

**UNIVERSITY OF REGINA**  
**FACULTY OF BUSINESS ADMINISTRATION**  
**BUS 307 *Business Law***  
**Fall 2023**  
**Monday and Wednesday 5:30 p.m. to 6:45 p.m.**  
**ED 191**

**INSTRUCTOR:** Heather Nord, B.A., J.D., M.B.A.

Contact Information: **URCourses email only please.** (I do not use Instant Messaging on URCourses so I will miss your message if you contact me that way.)

Appointments: Please speak to me in class or contact me by URCourses email to make arrangements.

**COURSE DESCRIPTION**

The course provides the student with an introduction to Canadian legal institutions and processes. Topics discussed include the judicial system, sources of law, constitutional law, civil liability, regulation of business, torts, professional liability, contracts, property law, employment law, insurance and guarantee, business organization and corporate governance.

**COURSE OBJECTIVES**

By the end of this course, you will be able to access the law and apply the law in a business environment in the following way:

- Recognize and discuss several areas of substantive law in Canada;
- Access relevant provincial and federal legislation;
- Analyze a legal case or a statute;
- Discuss legal issues that affects businesses in Canada;
- Identify potential legal risks in important areas of business activity;
- Demonstrate analytical and legal problem-solving skills;
- Demonstrate basic legal and technical writing skills.

**COURSE MATERIAL**

It is imperative that students continually check **URCourses** over the course of the semester. Updates and additional information regarding the course will be provided there. Failure to check URCourses in a timely manner may negatively affect your progress in the course. In addition, web-links, and/or additional readings will be assigned throughout the semester and uploaded on the URCourses site. Students are responsible for reviewing these supplementary materials.

**Required Text:** Smyth, J. E., Soberman, D.A., Easson, A.J. and McGill, S.A, *The Law and Business Administration in Canada*, **15<sup>th</sup> Ed.** (2023), Pearson, Toronto, Ontario ISBN: 978-0-13-484129-8 (hardcover)

NOTE: NO previous editions of the text are acceptable. There are significant changes to the format and content of this edition as compared to previous editions. Cases and other material will be assigned from the text and you will be confused if you use another edition of the text.

**Additional Readings:** PowerPoint slides, statutes, articles, video links, etc., as assigned throughout the course.

**Websites:** A comprehensive listing of key websites is provided on the inside cover of the text. In addition, we will make extensive use of a legal database called **CanLII**. See below:

**CANLII: Canadian Legal Information Institute:** A legal research website providing statutes, regulations and reported cases. CanLII also contains all federal and provincial statutes, their regulations, case law (“note ups”) and the decisions of administrative agencies, boards and commissions by jurisdiction. It is comprehensive and easy to use. **This will be the main source for online research for the case paper and other assignments.** See: [www.canlii.org](http://www.canlii.org)

**COURSE ASSIGNMENTS:** See below

### **COURSE SCHEDULE**

**Please note:** *The course schedule is the planned approach to the class, but it should be considered “tentative” as circumstances may cause us to vary it from time to time. You will be advised of any changes in the course schedule on URCourses, email and if possible, in class. Please make sure to review URCourses and your University/URCourses email often so you don’t miss important notifications and instructions.*

Wednesday, August 30, 2023: **FIRST CLASS**

*Overview of the Course and Assignments*

**Required Reading:**

- ✓ **Course Outline** on URCourses
- ✓ We will get to know each other and discuss the objectives of the course and our expectations.
- ✓ The **assignments** are very important so we will review the **Course Outline** to ensure that you know what is expected of you with respect to assignments and exams, and when and how the class content is scheduled.
- ✓ It is necessary to understand how law is created and how to find the various sources of law which are statutes and cases. We will learn how to **locate statutes and cases** on **CanLII**, a comprehensive legal database, how read a statute or case and how to “brief” a case.
- ✓ NOTE: I’ll assign groups for the first assignment and for case discussions later in the semester once our class enrollment is stabilized. See URCourses (top of the site) for the list of the members in each group for the various activities.

