

## Course Outline

### 1. COURSE INFORMATION

<b>Session Offered</b>	Fall 2021 (Virtual Blended Delivery)	
<b>Course Name</b>	Strategic Management	
<b>Course Code</b>	GENTECH 4SF3	
<b>Date(s) and Time(s) of lectures</b>	C01: MO: 6:30 - 9:30pm (Virtual Blended Delivery)	
<b>Program Name</b>	One of the following: Civil Engineering Infrastructure Technology / Manufacturing Engineering Technology / Power and Energy Engineering Technology / Software Engineering Technology	
<b>Calendar Description</b>	This course examines the 'total' view of the organization and how it relates and interacts with various environmental factors to gain a long-term sustainable advantage.	
<b>Instructor</b>	Allan MacKenzie	E-Mail: mackenza@mcmaster.ca Office: Remote Office Office Hours: By advance appointment only
<b>Teaching Assistant</b>	David Elchuk, BTech, MEI (c)	E-mail: elchukdp@mcmaster.ca

### 2. COURSE SPECIFICS

<b>Course Description</b>	This course aims to integrate knowledge assembled in the lower level, introductory courses to give long-term direction to an organization. Students will consider strategic options for successfully implementing technology and change within organizations to navigate external competitive forces successfully.		
<b>Instruction Type</b>	<b>Code</b>	<b>Type</b>	<b>Hours per term</b>
	C	Classroom instruction	
	L	Laboratory, workshop or fieldwork	
	T	Tutorial	
	DE	Distance education	36
	<b>Total Hours</b>		<b>36</b>
<b>Resources</b>	<b>ISBN</b>	<b>Textbook Title &amp; Edition</b>	<b>Author &amp; Publisher</b>
	Open Educational Resource (OER)	Mastering Strategic Management, 2014 [1 <sup>st</sup> CA Ed]	Janice Edwards eCampusOntario
	<b>Other Supplies</b>	<b>Source</b>	
	<b>Software (Required)</b>	GLO-BUS Online Business Strategy Simulation <a href="http://www.glo-bus.com">www.glo-bus.com</a> Registration Fee: Paid by SEPT (no cost for the student)	
	<b>Other Supplies:</b>	Self-directed learning videos, course notes/slides and other supplemental materials will be provided via electronic data files on the A2L course site	
<b>Prerequisite(s)</b>	GENTECH 3FS3 and registration in Civil Engineering Infrastructure Technology, Manufacturing Engineering Technology, Power and Energy Engineering Technology or Software Engineering Technology		

<b>Corequisite(s)</b>	N/A
<b>Antirequisite(s)</b>	GENTECH 3FT3, 3SF3, 4FT3
<b>Departmental Policies</b>	<ul style="list-style-type: none"> <li>• Students must maintain a GPA of 3.5/12 to continue in the program.</li> <li>• In order to achieve the required learning objectives, on average, B.Tech. students can expect to do at least 3 hours of "out-of-class" work for every scheduled hour in class. "Out-of-class" work includes reading, research, assignments and preparation for tests and examinations.</li> <li>• Where group work is indicated in the course outline, such collaborative work is mandatory.</li> <li>• The use of cell phones, iPods, laptops and other personal electronic devices are prohibited from the virtual classroom unless the instructor makes an explicit exception.</li> <li>• Announcements made in class or placed on Avenue are considered to have been communicated to all students, including those individuals that are not in class.</li> <li>• The instructor has the right to submit work to software to identify plagiarism.</li> </ul>
<b>Course Specific Policies</b>	<p><b>Course Communications:</b></p> <ul style="list-style-type: none"> <li>• It is your responsibility to check Avenue daily – everything you will need is there, and any important announcements will be posted there. Set your home page to the news feed for the course. See the Course A2L Website for any updates.</li> <li>• We only respond to e-mails from students' McMaster e-mail accounts. Ensure that your Mac account is activated and has space to receive e-mails. We reply to e-mails only once, and if it returns to us as "undeliverable mail," we do not attempt any further replies.</li> <li>• The instructor will not respond to e-mails asking questions in which the answer is readily available in the course outline or Avenue-to-Learn.</li> <li>• Other than laptops/tablets for remote lectures/meetings, IT'S HIGHLY RECOMMENDED <u>NOT TO HAVE</u> YOUR MOBILE DEVICE AT YOUR REMOTE WORK STATION.</li> </ul> <p><b>Virtual Blended Course Structure</b></p> <p>The intentional design of the course offers the flexibility of asynchronous, self-directed learning blended with small group synchronous bi-weekly status meetings.</p> <ul style="list-style-type: none"> <li>• <b>Asynchronous Component:</b> Self-guided modular course structure supported by customized learning topic videos, free e-textbook (OER), lecture notes, and supplemental resources.</li> <li>• <b>Synchronous Component:</b> Course learning is enriched through small group 1on1 bi-weekly status meetings between the instructor each student team as they progressed through the online GLO-BUS Strategy Simulation throughout the semester. These seminar-style meetings allowed for a more dynamic and confidential exploration of the simulation and course topics, along with a safer and personalized question-answering environment.</li> </ul>

