



**UNIVERSITY OF REGINA  
FACULTY OF BUSINESS ADMINISTRATION  
BUS 307 002 *Business Law*  
Thursday 7:00 p.m. to 9:45 p.m.  
Room ED 191 (Education Building)  
Fall 2017**

**INSTRUCTOR:** Heather Nord, B.A., J.D., M.B.A.  
**Contact Information:** *URCourses* email.  
**Office:** ED 524.5 Office hours by appointment.

**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, professional liability, torts, contracts, property law, employment law, insurance and guarantee, business organization and corporate governance.

**COURSE OBJECTIVES**

The objective of the course is to give students a general understanding of substantive and procedural law to be able recognize legal risks in a business environment in the following way:

- understand substantive and procedural law in Canada;
- understand how to access relevant provincial and federal legislation;
- recognize legal issues that affects businesses in Canada; and
- apply that knowledge to identify potential legal risks in important areas of business activity.

**COURSE MATERIAL**

**Text:** Smyth, J. E., Soberman, D.A., Easson, A.J. and McGill, S.A, “The Law and Business Administration in Canada”, **14<sup>th</sup> Ed.** (2017) Pearson, Toronto, Ont.

**\*\*Please note that NO previous editions prior to the 14<sup>th</sup> edition are acceptable as there are significant changes to the format and content of this edition as compared to previous editions.**

**Additional Readings:** PowerPoint slides, statutes and articles as assigned throughout the course.

**Websites:** A comprehensive listing of key websites is provided on the inside cover of the Required Reading: 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 SCHEDULE**

*\*The course schedule is the planned approach to the course, but it should be considered “tentative” as circumstances may cause us to vary it from time to time. You will be alerted to any changes in the course schedule by notice 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.*

**Thursday, September 7, 2017: *Overview of the Course and Law, Society and Business and the Machinery of Justice.***

- **Required Reading:**  
*Course Outline,*  
Text and the Power Point slides for **Chapter 1: Law, Society and Business** and **Chapter 2: The Machinery of Justice.**
- Review of the *Constitution Act and the Canadian Charter of Rights and Freedoms, Schedule B to the Canada Act 1982 (UK), 1982, c 11*
- We will get to know each other and discuss the objectives of the course and our expectations.
- **Please remember to bring your name card to class so I can get to know each of you.**
- Could you please fill out the short questionnaire (for my eyes only), “Getting to Know You” online or in print for the first class.
- Course assignments are very important so we will review the Course Outline to ensure that you know what is expected of you and when and how the class is scheduled.
- Please note that all assignments are mandatory. Please don’t decide to omit an assignment thinking that you will merely forfeit those marks. That is not the case, and it will result in you receiving an “NP” in the class, not a 0 on the particular assignment, since your course assignments would be incomplete.
- No alternative methods or arrangements of course evaluation are allowed.
- The course materials are described in the Course Outline. The current edition (14<sup>th</sup>) of the text has been in print for several years now so DO NOT use the

previous 13<sup>th</sup> edition. Unfortunately, copies of the 13<sup>th</sup> edition are still in circulation on campus and listed for sale in various places, **but do not purchase them!** There are many changes to the 14<sup>th</sup> edition and you will miss valuable information and do the wrong assignments if you use any previous edition.

- My **Power Point slides** are available to help you deal with a significant volume of specialized legal terms and principles. This is a very technical course with a great deal of substantive material so I've prepared an extensive set of slides for each chapter. The Power Point slides will be uploaded on *URCourses* prior to each week's class, so please use them in any way that is helpful.
- It is necessary to understand how law is created and how to find various sources of law: 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.

