UNIVERSITY OF REGINA
FACULTY OF BUSINESS ADMINISTRATION
BUS 307 Business Law
Monday and Wednesday 4:00 p.m. to 5:15 p.m.
Room ED 193 (Education Building)
Fall 2018

INSTRUCTOR: Heather Nord, B.A., J.D., M.B.A.
Contact Information: URCourses email only please.
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 and human rights, civil liability, regulation of business, torts, professional liability, contracts, employment law, insurance, landlord tenant law, guarantees, 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 how law is created,
- have a general knowledge about substantive and procedural law in Canada;
- be able to access relevant provincial and federal legislation and case law;
- 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


**Please note that NO previous editions are acceptable as there were significant changes to the format and content of this edition as compared to previous editions. DO NOT buy the 13th edition, which is still for sale in various places around campus. You will miss valuable information and do the wrong assignments if you use any previous edition.**
The chapters of the text which we take in class are described in the Course Outline. Lectures will rely on the text, the Power Point slides, statutes, cases and current events.

**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. The Power Point slides will be uploaded on URCourses prior to each week’s class, so please use them to prepare for the week’s class. You may also find them useful in preparing for exams and assignments.

**Additional Readings:** assigned throughout the course.

**Websites:** A comprehensive listing of key websites is provided on the inside cover of the text. 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 comments, “note ups” and 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 EVALUATION:** 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, September 8, 2018: FIRST CLASS**

**Overview of the Course and Assignments**

**Required Reading**

- ✔ Course Outline on URCourses: *Bus 307 002 Fall 2018 Nord*
- ✔ 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 by name,* and fill out the short questionnaire (for my eyes only), “Getting to Know You” online or in print for the first class.
- ✔ 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.

I’ll assign groups for your case discussions. See URCourses (top of the site) for the list of the members in each group.

Text and the Power Point slides for Chapter 1: Law, Society and Business and Chapter 2: The Machinery of Justice.

Monday, September 10, 2018: Law, Society and Business

Required Reading

Text and the Power Point slides for Chapter 1: Law, Society and Business


Wednesday, September 12, 2018: The Machinery of Justice

Required Reading

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

Monday, September 17, 2018: Government Regulation of Business

Required Reading

Chapter 3: Government Regulation of Business


Article for the first Assignment uploaded on URCourses

Wednesday, September 19, 2018: Government Regulation of Business

Finish Chapter 3

Discuss assignment

Monday, September 24, 2018: Torts

Required Reading

Text and the Power Point slides for Chapter 4: The Law of Torts


Case Problems for Wednesday

Wednesday, September 26, 2018: Torts

Case Problems
Monday, October 1, 2018: Professional Liability
   ➢ NOTE: The Competition Act Assignment is due today in print and on URCourses email, with statute excerpts attached as an Appendix.

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

Wednesday, October 3, 2018: Contracts
   ✓ Finish Chapter 5 and begin Contracts
Required Reading

Monday, October 8, 2018: NO CLASS: THANKSGIVING

Wednesday, October 10, 2018: Contracts
Required Reading
   ✓ Text and the Power Point slides for Chapter 8: Formation of a Contract: Capacity to Contract and Legality of Object and Chapter 10: Writing and Interpretation

Monday, October 15, 2018: 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 17, 2018: Review for the Midterm
   ✓ How to Write a Case on an Exam for tort and professional liability cases.

Monday, October 22, 2018: MIDTERM EXAM Part I: MC, TF and Short Answer Questions
   ✓ See URCourses for details

Wednesday, October 24, 2018: MIDTERM EXAM Part II: Case Problems (Tort and Professional Liability)
   ✓ See URCourses for details
Monday, October 29, 2018: Contracts

- NOTE: The Professional Regulation Assignment is due today in print and on URCourses email, with statute excerpts attached as an Appendix.