**Mandatory GLO-BUS Team Progress Status Meetings (Group)**

You must attend ALL five (5) virtual progress meetings on the days/times scheduled with your GLO-BUS Simulation teammates in your registered course section.

**Online GLO-BUS Business Simulation (Group)**

This course will use the GLO-BUS strategy simulation to reinforce and apply course material. The simulation will involve your group analyzing available information and making critical decisions to solve integrated global business challenges. The purpose is to investigate ideas and outcomes to enrich your sensemaking of the course principles and concepts within a realistic business environment.

- Working in a partnership team of two (2) students (self-selected), you will be assigned to run a global camera company through eight (8) weekly decision periods (each period represents a year of the company operations).
- Weekly decision rounds will automatically close on **Sundays at 11:59PM**, and the system will automatically process your team's last saved decisions before the deadline.
- Each student is individually responsible for registering for the GLO-BUS simulation online before the end of the first week of the semester.
- This group simulation is a mandatory component of the course. Students cannot individually complete the simulation.

**Online GLO-BUS Simulation Quizzes (Individual-BONUS)**

Two online GLO-BUS bonus quizzes focus on your understanding and provide you with feedback on the: GLO-BUS Participant's Guide, Industry Reports and Competitive Intelligence Reports. The quizzes aim to help you learn what is going on in the simulation rather than "testing" you. The 20 questions for both Quiz 1 and Quiz 2 are chosen randomly from a larger assessment bank.

- **Note: There will not be any make-up or MSAF extensions for missed GLO-BUS quizzes, whatever the reason, as these are bonus assessments.**
- **Any collaboration, posting, or sharing of online quiz questions or answers with other students will constitute academic dishonesty.**

**Online GLO-BUS 3-Year Strategic Plan (Group)**

Your group will craft a 3YR strategic plan within GLO-BUS simulation representing the periods of Year 9 thru 11. Scores are tied to whether your company meets or exceeds its stated performance targets for EPS, ROE, stock price, credit rating, and image rating for each of the three years of the plan. **The 3-Year Strategic Plan scoring is based on the principle that a company's strategic plan is "good" if the management achieved or exceeded stated targeted levels of performance and if these targets contained some "stretch."**

- Your team will not be rewarded with a "good" grade for a strategic plan that over-promises and under-delivers.
- On the flip side, your team will not be rewarded by "sandbagging" and setting easily achievable performance targets.

**Your company board of directors (BOD) and shareholders want to see 'realistic aspiring' performance targets.**

**Online GLO-BUS Peer Evaluation (Individual)**

At the end of the GLO-BUS simulation experience, each co-manager will complete a mandatory "peer evaluation" of their co-managers and self-evaluate (using the same form). Co-manager's response to a comprehensive 12-question peer evaluation form providing feedback about how well a company's management team functioned — attendance at meetings, teamwork, knowledge of company operations, the contribution of ideas and suggestions, and leadership.

