

General Course Information

Instructor:	M. Linda Chiasson, BCom, JD, MBA
<i>Email</i>	lchiasso@uoguelph.ca
<i>Office Location</i>	Room: 211, MINS Building, (519) 836-7550 ext. 40077
<i>Office Hours</i>	Office Hours: By appointment only, with at least 48 hours advanced notice
<i>Department/School</i>	Department of Marketing and Consumer Studies
<i>Class Schedule:</i>	Mondays 7:00-10:00pm; MCLN 102

Course Description

This course introduces students to statutory law and common law intersecting with business and consumer transactions. An overview of the law of contracts and torts forms the basis of business and producer/consumer relationships. Discussion topics include sale of goods and consumer protection legislation; debtor-creditor relations; competition law; intellectual property rights and manufacturers' product liability, corporate law, agency and employment law. This course also inevitably explores the philosophical pinning of the rule of law in Canada in the various legal disciplines studied as part of this course, as governed by the *Charter of Rights and Freedoms*, the supreme law of Canada and provides an overall review of Canada's legal system.

NOTICE TO ALL STUDENTS:

NO LEGAL ADVICE OR CONSULTATION THROUGH MY LAW OFFICE WILL BE AVAILABLE TO PEOPLE REGISTERED (OR WHO HAVE BEEN REGISTERED IN PAST SEMESTERS) IN THIS COURSE.

1. To acquaint students with the structure of the Anglo-Canadian judiciary (common law) system and its inter-relationship with the Canadian legal process in a business context.
2. To equip students with the basic concepts, principles and rules of law and their application to individuals and persons in business from the perspectives of both providers and consumers of goods and services.
3. To develop an understanding of the complex legal system in which businesses and consumers of goods and services operate.
4. To enable students to communicate and deal effectively with legal counsel in matters relating to corporate/ commercial and consumer affairs.
5. To understand the philosophy framing the rule of law in a free and democratic society and allow students to engage in healthy debate through conflicting ideas and issues with the framework of the laws that govern our society.
6. To understand the difference between an ethical code of conduct (personally) in a business context in adhering to the "letter of the law" or in attempting to adhere to the "spirit" of what the law intended in the first place.
7. To improve analytical thinking and communication skills.

Summary of Course Content and Materials

This course uses a variety of materials and resources. One of your primary resources will be the course website (<http://courselink.uoguelph.ca>). All announcements, required and recommended readings, assignments and updates will be posted here. Check this site often, at least twice per week.

Please note that in-class content will not be specifically posted. Students are encouraged to touch base with their peers for class discussions/lecture materials if they are unable to attend lectures. **The instructor will not provide class notes or “catch up” materials for absent students, for any reason.**

Required resource for this course:

Revel for Business Law in Canada, Twelfth Canadian Edition
Yates, Bereznicki-Korol, Clarke, Palmer,
ISBN-13: 9780135307038 2019

There is no physical textbook for this course. The resources you will use are in the Pearson Revel online platform. You will need to purchase an access code from the bookstore. The Pearson Revel platform is an interactive textbook including text, audio, videos and interactives, quizzing and writing exercises. Once you have redeemed your access code, please **download the REVEL App** through an app store to access your course content on your mobile device. Should you require a printed version, one is available for \$20 with tax and shipping after you redeem your Access Code (see instructions below).

REVEL Registration Instructions

How to access Revel for or Business Law in Canada 12/e

1. **Invite Link**, Go To: <https://console.pearson.com/enrollment/zbesmb>
2. Sign in to your Pearson account or create one.
3. Redeem the access code purchased from the bookstore, or purchase instant access online. (Temporary access option for financial aid is also available.)
4. You will be provided with the option at this point to purchase a loose-leaf copy for \$20.00 including delivery. You can choose to purchase it now or at a later time (instructions are located in your REVEL confirmation email)
5. Go to the link below if you would like to watch a close captioned video on the how to log in to Revel
<https://youtu.be/pavN9npktBI>

REVEL 24 Hour Technical Support

Your best (and quickest) path to resolve technical issues is to contact technical support at the link below
<https://support.pearson.com/getsupport/s/contactsupport>

When you contact them please include the following information:

1. Your username
2. OS (Windows 8)
3. Browser (preferred browser is Chrome)
4. Exactly what you are trying to open.
5. Error message (if any) that appears when you try to open it.

