

**Commerce 2GR0  
DeGroot Student Experience & Development II  
Winter 2024 Course Outline  
All Tutorial Sections**

**DeGroot School of Business  
McMaster University**

***COURSE OBJECTIVE***

The primary objective of this course is to provide structured experiential opportunities for students in the Bachelor of Commerce program to acquire additional knowledge, enhanced skills, and self-awareness in the areas of applied problem-solving and persuasive workplace communication. Related objectives are to enhance skills in career exploration, teamwork, cross-functional business perspective, and cross-cultural communication.

***INSTRUCTIONAL TEAM AND CONTACT INFORMATION***

**Helen Chen, Ph D  
Instructor**  
[chenh227@mcmaster.ca](mailto:chenh227@mcmaster.ca)  
Virtual Office Hours: by  
appointment

**Shelley Rottenberg  
Instructional Assistant**  
[rottensm@mcmaster.ca](mailto:rottensm@mcmaster.ca)  
Virtual Office Hours: by  
Appointment

**Student Teaching Assistants (TAs)**  
To Be Introduced During First Tutorial Session  
Communication Channel: MS Teams

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

***COURSE ELEMENTS***

Credit Value:	0	Leadership:	Yes	IT skills:	Yes	Global view:	Yes
Avenue:	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

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## ***COURSE DESCRIPTION***

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This is an experiential learning course designed with virtual synchronous sessions (large classes and tutorials) and asynchronous learning components (i.e., LinkedIn Learning courses).

### **Large Class Events**

The Large Class Event is a synchronous virtual meeting on Zoom where students **from all Tutorial sections** will come together to learn about core concepts; be exposed to problem-solving and communication tools; gain insights from guest speakers; accumulate career development essentials, such as LinkedIn profiles and career exploration, and cultivate leadership development self-awareness.

### **Tutorials**

LinkedIn Learning. As part of the 2GR0 learning activities, you will complete a self-assessment of three skills (teamwork, communication and problem solving) on LinkedIn Learning platform. Based on the assessment results and your interest, you can choose LinkedIn Learning modules to complete, write a reflection of the learning and earn course points. You are welcome to complete more modules to enrich your own learning and add the certificates to your LinkedIn profile.

Business Simulation. You will engage with a hands-on business virtual simulation (Kayak by [Praxar](#)) with a team to apply knowledge and skills learned from the large class and LinkedIn Learning modules. During the team simulation Tutorial week, you will enter the live simulation and work with members of your team to discuss business issues and make relevant decisions. In each round of the simulation, you are to take on a different functional role in the business to gain exposure to the different specialized areas within an organization. At the beginning of the term, you will be randomly assigned to a team (5 students per team). Each team will have a Channel on MS Team for communication and discussion. Your TA will be available on an ongoing basis to provide support for the simulation. Note: this simulation is a group activity and you are expected to attend each simulation round to contribute to your and your peers' advancement in the course; please **contact your TA IN ADVANCE if you anticipate being absent in any of the scheduled simulation sessions**.

Career & Professional Development (CPD). Career planning is an important part of the GR0 program. It is becoming increasingly important to establish a LinkedIn profile and leverage social network platforms such as LinkedIn as part of the career building journey. The DeGroot CPD team will provide you with the resources and tools necessary to create a strong LinkedIn profile as well as to get started on building a professional network.

Leadership Development. Following up on your leadership development journey that started in 1GR0, you will be completing another survey based on your collaboration with peers during the business simulation activities. You will receive individualized feedback about your leadership style as well as tips and suggestions to further develop your leadership skills.

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## ***COURSE LEARNING OUTCOMES***

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This course is specifically designed to support skill development in the areas of teamwork, persuasive communication, problem solving, plus extend knowledge in the areas of career exploration and leadership development. Upon successful completion of this course, students will be able to:

### *Teamwork*

- Understand the importance and take actions to contribute to discussion, decision-making and problem-solving within the team environment.
- Put effective communication skills to practice; communicate openly and respectfully, listen to ideas, and support and encourage each other.
- Develop strategies to resolve disagreements and improve the quality of teamwork.
- Develop strategies for effective action: share expectations for outcomes, identify roles and responsibilities and reach consensus on collective actions.

### *Persuasive Communication*

- Communicate confidently and collaborate effectively with students from diverse backgrounds.
- Use data visualization tool to communicate business insights effectively and efficiently from raw data.