- Peer evaluations are "confidential reports" and are seen only by the instructor.
- **All peer evaluations will be benchmarked against each co-manager's activity logs to verify a final appropriate score (rating) by the instructor.**

**Online Module Quizzes (Individual)**

Four (4) online quizzes assess your understanding of the material within Modules 2-5. Material open to evaluation includes the content from the self-directed video learning topics within the module, e-textbook assigned chapters + any supplemental readings, and the course notes.

The online quizzes open on Thursday at 5:00PM and close Sunday at 11:59PM during the scheduled week. Each quiz has a 50-minute time limit to complete 20 randomly selected MCQs from a larger assessment bank. It is recommended you review/study all the topic learning artifacts in-depth before completing the online quiz.

- Quiz 1: Evaluates Topics in Module 2: Big Picture Mindset
- Quiz 2: Evaluates Topics in Module 3: Environmental Analysis
- Quiz 3: Evaluates Topics in Module 4: Strategy Frameworks
- Quiz 4: Evaluates Topics in Module 5: Strategic Analysis

**NOTE:** There will not be any make-up assignments or MSAF's granted for missed quizzes, whatever the reason, as each quiz is available for several days for completion. **Any collaboration, posting, or sharing of online quiz questions or answers with other students will constitute academic dishonesty.**

**Case Analysis Assignment Worksheets (Group):**

Your GLO-BUS group will complete three (3) case analysis assignment worksheets to enrich your understanding of applying and analyzing the linkages of the Diamond-E model elements to a specific business scenario.

- Must use the course-supplied case analysis worksheet and complete the specific D-E elements outlined in the assignment deliverables.
- Each submission will be a group effort of your assigned GLO-BUS team members.
- The specific cases, assignment expectations and grading rubric are located in the assignment deliverables folder on the A2L course site.
  - M5C1: Van Hooten Cookies - **Due Tue, Nov 16 @ 11:59pm**
  - M5C2: VJM is Feeling Unwell - **Due Tue, Nov 23 @ 11:59pm**
  - M5C3: BlackBerry Needs a 3D Camera - **Due Tue, Dec 07 @ 11:59pm**

	<p><u>All case analysis worksheets will be submitted to software to identify plagiarism to ensure they comply with the University's academic integrity policy.</u></p> <p><b>Late case analysis assignment worksheets will receive an immediate 10% deduction from the assignment mark, plus a further 10% late penalty per day will be applied and deducted from the assignment mark. Case analysis worksheet assignments that have not been submitted within three (3) days after the due date will not be graded and will receive a score of ZERO.</b></p> <p><b>Active Reflective Learning: Team Progress Status Meetings (Group):</b>        There will be five (5) scheduled instructor-student team 1on1 meetings held over the Zoom platform throughout the term. The instructor and team members will discuss and reflect on their GLO-BUS progress and review course materials during the sessions.</p> <ul style="list-style-type: none"> <li>• Meeting status notes must be completed according to deliverables using the specific preparation/review template for these meetings.</li> <li>• <b>All meeting status notes are to be uploaded to the appropriate drop-box on A2L by no later than 4:30PM on the day of your team's scheduled meeting with the instructor.</b></li> </ul> <p><b>Late meeting status reports will receive an immediate 10% deduction from the assignment mark, plus a further 10% late penalty per day will be applied and deducted from the assignment mark. Meeting status reports that have not been submitted within three (3) days after the due date will not be graded and will receive a score of ZERO.</b></p> <p><b>Final Exam (Individual):</b>        The cumulative final exam is written online during the scheduled examination period. The final exam format will include SAQs and a comprehensive strategic analysis utilizing the Diamond-E framework related to a case incident and the constraints presented in the case.</p> <p><b>Note: Students must achieve a <u>passing mark</u> on the final exam assessment to pass the course. Meaning students must achieve an overall passing grade in all the other course assessments, plus earn a minimum score of 15 out of 30 on the final exam to pass the course.</b></p>	
<p><b>3. SUB TOPIC(S)</b></p>		
<p>Pre-Course: Sep 7</p>	<p><b>Pre-Coursework Prep</b></p> <ul style="list-style-type: none"> <li>• Explore the A2L course site</li> <li>• Contact classmates on A2L to find a partner to form your semester-long GLO-BUS simulation partnership team</li> </ul>	<p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• <b>Self-Selected Teams Due: Sun, Sep 12</b> <ul style="list-style-type: none"> <li>○ Students must individually register for GLO-BUS</li> </ul> </li> </ul>