If your query is not resolved in 24 hours please email marguerite.weir@pearsoned.com and let her know your incident #

The cost of this online access is \$95.00 (Pearson's propriety REVEL software) and students can also opt to

obtain a loose-leaf book option for an additional \$20.00. **This is a mandatory requirement for this course as there are scheduled quizzes and/or assignments administered through this textbook's online program.**

On-Line Communication:

- This course has a website (see <http://courselink.uoguelph.ca/>).
- Any announcements related to the course that are not made in class will be posted on the “news” board on the course site.
- I may communicate with you via your central email account <uoguelph.ca> from time to time. You are required to check this account on a regular basis. Please be advised that I will not edit my mailing list to your hotmail/yahoo etc. account.
- While I endeavour to check my email daily, students can reasonably expect a response from me within 48/72 hours (especially if over a weekend). If your request is urgent, it is best to call me at 519.836.7550 x.40077.
- If your email is inappropriate as to its tone or content generally, or is requesting information that was already clearly discussed in class, I may elect not respond to such emails.

Course Assessment

Methods and Timing of Evaluation: Your performance will be evaluated based on the following:

Assignment/Examination	Date	Marks allocated
In-class Weekly Assignments (completed and submitted on Dropbox). These weekly assignments occur during scheduled lectures and are required to be completed in class only .	See course schedule and any additional information set out in Courselink. Technical difficulties will NOT be a permitted excuse for a late submission.	20%
Individual weekly assigned readings and related quizzes (available through online REVEL software platform of the textbook)	See REVEL software information for schedule. Technical difficulties will NOT be a permitted excuse for missing a quiz or for a late submission. Pearson provides 24-hour access to technical support.	
Quizzes for Chapters 1,2,3 11, 4, 5, 10 and 12		10%
Quizzes for Chapters 6, 7, 8, 9, 15, 13 and 14		10%
Midterm 1	See course schedule and any information set out on Courselink	20%
Final exam	Verify with university schedule. Instructions will be posted on Courselink	35%
In-class participation (general) and adherence to the Student Code of Conduct***	See Course Outline	5%

Lectures, assignments and discussions: All of your chapter readings related to the various legal topics covered in this course have various case summaries included, in order for you to better understand the legal topic discussed. It is expected that students attending lectures will have done their readings in advance of the lecture; in fact, you will have to because online quizzes related to your readings on assigned legal topics through the REVEL software platform are required to be completed before each lecture.

Participation: tangential questions that consistently distract the class in order to obtain “participation” marks will not qualify for any marks and in fact, may negatively affect your marks. While the instructor does not wish to dampen any student’s enthusiasm and interest, she endeavours to strike a balance with the interests of the entire class and will not allow a single student’s voice to dominate the class. The instructor thanks you in advance for your mature understanding in this regard.

**The instructor reserves the right to deduct marks from a student’s overall mark through the in-class participation mark as a result of student misconduct. Please see further guidance below.

Weekly assigned readings and related quizzes: All students will have individual assigned and graded quizzes required as they progress through each week’s readings. These will all be accessible through the textbook’s (Pearson’s) online REVEL software platform, which is why the individual purchase of the assigned resource is mandatory and necessary to succeed in this course.

Students will be required to adhere to the strict weekly deadlines for these assigned quizzes and as you will be given an entire two weeks to complete each week’s assigned readings and quizzes, **so there will be no excuses whatsoever for requests to do the quizzes past established deadlines**. It is expected that students will be mature enough to manage their schedules accordingly and have the ability to factor in any unforeseen circumstance of whatever nature. Therefore, any late quizzes will be awarded “0” (zero) marks. **Please note: technical difficulties will NOT be a permitted excuse for missing a quiz or for a late submission, as Pearson provides 24-hour access to technical support.**

Weekly in-class assignments: A significant component of each student’s grade (20%) will be an in-class assignment each week during scheduled lectures (please see Course Schedule below for details). This assignment will be due in class only – **NO** exceptions are permitted. Each week, students will be assigned to groups of four (rotating each week) to complete an assignment. Instructions will be provided during the second half of the lecture and students are expected to complete these weekly assignments at or about 8:45pm (or as instructed). After all group assignments are posted (by assigned group leader for that week), the instructor will provide an overview of the “solution” for each weekly assignment. Please note that a more general rubric outlining expectations will be also shared on Courselink and will be posted on the screen during the in-class assignment to guide students as they complete it each week.

Each weekly assignment will form part of your grade and are “pass/fail”. To explain, there are 9 assignments, so each assignment will be worth approximately 2.22%. A “pass” will be awarded the full 2.22% and a “fail” will be awarded 0%. Though each assignment will be completed by groups of four students (or three or five, depending on the number of registered students), each student’s mark will be individually earned, as groups will change from week to week. Please note that if you are absent, you will have 0% for that week’s assignment, unless you have a permitted excuse (illness or family emergency). Your overall assignment mark will be posted soon after the last weekly assignment is submitted, though you will have feedback each week.

