

# EXCELLING WITH INTEGRITY

Dharm Joshi  
Director, Master's Programs

Rebekah Chotem  
Manager, MM Program

Elisabeth Chin  
Manager, MBAN Program

# Excelling with integrity?

# Objectives for this session:

- RHL policies
- Academic misconduct review
- Repercussions: process
- Tips and tools

# OUR VALUES

UBC Sauder's values are our foundation. We are committed to Rigour, Respect and Responsibility in our school, in our community and in our daily lives.

Rigour  
Respect  
Responsibility

# RHL PROFESSIONALISM + REGULATIONS



## CLASS EXPECTATIONS

On Time, Every Time  
100% Attendance

## GROUP WORK EXPECTATIONS

On time + ready to participate

## ATTENDANCE:

- 100% attendance is expected
- Up to 20% of a module may be missed for extenuating circumstances such as illness (documentation required); possible academic consequences
- Students missing more than 20% will be required to withdraw – could result in a “W” or a “F” standing, and delay graduation
- Please speak with Program Manager if you know you will need to miss class for an upcoming course

## TARDINESS:

- Students are expected to be on time for class
- Late students may be refused entry
- Very late students will be considered absent
- Includes returning to class after a break

## Exams & Final deliverables

- You are required to attend all exams and final presentations. These cannot be rescheduled.

## What if I have a job interview?

- Employers are very understanding!
- Talk to your BCC Career Coach and they can give you pointers on how to negotiate alternate time