**Monday, September 4, 2023: NO CLASS: LABOUR DAY**

Wednesday, September 6, 2023: *Law, Society and Business*

**Required Reading:**

- ✓ Text and the **Power Point slides** for **Chapter 1: Law, Society and Business**
- ✓ Review of the *Constitution Act, 1982* and the *Canadian Charter of Rights and Freedoms, Schedule B to the Canada Act 1982 (UK), 1982, c 11*

Monday, September 11, 2023: *The Machinery of Justice*

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 2: The Machinery of Justice**

Wednesday, September 13, 2023: *Government Regulation of Business*

**Required Reading:**

- ✓ **Chapter 3: Government Regulation of Business**
- ✓ Review of the *Competition Act, R.S.C. 1985, c. C-34* and *The Saskatchewan Consumer Protection Act, S.S., 1996, c. C-30.1*
- ✓ NOTE: REVIEW the Loblaw’s price-fixing article for the first assignment which is uploaded on URCourses

**IMPORTANT NOTICE: ASSIGNMENT**

**Sunday, September 17, 2023: Quiz**

- ✓ **Chapters 1 and 2**
- ✓ **Logon at 9:00 p.m. to URCourses**

**Monday, September 18, 2023: *Government Regulation of Business***

- ✓ Discuss the first written assignment
- ✓ **NOTE: Contact your groups for the first assignment.** Please don't leave it to the last minute because the assignment takes more time than you might think and the deadline will quickly approach and you will be very busy with course material every week 😊. Remember to give group members some lead time to do their required tasks once the paper is assembled. This is detailed work.

**Wednesday, September 20, 2023: *Torts***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 4: *The Law of Torts***
- ✓ Review of ***The Contributory Negligence Act, R.S.S., 1978, c. C-31***
- ✓ **Prepare for Case Problems next Monday (Groups),**

**Monday, September 25, 2023: *Torts***

- ✓ **Case Problems from the text to be discussed in class in your groups.**
- ✓ **See URCourses for your assigned group and case.**

**Wednesday, September 27, 2023: *Professional Liability***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 5: *Professional Liability: The Legal Challenge.***

**Monday, October 2, 2023: *Professional Liability***

- ✓ **Finish Chapter 5 and begin contracts, time permitting.**

**Wednesday, October 4, 2023: *Contracts***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 6: *Formation of a Contract: Offer and Acceptance*** and **Chapter 7: *Formation of a Contract: Consideration and Intention***

**IMPORTANT NOTICE: ASSIGNMENT**

**Sunday October 8, 2023: Quiz**

- ✓ **Chapter 5**
- ✓ **Logon at 9:00 p.m. to URCourses**

**Monday, October 9, 2023 to Friday, October 13, 2023: NO CLASSES: FALL READING WEEK**

**Monday, October 16, 2023: Contracts**

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 8: Formation of a Contract: Capacity to Contract and Legality of Object**

**Wednesday, October 18, 2023: Contracts**

✓ **IMPORTANT NOTICE: ASSIGNMENT**

**PART A of the Competition Act Assignment is due today in a Word document on URCourses email.**

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 10: Writing and Interpretation**

**Monday, October 23, 2023: Contracts**

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 9: The Grounds Upon Which a Contract May be Set Aside: Mistake and Misrepresentation**
- ✓ (Note: We do not take Chapter 11)

**Wednesday, October 25, 2023**

- ✓ **Review for the midterm exam**

**IMPORTANT NOTICE: ASSIGNMENT**

**Monday, October 30, 2023: MIDTERM EXAM**

- ✓ **See URCourses for details**

**Wednesday, November 1, 2023: Contracts**

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 12: The Discharge of Contracts**

**IMPORTANT NOTICE: ASSIGNMENT**

**Sunday, November 5, 2023: Quiz**

- ✓ **Chapter 9**
- ✓ **Logon at 9:00 p.m. to URCourses**

**Monday, November 6, 2023: Contracts**

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 13: Breach of Contract and its Remedies**

**Wednesday, November 8, 2023: Contracts**

**Required Reading:**

- ✓ **Continue with Chapter 13**

**IMPORTANT NOTICE: ASSIGNMENT**

**Sunday, November 12, 2023: Quiz**

- ✓ Chapter 13
- ✓ Logon at 9:00 p.m. to URCourses

**Monday, November 13, 2023 and Wednesday, November 15, 2023: *Employment and Labour Law***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 18: *The Contract of Employment***
- ✓ Review of *The Saskatchewan Employment Act, S.S. 2013, c. S-15.1*; and *The Saskatchewan Human Rights Code, S.S., 1979 c. S-24.1*

**IMPORTANT NOTICE: ASSIGNMENT**

**Sunday, November 19, 2023: Quiz**

- ✓ Chapter 18
- ✓ Logon at 9:00 p.m. to URCourses

**Monday, November 20, 2023: *Insurance Law***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 16: *Insurance and Guarantee***

**Wednesday, November 22, 2023: *Landlord Tenant Law***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 22: *Landlord and Tenant***
- ✓ Review *The Landlord and Tenant Act, R.S.S., 1978, c. L-6*