**Thursday, September 14, 2017: *Government Regulation of Business***

- finish Chapter 2.
- **Required Reading:** Text and the Power Point slides for **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*

**Thursday, September 21, 2017: *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*

**Thursday, September 28, 2017: *Professional Liability***

- **Required Reading:** Text and the Power Point slides for: **Chapter 5: Professional Liability: The Legal Challenge.** (Assignment)

**Thursday, October 5, 2017: *Formation of a Contract***

**The Professional Regulation Assignment is due today in print and on URCourses email.**

- **Required Reading:** Text and the Power Point slides for:
- **Chapter 6: Formation of a Contract: Offer and Acceptance**
- **Chapter 7: Formation of a Contract: Consideration and Intention; and**
- **Chapter 8: Formation of a Contract: Capacity to Contract and Legality of Object.**

**Thursday, October 12, 2017: *Formation of a Contract***

- **Required Reading:** Text and the Power Point slides for: **Chapter 10: Writing and Interpretation; and**

(Note: We will not take Chapter 11 and will take Chapter 10 before Chapter 9)

- Review for the Midterm

**Thursday, October 19, 2017: MIDTERM EXAM**

- YOU MAY BRING A STUDY SHEET TO THE EXAM. It can be one page of 8.5 x 11”, double-sided, in any font or format you wish. Please submit it with your exam documents.
- The Midterm exam will be held in our classroom.
- It will be 2 hours in length.
- The exam will include multiple choice, true and false and short answer questions and case problems based on class materials, the text, the PowerPoint slides and readings assigned to date.
- Please see *URCourses* for further details on the content of the midterm exam prior to the exam

**Thursday, October 26, 2017: *Discharge and Breach of Contract***

- **Required Reading:** Text and the Power Point slides for:  
Chapter 12: *The Discharge of Contracts*  
Chapter 13: *Breach of Contract and its Remedies*

**Thursday, November 2, 2017: *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; The Occupational Health and Safety Act, S.S., 1993, c. O-1 and The Saskatchewan Human Rights Code, S.S., 1979 c. S-24.1*

**Thursday, November 9, 2017: *Insurance***

- **Required Reading:** Text and the Power Point slides for Chapter 16: *Insurance and Guarantee*
- Case problems.

**Thursday, November 16, 2017: *Landlord Tenant***

**NOTE: THE RESEARCH PAPER IS DUE TODAY (Please submit both a Print and Email copy, including the media article and appendices of statute and case excerpts attached to both print and email versions)**

- **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*

**Thursday, November 23, 2017: *Business Organization and Corporate Governance***

- **Required Reading:** Text and the Power Point slides for:  
Chapter 25: *The Nature of a Corporation and its Formation*  
Chapter 26: *Corporate Governance: the Internal Affairs of Corporations*.
- Review of *The Business Corporations Act, R.S.S. 1978, c B-10*

**Thursday, November 30, 2017: Business Organization and Corporate Governance**

- Finish Chapter 26,
- Review for the Final Exam

**Thursday, December 14, 2017: FINAL EXAM**

- **Time: 7:00 to 10:00 p.m. Location TBA**
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**COURSE EVALUATION**

	<u>Distribution of Marks</u>	<u>Dates</u>
Class Participation	10 %	<b>on-going</b>
Professional Regulation Assignment	5%	<b>October 5, 2017</b>
Midterm Exam	30 %	<b>October 18, 2017</b>
Legal Issue in the Media: Paper	15%	<b>November 16, 2017</b>
Final Exam	40 %	<b>December 14, 2017</b>

**Please note**

- All assignments are required to be completed
- It is incorrect to assume that you can decide not to submit an assignment and receive a 0 for that assignment. Not completing all assignments will result in an “NP” in the course since you have not completed all required assignments.
- There are no alternative grading options.
- Late assignments will not be accepted, unless it is the result of a personal emergency or personal illness. You must also advise me in advance of the due date of the assignment. Documentation in support of your situation is required, such as a doctor’s note, etc.
- You must advise me in advance if you are unable to write an exam. Students missing a scheduled exam must provide appropriate documentation (such as from a medical doctor) in order to write a deferred midterm. Travel arrangements and misreading the course outline are not valid reasons for missing an exam.