Exams: Midterm and final examinations are all closed book. The midterm examination will be derived from the content of the assigned readings, class lectures and discussions. Exam instructions will be posted on the Courselink site well before the actual exam date. **The instructor will NOT be responding to e-mails (meaning, I will completely ignore e-mails) requiring the instructor to “confirm” or “outline” content for exams. This would have been thoroughly discussed during lectures and students will be expected to be responsible for listening and taking appropriate notes as to exam content.**

The midterm examination is scheduled during regular lecture times and therefore, in accordance with the University of Guelph’s own policy, any conflict is **entirely the student’s responsibility.**

Examination conflict: There are no alternative writing dates for the midterm. If you miss the midterm, academic consideration will only be granted for reasons outlined in the University Academic Calendar. Documentation will be required as per the University Academic Calendar. **Please note that for any reason that is not related to illness or family emergencies you are seeking some sort of accommodation for your midterm, you will need to contact Dr. Tirtha Dhar.**

The use of personal laptops or other types of electronic equipment (e.g. cellphones, Blackberries etc.) during lectures is expressly forbidden. Students are expected to make handwritten notes of lectures – paper/pen will not be provided, so please bring your own and be prepared for lectures. Please note that if the instructor notices students using electronic devices during lectures, **that student may be asked to leave the room.** Also, constant chatter during lectures is disruptive to the instructor, and if particularly disruptive, student(s) may also be asked to leave the room. Please be considerate and keep noise levels down. [Note: one laptop per group will be permitted for use ONLY to complete the in-class assignment scheduled each week.]

Please note that if you are registered with the Centre for Students with Disabilities or require special consideration for some form of accommodation in the completion of the required learning activities for this course, please **meet with me privately during the first couple of weeks of classes.** Please know that I am committed to your success and you should in no way feel stigmatized in reaching out to me directly for any reasonable assistance that I can provide.

Mental health and wellness is becoming a more prevalent focus at the University of Guelph and I have been actively working with on-campus staff in this regard. Please know that as a lawyer, I constantly deal with confidential matters that require utmost discretion. While I deeply respect each student’s right to privacy, simply understanding your unique situation (with as much disclosure as you are comfortable with) can help me to work with you to ensure your success in this course.

Course Philosophy and Approach

The study of law is inherently philosophical, even when studied in a business context. While this course does not purport to tell students what to think, it encourages students **to think** and to know why they believe what they do and to understand their constitutional right to their opinion and the freedom to express it in a free and democratic society like Canada.

After having taken this course, students should emerge with a more mature sense of their own set of values, in the face of what the law dictates in a business setting and be able to derive an ethical code of conduct for reference in their individual careers. There are different philosophies by which people form their careers

and this class challenges students to have a personal philosophy and to clearly understand what informs that philosophy and why they subscribe to it. It challenges students to consider their sources of influence in such a “social/multi-media” age and to reason with sources other than television and the Internet as key influencers for ethical decision making.

The rule of law in a free and democratic society demands an open dialogue of differing points of view. Conflict and debate are encouraged, in that homogeneity as a goal in society can lead to “thought-police”, which should be avoided especially in a university setting. Higher learning should encourage open debate of differing points of view, all while exercising civility in the respect of opposing points of view. This will be highly encouraged in this course.

The emphasis on in-class participation and attendance is because the study of law is not necessarily easily grasped and requires explanations through examples, in order for students to relate to the topic and to assimilate the subject matter. Therefore, the course is based on an active 12-week semester. Please note that the instructor believes that the most effective and efficient use of classroom time aims at reinforcing or clarifying what the student has tried to learn on an individual basis **before** entering the classroom. For this reason, and as mentioned, it will be assumed that students have carefully read the assigned material and made a reasonable effort to prepare **PRIOR** to the class. These materials will be **DISCUSSED** in class.

Instructor expectations:

1. **Preparation.** You are expected to read assigned material in advance and to be fully prepared for class discussion. You may be called upon to begin the class and to contribute to discussion at any time. Unsupported opinions will not substitute for an informed discussion. Adequate preparation is the only way to avoid embarrassment.
2. **NOTE regarding in-class participation/attendance.** For students opting not to attend lectures regularly, **the instructor will not be providing one-on-one student guidance of course materials if students do not avail themselves of the guidance available during lectures.** Students requiring assistance with class materials or other class requirements should make time in their schedules to benefit from attending the scheduled lectures. Otherwise, the instructor will assume that the student prefers to work independently and has the skill and intelligence to work through the materials without class lectures or the particular need for discussion and guidance from the instructor other than information provided on the Courselink site.