Required Reading

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

Wednesday, October 31, 2018: Contracts

Required Reading

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

Monday, November 5, 2018: Employment and Labour Law

Required Reading

- Text and the Power Point slides for Chapter 18: The Contract of Employment

Wednesday, November 7, 2018: NO CLASS, FALL BREAK

Monday, November 12, 2018: NO CLASS IN LIEU OF REMEMBRANCE DAY

Wednesday, November 14, 2018: Employment and Labour Law

- Cases from Chapter 18

Monday, November 19, 2018: Insurance Law

Required Reading

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

Wednesday, November 21, 2018: 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 26, 2018: Business Organization and Corporate Governance

Required Reading

- Text and the Power Point slides for Chapter 25: The Nature of a Corporation and its Formation
Wednesday, November 28, 2108: Corporate Governance: the Internal Affairs of Corporation

Required Reading
- Text and the Power Point slides for Chapter 26: Corporate Governance: the Internal Affairs of Corporation
- Cases

Monday, December 3, 2018: Corporate Governance
- Complete Chapter 26

Wednesday, December 5, 2018: Review for the Final Exam

Required Reading
- Review of an Employment Law case (See URCourses)
- Review for the Final Exam

FRIDAY, December 14, 2018: FINAL EXAM
- Time: 7:00 to 10:00 p.m. Location TBA

COURSE EVALUATION

<table>
<thead>
<tr>
<th>Distribution of Marks</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>10 % on-going</td>
</tr>
<tr>
<td>Competition Act Assignment</td>
<td>5 % October 1, 2108</td>
</tr>
<tr>
<td>Midterm Exams</td>
<td>35 % October 22 and 24, 2018</td>
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<tr>
<td>Professional Regulation Assignment</td>
<td>10 % October 29, 2018</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40 % December 14, 2018</td>
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Please note:
- 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 will 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 is assigned if the work is so substandard as to not be worth any marks and so the grade is a 0.
- No alternative methods of course evaluation will be considered.
- Late assignments will only be considered if they are a result of a personal emergency or health reasons. You must advise me in advance of the due date and provide appropriate documentation in support of your request.
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 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 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 for CP, at the instructor’s discretion, notwithstanding having completed optional assignments.
   - 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. **We may have an occasional quiz 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 welcome and add value to the class.

2. **Short Assignment: Competition Act, 1985**
   - **Due date: Monday, October 1, 2018**
   - 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 price fixing which is a type of competition restriction prohibited in the marketplace, pursuant to the federal *Competition Act, 1985, R.S.C., c. C-34 (“the Act”), and the federal Competition Bureau and its Commission, a tribunal which hears matters pertaining to violations of the Competition Act.*

**Purpose of the Assignment**
- The purpose of the assignment is for you to understand how price fixing is determined, to review the statute in order to identify the relevant sections describing the prohibited activity of price fixing in the marketplace, describe the procedures and penalties stipulated in the Act, understand and describe how the federal Competition Bureau regulates and governs marketplace activities in Canada, see how the consumer is protected, how liability is established and note the punishments for companies which violate the statute.
Content of the Assignment

The assignment should include the following information. You can organize it in whatever way you choose.

✓ An introduction outlining the purpose of the assignment, the scope and methodology of the assignment, the statute involved (with the correct legal citation), the title and URL of the news article(s) used and of the Competition Bureau and Commission website. Note that the Commission is the federal administrative tribunal which hears matters of contravention of the Act.

✓ The purpose of the Competition Act, 1985. Cite the relevant section of the Act.

✓ The mandate, mission and value statements of Competition Bureau and the Competition Commission (the administrative tribunal which hears competition violations and decides on appropriate sanctions and punishment). You will have to research this and cite the Act where required.

✓ A description of the activities of the Competition Bureau and the Commission, giving a brief description of its website. Please provide the URL.

✓ The public complaints process available for consumers or companies to report a competition violation, referring to relevant sections of the statute and the Competition Bureau’s website where necessary.

✓ The nature of competition violations such as price fixing. Quote and cite relevant sections of the Act. Define and describe price-fixing. You can use external research.

✓ The investigation procedures used by the Competition Bureau, making reference to specific sections of the Act.

✓ The penalties for violations under the Act.

