

Commerce 1GR0 DeGroote Student Experience and Development I 2025-26 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. Students will also start their leadership development journey at DeGroote by completing a survey and receiving individualized feedback on their leadership attributes.

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 part of the 'GR0' series of courses (4 courses).

INSTRUCTOR AND CONTACT INFORMATION

Instructor Name: Sue McCracken	Instructor e-mail: smccrac@mcmaster.ca
Lead Teaching Assistant:	Lead Teaching Assistant email:
Class Times: C01 – C03 – Thursday 12:30pm-2:20pm C07 – C09 & C14 – Tuesday 4:30pm-6:20am	C04 – C06 – Thursday 10:30am-12:20pm C10 – C13 – Monday 4:30pm-6:20pm
Office Hours – DSB 323: Mondays, Tuesdays and Thursdays 2:30pm-3:30pm or by appointment	

Course website: <http://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 DeGroote 24-Hour Case – January 16 and 17, 2026.

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.
 8. Identify how your individual traits, behaviours, and motivations can make you a better leader.
 9. Understand how and when to appropriately use Generative Artificial Intelligence in your courses.
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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.

CLASS FORMAT

LEARNING ACTIVITIES	DESCRIPTION	TOOL(s)
Class Lectures	Live sessions led by your instructor and guest speakers	In assigned Classroom (every other week) C01 – C03: Thursday 10:30am-12:20pm C04 – C06: Thursday 12:30pm -2:20pm C07 – C09, C14: Tuesday 4:30pm-6:20pm C10 – C13: Monday 4:30pm-6:20pm

Self-Study	Various multimedia learning materials	Avenue to Learn At your own time over the week
Tutorials	Live sessions led by Teaching Assistants and guest speakers	In assigned Classroom (opposite weeks to lectures) C01 – C03: Thursday 10:30am-12:20pm C04 – C06: Thursday 12:30pm -2:20pm C07 – C09, C14: Tuesday 4:30pm-6:20pm C10 – C13: Monday 4:30pm-6:20pm

COURSE OVERVIEW AND ASSESSMENT

1GR0 is a full year course, consisting of 1GR0A and 1GR0B. To succeed in the course, students are required to pass each of:

- 1) the fall term (1GR0A);
- 2) the winter term (1GR0B);
- 3) the DeGroote 24HR Case on January 16 and 17, 2026.

FALL TERM (1GR0A)

EVALUATIONS	WEIGHT	DESCRIPTION
Participation and Attendance	30%	Attendance and engagement in classes and tutorials
Quizzes	15%	Completion of quizzes in Avenue to Learn
Reflection Activities	20%	Submission of reflection activities on learning experiences
Tutorial Activities	25%	Completion and submission of activities during tutorials
Career Activities	10%	Completion and submission of career activities

WINTER TERM (1GR0B)

EVALUATIONS	WEIGHT	DESCRIPTION
Participation and Attendance	30%	Attendance and engagement in classes and tutorials
Quizzes	15%	Completion of quizzes in Avenue to Learn
Reflection Activities	20%	Submission of reflection activities on learning experiences
Tutorial Activities	25%	Completion and submission of activities during tutorials
Career Activities	10%	Completion and submission of career activities

DeGroote 24HR Case (January 17 & 18, 2025)

EVALUATIONS	WEIGHT	DESCRIPTION
Participation and Attendance	50%	Attendance and engagement in DeGroote 24HR Case
Group Reflection	50%	Completion of peer review of DeGroote 24HR Case group

COURSE DELIVERABLES

FALL(1GR0A) AND WINTER(1GR0B) TERMS

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 assessed via engagement in classroom discussion and activities, including use of Top Hat. Participation in tutorials will be assessed via engagement in tutorial discussions and activities.

Students are expected to be on time for class and fully engage throughout the class. 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 – 15%

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.

Reflection Activities – 20%

Students will be asked to complete four reflection activities throughout the course (two in the fall term and two in the winter term). These reflection activities will relate to the material and learnings from the course. 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. 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.

Career Activities – 10%

Students will be asked to complete two career activities throughout the course. These activities will be relevant for your future job search and career journey. Details will be provided in classes and videos will be posted on Avenue to Learn.

DEGROOTE 24HR CASE – JANUARY 16 & 17, 2026

Participation and Attendance – 50%

Participation is mandatory for the DeGroote 24HR Case. The DeGroote 24HR Case is a key learning experience of the first year. All students are expected to participate and contribute over the 24 hours. Attendance will be taken multiple times. **Please block this weekend off in your calendars now.** Students with **approved** reasons for missing

the DeGroote 24HR Case will be provided an individual assignment to complete. More details will be provided during the class.