### *Problem Solving*

- Use a variety of problem-solving methodologies to analyze and develop solutions to business problems.
- Identify and overcome barriers to individual and team creativity.
- Use virtual communication and collaboration tools (e.g., meetings, channels, SharePoint, and so on) to share, develop, and discuss analysis and solutions to problems and to obtain support as needed.

### *Career Exploration*

- Learn to utilize LinkedIn to build professional network, access employment opportunities, explore organizations and industries.
- Create a professional LinkedIn profile that highlights their experiences and professional brand to employers.
- Develop personalized outreach messages to expand your professional network.

### *Leadership Development*

- Describe how individuals come to be seen as leaders in teams.
- Assess your own leadership behaviour in teams.

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## ***COURSE MATERIALS***

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### **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 Large Class Events and LinkedIn Learning videos. If slides and other audio-visual materials are used during the large class and Tutorial, they will be posted on MS Team/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. The 2GR0 Business Workbook will be posted and submitted through Avenue as well. To access your course, go to [Avenue to Learn](#).
2. **Microsoft Teams:** You will use MS Teams to attend tutorials, meet and communicate with your TA, and to communicate and collaborate with your simulation team. The MS Teams app is free for McMaster students as well as other Office 365 applications such as Word, PowerPoint, Outlook. To download MS Teams, go to [Office 365 Hub](#). You will be automatically enrolled into the Large Class Team and into your Tutorial Team channels. Simulation Group Channels within each Tutorial will be set up and you will be assigned to one of those Channels for the purpose of working with your simulation team (no more than 5 students per simulation team from your Tutorial).
3. **Zoom:** Large class will be conducted as a Zoom Webinar. You need to use your McMaster credentials to log into the Zoom meeting.
4. **TopHat:** Participation in the 2GR0 Large Classes will be tracked on TopHat, which is free for DeGroote students. Students will receive an email sent to their McMaster email address inviting them to join the course. If you already have a Top Hat account, you will receive a reminder to enroll in the course.
5. **LinkedIn Learning:** LinkedIn Learning is available to the McMaster community. You can access LinkedIn Learning directly or follow the link provided on Avenue to Learn. To learn all you can do with LinkedIn Learning, go to [A Guide to LinkedIn Learning](#).
6. **Praxar Simulation:** Praxar is a partner website, independent of the McMaster technology platform. You will be provided with an access code at the beginning of the term during Tutorial for individual registration to the Praxar simulation. When individual registration is finalized, you will be assigned to a team within your Tutorial section to complete live simulations. Details about the simulation, a document of Introduction to the Praxar system, and a Student Guide will be posted on MS Teams and Avenue.

**Important Hardware Note:** While Avenue, TopHat and LinkedIn Learning are mobile friendly (phone or tablet), the Praxar simulation will only run on a laptop/MacBook, due to the amount of information being processed in the simulation. Please ensure you have access to a reliable device for the simulation. You will also need to be on a robust network.

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

**COURSE ASSESSMENT**

Despite this being a Pass/Fail course, **successful completion of this course is dependent on a high level of engagement** in all facets of the course. You are expected to contribute to a respectful and collaborative learning environment both inside the virtual classroom and in your other interactions and communications associated with this course. The value of this course for you and your peers will depend on your regular presence and active engagement.

Your grade will consist of evaluations of work done individually and in groups, as indicated in the table below.

To successfully pass this course, you are required to achieve **50% of the mark in BOTH** the:

- Learning Activities
- AND**
- Experiential Event: Virtual Business Simulation

**Learning Activities**

EVALUATIONS	WEIGHT	DELIVERABLE DESCRIPTION
<b>Large Class Event Participation</b>	40% (10% x 4)	Attend and participate in four large class events (each is worth 10%).  Participation will be captured via TopHat (not Zoom) through inputting an attendance code during large class events as well as occasional interactive questions that are posted via TopHat during the large classes.  Note: The attendance code and interactive questions will be deployed on TopHat at any time during the synchronous event. Please do not use the Zoom function to reply or inquire about attendance code or interactive questions.
<b>LinkedIn Learning</b>	20%	Complete Self-assessment of <u>all three</u> skills on LinkedIn Learning (10%). Instructions on how to access this self-assessment can be found on Avenue in the Business Workbook.  Complete <u>one</u> LinkedIn course (on any of the three skills) and complete self-reflection and submit on Avenue. (10%)
<b>Data Visualization</b>	15%	Complete Data Visualization project and submit on Avenue (Instruction for this project can be found on Avenue in the Business Workbook).
<b>Leadership Development</b>	15%	Complete Leadership Self-Awareness Reflection and submit on Avenue (Reflection instruction can be found on Avenue). (5%)