Course Schedule and Key Dates

The scheduled class time for each subsequent week will be structured as follows:

- The instructor will lecture and provide an overview of the assigned legal topic that week. While providing an overview of your readings, **the in-class lecture will have additional content not included in your readings and all of the in-class materials are examinable.**

Week	Date	Unit	Pre-Class Activities/Readings	In-Class Activities and Assessments
1	Sep 9	Overview of the course and expectations <ul style="list-style-type: none"> Detailed overview of the Course Outline Detailed overview of in-class assignment requirements 	Read through the CourseLink Site Announcement and Content Sections	Q&A with students as to course expectations.
2	Sep 16	Overview of the Canadian Legal System <ul style="list-style-type: none"> How is law defined? How is law linked to morals and ethics? The significance of law for the business environment. Legal risk management and the legal profession. The courts and legislation; the <i>Charter of Rights and Freedoms</i>; the machinery of justice; the sources of law; litigation and alternative dispute resolution. Government regulation of business 	Assigned readings: Chapters 1, 2 and 3. <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVEL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.
3	Sep 23	Corporate Law <ul style="list-style-type: none"> The nature of a corporation; methods of incorporation; the constitution of a corporation; types of business corporations and corporate capital. Corporate governance: the internal affairs of a corporation; directors and officers; shareholders; external responsibilities; civil and criminal liabilities. 	Assigned readings: Chapter 11. <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.
4	Sep 30	Tort Law – Parts 1 and 2 Part 1 <ul style="list-style-type: none"> The nature of torts; intentional torts and other torts impacting business. Part 2 <ul style="list-style-type: none"> Negligence and liability of professionals. Active class participation for assigned discussions (second half) 	Assigned readings: Chapter 4; Chapter 5: pp. 134-162. <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.

Week	Date	Unit	Pre-Class Activities/Readings	In-Class Activities and Assessments
5	Oct 7	Agency and Employment Law <ul style="list-style-type: none"> What is employment? The law of employment: the employment contract; termination; liability of employer and related legislation. Active class participation for assigned discussions (second half) 	Assigned readings: Chapters 10: pp. 293-310; 12: pp. 364-392 (stop at Collective Bargaining) (up to and including the Case Summary) <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.
6	Oct 14	***THANKSGIVING MONDAY*** [MAKE UP THURS DECEMBER 5TH]***		
7	Oct 21	***MIDTERM EXAM*** [IN THE CLASSROOM – FIRST HOUR]		
8	Oct 28	Review Midterm (before the lecture – 6:15pm). No other time will be provided for a midterm review for any reason. Midterms will not be returned to you. Contract Law – Part 1 <ul style="list-style-type: none"> The contractual relationship: consensus, consideration, capacity, legality, intention and form of contract. 	Assigned readings: Chapters 6 and 7. <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.
9	Nov 4	Contract Law – Part 2 <ul style="list-style-type: none"> Misrepresentation; duress, undue influence and unconscionability; transactions; mistake; privity and assignment. Ending the contractual relationship. 	Assigned readings: Chapters 8 and 9. <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.
10	Nov 11	Legislation in the marketplace <ul style="list-style-type: none"> Bankruptcy; the sale of goods and consumer protection. 	Assigned readings: Chapter 15: pp. 488-498; 16: pp. 506-533 (stop at Negotiable Instruments). <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.

Week	Date	Unit	Pre-Class Activities/Readings	In-Class Activities and Assessments
11	Nov 18	Property and Intellectual Property Law <ul style="list-style-type: none"> Real property and personal property; IP: copyright, patents, trademarks, confidential information and regulating information technology. Active class participation for assigned discussions (second half) 	Assigned readings: Chapters 13 (excluding the section on Industrial Designs at p.429) and 14: pp. 441-448 (stop at Condominiums and Cooperatives) and 459-464 (stop at Protection of the Environment). <u>Please note:</u> Each week, in addition and in relation to the assigned readings, there will be a graded component administered through the online resource (REVAL software) required for this course. <u>As students have been given ample notice of assigned deadlines for submissions, they must be strictly adhered to, no exceptions.</u>	Complete assigned readings. <u>First half:</u> Legal topic overview and current topical issues. <u>Second half:</u> Business case analysis related to the weekly legal topic. Note: This is an in-class exercise only.
12	Nov 25	Final Exam preparation	Final exam content and format will be discussed during this session.	Students should prepare any review questions for the instructor.
13	Nov 29	Provisional lecture for review for Final Exam – IF REQUIRED		

Note: *The schedule of learning activities may require modification from time to time. Any changes will be announced in class and/or on the Courselink site. Please be sure to consult the Courselink site regularly.*

University Policies

Policies and Regulations: All students are expected to abide by the University's academic regulations in the completion of their academic work, as set out in the undergraduate calendar (see <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/index.shtml>). Some regulations are highlighted below:

Academic Misconduct: The University of Guelph is committed to upholding the highest standards of academic integrity and directs all members of the University community – faculty, staff and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. The University of Guelph takes a serious view of academic misconduct and it is your responsibility as a student to be aware of and to abide by the University's policy. Included in the definition of academic misconduct are such activities as cheating on examinations, plagiarism, misrepresentation, and submitting the same material in two different courses without written permission.