✓ What was the outcome of the Loblaw’s bread price fixing case? Describe what happened in this case and how it relates to procedures and/or possible penalties under the Act. You can refer to the article on URCourses or additional articles and research.

✓ A conclusion.

Research Required

• **You have to do some research in this assignment.** Please do not just quote from the Competition Bureau website. Find out how the Competition Bureau functions, how the Competition Commission is structured and functions. 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 which process is used to investigate the complaint. You also need academic/legal reference(s).

- 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 and format the Reference List sources properly, using APA. Pay careful attention to using legal citations properly, especially the statute.

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 you consistently cover all relevant aspects so the reader can follow the organization of your paper and your arguments.
- **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” on the page, but I do need to see relevant and properly formatted HEADINGS in the paper.
- The paper should be no fewer than 6 pages and no more than 8 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 carefully. You will lose marks if you source incorrectly or fail to source your writing.
- Do not use footnotes or endnotes.
- **You must use the appropriate case and statute citations.** There are hundreds of examples in the text so please review this part of your writing carefully.
  - 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.** E.g. Smith v. Jones, 2013 SKCA 127 (CanLII) or The Business Corporations Act, R.S.S. 1978, c. B-10, etc.
  - Thereafter, you may use a **short form** of the case name or statute title without the full citation as long as you have so noted this in your first reference. E.g. Smith v. Jones, 2013 SKCA 127 (CanLII) (“Smith”), or The Business Corporations Act, R.S.S. 1978, c B-10 (“SBCA”) or (“the Act”).
  - Do not use the quotation marks when you use the short form title or the Act.
  - 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.
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 is Statutes of Canada, and R.S.C. means Revised Statutes of Canada. This notation is your clue as to the jurisdiction of the statute. Please make sure you note this carefully in all your legal research.

Specific sections or “provisions” (it means the same thing) of a statute are denoted by a section number. E.g. s.27 (1) (e) is read as “Section 27, subsection (1) (e), or Subsection 27(1)(e).

You may also use “Section” or “section” written out in full. You do not capitalize section within the text, only if you are beginning a sentence with the word.

Multiple sections are noted as “ss.” followed by the sections 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.

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 an appendix, on URCourses as a Word or PDF attachment, at the same time.
- An appendix is relevant material included at the end of a paper. It is like creating a “mini” statute. Label the first appendix as Appendix A, and use the FULL LEGAL CITATION OF THE STATUTE as a sub-heading. This is essential.
- Please attach the Appendix to both the PRINT AND ONLINE versions of the assignment.
- Appendix to both the PRINT AND ONLINE versions of the assignment.


**Date:** Monday, October 22, 2018 for MC, TF and Short Answer questions

**Date:** Wednesday, October 24, 2018 for the case problems (tort and professional liability)

- The Midterm exams are worth 35% of your grade.
- We will write in class.
- Each exam is 75 minutes in length.
- The exams 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.
4. **Short Assignment: Professional Regulation in Saskatchewan**

**Due Date:** Monday, October 29, 2018

- The assignment is worth 10% 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**.
- PLEASE DO NOT USE A PROFESSIONAL STATUTE FROM ANOTHER PROVINCE.

**Purpose of the Assignment**

- The purpose of the assignment is to give you a better understanding of which professions are self-regulated, what that means in law and policy, how they are regulated and governed in Saskatchewan, how the public is protected, and the responsibilities, duties and liabilities of these professions.