Your mark in this class will be made up of several components, as follows:

***Class Participation***

- **Please remember to bring your name cards to class every evening so I can get to know you by name.**
- Class participation is worth **10%** of your grade.
- Attendance, class discussion, preparation, optional assignments and other class involvement are all part of class participation.
- Attendance is mandatory. **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 4 classes you may not be allowed to write the final exam, at the Instructor’s discretion. If you miss more than 4 classes in the semester you may receive 0/10 as your CP mark.

- 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 being prepared to discuss assigned case problems or assignments in class.
- Your views and comments are welcome and add value to the class. This will contribute to your participation grade.

***Short Assignment: Professional Regulation in Saskatchewan***

**Due date: Thursday, October 5, 2017**

- The assignment is worth **5%** of your grade.
- Please also refer to *URCourses* for information.

**Subject of the Assignment**

- The subject of the assignment is a self-regulated profession in Saskatchewan.

**Purpose of the Assignment**

- The purpose of the assignment is to give you a better understanding of how self-regulated professions are governed in Saskatchewan, how the public is protected, and the responsibilities and liabilities of a specific profession which interests you.

**Format and of the Assignment**

- **Please use headings in formatting your paper. This is not optional!** There are reasons for the headings. They give structure to the paper and ensure that you consistently cover all relevant aspects. They also assist the reader in following the organization of the paper and the flow of your arguments.
- The paper should be no fewer than 4 pages and no more than 6 pages.
- Times New Roman, 12 point font. Double spaced. **Please do not use another font size or style.**
- You must use page numbers (bottom/centre of the page) in your paper.
- Please include a **separate** Title Page and a separate Reference List.
- Please use APA for citations. **Do not use footnotes or endnotes.**
- **You must use the appropriate case and statute citations.** There are hundreds of examples in the text. Remember that the name of the statute and the case is *italicized*. All Saskatchewan statutes are cited with “R.S.S.” (Revised Statutes of Saskatchewan) or “S.S. (Statutes of Saskatchewan) in their title. You will notice that the citation for a statute from any other jurisdiction than Saskatchewan uses other notations for the province. E.g. “ R.S.A” . (Revised Statutes of Alberta); or “S.A” ( Statutes of Alberta). This is your clue that you are NOT using a Saskatchewan statute.
- Specific sections or provisions in a statute are denoted by a section number in the statute. E.g. s. 25(1)(e). This is read as “Section 25, subsection (1)(e)”.

## Content of the Assignment

- The assignment should include the following information:
  - ✓ An Introduction outlining the profession you have chosen, its enabling statute and the name of the regulatory body which governs that profession.
  - ✓ A description of the statute which governs the profession in Saskatchewan, using the proper legal citation,
  - ✓ The mission and value statements for the profession.
  - ✓ The regulatory body's mandate and purpose.
  - ✓ A description of the activities of the profession.
  - ✓ The organization's website URL and a brief description of the site.
  - ✓ The public complaints process.
  - ✓ A description of professional misconduct and incompetence with appropriate references to the statute.
  - ✓ The discipline procedures for the professional, with reference to specific sections of the enabling statute regarding disciplinary processes.
  - ✓ The penalties for infractions, and
  - ✓ A full description of the Code of Conduct or Code of Ethics of the profession.

## Research Required

- You have to do some research to find the statute which governs the profession and the regulatory body for that profession IN SASKATCHEWAN. This is a required part of the assignment. Please pay careful attention to the statute you cite; **it must be the relevant statute for Saskatchewan, not another province or country.**
- Include a separate List of References and format your sources properly, especially statutes and cases. (If you aren't familiar with how to properly prepare a reference list, please look it up online. It is a very important part of academic writing)
- **Appendix:** Attach an **Appendix** for EACH statute, case or other type of data or information used in the paper which you feel is important to include. The first appendix should be labeled Appendix A, and ***include the title and full citation of the information provided.*** Each source should be provided on a separate appendix, labelled consecutively. That is, use one appendix for one statute, another for a case (include the first page and any relevant paragraphs), another for other material, etc. Note that the appendix(ces) follow the Reference List.