<p>Week 1: Sep 13</p>	<p><b>M1: Course Landscape (Virtual Class)</b>          1.1. Course Design &amp; Expectations          1.2. GLO-BUS Simulation Snapshot</p> <p><b>M2: Big Picture Mindset (Self-Directed Learning)</b>          2.1: General Manager Perspective          2.2: Strategy &amp; Diamond-E Analysis Framework Overview</p>	<p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• <b>Team/Company Profile Due: Sun, Sep 19</b></li> <li>• Read GLO-BUS Participant Guide (36pgs)</li> <li>• <b>Practice 1 decision round due: Sep 19</b></li> <li>• Online GLO-BUS Quiz #1 (2% bonus):             <ul style="list-style-type: none"> <li>○ <b>Sep 19 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>eTEXTBOOK READING:</b> CH01 &amp; CH02</p> <p><b>SUPPLEMENTAL RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Article: Organizational Health</li> <li>• Article: Porters Generic Strategies</li> </ul>
<p>Week 2: Sep 20</p>	<p><b>M3: Environment Analysis Tools</b>          3.1: PEST          3.2: Porter's 5-Industry Forces  <b>Instructor-Team Status Meeting #1:</b>  <b>STAR Category Groups</b></p>	<p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• <b>Practice 2 decision round due: Sep 26</b></li> <li>• Online GLO-BUS Quiz #2 (3% bonus):             <ul style="list-style-type: none"> <li>○ <b>Sep 26 @ 11:59pm</b></li> </ul> </li> </ul>
<p>Week 3: Sep 27</p>	<p><b>M3: Environment Analysis Tools</b>          3.3: Scenario Planning          3.4: Blue Ocean</p> <p><b>Instructor-Team Status Meeting #1:</b>  <b>ACE Category Groups</b></p>	<p><b>ONLINE QUIZ #1: COURSE MODULE 2 (A2L)</b></p> <ul style="list-style-type: none"> <li>• <b>Open: Thursday Sep 30 @ 5:00PM</b></li> <li>• <b>Close: Sunday, Oct 03 @11:59pm</b></li> </ul> <p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR1-live (yr.6) decisions due:             <ul style="list-style-type: none"> <li>○ <b>Oct 03 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>eTEXTBOOK READING:</b> CH03</p> <p><b>SUPPLEMENTAL RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Article: Scenario Planning Example</li> <li>• Video: Blue Ocean Strategy</li> </ul>
<p>Week 4: Oct 4</p>	<p><b>M4: Strategy Frameworks</b>          4.1: Cost Leadership Strategy</p> <p><b>Instructor-Team Status Meeting #2:</b>  <b>STAR Category Groups</b></p>	<p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR2-live (yr.7) decisions due:             <ul style="list-style-type: none"> <li>○ <b>Oct 10 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>eTEXTBOOK READING:</b> CH05</p> <p><b>SUPPLEMENTAL RESOURCE:</b></p> <ul style="list-style-type: none"> <li>• Video: VRIO Model Video</li> </ul>