**Monday, November 27, 2023: *Business Organization and Corporate Governance***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 25: *The Nature of a Corporation and its Formation***
- ✓ Review of *The Business Corporations Act, R.S.S. 1978, c. B-10*

**Wednesday, November 29, 2023: *Corporate Governance: Internal Affairs of a Corporation***

**Required Reading:**

- ✓ Text and the Power Point slides for **Chapter 26: *Corporate Governance: the Internal Affairs of a Corporation***

**Monday, December 4, 2023: LAST DAY OF OUR CLASS**

- ✓ *Review for the Final Exam*
- Required Reading**

- ✓ Review of an Employment Law Bell case (See URCourses) and contracts (Chapters 12 and 13)

**IMPORTANT NOTICE: ASSIGNMENT**  
**Monday, December 18, 2023: FINAL EXAM**  
**7:00 p.m.**  
**LOCATION: TBA**

### COURSE ASSIGNMENTS

<u>Distribution of Marks</u>		<u>Dates</u>
Price-fixing Assignment	10 %	<b>PART A: October 18, 2023</b> <b>PART B: TBA</b>
Class Participation	10%	ongoing
Chapter Quizzes (5)	15%	ongoing
Midterm Exam	30 %	<b>Monday, October 30, 2023</b>
Final Exam	<u>35 %</u>	<b>Monday, December 18, 2023</b>
	100 %	

**PLEASE READ THIS INFORMATION ABOUT ASSIGNMENTS: VERY IMPORTANT**

- ✓ **All assignments are mandatory and must be submitted.**
- ✓ Please don't decide to omit an assignment thinking that you will merely forfeit those marks, opting for a 0 on that assignment. **That is not the case: it can result in you receiving an "NP" in the class for not completing all required assignments (NP means "No Paper"), not a 0 on the particular assignment.**
  - *A "0" mark is assigned if the work is submitted but is so substandard as to not be worthy of any marks at all.*
- ✓ **No alternative methods of course evaluation will be considered.**
- ✓ **Extensions will only be considered if they are a result of a personal emergency or personal health reasons. You must advise me in advance of the due date and provide appropriate information to support of your request. An unauthorized late assignment will be penalized 1% per each day it is late, including quizzes.**

Your mark in this class will be made up of several components, as noted above.



## 1. Class Participation

- Class participation is worth **10%** of your grade.
- Attendance, class discussion, preparation, possible optional assignments and other types of class involvement are all part of class participation.
- **Attendance is required in this class. An attendance sheet will be circulated at the end of each class. Please make sure to sign it each class.**
- Note: If you miss more than 5 classes in the semester you will likely receive 0/10 for CP, at the instructor's discretion, notwithstanding having completed optional assignments, **and if you miss more than 5 classes, without a valid reason, you may receive an NP in this category for not having completed the requirement of class attendance.**
- We have a lot of material to cover in this course so please prepare for each class by reading the required chapters of the text, the PowerPoint slides which will be posted on URCourses prior to each lecture, and other assigned readings such as statutes or articles, and be prepared to discuss assigned case problems or assignments in class.
- **Please remember to use your name cards in class so I can get to know you by name.**
- Your views and comments are always welcome and add value to the class so please don't hesitate to ask questions in class or email me or speak to me after class.

## 2. Chapter Quizzes (5): ongoing

### **Due Date: ongoing, posted on URCourses**

- These short quizzes are worth **15%** of your grade.
- There will be 5 quizzes on chapters throughout the semester: Chapters 1 and 2; Chapter 5, Chapter 9, Chapter 13; and Chapter 18. See URCourses for the quiz location and details.
- They will be very short in length, with only multiple choice and true and false questions. It is much like doing a "snap quiz" in class. They are worth 3 marks each (x 5).
- They are mandatory.
- The quiz will be set on URCourses to open and close at a specific time, typically Sunday at 9:00 p.m., and won't be open more than a few minutes.
- The rationale for the quizzes is that you will acquire a good grasp of the basic information in each chapter and won't leave reading many chapters until the last minute before the exams. These short quizzes will be done at the end of key chapters to ensure that you are keeping up with your reading and to record your comprehension of the course material.
- We have a lot of material to cover in this course so please prepare for each class by reading the required chapters of the text, the PowerPoint slides which will be posted



on URCourses prior to each lecture, and other assigned readings such as statutes or articles. If you do that and keep up with your readings, the Chapter Quizzes won't be too difficult.

3. **2-Part Price-fixing Assignment: *Competition Act, 1985, R.S.C., c. C-34 and Price-fixing Analysis***

**Due date: Part A: Wednesday, October 18, 2023 and Part B: TBA**

- The assignment is worth **10%** of your grade.
- Please also refer to URCourses for further information.