**Format and Organization 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 you consistently cover all relevant aspects so the reader can follow the organization of your paper and your arguments.
- Note: “Headings” are not the same thing as “Headers”, or a “Running Header” used in APA paper formatting, which the title of the paper printed on the top is left of every page. I don’t require Headers, but I do want you to use appropriate headings in the internal organization of your paper.
- The paper should be no fewer than 8 pages and no more than 10 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.
- You can use Minnesota or APA citation style. If you are not familiar with how to correctly source references in a university assignment, please review it carefully. You will lose marks if you source incorrectly or fail to source your writing.
- Do not use footnotes or endnotes.
- **You must use the appropriate case and statute citations.** There are hundreds of examples in the text so please review this part of your writing carefully.
  - 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, E.g. Smith v. Jones, 2013 SKCA 127 (CanLII) or The Business Corporations Act, R.S.S. 1978, c B-10, etc.
Thereafter, you may use a short form of the case name or statute title without the full citation as long as you have so noted this in your first reference. E.g. Smith v. Jones, 2013 SKCA 127 (CanLII) (“Smith”), or The Business Corporations Act, R.S.S. 1978, c B-10 (“SBCA”) or (the Act). If you don’t put the short form citation after the full legal citation, it is incorrect style.

If you are only referring to one statute in your assignment, you can refer to that statute as the Act (it always has a capital “A”) after the first reference to it following the full legal citation.

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), etc. This is your clue that you are NOT using a Saskatchewan statute and must look up the appropriate Saskatchewan statute.

Specific sections or “provisions” (it means the same thing) in a statute are denoted by a section number and the statute. E.g. s.27(1)(e) is read as “Section 27, subsection (1)(e), or Subsection 27(1)(e).

You may also use “Section” or “section” written out in full. Multiple sections are noted as “ss.” and the numbers, or the word 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.

Content of the Assignment
The assignment should include the following information:

- An introduction outlining the scope and methodology of the paper, 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 proper legal citation.
- The mission and value statements for the profession.
- The profession’s regulatory body’s mandate and purpose.
- A description of the activities of the profession.
- The URL and a brief description of the website of the professional and regulatory organizations.
- The public complaints process, referring to the statute and the regulatory organization’s website where necessary.
- The nature of professional misconduct or incompetence. Cite the statute.
- The discipline procedures for the profession, with reference to specific sections of the enabling statute.
- The penalties for infractions, and
A full description of the Code of Conduct or Code of Ethics of the profession. This is very important as it also establishes the basis for discipline.

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.
- It is necessary to use the text at a minimum for academic/legal information such as principles of law and definitions, etc. It is helpful if you use additional academic/legal sources.
- Please pay careful attention to the statute you cite; it must be the relevant statute for Saskatchewan, not another province or country.
- Use that statute throughout your paper as it is the foundation for governance of any self-regulated profession, but you must also use websites and academic/legal references.
- You don’t have to use cases in this assignment. (There is nothing preventing you from reading relevant cases online and learning from them. They might be useful examples for discipline and penalties, but are not a required part of the content.)

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 an appendix, on URCourses as a Word or PDF attachment, at the same time.
- An appendix is relevant material included at the end of a paper. In this case, you will have to copy/paste the specific sections of the Competition Act, 1985, R.S.C., which you have cited in your paper. It is like creating a “mini” statute. Label the first appendix as Appendix A, and use the TITLE and FULL LEGAL CITATION OF THE STATUTE as a sub-heading.

5. Final Exam
Date: Friday, December 20, 2018 from 7:00 p.m. to 10:00 p.m. Location: TBD
- The exam is worth 40% of your grade.
- It is not cumulative. It will cover material taken in the second half of the course. But please don’t forget general principles from the first part of the course.
- It 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.
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. 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.

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/) 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.

DISRUPTIVE BEHAVIOURS

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.

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.

**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.

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:

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.0-100.0</td>
<td>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.</td>
</tr>
<tr>
<td>80.0-89.9</td>
<td>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.</td>
</tr>
<tr>
<td>70.0-79.9</td>
<td>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.</td>
</tr>
<tr>
<td>60.0-69.9</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Grade Interval</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.0-59.9</td>
<td>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.</td>
</tr>
<tr>
<td>Under 50.0</td>
<td>Unacceptable performance. Failing work</td>
</tr>
<tr>
<td>Incomplete (I) or (NP)</td>
<td>“I” grades are submitted at the discretion of the instructor. “I” grades mean that due to extenuating circumstances the student was unable to meet all course requirements. Failure to complete all assignments and exams results in an “NP” grade.</td>
</tr>
</tbody>
</table>