**MIDTERM RECESS: Monday, Oct 11 to Sunday, Oct 17, 2021 (No Remote Classes or Meetings)**

<p>Week 5: Oct 18</p>	<p><b>M4: Strategy Frameworks</b>                  4.2: Differentiation Strategies</p> <p><b>Instructor-Team Status Meeting #2:</b>  <b>ACE Category Groups</b></p>	<p><b>ONLINE QUIZ #2: COURSE MODULE 3 (A2L)</b></p> <ul style="list-style-type: none"> <li>• <b>Open: Thursday Oct 21 @ 5:00PM</b></li> <li>• <b>Close: Sunday, Oct 24 @11:59pm</b></li> </ul> <p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR3-live (yr. 8) decisions due:                         <ul style="list-style-type: none"> <li>○ <b>Oct 24 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>eTEXTBOOK READING: CH06</b></p>
<p>Week 6: Oct 25</p>	<p><b>M4: Strategy Frameworks</b>                  4.3: Hybrid Strategy                  4.4: Bowman's (B2C)</p> <p><b>Instructor-Team Status Meeting #3:</b>  <b>STAR Category Groups</b></p>	<p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR4-live (yr. 9) decisions due:                         <ul style="list-style-type: none"> <li>○ <b>Oct 31 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>GLO-BUS 3YR STRATEGIC PLAN:</b></p> <ul style="list-style-type: none"> <li>○ <b>Oct 31 @ 11:59pm</b></li> </ul>
<p>Week 7: Nov 1</p>	<p><b>M5: Strategic Analysis</b>                  5.1: D-E Environment Analysis                  (Revisited)</p> <p><b>Instructor-Team Status Meeting #3:</b>  <b>ACE Category Groups</b></p>	<p><b>ONLINE QUIZ #3: COURSE MODULE 4 (A2L)</b></p> <ul style="list-style-type: none"> <li>• <b>Opens: Thursday Nov 04 @ 5:00PM</b></li> <li>• <b>Closes: Sunday, Nov 07 @11:59pm</b></li> </ul> <p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR5-live (yr.10) decisions due:                         <ul style="list-style-type: none"> <li>○ <b>Nov 07 @ 11:59pm</b></li> </ul> </li> </ul>
<p>Week 8: Nov 8</p>	<p><b>M5: Strategic Analysis</b>                  5.2: D-E Resources Analysis</p> <p><b>Instructor-Team Status Meeting #4:</b>  <b>STAR Category Groups</b></p>	<p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR6-live (yr. 11) decisions due:                         <ul style="list-style-type: none"> <li>○ <b>Nov 14 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>eTEXTBOOK READING: CH04</b></p> <p><b>SUPPLEMENTAL RESOURCES:</b></p> <ul style="list-style-type: none"> <li>• Article: Applying VIRO Framework</li> </ul>
<p>Week 9: Nov 15</p>	<p><b>M5: Strategic Analysis</b>                  5.3: D-E Management Preferences                  Analysis</p> <p><b>Instructor-Team Status Meeting #4:</b>  <b>ACE Category Groups</b></p>	<p><b>M5C1 CASE ANALYSIS WORKSHEET:</b></p> <ul style="list-style-type: none"> <li>○ <b>Nov 16 @ 11:59pm</b></li> </ul> <p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR7-live (yr. 12) decisions due:                         <ul style="list-style-type: none"> <li>○ <b>Nov 21 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>SUPPLEMENTAL RESOURCE:</b></p> <ul style="list-style-type: none"> <li>• Video: BOD Need to Get More Expert</li> <li>• Articles: Board of Director Role &amp; CSR</li> </ul>
<p>Week 10: Nov 22</p>	<p><b>M5: Strategic Analysis</b>                  5.4: D-E Organizational Capabilities                  Analysis</p> <p><b>Instructor-Team Status Meeting #5:</b>  <b>STAR Category Groups</b></p>	<p><b>M5C2 CASE ANALYSIS WORKSHEET:</b></p> <ul style="list-style-type: none"> <li>○ <b>Nov 23 @ 11:59pm</b></li> </ul> <p><b>GLO-BUS SIM:</b></p> <ul style="list-style-type: none"> <li>• DR8-live (yr. 13) decisions due:                         <ul style="list-style-type: none"> <li>○ <b>Nov 28 @ 11:59pm</b></li> </ul> </li> </ul> <p><b>eTEXTBOOK READING: CH09</b></p>