**Purpose of the Assignment**

There are several purposes for this assignment.

The first is to learn how to review and apply a statute to a legal issue affecting business. The specific example in this assignment is price-fixing. You will have to review a statute in order to identify relevant sections which describe the prohibited activity of price-fixing in the marketplace, describe the procedures and penalties stipulated in the statute for that activity, describe how the federal Competition Bureau and the Competition Tribunal regulates and governs marketplace activities in Canada to see how consumers and businesses are protected by such a legislative framework, and describe how liability is established and punished when companies violate the *Competition Act*.

The second purpose is to do legal and other types of research. You will have to look up several agency websites, review relevant statutes, review and follow my instructions carefully, and look up media articles discussing developments in the case.

The third purpose is to improve your writing skills by following specific legal and academic writing rules, and then correcting the errors you made in the first draft of your paper when you resubmit it. A writing assignment such as this is very helpful to hone your business and academic writing skills by writing a technical paper, which is very important in the workplace.

Finally, this case gives you a real-life example of how the law regulates businesses and punishes violations.

**Structure of the Assignment**

**This is a 2-part assignment which you will do in small groups of students.**

I'll assign you to a group, as well as the questions and group tasks each student will answer.

That will also include someone being assigned to assemble the document and ensure all the questions are answered and organized well, someone else to check the in-text citations to ensure they are in correct APA format, a third person to check the legal formatting and citations, and the fourth person to assemble the Reference List and ensure it is in correct APA format and that there is concordance between the Reference List and in-text citations. **Please take this part of the assignment seriously because it makes a huge difference in the quality of the finished assignment, and ultimately in your grade.**

The purpose of assigning one of you specifically to oversee each aspect above is to emphasize that these are **very important aspects of good technical writing that cannot be left to chance**, with one person having to stay up to 4:00 a.m. to finish the paper. (*I know all about that – and it is often a serious problem with group work, so we’ll organize ourselves accordingly ahead of time to avoid this!*)

However, since you must work on this assignment together you will be marked as a group (unless there are extenuating circumstances where a student may be marked individually). The serious effect of this is that you are jointly and severally liable for the paper you all submit, so if one of you spots issues of potential plagiarism, for example, it is up to you to take action to have the person responsible correct their mistakes. If they refuse or ghost you, then contact me. You are all responsible for the finished product and thus, the mark.

The first part of the assignment (Part A) is to review the federal *Competition Act*, R.S.C., 1985 c. C-36 to research anti-competitive behaviour, specifically that of price-fixing, and describe how it applies to Loblaws. There are a number of questions to answer on this topic. Follow the assignment instructions below and on URCourses. Write your paper and submit it to me in a Word document on URCourses email.

It will be marked and **heavily edited** for organization, accuracy, legal sourcing and citations, writing style, APA in-text sourcing, required content and reference list formatting, and returned to your group.

### **Subject of the Assignment**

The subject matter of the assignment is the anti-competitive offence of *price-fixing*, which is a type of competition restriction prohibited in the marketplace, defined pursuant to the federal *Competition Act*, 1985, R.S.C., c. C-34 (“the Act”). You must also understand the role of the federal Competition Bureau and its Commissioner, and the Competition Tribunal and its enabling statute which also governs matters pertaining to violations of the *Competition Act*, 1985.

### **Content of the Assignment**

The assignment should include describing the following information. It is suggested that you follow the order of these questions and topics. It will be easier for you because there is a logical flow to the questions.

NOTE: the sources of information to answer the following questions will come from researching various agency websites and relevant statutes. In some cases, you must quote relevant sections of a statute directly, or refer to a section of a statute and explain its content, and in others the information may come from an agency's website. It is up to you to cite the correct information from the appropriate source.

**NOTE: This is not a copy/paste assignment! Please do not copy/paste long pieces of text from websites and think that answers the question. It won't. You must be able to summarize and paraphrase what you have read, but do it carefully and correctly. You can certainly use relevant quotes, properly cited to source and page number, and you should directly quote sections of the Act.**

**Please respond to these questions in your paper in order, using a heading and the question number for each.**

**Note: each response may require a combination of information from websites or reference material and sections of relevant statutes. My comments in italics are suggestions only. Use your best judgement in deciding which source(s) are important. For example, when I say "refer" to relevant sections of the statute, it is up to you to decide whether to quote the section directly, or describe the content. I prefer that wherever possible you quote the section of the Act directly. It aids in accurate interpretation. Do not change the format of a section: quote it exactly as it is enacted. The format matters for accurate interpretation of the section.**

1. An introduction outlining the **purpose** of the assignment, the **scope** of review and **methodology** of the assignment, the **sources of information used** (i.e. statutes with the correct legal citation) the title and URL of the initial news article used and the Competition Bureau, Competition Commissioner and Competition Tribunal websites) and the outcomes, if any.  
*Note that the Competition Tribunal is the federal administrative tribunal which hears contraventions of the Competition Act, 1985.*
2. The purpose of the *Competition Act, 1985. Quote the relevant section of the statute.*
3. The role and mandate of the Competition Bureau.