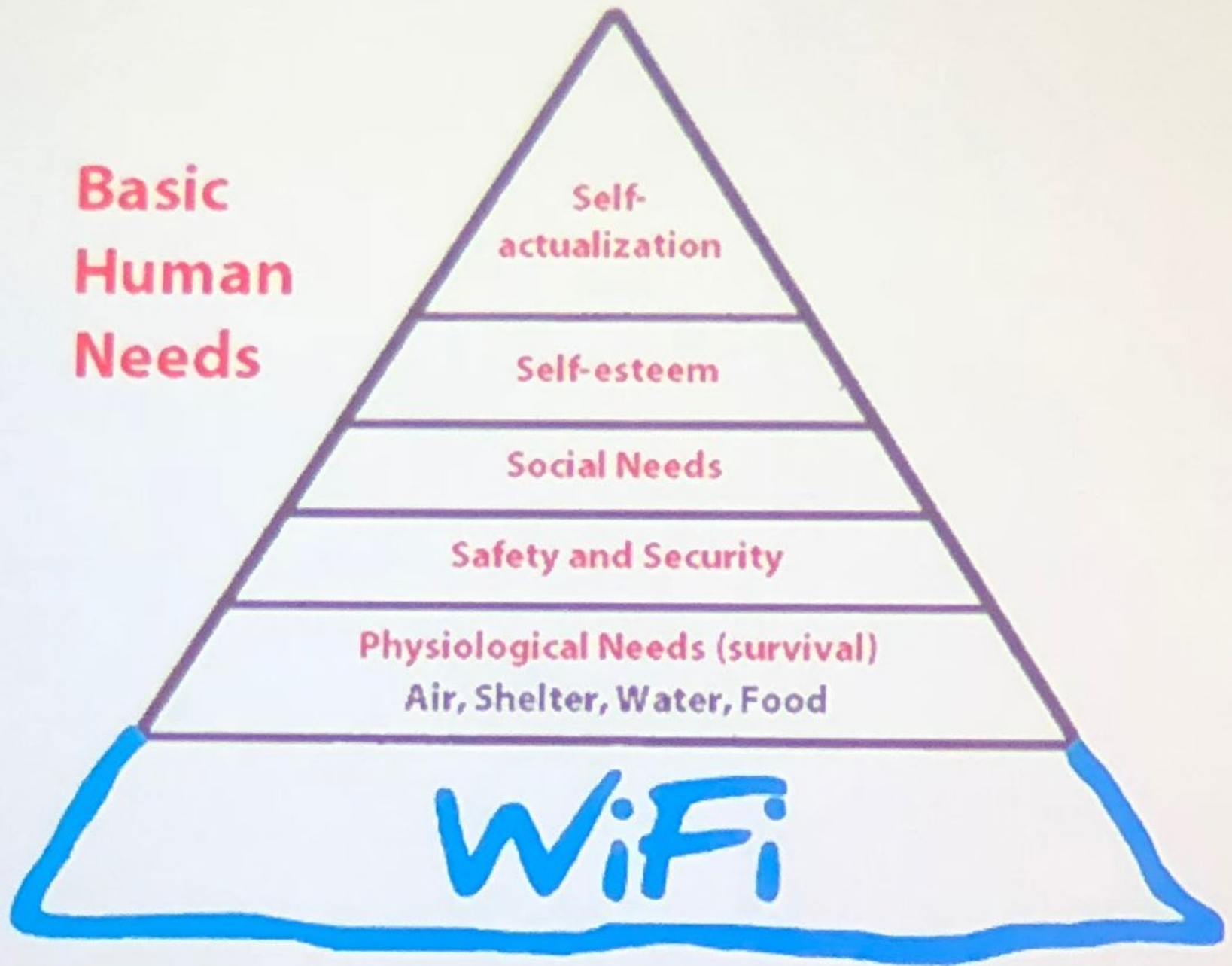
# RHL PROFESSIONALISM + REGULATIONS



RHL classroom *default*:  
Lids down & phones away



**Basic  
Human  
Needs**



“We waste time, attention, and energy on relatively unimportant information and interactions, staying busy but producing little of value.”

“Researchers have demonstrated that the mere presence of a phone makes people **less productive** and **less trusting**, and that students who are interrupted while studying **take longer to learn the material and feel more stressed.**”

*–Larry Rosen,  
Harvard Business Review*

# ACADEMIC STANDING + GRADING REGULATIONS

## GRADING

Passing Grade = 60% and above

Minimal Pass Standing = 60 – 67%

Failing Grade = Below 60%

# 168 HOURS

job

class

homework

group meetings

group assignments

papers

exams

networking events

interviews

commuting

health + wellness

friends, family &

loved ones

sleeping, eating

fun

life...

## TIME MANAGEMENT



# ACADEMIC MISCONDUCT CASE STUDIES

## INSTRUCTIONS

For each case, at your tables:

1. Read the case and discuss the questions with your team
2. Come to a conclusion on what the RHL response would be
3. Discussion as a large group

# ACADEMIC MISCONDUCT – CASE STUDY 1

During your *BAAC 551 – Foundations in Accounting 2* online exam, you witness Alex and Sam communicating during the exam – they are sending each other messages on iMessage and Alex is allowing Sam full view of his exam. You know Sam has been having some unexpected significant personal issues recently and likely was not able to study for the exam. In fact, you are quite worried about Sam. When the instructor marks the exams, he notices the answers belonging to these two students to be unusually similar especially a few that are incorrect. When the instructor asks Alex and Sam about this, Sam confirms that she copied from Alex, and that he received no assistance from her at all.

- Who committed and will be investigated for academic misconduct? Why do you think this?
- During the exam, you witnessed the cheating. What was your responsibility?
- Who could Sam have talked to prior to the exam to get help?

# ACADEMIC MISCONDUCT – CASE STUDY 2

You are friends with an MBAN program alumna. You are out for dinner with her and advise that you are struggling with your *BAIT 508 – Business Analytics Programming* course. You discover that your friend did the exact same assignment with the instructor two years ago. She opens up the instructor's solution slides on her laptop. The instructor used these slides for class discussion after the programming assignment was due. You spend about 15 minutes reviewing and discussing the slides with her and taking some notes from them. You use these notes to complete your programming assignment. Your instructor finds your work incredibly similar to his slides.

- Does UBC consider your actions to be academic misconduct? Why or why not?
- How will UBC view the actions of the alumna?
- How might this affect your reputation and the alumna's reputation?

# ACADEMIC MISCONDUCT – CASE STUDY 3

Your *BAMA 509 – Marketing Analytics* instructor uses a publisher's textbook for the course's required readings. The textbook also includes assignments that your instructor assigns for 10% of your grade. After a little internet searching, you come across the publisher's answer guide online and use it to complete one of your BAMA 509 assignments.

- Does UBC consider your actions to be academic misconduct? Why or why not?
- Does it matter that the answer guide was readily available and easy to access? Doesn't the instructor have the responsibility to protect the integrity of assignments?



# ACADEMIC MISCONDUCT – CASE STUDY 4

Your *BA 511 - Community Business Project* course has a team project worth 40% of the course grade. You did not get to select your team members; they were assigned by your instructor. There are four members in your team and there are four distinct sections to the project. The team agrees to split up the work. Each team member works independently on his/her assigned section. All work is submitted to the team leader an hour before the project is due. The team leader quickly pulls all the pieces together, does some quick edits for cohesion, and submits the assignment on behalf of the team. When the instructor runs the project through [www.turnitin.com](http://www.turnitin.com) (a web-based service which checks assignments for plagiarism), she discovers that one section has been plagiarized from an internet source. When questioned by the instructor, the student responsible for that section advises that he has not used APA referencing style before and did not understand how to reference.

