilton • Guest Speaker: Career Development and Working with Community Partners (Karam Noel) • Guest Speaker: Exploring Different Ways of Thinking (Khadijeh Rakie) • Lecture: Preparing for the CIP **Tutorial: Team Charter and Leadership (in person)** • Create team charter (group) • Complete Business Workbook Parts 2 & 3 (individual) • Review video about the feedback that students received from the Leadership survey.	1. Team Charter 2. Business Workbook Parts 2 and 3 Due Sunday, Oct 8 at 11:59 PM
Week 6: no class	**MIDTERM BREAK – NO CLASSES**	
Week 7: In-person Tutorials T01: - week 7 (Oct 17) T02 & T03: week 7 (Oct 18)	**Tutorial: CIP Part 1 – Understanding Community Partners (in person)** • Familiarize with partner organization and needs (online research, watch video, group discussions) • Identify questions to ask partner • Complete Understanding Community Partners Assignment	1. Understanding Community Partners Assignment is due 24 hr after Week 7 Tutorial: T01: October 18 at 12:30 PM T02: October 19 at 4:30 PM T03: October 19 at 12:30 PM
Week 8: In-person Tutorials T01: week 8 (Oct 24) T02 & T03: week 8 (Oct 25)	**Tutorial: CIP Part 2 – Engaging with Community Partners (in person)** • Representatives from community partner organizations will be join in-person tutorials for an interactive Q&A session • Groups will be invited to ask the community partner 1 question	None
Week 9: In-person Tutorials T01: week 9 (Oct 31) T02 & T03: week 9 (Nov 1)	**CIP Part 3 – Creating Deliverables for Community Partners (in person)** • Groups will finalize CIP deliverable	1. CIP Deliverable is due 24 hr after Week 9 Tutorial: T01: November 1 at 12:30 PM T02: November 2 at 4:30 PM T03: November 2 at 12:30 PM
Week 10: Full Class Virtual Lecture C01: week 10 (Nov 6)	**Lecture: Career Development and Community Impact** • Alumni Panel: Working in Not-for-Profit / Community Organizations • Guest Speaker: Career Development Assignment Review (Karam Noel) • Course Wrap-up	1. Business Workbook Parts 4 & 5. Due on Sunday, Nov 12 at 11:59 PM
Weeks 11, 12, 13: no classes or 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.

- *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.degroote.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,* 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, Top Hat, 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 Commerce 3GR0 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.