4. The role and mandate of the Competition Commissioner. *Quote the relevant section of the statute.*
5. The role and mandate of the Competition Tribunal (the administrative tribunal which hears competition violations and decides on appropriate sanctions and punishment). *Note: You will have to research this and refer to the relevant sections of the statute. Quote the relevant section of the statute where applicable.*
6. The mission and vision statements of the Competition Bureau.
7. The values of the Competition Bureau.
8. A description of the activities of the Competition Bureau and Commissioner as described on their website.
9. The nature of competition violations, only one of which is price-fixing. Explain generally.  
**NOTE: You must also use external research such as the text or my PPT slides, or another academic/legal source. This is a good place in the assignment to do that.**
10. Define and describe price-fixing. *Refer to the relevant section of the statute.*
11. The public complaints process available for consumers or companies to report a competition violation. *Refer to relevant sections of the statute and the Competition Bureau's website. Quote the relevant section of the statute where applicable.*
12. How is a complaint investigated by the Competition Bureau? *Quote relevant section of the statute. Refer to the website as required.*
13. Is there a difference between civil and criminal prosecutions under the statute? *Please explain, referring to the relevant section of the statute and information from the Competition Bureau and Competition Tribunal websites.*
14. What are the penalties for price-fixing under the Act? *Quote relevant section of the statute.*
15. Who are whistleblowers? Are they recognized under the statute? What does the statute provide? *Please define and describe this term using academic/legal sources and/or the agency websites. Refer to the relevant section of the statute as required.*

16. What is the Immunity Program offered by the Competition Bureau? Please explain its application and eligibility criteria. *Cite information from the Competition Bureau and Competition Tribunal websites.*
17. How does this program apply to Loblaws? Describe what happened in this case and how it relates to immunity procedures and/or possible penalties under the statute. *Refer to the article on URCourses as well as additional articles and research.*
18. Which companies are alleged to have been involved in the Loblaws' cartel? Please provide a complete list. What are their positions with respect to the allegations against them? *Please describe and explain using external research.*
19. What has been the outcome of the Loblaw's bread price-fixing case to date? *There have been many developments since the article which is uploaded on URCourses was first published. Please describe those developments.*
20. Conclusion. *What conclusions can be made about anti-competitive behaviour? What observations would your group make about a company like Loblaws which knowingly violated the law? Is the legislation effective? What does it tell us about price-fixing? Please explain and describe.*

### **Research Required**

- You have to do research in this assignment. This is a legal research paper, not an exercise in copying and pasting from an online website source. There is a very significant difference!
- **PLEASE DO NOT JUST QUOTE FROM THE COMPETITION BUREAU WEBSITE. The STATUTE is essential for this assignment, and is the legal authority for these administrative tribunals and agency to carry out their functions, so quote relevant sections of the statute where necessary and cite others.**
- Find out how the Competition Bureau functions, how the Competition Commissioner functions.
- What is the Competition Tribunal? What is its enabling statute?
- What is anti-competitive behaviour? What is price-fixing?

- Review the *Competition Act*, 1985, R.S.C. c. C-34. This is a required part of the assignment. Please pay careful attention to which sections are relevant, how to cite and quote specific sections of the Act, how to properly cite the Act, and the detailed process to investigate the complaint and resolve it.
- You also MUST use academic /legal reference(s). Use the text or my PPTs, at a minimum. You can also use online legal references.
- Do not use Wikipedia. It isn't an acceptable peer-reviewed reference and is not suitable for academic assignments. Anyone can meddle with the contents and change them at will. Never use it in a university assignment unless specifically allowed by your instructor.
- Make sure to refer to the Act thoroughly in your paper as it is the foundation for competition violations.
- Include a separate page for the Reference List. Format the Reference List sources properly, using APA. You will be marked on this part of the paper as well.
- Pay careful attention to using in-text citations properly, especially for multiple documents from the same organization in the same year. This requires a special form of APA notation using (year alpha) to designate documents which are sorted in alphabetical order by title within the same organization/ same year. You can look this up in various online APA sources.
- Please be very careful in citing the statute, and sections of the statute, properly. **Follow my instructions.**

### **Format of the Assignment**

- **Please use headings in formatting your paper. This is not optional!** There are reasons for headings. They give structure to the paper and ensure that the reader can follow the organization of your paper and your arguments. Form headings which reflect the questions posed in the assignment. Please do not just copy the question as the heading.
- **NOTE:** headings are not the same thing as “headers” used as a running title on every page in an APA formatted paper. I don't care about “headers” but I do need to see relevant and properly formatted HEADINGS within the paper.
- The paper should be no fewer than 10 pages and no more than 15 pages in length.