- Is this academic misconduct? Why or why not?
- How will the student's defense be viewed by the university?
- Which team members will be investigated for academic misconduct? Why?
- What academic practices could the team have adopted to prevent such an outcome?

# ACADEMIC MISCONDUCT INCLUDES

*(but is not limited to)*

## **Most common examples:**

- Plagiarism
  - Failing to cite
  - Having a team member fail to cite
- Cheating
  - Copying another student's work
  - Working on individual assignments together
- Impersonation
  - Signing in for another student
  - Clicking another student's iClicker



## ACADEMIC MISCONDUCT

Total investigated cases:

- 2017: 48
- 2018: 26

# ACADEMIC MISCONDUCT INVESTIGATION PROCESS

1. You will be asked by your instructor to explain the situation.
2. The instructor will send all information to the RHL Graduate School.
3. RHL will gather all relevant information and package for RHL Academic Misconduct Committee to review.
4. You may be interviewed by the Committee.
5. The Committee will make a decision and impose discipline, if found guilty.
6. RHL may also forward your case to the Presidents' Advisory Committee on Student Discipline. Another hearing and further discipline may be imposed.

# POSSIBLE DISCIPLINARY MEASURES

1. A letter of reprimand
2. A failing grade or mark of zero on the assignment or in the course in which the academic misconduct occurred
3. Suspension, cancellation, or forfeiture of any scholarships, bursaries or prizes
4. Suspension from the University for a specified period of time
5. Expulsion from the University
6. Denial of admission or re-admission to the University for a specified or indefinite period of time
7. A notation of academic discipline on the student's record in the Student information System, which will appear on the student's Transcript of Academic Record
8. Revocation of a degree or other academic credentials dishonestly or improperly obtained

- Be honest, tell the truth
- Do your own work
- Learn the APA referencing style; refer to it often
- Be careful, check your submissions over
- Talk through team submissions; Keep copies of your drafts, emails (give yourselves time to build in a review process into your work)
- Check with your instructor if you are unsure
- Hold others accountable





#### IMPORTANT PRIVACY INFORMATION

Information submitted to Turnitin is stored in the United States

Remove identifying information, such as your name and student number from the text of any assignment submitted to Turnitin.

For further information:

<http://lthub.ubc.ca/guides/turnitin/>

# Policies: Where to find them on your program site

## Canvas > 2020 Program Site > Academic Regulations

☰ 2020MBAN > UBC Master of Business Analytics - Class of 2020

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## Academic Regulations

The three core values of UBC Sauder are Rigour, Respect and Responsibility. Students are expected to uphold the highest standards of professional behaviour, and academic honesty as members of the UBC community.

Breach of these expectations or failure to follow the appropriate regulations, principles, rules and guidelines of the University may result in disciplinary action.

Students should familiarize themselves with the academic regulations listed below.

- [Academic Misconduct](#)
- [Academic Standing & Grading Practices](#)
- [Professionalism, Attendance & Behaviour](#)
- [Academic Concession](#)
  - [Academic Concession Request & Declaration Form](https://webforms.sauder.ubc.ca/academic-concession-rhlee) (<https://webforms.sauder.ubc.ca/academic-concession-rhlee>)

*NOTE: These policies are subject to change.*

In particular students are obligated to fully understand what constitutes academic misconduct, as defined by the [UBC Calendar](#). Students involved in academic misconduct will face [disciplinary measures](#) and may have all Business Career Services withdrawn for the remainder of their program.



# Academic Concessions

## Academic Concession Request & Declaration Form

The Robert H. Lee Graduate School recognizes that students may experience unanticipated events or circumstances that interfere with their ability to accomplish academic work. In such cases, and in accordance with [UBC's Policy on Academic Concessions](#), RHL students can make requests for academic concessions by completing and submitting this form.

Submission of this form does not guarantee approval of an academic concession, or approval of a specific academic concession. Decisions will be made by the RHL Graduate School on a case-by-case basis and, as stated in [UBC's Policy](#), are based on principles of transparency, flexibility, and compassion, while upholding academic standards of curricula and the expectation that the requirements of each course or academic program will be met.

[Privacy Policy](#)

**Program \***

Please select your degree program.