## Submitting the Paper

- You must submit a print copy of the assignment at the beginning of class, on the due date, and an electronic copy by email, with appendices, on URCourses as a Word or PDF attachment, at the same time.  
**Please attach an excerpt of the relevant sections of the enabling statute for the profession to both the PRINT AND ONLINE versions of the paper**

### *Midterm Exam*

**Date: Thursday, October 18, 2017**

- The Midterm exam is worth **30%** of your grade.
- We will write in class.
- The exam is 2 hours in length.
- The exam will include multiple choice, true and false and short answer questions, and case problems based on class materials, the text, the PowerPoint slides, cases, statutes and readings assigned to date.

### *Legal Case in the Media: Research Paper*

**Due Date: Thursday, November 16, 2017**

- The paper is worth **15%** of your grade.
- Please refer to URCourses for additional information.

#### **Purpose of the Paper**

- The purpose of the assignment is to be able to identify and analyze a legal issue reported in a news article based in SASKATCHEWAN.

#### **Subject of the Paper**

- The subject of the paper is a news story reported in the media, relating to a legal issue from the course material, occurring in Saskatchewan. **You must choose a news article based in Saskatchewan and within the subject matter of our course.**
- **NOTE: Please do not choose a criminal law news story because we do not discuss criminal law fully in this course.** Or, for example, do not use an article about a corporate taxation issue, even if the company is located in Saskatchewan. We do not study corporate income tax law so the topic is not valid and the paper would receive a failing grade.
- ***Please check with me before you write the paper by sending me the news article link on URCourses email. I am happy to review the article and give you approval before you start writing.***
- **Note: The source for your paper is NOT a reported case on CanLII. It is a news article about a legal issue reported on the radio, in the newspaper, on an online news site, etc.** It may happen that the news story arises from a decided legal case, or it may lead to a lawsuit. That is fine – you can certainly follow the story to its conclusion and use reported cases. That is good research, and if a court decision has been made, you must use it, but your paper must start with a news story.
- It will be helpful if you start monitoring the news (TV, radio, print and online sources) as soon as the class starts so that you can choose a story which interests you and gives you plenty of time in which to research and write the paper.
- ***Remember, I will not give you an extension just because you can't find a suitable article. There are many of them and new ones are reported every day!***



## Content of the Paper

- The required sections which you must include are:
  - ✓ Introduction (stating the purpose and scope of the paper, the paper's methodology, the news story you have chosen and its URL),
  - ✓ Parties (name and residence or location of the parties)
  - ✓ Facts
  - ✓ Legal Issue (the narrowly described legal problem to be analyzed)
  - ✓ Legal Analysis for each party: Plaintiff(s) and Defendant(s)
  - ✓ Outcome (did the matter proceed to court? was it appealed? etc.),
  - ✓ Strategies to Manage Legal Risk
  - ✓ Why I Chose This Article, and
  - ✓ Conclusion.
- **Introduction:** state the purpose and scope of the paper, the methodology of your analysis, the article you have chosen and its URL. This section is not intended for a long recitation of the facts or a long discussion of the legal issue. It is to tell the reader why you are writing the paper and what you will analyze and conclude.
- **Parties:** a description of each of the parties, including where they reside, their occupation, etc. If there is a corporate party, indicate their business activity and location of their head office or their legal address where they carry on business. It goes to jurisdiction.
- **Facts:** You have to tell the reader what the story is about. But, be careful not to spend too much time focusing on the facts of the article. You have more to do in the legal analysis of each party. Be brief but give the reader enough information to know the "W5s" of the story: who/what/where/when/why.
- **Legal Issue:** You must succinctly and accurately identify the **legal issue** in the news article. This section is not intended for a recitation of the facts of the case. Its purpose is to tell the reader what legal issue or problem is raised in the article which has to be resolved. E.g. "This case is about whether company A discharged its contract with its supplier by performance, or whether there was a breach of the contract."
- **Legal Analysis:** *Research the subject matter of the article.* Was there a court decision which was the basis for the reporter to cover the story? If so, use the case. What organization or corporation was involved? What are their policies and procedures? Research the subject matter and the law to analyze the legal issues in the story with respect to relevant statutes, regulations, government or corporate policies, related cases, etc.
- **Plaintiff's and Defendant's Position:** Analyze the legal position of **each of the parties** involved SEPARATELY. Argue the plaintiff(s) first, followed by the defendant(s). You can make assumptions about the position of the parties as if the