- Times New Roman, 12-point font. **Please do not use another font size or style.**
- Double spaced.
- You must use **page numbers** (*bottom/centre of the page*) in your paper.
- Please use a **separate** Title Page and a **separate** Reference List.
- **Please use APA citation style.** If you are not familiar with how to correctly source references in a university assignment, please review it. There are many online tutorials. You will lose marks if you source incorrectly or fail to source your writing. (Don't use APA for legal citations, though. It is not the same thing and APA doesn't know how to do them. Follow my instructions please.)
- Do not use footnotes or endnotes. Use **in-text citations** (author's last name or organization name, year, p. number if you are using a direct quote). Do not use the author's first name or initials, nor cite to the organization website in APA in-text citations.
- **You must use the appropriate statute citations.** There are hundreds of examples in the text and my PPTs so please review this part of your writing carefully.
  - ❖ Remember that the name of the statute is **always italicized**.
  - ❖ **IMPORTANT:** The **first time you refer to a statute** you must use the **full legal citation**. Example: *The Business Corporations Act*, R.S.S. 1978, c. B-10
  - ❖ Thereafter, you may also include a **short form** of the statute title so you don't have to use the full statute title. Do this in your **first reference**. Example: *The Business Corporations Act*, R.S.S. 1978, c B-10 ("SBCA") or ("the Act") if it is the only statute you are using in a paper.
  - ❖ If you are **referring to only one statute** in your assignment, you can refer to that statute as the Act (**Act always has a capital "A"**) after the first reference to it following the full legal citation.
  - ❖ **BUT**, do not use the quotation marks when you use the short form title or the Act in your paper. Just refer to the Act.



- ❖ All Saskatchewan statutes are cited with “**R.S.S.**” (Revised Statutes of Saskatchewan) or “**S.S.** (Statutes of Saskatchewan) in their title.
- ❖ Statutes from any other jurisdiction than Saskatchewan use specific letters for their province. E.g. “**R.S.A**” (Revised Statutes of Alberta); or “**S.A**” (Statutes of Alberta), “**S.O**” (Statutes of Ontario).
- ❖ **S.C means “Statutes of Canada”, and R.S.C. means “Revised Statutes of Canada”.**
- ❖ These notations are your clue as to the **jurisdiction of the statute**. Please make sure you note this carefully in all your legal research so you aren’t quoting a statute from a province when it should be from the federal government, for example, or from the wrong province when you should be using a Saskatchewan statute. **Jurisdiction is very important in law.**
- ❖ Specific sections or “provisions” (it means the same thing) of a statute are denoted by a section number. E.g. s.27(1)(e). This is read as “Section 27, subsection (1) (e), or “Subsection 27(1)(e).”
- ❖ You may also use “Section” or “section” written out in full. Do not capitalize the word “section” within the text, only if you are beginning a sentence with the word.
- ❖ Multiple sections are noted as “ss.” followed by the section numbers: E.g. ss. 25-31, or the word “sections 25-31” written out in full.
- ❖ **Do not** write out the section number in words: e.g. section **thirty-three**. This is not correct legal style. Use s.33 or section 33.
- ❖ **You must include all statutes in the Reference list.** They must have the proper legal citation and are sorted alphabetically (note the chapter designation for the right letter.)
- ❖ **Do not mention each section of an Act you used when citing the statute in the Reference List: just one citation to the statute is enough, with no sections listed.**

### Submitting the Paper

- Please send me a Word document by email on URCourses only. No open-source software documents.
- Please don't send a PDF because I mark the paper using Track Changes in Word.