**Year of Study \***

**E-Mail Address \***

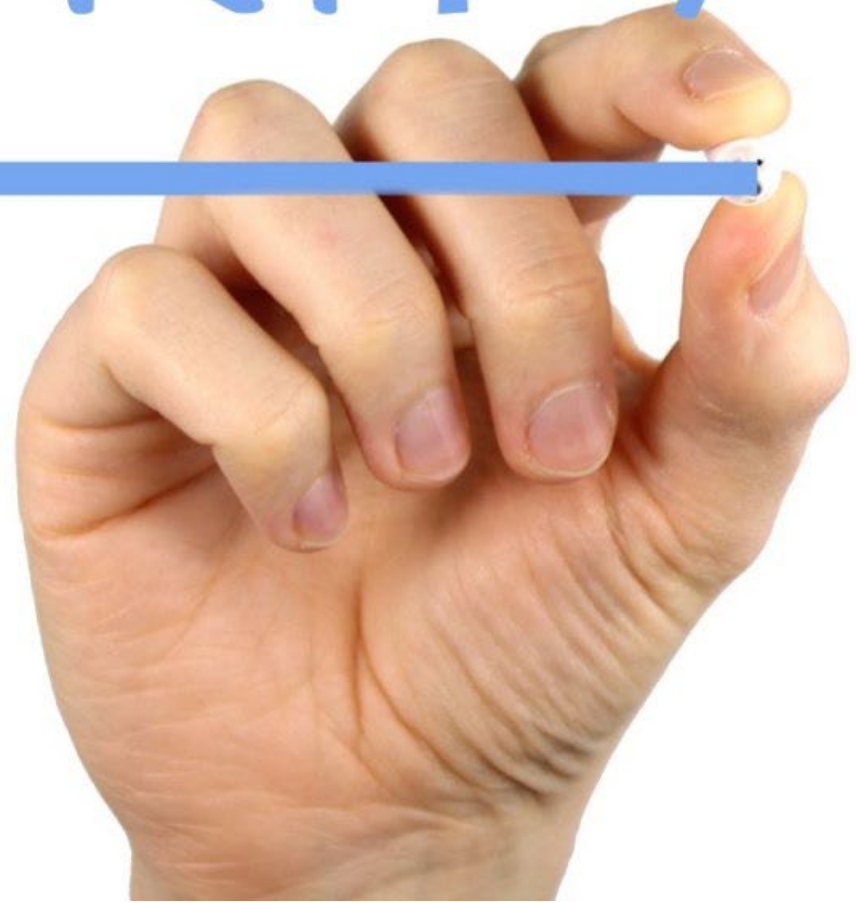
**Please select the general reason for this academic concession request. \***

- Medical Circumstances**
- Compassionate Grounds**
- Conflicting Responsibilities**

# INTEGRITY

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class  
comments  
group meetings  
presentations  
cases  
group assignments  
papers  
networking events  
interviews  
internships  
Relationships  
... everywhere



# Memorandum of Understanding (MOU)

# HOUSEKEEPING + REMINDERS

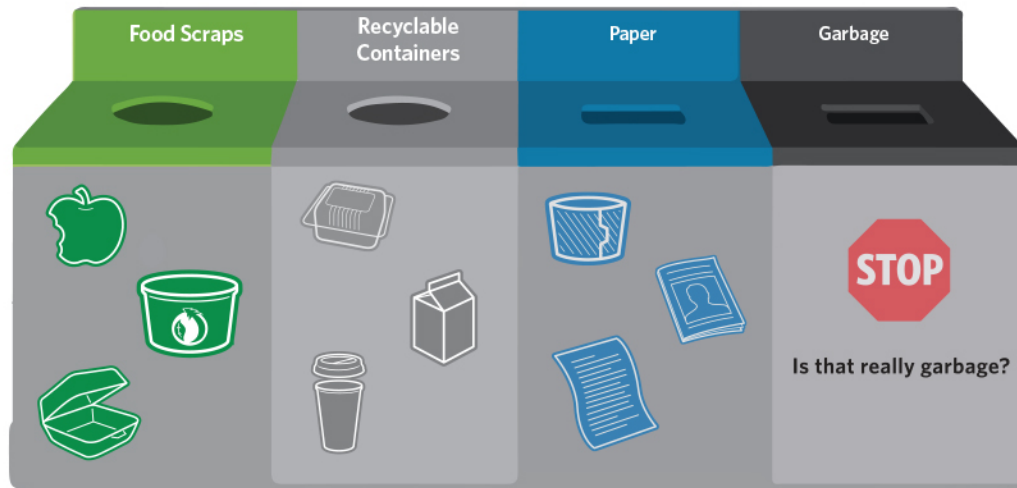
**Next Sessions: both starting now**

- **MBAN:** Ropes course
  - HA 135 then CPA Hall
- **MM:** Case Methodology with Darren Dahl
  - In this room!

*Please collect all garbage and deposit them in the correct bins on your way out.*

# You Make a Difference. Sort It Out. Keep It Clean.

Respect your environment and others when you're sharing a space.



Recycling stations are available throughout the school for you to dispose your food scraps and recyclables.