situation has not yet resulted in litigation and the parties are not yet plaintiff(s) and defendant(s).

- **Outcome:** Discuss the outcome of the story. What happened? Are other parties involved than initially discussed? What happened and what may yet happen? Was a statement of claim filed by the plaintiff to begin a legal action? Did the case go to trial and was a decision rendered? Was that decision appealed? Etc.
- Identify the **legal risk management strategies** which may have helped avoid the problem from the perspective of each party (the plaintiff(s) and defendant(s). Please DO NOT JUST COPY the 5 part test from the text. The purpose of this section is for you to critically assess the actions of the parties leading to this liability and to explain how this situation could have been avoided using your own analysis.
- Include a section as to **why you chose the article**. Why is this story of interest to you? What did you discover in doing your research? Etc.
- Include a short **conclusion**. Every academic paper has one.

#### **Format of the Paper**

- **Please use the above-noted headings in formatting your paper. This is not optional!** As noted above, there is a very important purpose for headings. They aid in organizing your paper and assist the reader in understanding the flow of your paper. Note: I won't read your paper without appropriate headings.
- The paper should be no fewer than 8 pages and no more than 10 pages.
- Times New Roman, 12 point font. **Please do not use another font size or style.**
- You must use page numbers (**bottom/centre of the page**) in your paper.
- Please use APA or Minnesota citation style. If you don't know how to do this, please look it up online. ***It is very important that you can properly cite your references in an academic paper.***
- Do not use footnotes or endnotes.
- Please include a **separate** Title Page and **separate** Reference List page.
- Do not begin an Appendix at the end of a Reference List: both are separate documents.
- A note about the Title Page: Regardless of what you may read about APA style, you ***MUST put your name, student number, title of the assignment, course name and number, professor's name and the due date*** on the cover page. This is very important so your assignment can be identified properly.
- You must use the appropriate case and statute citations. There are hundreds of examples in the text. Remember that the name of the statute and the case is always *italicized*. **The first time you refer to a case or a statute, you must use the full legal citation and provide a short form title if you intend to use one thereafter.** You may use the case name or statute title without the full citation if you have given a short form reference in brackets after the full legal citation.

- **Your research must refer to Saskatchewan statutes. Be sure to check this carefully when you are doing your research. If you don't pay attention to the jurisdiction of the case or statute, below, you could use the wrong statute inadvertently. Check carefully!**
- All Saskatchewan statutes are cited with "R.S.S." (Revised Statutes of Saskatchewan) or "S.S. (Statutes of Saskatchewan) in their title. Statutes from other provinces use an abbreviation for that province name, such as R.S.A. (Revised Statutes of Alberta), S.O. (Statutes of Ontario), R.S.C. (Revised Statutes of Canada), etc.
- Specific sections or provisions in a statute are denoted by a small "s" in the statute. E.g. s. 25(1)(e). This is described as "section 25, subsection (1)(e).
- Appendix: The appendix or appendices FOLLOW the Reference List. It is required that you **annex your news article as Appendix A**. You can also annex other appendices if you are using a statute, case(s), statistics, charts, or other such information. Each type of information is on a separate page. Do NOT make a separate appendix for each section of a statute. Simply copy and paste the sections in numeric order. Make sure you put a title on the appendix: e.g. the full legal citation of the statute or case, the source of the chart or statistics, etc.