		<p>Complete 2GR0 Leadership Development Survey (5%). The link to the survey will be posted on Avenue and must be completed during the large class event or by 11:59pm on the same evening of the large class event, to earn the points.</p> <p>Complete 2GR0 Leadership Self-Regulation Reflection and submit on Avenue (5%). (Reflection instructions can be found on Avenue). The individual feedback report received after the completion of the 2GR0 Leadership Development Survey is a prerequisite for this activity.</p>
<b>Career Exploration</b>	10%	<p>Develop a LinkedIn Profile (as part of the Business Workbook) and submit the link on Avenue (5%).</p> <p>Complete Career Development Self-exploration (as part of the Business Workbook) and submit on Avenue. (5%)</p>

### Experiential Event: Virtual Business Simulation

EVALUATIONS	WEIGHT	DELIVERABLE DESCRIPTION
<b>Simulation Practice Round &amp; Team Charter</b>	25%	<p>Deliverable during Tutorial:</p> <ol style="list-style-type: none"> <li>1. Complete the Team Charter as a group.</li> <li>2. Complete the Practice Round on Praxar individually.</li> </ol> <p>Note: You must be in attendance of the Tutorial to earn the marks.</p>
<b>Simulation Round One</b>	25%	<p>Deliverable during each simulation tutorial:</p> <ol style="list-style-type: none"> <li>1. Complete simulation round on Praxar as a group.</li> <li>2. Complete Logbook entry after simulation on Praxar individually.</li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>• You must be in attendance for each tutorial to earn full points for that week.</li> <li>• You must work collaboratively as a team to complete the simulation live during each tutorial.</li> <li>• Your Logbook entries will be considered valid <b>ONLY</b> if you participated in the simulation that week.</li> </ul>
<b>Simulation Round Two</b>	25%	
<b>Simulation Round Three</b>	25%	

Notes:

- Although these activities are marked on a completion basis, the teaching team reserves the right to assess the quality of the work submitted. If the input to any of the deliverables is deemed irrelevant, it may be assessed with a score of zero (0).
- Due to the Pass/Fail nature of the course, the Learning Activities and Experiential Event **has limited eligibility for MSAF**. Accommodation will be made **only** if you need to seek relief for missed academic work for **a prolonged period** of time. Please communicate with your TA

proactively if challenges arise during the course of the term. It is your responsibility to communicate with the teaching team **IN ADVANCE** for any potential prolonged absence. See the “Requesting Relief for Missed Academic Work” section in this document for more information.

- The MSAF process is not used for SAS disability accommodation. See the “Academic Accommodation of Students with Disabilities” section in this document for information related to SAS accommodation.
- In unlikely situations if the required activities need to be changed or the evaluation needs to be revised, you will be notified via Avenue to Learn and MS Teams in advance.

### **LATE ASSIGNMENTS**

In-class and in-tutorial work will **NOT** be accepted after the class or after the tutorial is over. Make sure you upload any deliverables before end of the class or tutorial time unless otherwise stated.

### **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 will 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.

Note: You are encouraged to communicate **with your TA proactively** regarding any course related issues. Such communication in 2GR0 should primarily take place **through MS Teams, not email**, for efficiency reasons.

### **COURSE SCHEDULE**

<b>Week</b>	<b>Format</b>	<b>What's Happening</b>	<b>Deliverable</b>
1 Jan 8	N/A	No class or tutorials	Read course outline on Avenue.
2 Jan 15	Large Class #1	<b>COURSE OVERVIEW</b> - Course logistics - Teaching team introduction	Attendance  LinkedIn Profile