### PART B: Resubmitting the Corrected Paper

**Date: TBD**

- The second part of the assignment is to review my edits and comments because you will have to REVISE AND CORRECT your paper and RESUBMIT IT.
- Just follow my editing instructions in the paper. This part of the assignment is so that you will learn proper formatting, citations, sourcing and referencing by making corrections to your errors. Make the necessary revisions to formatting, citations, sources and the reference list based on the edits and comments in the paper
- You generally won't have to change the content of the answers. If you forgot to quote a particular section of the Act it is not necessary to quote it in the revised paper.
- Resubmit the paper as a Word attachment to me on URCourses email.
- Technical writing requires doing several drafts, as does good academic writing. Part B is just an example of that. This is a classic feedback loop and something you will invariably have to do in business and government when you are working (if you aren't doing it at work already!).
- While I know some of you will pay very close attention to the comments and editing as an opportunity to improve your writing for future assignments, others will think it isn't important, or only glance at it, and a few will put the paper aside and never consider it again. Thus, we'll use this feedback loop so you each have to make the corrections in your part of the paper, reassemble the revisions and submit the edited paper. This shouldn't take each of you more than an hour to do.
- To ensure your cooperation, I won't release your marks for the assignment until you do the editing.

#### 4. Midterm Exam

**Date: Monday, October 30, 2023.**

- The exam is worth **30%** of your grade.
- It is not cumulative. It will cover material taken in the first half of the course.
- It will include various types of questions from class materials, the text, and the PowerPoint slides.

#### 5. Final Exam

**Date: Monday, December 18, 2023 from 7:00 p.m.**

**Location: TBD**

- The exam is worth **35%** of your grade.
- It is not cumulative. It will cover material taken in the second half of the course.
- It will include various types of questions from class materials, the text, and the PowerPoint slides.

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### SPECIAL ACCOMMODATION

The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email [accessibility@uregina.ca](mailto:accessibility@uregina.ca).

#### Accommodation Letter Deadline

Each student is still expected to discuss their Accommodation Letter and relevant needs with each instructor, and students must still **provide at least 7 days notice for any exam accommodations to be guaranteed.**

The Centre for Student Accessibility and Counselling Services has moved to Paskwaw Tower 119 within the Student Wellness Centre.

**Please bring 3 copies of your documentation to our meeting. Thank you.**

### URCOURSES

This course is supported by **URCourses**. If you do not have a user name and password please go to the **URCourses** home page to establish one. Course notes, class information and any group discussions are hosted at this site. Please ensure that you routinely check the site for class updates.

### **UNIVERSITY OF REGINA COUNSELLING SERVICES**

Please review the University of Regina Counselling Services information uploaded to URCourses for this class. It is very important that you read it and familiarize yourself with the assistance available through the University of Regina Counselling Services. Everyone experiences stress at one time or another and university can be a very stressful, as well as exciting, environment. Please don't feel embarrassed to contact the University Counselling Services. They are there to help you.

### **WRITING ASSISTANCE**

Proper grammar and effective writing skills are essential to your success in a work environment and in this class. Free writing assistance (with advance notice) is available from the Student Success Centre ([www.uregina.ca/ssc/](http://www.uregina.ca/ssc/)) or by access to the "Writing Support" section on their web-site.

### **HARASSMENT POLICY**

The University of Regina promotes an environment that is free of all forms of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct (and behavior) that creates an intimidating, hostile or offensive environment for work or study through the harassment of an individual or group on the basis of: 1) race and all race-related grounds such as ancestry, place of origin, colour, ethnic origin, citizenship or creed or 2) sex, gender or sexual orientation.

Please refer to the University's General Calendar for more information.

### **ACADEMIC DISHONESTY**

While you are encouraged to interact with and learn from other students in this class, you are required to do your own work. Students plagiarizing others' work will face misconduct penalties. Be sure you understand Section 5.13 Student Behaviour, contained in the Academic Calendar or ask the Instructor in advance if you have questions about plagiarism or other forms of misconduct.

The Faculty of Business Administration assumes that all academic work submitted by a student was completed honestly by that student. To do otherwise is to commit academic dishonesty.

Assignments, tests and examinations are designed for the student to show the professor how well they have mastered course material. When the professor evaluates the student's work, it must therefore be clear which ideas and words are the student's own. The general principles of academic integrity for students doing course work are that they are to do their own original, individual work, unless told otherwise by the course professor, and are to give credit for other people's ideas or words. Students should be aware that, while collaborative or group work on assignments may be encouraged in some disciplines, it is

not acceptable in others (refer to the last point in the University of Regina Policy 5.13.2.3.). Discussion of ideas with faculty and other students, (that is, intellectual debate) is both allowable, and important, provided that credit is given in written work for ideas that are not one's own (see para. 5.13.2.2.). Group study (as distinct from group work on an assignment that is to be graded) is likewise permissible unless explicitly forbidden by the professor.

The Associate Dean (Undergraduate) of the Faculty of Business Administration will be notified and will investigate alleged academic misconduct. The Associate Dean will take action appropriate to the situation and notify the student in writing. The range of possible penalties for an act of academic misconduct is detailed in the University of Regina Policy 5.13.4.2. *Academic Misconduct* and may include other appropriate penalties at the discretion of the Associate Dean.