Group Reflection – 50%

The DeGroote 24HR Case will be completed in a group of 4-5 students from your tutorial. At the completion of the case, your group will be asked to provide a group reflection based on your learnings and key takeaways from the experience. More details will be provided in class.

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.

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.

Students who have concerns about the course content, evaluation methods, or delivery should first reach out to the course instructor. If your concern remains unresolved after speaking with the instructor, you may then reach out to the relevant Area Chair for further consideration.

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/>.

COURSE MODIFICATION

From time to time there may be a need to remove/add topics or to change the schedule or the delivery format. If these are necessary, you will be given as much advance notice as possible.

GENERATIVE AI

Students may freely use generative AI in this course so long as the use of generative AI is referenced and cited following citation instructions given in the assignment. Use of generative AI outside assessment guidelines or without citation will constitute academic dishonesty. It is the student's responsibility to be clear on the expectations for citation and reference and to do so appropriately.

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-%20guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-%20guidelines/>

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.
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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. Avenue to Learn, 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, TopHat, 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, TopHat, 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, Avenue to Learn 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 2025-26 Course Schedule

Week of	Virtual Class & Tutorials	Evaluation	Due Dates
1: Sept 1 – Sept 7	DeGroote School of Business	• Participation • Quiz 1	Sunday, Sept 7 11:59pm
2: Sept 8 – Sept 14	Tutorial 1	• Participation • Assignment 1	Sunday, Sept 14 11:59pm
3: Sept 15 – Sept 21	Learning to Learn	• Participation • Quiz 2	Sunday, Sept 21 11:59pm
4: Sept 22 – Sept 28	Tutorial 2	• Participation • Assignment 2	Sunday, Sept 28 11:59pm
5: Sept 29 – Oct 5	EDI & Information Literacy	• Participation • Reflection 1	Sunday, Oct 5 11:59pm
6: Oct 6 – Oct 12	Building Resilience	• Participation • Quiz 3	Sunday, Oct 19 11:59pm
7: Oct 13 – Oct 19	MID-TERM RECESS		
8: Oct 20 – Oct 26	Tutorial 3	• Assignment 3	Sunday, Oct 26 11:59pm
9: Oct 27 – Nov 2	Artificial Intelligence	• Participation • Quiz 4	Sunday, Nov 2 11:59pm
10: Nov 3 – Nov 9	Tutorial 4	• Participation • Assignment 4	Sunday, Nov 9 11:59pm
11: Nov 10 – Nov 16	PowerPoint	• Participation • Quiz 5	Sunday, Nov 16 11:59pm
12: Nov 17 – Nov 23	Tutorial 5	• Participation • Assignment 5	Sunday, Nov 23 11:59pm
13: Nov 24 – Nov 30	We Made It!	• Participation • Reflection 2 • Career Activity 1	Sunday, Nov 30 11:59pm

Week	Virtual Class & Tutorials	Evaluation	Due Dates
1: Jan 5 – Jan 11	Working in Groups & Tutorial 6	• Participation • Quiz 6	Sunday, Jan 11 11:59pm
2: Jan 12 – Jan 18	Presentation Skills	The 24 Hour Case • Participation • Reflection	Saturday, Jan 17
3: Jan 19 – Jan 25	Tutorial - 24-Hour Case (Debrief)	• Participation • Assignment 6	Sunday, Jan 25 11:59pm
4: Jan 26 – Feb 1	Communicating in Writing	• Participation • Quiz 7	Sunday, Feb 1 11:59pm
5: Feb 2 – Feb 8	Tutorial 7	• Participation • Reflection 3	Sunday, Feb 8 11:59pm
6: Feb 9 – Feb 15	Problem Solving	• Participation • Quiz 8	Sunday, Feb 15 11:59pm
7: Feb 16 – Feb 22	MID-TERM RECESS		
8: Feb 23 – Mar 1	Tutorial 8	• Participation • Assignment 7	Sunday, Mar 1 11:59pm
9: Mar 2 – Mar 8	Excel	• Participation • Quiz 9	Sunday, Mar 8 11:59pm
10: Mar 9 – Mar 15	Tutorial 9	• Participation • Assignment 8	Sunday, Mar 15 11:59pm
11: Mar 16 – Mar 22	Leadership	• Participation • Quiz 10	Sunday, Mar 22 11:59pm
12: Mar 23 – Mar 29	Tutorial 10	• Participation • Assignment 9	Sunday, Mar 29 11:59pm
13: Mar 30 – Apr 5	We Made It!	• Participation • Reflection 4 • Career Activity 2	Sunday, Apr 5 11:59pm