		<b>GUEST SPEAKERS</b> - Career Development - LinkedIn Learning	(Business Workbook Part 1 DUE Friday, Jan 19 @11:59pm; Submission via Avenue)
3 Jan 22	Tutorial #1	<b>BUILDING SKILLS: COMMUNICATION, TEAMWORK, PROBLEM SOLVING</b> - Meet your TA - Ensure access to the LinkedIn Learning	LinkedIn Learning 1-LiL Skill Self-Evaluation 2-LiL Modules & Self Reflection (Business Workbook Part 2 DUE Friday, Jan 26 @11:59pm; Submission via Avenue)
4 Jan 29	Large Class #2	<b>BUSINESS ROLES &amp; AREA OF FOCUS</b> - Leadership Development Overview - Introduction to Business Simulation <b>GUEST SPEAKERS</b> - Leadership BCom Areas of Focus	Attendance  Leadership Self-Awareness Reflection (Business Workbook Part 3 DUE Friday, Feb. 2nd @11:59pm; Submission via Avenue)
5 Feb 5	Tutorial #2	<b>SIMULATION: PRACTICE ROUND</b> - Watch tutorial & complete practice round - Develop Team Charter	Simulation practice round Team Charter DUE at the end of Tutorial; Submission via Avenue
6 Feb 12	Tutorial #3	<b>SIMULATION: ROUND 1</b> - Teams participate in Round 1 - Complete logbook	Simulation Round One; Logbook entry DUE at the end of Tutorial; submission via Simulation Platform
7		<b>Mid-term Recess (Week of Feb 19)</b>	
8 Feb 26	Tutorial #4	<b>SIMULATION: ROUND 2</b> - Review simulation reports from round 1 - Teams participate in Round 2 - Complete logbook	Simulation Round Two; Logbook entry DUE at the end of Tutorial; submission via Simulation Platform
9 Mar 4	Tutorial #5	<b>SIMULATION: ROUND 3</b> - Review simulation reports from round 2 - Teams participate in Round 3 - Complete logbook	Simulation Round Three; Logbook entry DUE at the end of Tutorial; submission via Simulation Platform
10 Mar 11	Large Class #3	<b>LEADERSHIP DEVELOPMENT</b> -Guest Speaker -2GR0 Leadership Survey  <b>BUSINESS COMMUNICATION THROUGH DATA VISUALIZATION</b> - Excel Refresher	Attendance  Leadership Development Leadership Survey to be completed during the class, DUE @11:59pm. Survey link on Avenue.
11 Mar 18	Tutorial #6	<b>DATA VISUALIZATION PROJECT LEADERSHIP DEVELOPMENT (CON'T)</b>	Data Visualization (Business Workbook Part 4 DUE at the end of Tutorial; Submission via Avenue)  Leadership Development Leadership Self-Regulation reflection



			(Business Workbook Part 5 DUE Friday, Mar. 22 @11:59pm; Submission via Avenue)
12 Mar 25	Large Class #4	<b>CAREER DEVELOPMENT</b> Guest speakers panel	Attendance  Career Development Recap (Business Workbook Part 6 DUE Friday, Mar. 29 @11:59pm; Submission via Avenue)
13	N/A	No class or tutorials	

## GENERAL POLICIES

### ***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 demonstrate 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.

In the case of Commerce 2GR0, this specifically means you CANNOT share with other people access to

LinkedIn Learning or the Praxar simulation to complete the work for you. This is a breach of both the University's Academic Integrity Policy and the University's Technology Policy. All deliverables on technology platform must be your own original work.

### ***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](http://www.mcmaster.ca/academicintegrity).

### ***Generative AI***

#### USE PROHIBITED

Students are not permitted to use generative AI in this course. In alignment with [McMaster academic integrity policy](#), it "shall be an offence knowingly to ... submit academic work for assessment that was purchased or acquired from another source". This includes work created by generative AI tools. Also state in the policy is the following, "Contract Cheating is the act of "outsourcing of student work to third parties" (Lancaster & Clarke, 2016, p. 639) with or without payment." Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

### ***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, TopHat, 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, usernames 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](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy. Please contact SAS as soon as possible so we can put accommodations in place as early as possible.

**NOTE: For 2GR0 students with accommodation needing special assistance, the course Instructional Assistant (Shelley Rottenberg, [rottensm@mcmaster.ca](mailto:rottensm@mcmaster.ca)) will be available to discuss reasonable accommodation with you and will communicate those accommodations to your TA. This ensures that all students are treated consistently.**

### ***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.

**\*NOTE: In 2GR0, the large class events will be recorded; there will be no video or audio**

recording of meetings/discussions on MS Teams or during the Praxar team simulation.

### ***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.

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### ***ACKNOWLEDGEMENT OF COURSE POLICIES***

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Your enrolment in Commerce 2GR0 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. We invite you to ask for clarification on any policies or procedures that you do not fully understand, as early and as often as possible. Start with your TA; do not rely on friends or fellow Tutorial/team members as their understanding may not be accurate.