### **Research Required**

- **You have to research the case.** Use academic and legal information such as textbooks, academic articles, cases, statutes, organizational databases, government policies and programs, other media websites, etc.
- **Do not use Wikipedia as a source in your paper and do not include it in your list of references. It is not an acceptable source in a university research paper.**
- **Please note: It is NOT sufficient to use only the text and my Power Point slides for legal research. Use additional academic and legal sources.**
- Since this is a formal academic paper, you MUST source your writing with appropriate references.
- You should follow the customary university standards for writing and submitting a formal research paper which uses external sources.
- Please be mindful of the rules regarding plagiarism and consult the University of Regina website on the topic of Academic Dishonesty if you have never done so.

### **Submitting the Paper**

- You must submit a print copy of the paper, with required appendices, at the beginning of class, on the due date, and an electronic copy by email, with appendices, on URCourses as a Word or PDF attachment, at the same time.
- **It is necessary to attach the media article you used and excerpts of the cases and statutes you used in your paper to both the PRINT AND ONLINE versions of the paper.**

### ***Final Exam***

- The Final exam is worth **40%** of your grade.
  - The exam will be written on **Thursday, December 14, 2017 from 7:00 p.m. to 10:00 p.m. Location: TBD**
  - The exam will include multiple choice, true and false and short answer questions and case problems taken from class materials after the midterm, the text, the PowerPoint slides and assigned readings.
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### **SPECIAL ACCOMMODATION**

If you require special accommodation of any kind in this course because of a disability , please advise me. In addition, please contact the ***Coordinator, Disability Resource Office*** at 306 585 4631 or visit them at Room 251.15 Riddell Centre or by e-mail: [accessibility@uregina.ca](mailto:accessibility@uregina.ca).

Please bring 4 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.

### **USE OF LAPTOPS AND CELL PHONES**

The use of computers in the classroom is intended to facilitate learning. This means for class purposes only i.e. taking lecture notes, researching a discussion question etc. At the discretion of the instructor, students using a computer for any other purpose may be required to turn the computer off and asked to leave the class. Please turn your cell phones off before class. In exceptional cases prior permission may be sought from the instructor to have your phone on vibrate. Texting will be treated the same as non-course computer use.

### **DISRUPTIVE CLASSROOM BEHAVIOUR**

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 exam will be confiscated and the student will be referred to the Associate Dean of Business Administration (Undergraduate) 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 not allowed 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 others 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 Dishonesty.**
- Students having difficulty with the course are advised to contact the professor immediately to discuss the situation.

#### **ACADEMIC DISHONESTY**

##### *Overview and Appeals*

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 para. 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 of the Faculty of Business Administration will be notified and will investigate alleged academic misconduct. Action appropriate to the situation will be taken and the student notified 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.

According to the University of Regina Policy 5.14.1 *Council Discipline Committee*, students may appeal the imposition or severity of a penalty for misconduct (academic or non-academic) to the Council Discipline Committee. Requests for a hearing must be submitted, in writing, and within 30 days of the date of imposition of the penalty.

***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, or giving and receiving unauthorized information prior to an exam. All instances of cheating will be referred to the Associate Dean 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 willful plagiarism will be referred to the Associate Dean 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 of the Faculty of Business Administration.

## **UNIVERSITY OF REGINA COUNSELLING SERVICES**

Please review the University of Regina Counselling Services information uploaded to URCourses for this class. Please take a moment to familiarize yourself with the assistance available through the University of Regina Counselling Services. Information about Mental Health Counselling Services is uploaded on this URCourses site.

## **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**

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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.

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