Week 11: Nov 29	<b>M5: Strategic Analysis</b> 5.5: Strategic Choice  <b>Instructor-Team Status Meeting #5:</b> <b>ACE Category Groups</b>	<b>ONLINE QUIZ #4: COURSE MODULE 5 (A2L)</b> <ul style="list-style-type: none"> <li>• <b>Opens: Thursday Dec 02 @ 5:00PM</b></li> <li>• <b>Closes: Sunday, Dec 05 @11:59pm</b></li> </ul> <b>SUPPLEMENTAL RESOURCES:</b> <ul style="list-style-type: none"> <li>• Article: Intended, Emergent and Realized Strategies</li> <li>• Article: Lazy Leaders and Heroic Managers</li> </ul>
Week 12: Dec 6	<b>Final Exam Preparation</b> Class-wide virtual session during <b>(Mon, Dec 6: 6:30-7:30pm)</b>	<b>M5C3 CASE ANALYSIS WORKSHEET:</b> <ul style="list-style-type: none"> <li>○ <b>Dec 07 @ 11:59pm</b></li> </ul> <b>GLO-BUS PEER EVALUATION DUE:</b> <ul style="list-style-type: none"> <li>○ <b>Dec 08 @ 11:59pm</b></li> </ul>

Classes end: Wednesday, Dec 08, 2021

Final examination period: Thursday, Dec 09 to Wednesday, Dec 22, 2021

All examinations MUST BE written during the scheduled examination period.

**Note that this structure represents a plan and is subject to adjustment term by term.**

The instructor and the university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be explained, and the opportunity to comment on changes.

<b>4. ASSESSMENT OF LEARNING *including dates*</b>	<b>Weight</b>
Online GLO-BUS (Bonus) Quizzes (Q1 – 2%, Sep 20 and Q2 – 3%, Sep 27) - No Extensions/MSAF granted	(5%)
GLO-BUS Group Simulation (8 rounds of weekly decision periods)	15%
GLO-BUS Simulation 3YR Strategic Plan (For years 9-11 or decision periods 4-6 (Oct 31@ 11:59PM)	5%
GLO-BUS Simulation Peer Evaluation (Dec 6 @ 11:59pm)	5%
Group Practice Case Analysis Worksheets (M5C1: Nov 16 (3%), M5C2: Nov 23 (5%), M5C3: Dec 07 (7%))	15%
Online Module Quizzes (Q1-2.5%, Q2-4%, Q3-6%, Q4-7.5%) – No Extensions/MSAF granted	20%
Course Active/Reflective Learning Activities: (Individual & Group) Five (5) One2One Status Meeting Notes & Participation, GLO-BUS Team Profile)	10%
Comprehensive Online Final Examination (TBA – Dec 10 - 22, 2021)	30%
<b>TOTAL</b>	<b>100%</b>

Percentage grades will be converted to letter grades and grade points per the University calendar.

**5. LEARNING OUTCOMES**

1. Model attributes that exemplify a strategic and entrepreneurial thinking mindset.
2. Compare & contrast the characteristics and success behaviours of general managers.
3. Identify and evaluate external business environment factors and the impact on strategy formation.
4. Explain various generic strategy approaches (cost, differentiation, focus, hybrid) used for competitive advantage.
5. Evaluate the strengths and weaknesses of strategic proposals by analyzing the consistency between external environment attributes and internal organizational capabilities and constraints.
6. Design and execute a strategic plan in a globally competitive environment using a simulation tool.



## 6. COURSE OUTLINE – APPROVED ADVISORY STATEMENTS

### ANTI-DISCRIMINATION

The Faculty of Engineering is concerned with ensuring an environment that is free of all discrimination. If there is a problem, individuals are reminded that they should contact the Department Chair, the Sexual Harassment Officer or the Human Rights Consultant, as soon as possible.

[http://www.mcmaster.ca/policy/General/HR/Discrimination\\_Harassment\\_Sexual\\_Harassment-Prevention&Response.pdf](http://www.mcmaster.ca/policy/General/HR/Discrimination_Harassment_Sexual_Harassment-Prevention&Response.pdf)

### 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: 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., online 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).

### COURSES WITH AN ONLINE ELEMENT

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

### COMMUNICATIONS

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintain a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.
- Check the McMaster/Avenue e-mail and course websites on a regular basis during the term.

### 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.

### REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK

McMaster Student Absence Form (MSAF): 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".

### 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.

<http://www.mcmaster.ca/policy/Students-AcademicStudies/Studentcode.pdf>

### **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 e-mail.