To better understand your responsibilities, read the Undergraduate Calendar at: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml> You are also advised to make use of the resources available through the Learning Commons (<http://www.learningcommons.uoguelph.ca/>) and to discuss any questions you may have with your course instructor, teaching assistant, Academic Advisor or Academic Counselor.

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Academic Consideration: Students who find themselves unable to meet course requirements by the deadline or criteria expected because of medical, psychological or compassionate circumstances beyond their control, should review the regulations on Academic Consideration in the Undergraduate Calendar (http://www.uoguelph.ca/undergrad_calendar/c08/c08-ac.shtml) and discuss their situation with the instructor, Program Counsellor or Academic Advisor as appropriate.

Religious Holidays: Should a student need to miss scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories for religious reasons, please advise the instructor within two weeks of the distribution of this course outline so that alternate arrangements can be made. For further information see <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-accomrelig.shtml>

University Grading Scheme

This course follows the University grading scheme outlined in the University Calendar:

A+	90-100%	Excellent: An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.
A	85-89	
A-	80-84	
B+	77-79	Good: A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.
B	73-76	
B-	70-72	
C+	67-69	Acceptable: An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.
C	63-66	
C-	60-62	
D+	57-59	Minimally acceptable: A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.
D	53-56	
D-	50-52	
F	0-49	Fail: An inadequate performance.

Code of Conduct – The Top Ten

As a student in the Department of Marketing and Consumer Studies, College of Management and Economics at the University of Guelph, you are a member of a scholarly community committed to improving the effectiveness of people and organizations, and the societies in which they reside, through groundbreaking and engaging scholarship and pedagogy. We seek to promote a comprehensive, critical and strategic understanding of organizations, including the complex interrelationship between leadership, systems (financial and human) and the broader social and political context. And, we prepare graduates for leadership roles in which organizational objectives, self-awareness, social responsibility and sustainability are primary considerations.

In keeping with this commitment, we expect all of our students (indeed – all members of our community) to act in a professional and respectful manner to fellow students, staff and faculty, as well as to members of the broader university and local community. This expectation is very much in keeping with your preparation for a professional career. The following conduct is expected of all of our students:

1. Come to class prepared to learn and actively participate (having completed assigned readings, learning activities etc.).
2. Approach your academic work with integrity (avoid all forms of academic misconduct).
3. Arrive on time and stay for the entire class. If you happen to be late, enter the classroom as quietly as possible. At the end of class, apologize to the faculty member for the interruption. If you have to leave class early, alert the faculty member in advance.
4. If you know in advance that you are going to miss a class, send an email to the faculty member letting him/her know that you will be absent, with a brief explanation.
5. While in class, refrain from using any written material (e.g., newspaper) or technology (e.g., the Internet, computer games, cell phone) that is not relevant to the learning activities of that class. Turn off your cell

phone at the start of each class.

6. Listen attentively and respectfully to the points of view of your peers and the faculty member. Don't talk while others have the floor.
7. Raise your hand when you wish to contribute and wait to be called upon. Challenge others appropriately, drawing on reason and research rather than unsubstantiated opinion, anecdote and/or emotion. Keep an open mind and be prepared to have your point of view challenged.
8. When sending emails to faculty, apply principles of business writing; use a professional and respectful style (use a formal salutation, check for spelling and grammatical errors, and avoid slang and colloquial short forms).
9. When making a presentation, wear business dress.
10. Provide thoughtful feedback at the completion of all courses (we are committed to continuous improvement but need your input to help us decide what to focus on).

Student Code of Conduct as a factor of your in-class participation mark

Over the years, the instructor has noted a decreasing lack of civility and respect in student communications to the instructor expressing a concern. This type of rude and uncivil conduct in this course is **unacceptable and will not be tolerated for any reason.** If a student communicates with the instructor in any manner and through any medium that violates the expectations set out above, the instructor reserves the right to deduct marks from the student's overall participation marks as a penalty for this form of academic misconduct. Please govern yourselves accordingly and keep your emotions in check when communicating with your instructor.