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***Cheating:*** Cheating on examinations includes, but is not restricted to, copying from another student's exam booklet, using unauthorized notes during an exam, arranging for a substitute to take an examination, using a cell phone or computer during the exam, or giving and receiving unauthorized information prior to or during an exam. All instances of cheating will be referred to the Associate Dean (Undergraduate) of the Faculty of Business Administration.

***Plagiarism:*** Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one's first-hand experience, and not acknowledging the source. The student must give credit for the material by identifying the source, using one of the generally accepted citation methods. All instances of plagiarism will be referred to the Associate Dean (Undergraduate) of the Faculty of Business Administration.

***Co-responsibility:*** Any student who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should take care when allowing their work to be copied or otherwise used by fellow students to ensure that academic dishonesty is not occurring, nor should students sell or give unauthorized copies of examinations to other students. All instances of willful co-responsibility will be referred to the Associate Dean (Undergraduate) of the Faculty of Business Administration.

**DISRUPTIVE BEHAVIOURS (generally applicable in a face-to-face classroom setting, but continued tardiness and continued early departure to and from the Zoom lectures are not acceptable, either)**

1. **Continued Tardiness/ Continued Early Departures:** There is no excuse for continually arriving late for class or leaving prior to the end of class. This behaviour is both disruptive and disrespectful towards other students and the professor.
2. **Cell phones:** The ringing of cell phones and other electronic devices during class indicates a lack of respect for others in the class. Please put your cell phones on silent or vibrate during class. There are occasions, however, when an emergency or crisis situation requires these devices be active. If you are in such a situation, please speak to the professor before the class begins.

**If a student is found looking at a cell phone during an examination, the phone will be confiscated, the student will be asked to leave the examination and the student will be referred to the Associate Dean (Undergraduate) of the Faculty of Business Administration for suspected cheating.**

3. **Text Messaging:** Although you may claim that you are multi-tasking, text messaging also impairs your learning in class. It also demonstrates a lack of respect for others in the class, notably the professor. Text messaging is expressly forbidden during class.
4. **Personal computers:** You may bring a personal computer to the classroom as long as it does not disturb your classmates. If typing or other computer noise (including alarms, watching podcasts or surfing) bothers other in class, you may be requested to return your computer to its case and take notes using paper and pen.
5. **Private conversations:** There are times when you may need to speak with the person sitting next to you about the course. If you need to do so, it is appreciated if you would do so quietly. If the professor can hear you at the front of the room it is not being done quietly enough.

#### **OTHER STUDENT RESPONSIBILITIES**

- Students are asked to engage in careful and timely reading of the course material.
- **Students are required to familiarize themselves with the University of Regina requirements regarding academic misconduct.**
- Students having difficulty with the course are advised to contact the professor immediately to discuss the situation.

#### **COURSE MARKS:**

The overall mark in the course will be awarded on a scale as found in the University of Regina website. The following table explains the grading criteria:

<b>90.0-100.0</b>	An outstanding performance with very strong evidence of: an insightful and comprehensive grasp of the subject matter; a clear ability to make sound and original critical evaluation of the material given; outstanding capacity for original creative and/or logical thought; an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.
<b>80.0-89.9</b>	Very good performance with strong evidence of: a comprehensive grasp of the subject matter; an ability to make sound critical evaluation of the material given; a good capacity for original, creative, and/or logical thinking; a very good ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.
<b>70.0-79.9</b>	Above average performance with evidence of: a substantial knowledge of the subject matter; a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques; some capacity for original, creative, and/or logical thinking; an above-average ability to organize, to analyze and to examine the subject material in a critical and constructive manner, and to express thoughts both in speech and in writing.
<b>60.0-69.9</b>	A generally satisfactory and intellectually adequate performance with evidence of: an acceptable basic grasp of the subject material; a fair understanding of the relevant issues; a general familiarity with the relevant literature and techniques; an ability to develop solutions to moderately difficult problems related to the subject material; a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.
<b>50.0-59.9</b>	A barely acceptable performance with evidence of: a familiarity with the subject material; some evidence that analytical skills have been developed; some understanding of relevant issues; some familiarity with the relevant literature and techniques; partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner; basic competence in writing.
<b>Under 50.0</b>	Unacceptable performance. Failing work



<b>Incomplete (I) or (NP)</b>	“I” grades are submitted at the discretion of the instructor. “I” grades mean that due to <i>extenuating</i> circumstances the student was unable to meet all course requirements. <b>Failure to complete all assignments and exams results in an “NP” grade.</b>
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